Sukkur Institute of Business Administration

Tender # Proc/101

Tender Document

Printing of Test Booklets (Laser printing with variable data in bar code on each page)

(SAT Project)

November, 2014

Last Date for Submission:

November 18, 2014 @ 1400 hrs

Tender Opening Date

November 18, 2014 @ 1430 hrs

Venue for Tender Opening

Meeting Room, Sukkur IBA

Air Port Road, Sukkur

1. Printing of Test Booklets (Laser printing with variable data in bar code on each page)

Please see the attachment for technical specifications

Technical Information:

- 1. Type of Printing Machine Printing Press i.e. Laser Printing Press
- 2. Number of Machines
- 3. Printing capacity of each machine
- 4. Per day total printing capacity number of booklets that can be printed in a day (considering all factors load shedding etc)
- Details of similar printing projects completed in last three years with documentary evidence.

Financial Information:

- Rate per A3 Page (equivalent to four A4 Pages when folded and stapled in centre)
- 2. Rate per Cover Page
- 3. Rate per Booklet for Pilot Test
- 4. Rate per Booklet for Actual Test

Note:

- 1. Quoted rates must be inclusive of all taxes.
- 2. Quoted rate for booklet must be inclusive of folding and staple cost.
- 3. Rates must be quoted as mentioned above in four forms.

1. GENERAL TERMS AND CONDITIONS

The following General Terms and Conditions apply to this tender.

The last date of receipt of Bids is as mentioned in tender notice and face sheet of this document.

Documents/Details Required.

- 1 1 Documents should be properly signed and stamped by competent authority.
- 1.2. Detail of Laser Printing Machines & their repair & maintenance facilities.
- 1.3, Structure/Organizational Chart.
- 1.4. An affidavit to the effect that the firm has not been black listed by any Government/Semi Government Organization.
- 1.5. The Bidder indemnify procuring agency against all third-party claims of infringement of patent, trade mark industrial design rights arising from use of the goods or any part thereof in Pakistan.
- 1.5. Sukkur IBA or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the contract specifications.

The Technical Specifications shall specify what inspections and tests Sukkur IBA requires and where they are to be conducted.

Sukkur IBA shall notify the contractor, in writing, of the identity of any representatives entrusted for this purpose.

- 1.7. The Bidder/Vendor shall provide the following information with respect to its set up in Pakistan.
- 1.8.1. Number of Vendors offices and addresses, thereof, phone and fax numbers and e-mail address as well as names and designations of responsible persons.
- 1.7.2. Number of engineers and technical staff in Vendor's office.

- 1.7.3. Profile of technical staff with relevant experience, resume and number of Customers and sites looked after /supported by each.
- 1.7.4. Problem reporting procedure and fault response time in hours for fault rectification, escalation procedures with respect to response or turnaround time in hours.
- 1.8. The Bidder shall provide following information with respect to its Company Profile
- 1.8.1. Registered Name of the Organization.
- 1.8.2. National Tax Number & General Sales Tax Number .
- 1.8.3. Head Office address.
- 1.8.4. Management structure & Organization Chart.
- 1.8.5. Name, Address with Telephone/Telex and Fax numbers of the contact Person.
- 1.9. Financial status of the Vendor's/Bidder's Organization with supporting documents and last two years annual reports.
- 1.10. Provide a certificate from your bank certifying your sound financial position and credit limit from the bank.
- 1.11. List of clients and their Acceptance of deliverables, showing separately the items provided and value thereof.
- 1.12. Sukkur IBA reserves the right to reject any or all Bids/Offers without assigning any reason or cancel the process at anytime.
- 1.14. Sukkur IBA reserves the right to increase/decrease the quantity of items/scope of the work. Bidder has no right to challenge the decision in Court.

2. PROPOSAL SUBMISSION REQUIREMENTS

2.1. Sealed Bid clearly marked as "ORIGNAL" should consist of following two separate and independent parts i.e. 1) Technical Proposal 2) Financial Proposal and should be clearly marked as Technical Proposal/Financial Proposal in bold and affixed to each envelope at a clearly visible location.

2.2.1. TECHNICAL PROPOSAL

- 2.2.1.1. Technical Proposal must include the complete solution proposed by the Vendor with filled-in specification sheets.
- 2.2.1.2. After review of the Technical Proposal, promising Vendors will be selected and may be asked to give a demonstration/presentation on their solution/products.
- 2.2.1.3. Based on the Technical Proposal and the presentations, Vendors will be selected in order of preference and their Technical Solution will be rated on a scale of 100. The criteria considered will be compliance with equipment specifications, capability of execute the project, references, quality, certifications, past experience (if any), after sales support etc as mentioned in detail in Technical Evaluation Criteria.
- 2.2.1.4. Financial Proposal of only those Vendors will be considered whose Technical Proposal qualify.

