



KHYBER PAKHTUNKHWA
PAKISTAN

**TENDER DOCUMENTS FOR OUTDOOR BRANDING
"KALAM FESTIVAL 2017"**

**TOURISM CORPORATION KHYBER PAKHTUNKHWA
2016-17**

Note: The bidder is expected to examine the Bidding Documents carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

Instructions

1. The Tourism Corporation Khyber Pakhtunkhwa invites sealed bids from eligible bidders for the outdoor branding of “Kalam Festival 2017” at Peshawar, Khyber Pakhtunkhwa on the basis of “**Single Stage – Two Envelops Bidding Procedure**” comprising of Technical Bids and Financial Bids.
2. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked “1-Technical Bids” and “2-Financial Bids” which should be packed in one outer envelope.
3. The Technical Proposal should contain all the bid items without quoting the price and must list firm’s clientele, detail of technical and managerial staff, list of equipment and machinery, number of similar assignments & past relevant record (public & private sector) relevant experience last 5 years, financial status and capacity of the firm (bank statement last 1 year), tax returns 2016, detail of activities and artists for performance for the current activity, New Ideas (Other than mentioned etc).
4. All bids must be accompanied with call deposit/earnest 2% of the total bid amount (refundable) in shape of pay order / bank draft/CDR/Bank Guaranty in favor of Managing Director Tourism Corporation Khyber Pakhtunkhwa.
5. The technical bids will be immediately opened after deadline for submission of bids in the presence of bidders/bidders representatives who choose to attend while the financial bids will be opened later on after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.

6. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;
 - c. The tender document and the bid is unsigned;
 - d. The offer is ambiguous;
 - e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
 - f. The offer is from blacklisted firm in any Federal / Provincial Government Department; and
 - g. The offer is for store / items not conforming to the specifications indicated in the tender enquiry.
7. The Tourism Corporation Khyber Pakhtunkhwa will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
8. The procuring entity may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring entity shall upon request communicate to any contractor or consultant who submitted a bid or proposal, the grounds for rejection of all bids or proposals under Rule 47 of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Procurement Rules 2014.
9. If the Contractor is found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, Tourism Corporation Khyber Pakhtunkhwa may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders.

10. All prices quoted must include all Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
11. Failure to complete the task within the stipulated time period will invoke penalty as specified in this document. In addition to that, Call Deposit amount will be forfeited and the company will not be allowed to participate in future tenders as well.
12. Tourism Corporation Khyber Pakhtunkhwa reserves the right to increase/ decrease number of activity/ equipment and/or any other items mentioned in this tender document.
13. Tourism Corporation Khyber Pakhtunkhwa reserves the rights to claim compensation for the loss caused by the delay in execution of task.
14. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
15. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
16. All the raw material procured & installed for building infrastructure shall be the property of TCKP except those being rented for holding the event.

Detail Bidding Documents

Scope of Work/Evaluation Criteria and Comparison of Bid:

The Technical Bids will be evaluated on the basis of following parameters and each bidder should clearly indicate the following in separated annexure duly labeled. In case the following information was missing the marks will not be given to the firm. No telephonic clarifications will be made and no additional documents will be entertained after the due date of technical proposal opening of the bids.

Details of Printing & Promotion Items:

S. No.	Particulars	Qty	Rate	Amount
1	<u>Streamers:</u> Panaflex: Printing on 260gm Media Frame: Wooden Frame Size: 3x6 Square Feet Per Streamer Rate Required	300		
2	<u>Streamer Installation Charges City wise</u> Panaflex: Printing on 260gm Media Frame: Wooden Frame Size: 3x6 Square Feet Per Streamer Rate Required	Peshawar	100	
		Islamabad	100	
		Swat	100	
3	<u>Panaflex Banner Printing:</u> Panaflex: Printing on 260 gm Media Size: 12x4 Square Feet Per Banner Rate Required	30		
4	<u>Banner Installation Charges</u>	30		
5	<u>Standee:</u> Panaflex: Printing on 440gm Media Stand: X Stand Size: 2x5 Square Feet Per Stand Rate Required Including Labor, Installation, Transportation and Un-Installation after Event.	20		
6	<u>Bill Board Skin Printing:</u> Panaflex: Printing on 260gm Media Size: 30x12 Square Feet Rate Required Including Labor, Installation, Transportation and Un-Installation after Event.	1		

Evaluation Criteria for Outdoor Branding and Promotion

S.No	Parameters	Detail	Total Marks	Remarks		
1	Firm Registrations	Firms Profile	14	Including Registration Documents 1. NTN 2. Sales Tax Registration		
2	Staffing	Details of Managerial and Technical Staff		List must be attached with name and designation of staff		
		i	1 to 05		10	
		ii	05 to 10		15	
3	Past Performance(1 Years)	Major Institution Served:		25	Institutions include government departments and private organization for similar nature of projects. Supported via work orders and quality certificate provided by the department.	
		i	No any institute served			0
		ii	1 to 2			10
		iii	3 to 5			15
		iv	6 to 8			25
4	Market Experience	i	1 year	7	10	During any of the last three years, he must have completed at least one contract involving the supply of similar goods and at least 50% of comparable scale.
		ii	2 Years and Above			
5	Product Sample	Sample will be examined & accepted by the technical & evaluation committee as per the following parameters: 1. Consistency in quality 2. Durability		10	Product 100% comply with ther advertised specification will be considered for evaluation	
		i	Excellent			10
		ii	Good			7
		iii	Satisfactory			5
		iv	Unsatisfactory			0
6	Financial Status	i	Tax Returns 2016	10	1. Tax Payer must be active on Active Tax Payer list for NTN and Sales Tax. 2. Financial Statement must be verified from Chartered Accountant 3. The Bidder's Bank statement must reflect liquidity to 10% of the quoted amount	
		ii	Financial Statement 2016	8		
		iii	Bank Statement Last 1 Year	8		
Total				100		

The bid not obtaining minimum qualifying score shall not be considered for financial evaluation and their financial proposals shall be returned

unopened. Out of the bids qualifying the technical criteria, the 65% - 35% formula will be applied for award of contract to the successful bidder provided it meets all other procedural requirements.

The Competent Authority has the right to reject all bids under Rule 47 of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Procurement Rules 2014.