

*Tender Fee: Rs.1000/-  
(Non-Refundable)*

## **TENDER FORM**

**Tender # PS/06/14-15**

**DESIGNING, COMPOSING & PRINTING OF  
PROGRAM ANNOUNCEMENT 2015-16**

## **FINANCIAL PROPOSAL**

**Date of Issue : January 24, 2015**  
**Last Date of Submission : February 11, 2015 (3:00 pm)**  
**Date of Technical Proposal Opening : February 11, 2015 (3:30 pm)**  
**Date of Financial Proposal Opening : February 18, 2015 (11:30 am)**

**Pay Order / Demand Draft # ....., Amount :Rs.....**

**Drawn on Bank..... Dated.....**

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## **I. Introduction**

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated on website of IBA & SSPRA websites on January 24, 2015 to design, compose & print Program Announcement 2015-16.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to design, compose & print Program Announcement 2015-16 from reputable printers.

Tender Forms are available at the Office of Manager Purchase & Stores from January 24, 2015 to February 11, 2015 during 9:00 am to 3:00 pm.

It is requested to fill in the attached Tender Forms and attach firm / agency profile etc along with the Tender Documents. This will be greatly helpful in evaluating the firm / agency standing.

Please mention "Tender Number" at top left corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Bid Security, issued in favor of the Institute of Business Administration, Karachi.

Please contact with Purchase Executive on 38104700 Ext. 2150 for any information and query.

Thank you.

-sd-

**Registrar**

## **2. Instructions**

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant Printers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi from January 24, 2015 to February 11, 2015 during working 9:00 am to 3:00 pm hours.
- (d) The last date of submit the Tender Document in sealed envelope in February 11, 2015 by 3:00 pm in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of representatives who may care to attend.
- (e) Bid Security of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Separate Envelop of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in a envelop & seal of Company should be affix on opening flaps.
- (h) Kindly mentioned "Tender Number" at top left corner of the envelope.
- (i) A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.

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Stamp & Signature

3. **TENDER FORM**  
**Designing, Composing & Printing of Program Announcement 2015-16**

| S.#                 | Specification   | Qty                           | Rate | Amount |
|---------------------|---|-------------------------------|------|--------|
| 1.                  | <p><b><u>Size of Document:</u></b><br/>11" x 8.5" (closed size) as per sample.</p> <p><b><u>Type of Binding:</u></b><br/>2 pin Binding / Hot Glue stitch binding (non shearing)</p> <p><b><u>Type of Printing:</u></b><br/>05+05 Color Printing</p> <p><b><u>Total Pages:</u></b><br/>270 pages total (Including title page, rear page and 01 Map pull out page) as per sample</p> <p><b><u>Total Leaves:</u></b><br/>135 Leaves (approx)</p> <p><b><u>Title Cover of Booklet:</u></b><br/>310 gsm art card 05 color printing, Lamination, Spot UV Size (10.75 x 8.25) close size</p> <p><b><u>Gramage of Paper &amp; Origin:</u></b><br/>128 gsm. matt finish paper (Indonesia).</p> <p><b><u>Total Photographs:</u></b><br/>Specs will be according to design &amp; art work of 355 pictures and graphics*</p> <p><b><u>Envelope:</u></b><br/>02 color printing on 140gsm matt finish with pasting according to specimen</p> <p><b><u>Designing &amp; Composing:</u></b><br/>Aesthetic Designing &amp; Composing with the consent of concerned authorities, designer required to be available at the Main Campus.</p> | 1500<br>Copies &<br>Envelopes |      |        |
| <b>Total</b>        |   |                               |      |        |
| <b>17% GST</b>      |   |                               |      |        |
| <b>Total Amount</b> |   |                               |      |        |

**Grand Total Rupees (in words)** \_\_\_\_\_

Please also quote per page rate for ready reference:  
Rate for addition/reduction in page quantity per page Rs. \_\_\_\_\_  
(Exclusive of Taxes)

Stamp & Signature

#### 4. Terms & Conditions of Works

The following terms of the works are agreed by the printer:

- (i) **Receiving/Acceptance of Purchase/Work Order:** The printer will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Program Announcement must be accompanied by the Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, printer name clearly mentioned. Non-compliance with this condition renders the goods / works liable to non-acceptance. After seven days, IBA will not be responsible for any claim(s) / responsibility.
- (iii) **Date of Delivery / Execution:** The period of Delivery or Execution will commence from the Date of final approval of dummy by the IBA.
- (iv) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (v) **Schedule of Work & Time Line:** Schedule of work and time-line will be framed with mutual consultation of the concerned Department and the Printer. However, the Printer is liable to abide and strictly adhere to the Schedule of Work and Time Line provide by the IBA.
- (vi) **Designer & Composer:** The Printer should provide at least one full time dedicated Designer & Composer at the Main Campus with their own remuneration, charges and expenses till the finalization of Program Announcement 2015-16.
- (vii) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
- (viii) **Quality Factors:** The quality of Program Announcements must be of prime quality. Raw material e.g. papers, cards, threads, pins, glues & ancillary article must be of high quality. Printing must be of crystal clear / sharp image(s) with high finish cutting.
- (ix) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (x) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (xi) **Condition of Goods / Works:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (xii) **Delivery of Goods / Works:** All the items must be delivered to the store of the IBA who will sign the receipt with stamp on delivery note.

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Stamp & Signature

- (xiii) **Rejection of Goods / Works:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (xiv) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xv) **Disclosure of Confidential Script/Material:** All rights reserve with the IBA and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- (xvi) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xvii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xvii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xix) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xx) **Bid Security:** 5% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xxi) **Performance Security:** 5% Performance Security should be submitted in form of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xxii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xxiii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xxiv) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxv) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxvi) **Validity of Bid:** Validity is for ninety (90) days.
- (xxvii) **Rights:** IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- (xxviii) **Company Profile:** Company Profile be attached with this document.
- (xxix) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxx) **Submission of Documents:** Last date for tender submission is February 11, 2015 upto 3:00 pm

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Stamp & Signature

- (xxx) **Opening of Tender:** Tender will be opened on February 11, 2015 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xv) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on February 18, 2015 at 11:30am.
- (xvi) **Minimum Qualifying Percentage:** is 80%
- (xxxii) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Earnest Money should be further enclosed in a envelope & seal of Company should be affix on opening flaps
- (xxxiii) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxxiv) **Stamp Duty:** Stamp duty 0.2% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- (xxxv) **Copy Rights:** All rights reserved with the IBA, Karachi. No part of article can be published, print, copy or transferred to other format without written permission of the IBA authority. Films / Plates and other related printing item should deposit to Purchase Office.

**Note:**

**This Terms & Conditions is integral part of contract agreement besides other clauses / articles.**

**Important Notes:**

1. A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.
2. Photographs scanning and printing to be of high quality.
3. Binding to be of high quality.
4. Timely Delivery.

\_\_\_\_\_  
Stamp & Signature



### **5. Integrity Pact**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency works;

M/s \_\_\_\_\_, the printer hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, company/firm/agency agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

#### **Note:**

**This integrity pact is mandatory requirement other than auxiliary services / works.**

\_\_\_\_\_  
Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
Stamp & Signature

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(Non-Refundable)*

## **TENDER FORM**

**Tender # PS/06/14-15**

**DESIGNING, COMPOSING & PRINTING OF  
PROGRAM ANNOUNCEMENT 2015-16**

## **TECHNICAL PROPOSAL**

|   |          |                                     |
|---|----------|-------------------------------------|
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## 1. Introduction

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\_\_\_\_\_  
Stamp & Signature

### 3. Technical Qualifications Criterion

- a. Maximum marks for Technical Proposal: 100
- b. Minimum qualifying percentage is 80%. Applicant who secured less than 80% will be categorically disqualified for further process.
- c. Please note failing to submit support / claim documents would lead to rejection of the vendors tender document.

1- Years in business: (please tick appropriate area) **Maximum 10 Marks**  
 Note : Please provide supporting documents of your claims.

- i. 20 + years: \_\_\_\_\_ 10 Marks
- ii. 15 ~ 19 years : \_\_\_\_\_ 05 Marks
- iii. 10 ~ 14 years : \_\_\_\_\_ 02 Marks

2- Clientele List: (please attach list) : (please tick appropriate area) **Maximum 10 Marks**  
 Note : Please provide supporting documents with contact numbers of your claims.