Note: Successful bidder will have to sign Confidentiality Maintenance Agreement with Sukkur IBA to maintain the secrecy of the contents and to ensure non disclosure of contents to anyone else.

2.2.2. FINANCIAL PROPOSAL

- 2.2.2.1. Financial Proposal will include the prices quoted.
- 2.2.2.2. For each category the quoted prices must include all taxes, customs and freight charges for delivery at the required locations at own risk and cost.
- 2.2.2.3. <u>This is for educational institution. Therefore, Sukkur IBA expects significant educational and volume discounts.</u>
- 2.2.2.4 The Bidder/Vendor shall furnish **separate earnest money** equivalent to **2%** of the total value of Bid in the form of Bank Draft issued by a scheduled bank of

Pakistan in favor of "Sukkur IBA", valid for at-least six months and enclosed along with financial proposal.

- 2.3. **No Bid shall be entertained without earnest money**. Earnest money of the successful bidder will be released at the time of submission of Ten percent (10%) Performance Guarantee of the total contract value.
- 2.4. The bid security is required to compensate Sukkur IBA against the consequences of:
- 2.4.1. Subsequent unauthorized variations and/or modifications of the terms of bid.
- 2.4.2. Premature withdrawal of the bid before the completion of the bid evaluation.
- 2.4.3. Failure of the bidder to sign the resultant Contract, in the event of such Contract being awarded to it.
- 2.5. The successful bidder is required to deposit **Ten percent 10%** of total contract value as **Performance Guarantee** in the form of **Bank Draft** issued by a scheduled bank of Pakistan in favor of **"Sukkur IBA"** at the time of signing of contract agreement and will be released at the time of delivery of equipment at site.
- 2.6. Proposals sent via fax or email will not be accepted.
- 2.7. An effort by a Bidder to influence Sukkur IBA, directly or indirectly THROUGH UNFAIR MEANS may result in the rejection of Bidder's Proposal and black listing for any future tender of Sukkur IBA.
- 2.8. Prices quoted will be firm for the entire period of Contract. All prices to be quoted in **Pak Rupees**, and must clearly state all applicable taxes which must be included in quoted price.

3. SELECTION PROCEDURE

Sukkur IBA intent in issuing this RFP is to award a contract to the lowest and best responsive Vendor/Bidder who meets required standard of specifications and other factors.

Proposals /Bids will be evaluated against following evaluation criteria:

(1) Technical Evaluation Criteria - Weight age 70%

S.No	Bidder Name	Max Score	Bidder Name	Remarks		
1	Meeting Specifications	40				
2	Laser Printing Experience (Years)	10		-		
3	Experience with Academic Institutions	5				
4	Experience of printing confidential information i.e. Question Papers etc with variable data in bar code on each page	10				
5	International Quality Certifications	5		<u> </u>		
6	Lead Time (Order to Delivery Time)	10				
7	Company Profile	10				
8	Cliental Served Profile	10				
	Total	100				

Note: Please do attach documentary evidence in support of claims made in technical proposal.

(2) Financial Evaluation Score - Weight age 30%

TECHNICAL SPECIFICATIONS

Printing Test Specification

Paper Specifications for Pilot Test Paper & Actual Test

Paper Type - A3 (Double A Paper)

Cover Page - A3 160 grams 4 Color Printing Inner Pages - A3 (Double A Paper) 80 grams

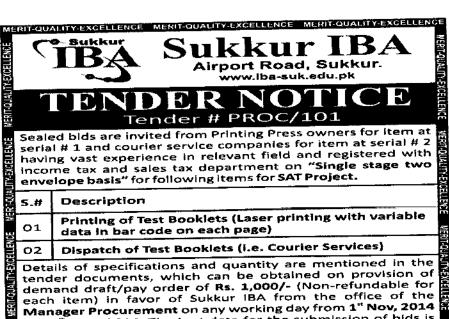
1. PILOT TEST Paper Printing Specification (SAT III-2014)

