



**KHYBER PAKHTUNKHWA
PAKISTAN**

TENDER DOCUMENTS FOR PRINTING OF NEWSLETTER 2015-16

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 printing of Newsletter 2015-16 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 2013-16), tax returns 2013-16, detail of activities.
4. All bids must be accompanied with call deposit/earnest money (refundable) in shape of pay order / bank draft/CDR/Bank Guaranty 2% of the total bid amount 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. As authority competent to accept the tender, Tourism Corporation Khyber Pakhtunkhwa reserves the right to accept or reject one or all the tenders by assigning cogent reason as KP-PPRA Rules.
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 quantity 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.

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 Publicity Items:

| S.No. | Name of Items | Pages Per Brochures | Size | Materials/Quality | Rate for (500 Qty of Books) | Rate for (1000 Qty of Books) |
|-------|-----------------------------|------------------------------|----------------------------|---|-----------------------------|------------------------------|
| 1 | Newsletter 2015-16 (Book 1) | 60 Pages Inner without Title | A4 Standard Size (25x36/8) | <u>Newsletter Inner Pages:</u> Printing: Four Color Paper: 128gm Mate Paper <u>Newsletter Title:</u> Printing: Four Color Paper: 300gm Art Card Lamination: Glossy Lamination <u>Newsletter Binding:</u> Gum Binding | | |
| 2 | Newsletter 2015-16 (Book 2) | 68 Pages Inner without Title | A4 Standard Size (25x36/8) | <u>As Above</u> | | |
| 3 | Newsletter 2015-16 (Book 3) | 80 Pages Inner without Title | A4 Standard Size (25x36/8) | <u>As Above</u> | | |

Terms and Conditions:

1. Tenders shall be opened on 1st Sep, 2017 at 12:00 am, (30 minutes after closing time) in the presence (not obligatory) of the contractors or their authorized agents in the office of TCKP.
2. The quotations must be accompanied with a call deposit of 2% of the Quoted Amount in the name of Managing Director, Tourism Corporation Khyber Pakhtunkhwa. The CDR shall be returned to unsuccessful bidders.
3. Tenders which are incomplete, without call deposit or submitted late will not be considered.
4. The successful bidder will not be allowed to sublet the contract to any other party/firm.
5. As per KPPRA Rules, Managing Director TCKP reserve the rights to accept or reject any or all tender by assigning any reason.
6. Sample must be provided at the time of tender opening.

Evaluation Criteria for Printing Firms

| S.No. | Parameters | Detail | Total Marks | Remarks | |
|--------------|---------------------------------|---|-------------|---|----|
| 1 | Firm Registrations | Firms Profile | 20 | Including Registration Documents 1.NTN 2.Sales Tax Registration 3.Press Declaration 4.Professional | |
| 2 | Staffing | Details of Managerial and Technical Staff | 15 | List must be attached with name and designation of staff | |
| | | i 1 to 05 | | | 5 |
| | | ii 05 to 10 | | | 10 |
| | | iii 10 and above | | | 15 |
| 3 | Past Performance(Last One Year) | Major Institution Served: | 24 | 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 5 | | | 5 |
| | | iii 6 to 10 | | | 10 |
| | | iv 11 to 15 | | | 15 |
| | | v 16 to 20 | | | 20 |
| | | vi 20 and above | | | 24 |
| 4 | Market Experience | i 1 to 3 Years | 10 | During any of the last three years, he must have completed at least Three contract involving the supply of similar goods and at least 50% of comparable scale. | |
| | | ii 3 to 5 Years | | | 7 |
| | | iii Above and 5 Years | | | 10 |
| 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 their 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 2014 to 2016 | 7 | 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 2014 to 2016 | 7 | | |
| | | iii Bank Statement 2014 to 2016 | 7 | | |
| Total | | | 100 | | |

Note:

Total Marks: 100

Qualifying Marks: 70%

The financial bids of technically accepted bidders will be opened publicly at a time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective bidders.

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 70% - 30% 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.