- i. 15 + clients: \_\_\_\_\_ 10 Marks
- ii. 10 ~ 14 clients: \_\_\_\_\_ 05 Marks
- iii. 05 ~ 9 clients: \_\_\_\_\_ 02 Marks

3- Manpower / Human Resources: **Maximum 18 Marks**  
 Note : Please provide description of manpower/human resources of your claims that include education, experience, age etc)At least ONE personnel under Manpower should be available on Payroll of Printer for every category.

| S. No.             | Manpower             | Marks |
|--------------------|----------------------|-------|
| 1                  | Designer             | 4 +   |
| 2                  | Supervisor           | 4 +   |
| 3                  | Technician Printing  | 3 +   |
| 4                  | Technician Machinery | 3 +   |
| 5                  | Composer             | 4 +   |
| <b>Total Marks</b> |                      |       |

Stamp & Signature

4- Detail of Design Section: (please attach list) : (please tick appropriate area) **Maximum 10 Marks**  
*Note : Please provide supporting documents of your claims.*

- i. Proper Designer with complete accessories available in house: \_\_\_\_\_ 10 Marks  
ii. Sub-let: \_\_\_\_\_ 05 Marks

5- Printing Work / Process: **Maximum 10 Marks**  
*Note : Please provide plan scheme of work.*

- i. In house / Under One Roof: \_\_\_\_\_ 10 Marks  
ii. Partial: \_\_\_\_\_ 05 Marks  
iii. Sublet: \_\_\_\_\_ Zero Marks

6- Status of Machineries & Equipments: **Maximum 12 Marks**  
*(Each Machine & Equipment carries ONE mark)*  
*Note : Please provide description of machine including origin, make and model of your claims.*

| S. #               | Machine & Equipment                | Yes / No |
|--------------------|------------------------------------|----------|
| 1                  | 04 color Machine                   |          |
| 2                  | 02 color Machine                   |          |
| 3                  | Three knife cutting Machine        |          |
| 4                  | Conventional Paper Cutting Machine |          |
| 5                  | Lamination Machine                 |          |
| 6                  | Hot Glue Binding Machine           |          |
| 7                  | Stitching Machine                  |          |
| 8                  | Stapler Machine                    |          |
| 9                  | Pasting Machine                    |          |
| 10                 | Desktop Publishing System          |          |
| 11                 | Designing & Composing              |          |
| 12                 | Generator to operate machines      |          |
| <b>Total Marks</b> |                                    |          |

\_\_\_\_\_  
Stamp & Signature



7- Experience of similar printing under mentioned: *(please tick appropriate area)*

**Maximum 15 Marks**

*Note : Please provide supporting documents of your claims. Each item carries 05 marks*

- |      |                             |          |
|------|-----------------------------|----------|
| i.   | Program Announcement: _____ | 05 Marks |
| ii.  | Graduate Directory : _____  | 05 Marks |
| iii. | Annual Report: _____        | 05 Marks |

8- Dedicated Designer & Composer: *(please tick appropriate area)*

**Maximum 10 Marks**

*Note : The printer is required to depute a dedicated designer & composer at IBA*

- |      |                   |          |
|------|-------------------|----------|
| i.   | Full time : _____ | 10 Marks |
| ii.  | Part Time: _____  | 05 Marks |
| iii. | In-House: _____   | 02 Marks |

9- Annual turnover of last three years company (Financial): *(Please tick appropriate area)*

**Maximum 5 Marks**

*Note: Please provide supporting documents of your claims.*

- |      |                      |          |
|------|----------------------|----------|
| i.   | 5 + million: _____   | 05 Marks |
| ii.  | 3 ~ 5 million: _____ | 03 Marks |
| iii. | 1 ~ 3 million: _____ | 02 Marks |

\_\_\_\_\_  
Stamp & Signature

#### 4. Terms & Conditions of Works

The following terms of the works are agreed by the printer:

- (i) **Receiving/Acceptance of Purchase/Work Order:** The printer will sign the copy of the Purchase/Work Order as acknowledgement.
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Stamp & Signature

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**Note:**

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**Important Notes:**

1. A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.
2. Photographs scanning and printing to be of high quality.
3. Binding to be of high quality.
4. Timely Delivery.

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Stamp & Signature

## 5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency works;

M/s \_\_\_\_\_, the company / firm / agency hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, company/firm/agency agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

### Note:

**This integrity pact is mandatory requirement other than auxiliary services / works.**

\_\_\_\_\_  
Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
Stamp & Signature