- A3 paper of 80gms, this will be folded and stapled in the center to make an A4 size booklet
- Approximately, 2000 booklets will be printed for Pilot Test
- Every booklet will have three parts; Languages, Science & Math
- · Booklets will be printed in three mediums; English, Sindhi & Urdu
- Three booklets named as A, B & C will be used for each class VI and IX
- The approximately pages of these three booklets including cover sheet are listed in following table
- The number of pages in Pilot Test Booklet 50 approximately including cover pages.
- The number of cover page 01 (one) Sheet A3, 160 grams, 4 color, one side printing (Front of first cover page and Back side of last page of cover page)

Form	Version				
-	English	Urdu	Sindhi		
_5A	32	39	38		
5B	28	38	36		
5C	30	35	36		
_8A	46	50	50		
8B	40	55	48		
8C	46	52	51		

2 ACTUAL TEST Paper Printing Specification (SAT III-2014)

- A3 paper of 80 gm, this will be folded and stapled in the center to make an A4 size booklet
- Approximately 300,000 booklets will be printed for Actual Test
- · Every booklet will have three parts; Languages, Science & Math
- · Booklets will be printed in three mediums; English, Sindhi & Urdu
- Two booklets named as A & B will be used for each class V and VIII for Actual Test
- Actual Test booklet will contain approximately 30 pages, including cover sheet
- The number of cover page 01 (one) Sheet A3, 160 grams, 4 color, one side printing (Front of first cover page and Back side of last page of cover page



Manager Procurement on any working day from 1" Nov, 2014 to 17" Nov, 2014. The Last date for the submission of bids is 18" Nov, 2014 up to 1400 Hours. The technical bids will be opened on the same day at 1430 Hours in the presence of bidders or their authorized representatives (who may choose to be present). The Financial proposals of only technically eligible firms will be accepted/Opened. Bid security i.e. 2% of the tender amount (Refundable) in the shape of bank draft/pay order in the name of Sukkur IBA must be attached with the bid documents. Sukkur IBA reserves the right to accept or reject any or all bids as per PPRA rules/SPP rules

Please send your queries: hari@iba-suk.edu.pk Ph: 071-5806101-10

REGISTRAR

SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION

Airport Road, Sukkur. Ph: 071-5630272, 5806101-10 UAN: 071-111-785-422 Fax: 071-5804425

E-mall: info@iba-suk.edu.pk

MERIT-QUALITY-EXCELLENCE MERIT-QUALITY-EXCELLENCE MERIT-QUALITY-EXCELLENCE Daily Jang, Daily Dawn & Daily Kawish on Nov 1,2014

Sukkur Institute of Business Administration

Tender # Proc/101 (ii)

Tender Document

Dispatch of Test Booklets (i.e. Courier Services) (SAT Project)

Nov, 2014

Last Date for Submission:

Nov 18, 2014 @ 1400 hrs

Tender Opening Date

Nov 18, 2014 @ 1430 hrs

Venue for Tender Opening

Meeting Room, Sukkur IBA

Air Port Road, Sukkur

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WET !

1. Dispatch of Test Booklets (i.e. Courier Services)

Briefing on tender for Dispatch of Test booklets

Sukkur Institute of Business Administration has been awarded StandardIzed Achievement Test Project by Reform Support Unit-Education & Literacy Department, Government of Sindh. Under this Project, Sukkur IBA will conduct a standardized test from students of class V and VIII from all Government schools.

For this, Sukkur IBA requires the services of registered courier & Logistics organization to dispatch and receive test booklets in all 23 districts of Sindh under following details.

- Booklets will be dispatched to local courier office of each Taluka of Sindh (There are 121Talukas in sindh province) so the organization must have local offices in all 121 Talukas of Sindh.
- Delivery of booklets to local Taluka office must be over night.
- Booklets will be dispatched in the form of boxes; each box contains booklets of only one school.
- IBA team will collect the school boxes one day before (in the evening or afternoon timings) from local office and rest of school boxes will remain in respective local office of courier services company.
- Having conducted the test, IBA team will send these booklets back to Sukkur/Karachi on the same day.
- There are around 300,000 booklets to be moved from Karachi to all taluklas/districts of sindh in first phase. From Talukas/Districts these booklets will be moved back to Karachi/Sukkur.
- Small, Medium and Large box will be used to carry the booklets properly.
- The courier organization will have to keep strong security measures regarding the safety of test booklets.
- The dispatch & Collection will be done in the month of December 2014 and Jan /Feb 2015 through only authorized agents. Sukkur IBA will share the list of names and their CNIC of such authorized agents. These agents will collect booklets from courier services provider local Office at 8.00am in the morning daily.

Important Note:

It is two sided (To & from) dispatch of test booklets, first test booklets will be collected from Karachi/Sukkur and dispatch to districts / talukas and then after conduct of test, collection of test booklets from districts /talukas to Karachi/ Sukkur.

Keeping in view above specifications, the relevant organizations are requested to participate in tender and provide following details.

1. Dispatch Cost:

Rate per Kg

Please provide separately,

(a) Rate for Overnight delivery

- (i) Rate from Karachi to Districts/ Talukas
- (ii) Rate from Districts/ Taluka to Karachi / Sukkur

(b) Rate for Over-land delivery

- (i) Rate from Karachi to Districts/ Talukas
- (ii) Rate from Districts/ Taluka to Karachi / Sukkur

2. Packaging cost

- (i) Cost from Karachi to Districts/ Talukas
- (ii) Cost from Districts/ Taluka to Karachi / Sukkur
- Cost of small, medium and large boxes
- Cost of box in which booklets will be inserted, poly bags, tap, and description sheet (having details like name of school, SEMIS, UC, taluka, No of copies, Medium)

Packaging item that will be required for dispatch of test booklets

(Below Calculated Quantities are based on 350,000 test booklets)

Qty Packing Material 17,500 Cartons Small 1,500 Cartons Master 6 ply (contain max 20 small cartons 1,500 Cartons Master 6 ply (contain max 10 small cartons 2,000 Cartons Master 6 ply (contain max 05 small cartons Packaging material for books (Flyer contain max 30

70,000 books) Plan Paper A4 (for address label & manifest attendance 30,000 sheet 30,000 Impression for Packing list + manifest attendance sheets 22,500 Label & Pasting

3. Storage Cost Per Day (if any)

Test booklets boxes may be collected in parts on daily basis as per requirement from Districts/Talukas local offices of the successful bidder and remaining boxes may be asked to keep in safe storage to successful bidder.

4. Total Cost per Kg (Dispatch , Packaging & Storage)

- Cost from Karachi to Districts/ Talukas (i)
- Cost from Districts/ Taluka to Karachi / Sukkur (ii)

Note:

- 1. Quoted rates must be inclusive of all taxes.
- 2. Rates must be quoted in all four forms as mentioned above.
- 3. Sukkur IBA reserves the right to increase or decrease the quantity of booklets

Security of booklets

- a. Security of booklets at local office
- b. Security of booklets during transit

Note: Successful bidder will have to sign Confidentiality Maintenance Agreement with Sukkur IBA to maintain the secrecy of the contents and to ensure non disclosure of contents to anyone else.

1. GENERAL TERMS AND CONDITIONS

The following General Terms and Conditions apply to all the equipment/works under this tender.

The last date of receipt of Bids is as mentioned in tender notice and face sheet of this document.

Documents/Details Required.

- 1.1 Documents should be properly signed and stamped by competent authority.
- 1.2. Detail of repair & maintenance facilities.
- 1 3. Structure/Organizational Chart.
- 1.4. An affidavit to the effect that the firm has not been black listed by any Government/Semi Government Organization.

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- 1.7.4. Problem reporting procedure and fault response time in hours for fault rectification, escalation procedures with respect to response or turnaround time in hours.
- 1.8. The Bidder shall provide following information with respect to its Company Profile
- 1.8.1. Registered Name of the Organization.
- 1.8.2. National Tax Number, Sales Tax Number and GST number
- 1.8.3. Head Office address.

- 1.8.4. Management structure & Organization Chart.
- 1.8.5. Name, Address with Telephone/Telex and Fax numbers of the contact Person.
- 1.9. Financial status of the Vendor's/Bidder's Organization with supporting cocuments and last two years annual reports.
- 1.10. Provide a certificate from your bank certifying your sound financial position and credit limit from the bank.
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2.2.1. TECHNICAL PROPOSAL

- 2.2.1.1. Technical Proposal must include the complete solution proposed by the Vendor with filled-in specification sheets.
- 2 2.1.2. After review of the Technical Proposal, promising Vendors will be selected and may be asked to give a demonstration/presentation on their solution/products.
- 2.2.1.3. Based on the Technical Proposal and the presentations, Vendors will be selected in order of preference and their Technical Solution will be rated on a scale of 100. The criteria considered will be compliance with equipment specifications,

capability of execute the project, references, quality, certifications, past experience (if any), after sales support etc.

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- 2.2.2.4 the Bidder/Vendor shall furnish **separate earnest money** equivalent to **2%** of the total value of Bid in the form of Bank Draft issued by a scheduled bank of Pakistan in favor of "**Sukkur IBA**", valid for **at-least six months** and enclosed along with financial proposal.
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- 2.4.1. Subsequent unauthorized variations and/or modifications of the terms of bid.
- 2.4.2. Premature withdrawal of the bid before the completion of the bid evaluation.
- 2.4.3. Failure of the bidder to sign the resultant Contract, in the event of such Contract being awarded to it.

- 2.5. The successful bidder is required to deposit **Ten percent 10%** of total contract value as **Performance Guarantee** in the form of **Bank Draft** issued by a scheduled tank of Pakistan in favor of "**Sukkur IBA**" at the time of signing of contract agreement and will be released at the time of delivery of equipment at site.
- 2.6. Proposals sent via fax or email will not be accepted.
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Bids will be evaluated against following evaluation criteria:

(1) Technical Evaluation Criteria - Weight age 70%

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S.No	Bidder Name	Max Score	Bidder Name	Remarks		
1	Meeting Specifications (Having Offices / set up in required areas etc)	30				
2	Relevant Experience (Years)	5				
3	Experience with Academic Institutions	5				
4	Experience of dispatch of confidential information i.e. Question Papers /test booklet etc	25				
5	International Quality Certifications	5				
6	Lead Time (From Collection to Delivery Time)	10				
7_	Company Profile	10				
8	Cliental Served Profile	10				
	Total	100				

(2) Financial Evaluation Score - Weight age 30 %

All Vendors will provide demo (proof of concept) if required by Sukkur IBA to verify the claims in the proposal. This would also determine the quality and specifications of the product/service.

4. DELIVERY

Delivery should be at the Sites/Locations at the risk and cost of successful bidder

5. SERVICES

Sukkur IBA shall promptly notify the supplier in writing of any claims arising under the agreement.

6. LIQUIDATED DAMAGES

L quidated damages shall be applicable as under:

Timely Delivery and Confidentiality maintenance are two extremely important factors of this assignment therefore Sukkur IBA may impose heavy penalty / liquidity damages claim including any legal proceedings in case of delay in delivery or leakage of test booklet at any point of time from collection to delivery including in transit and storage area as per agreement with successful bidder.

a) TERMS OF PAYMENT

Payment shall be made in the following manner:

- · Within 30 days after receipt of items.
- Partial payment against partial delivery may be allowed.

b) CLARIFICATION AND AMENDMENT IN RFP DOCUMENT

A bidder requiring any clarification of the RFP Document may so notify to contacts given below in writing.

Hari Lal Nathani
Manager Procurement
Sukkur IBA
Air Port Road Sukkur
Email- hari@iba-suk.edu.pk
Tel- 071 111 785 422



Airport Road, Sukkur. www.lba-suk.edu.pk

NOT Tender # PROC

Sealed bids are invited from Printing Press owners for item at serial # 1 and courier service companies for item at serial # 2 having vast experience in relevant field and registered with income tax and sales tax department on "Single stage two envelope basis" for following items for SAT Project.

- **S.#** Description
- Printing of Test Booklets (Laser printing with variable 01 data in bar code on each page)
- 02 Dispatch of Test Booklets (i.e. Courier Services)

Details of specifications and quantity are mentioned in the tender documents, which can be obtained on provision of demand draft/pay order of Rs. 1,000/- (Non-refundable for each item) in favor of Sukkur IBA from the office of the Manager Procurement on any working day from 1" Nov, 2014 to 17" Nov, 2014. The Last date for the submission of bids is 16th Nov, 2014 up to 1400 Hours. The technical bids will be opened on the same day at 1430 Hours in the presence of bidders or their authorized representatives (who may choose to be present). The Financial proposals of only technically eligible firms will be accepted/Opened. Bid security i.e. 2% of the tender amount (Refundable) in the shape of bank draft/pay order in the name of Sukkur IBA must be attached with the bid documents. Sukkur IBA reserves the right to accept or reject any or all bids as per PPRA rules/SPP rules 2010.

Please send your queries: hari@iba-suk.edu.pk Ph: 071-5806101-10

REGISTRAR

SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION

Airport Road, Sukkur. Ph: 071-5630272, 5806101-10 UAN: 071-111-785-422 Fax: 071-5804425 E-mail: info@iba-suk.edu.pk

MERIT-QUALITY-EXCELLENCE MERIT-QUALITY-EXCELLENCE MERIT-QUALITY-EXCELLENCE Daily Dawn, Kawish, Jang on Nov 1,2014