

PREQUALIFICATION DOCUMENT FOR PRINTERS / PUBLISHERS / FIRMS

Tender # PERI/PROC/01/2018

(Note: Prequalification is done by Punjab Economic Research Institute in line with PPRA Rules 2014)



PUNJAB ECONOMIC RESEARCH INSTITUTE (PERI)

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INVITATION FOR PREQUALIFICATION FOR PRINTERS / PUBLISHERS / FIRMS

Tender # PERI/PROC/01/2018

The Punjab Economic Research Institute is a statutory body attached with Planning and Development Board, Government of the Punjab, with a mandate to carry out socio-economic research on issues of provincial and national importance and to support planning and development work of Punjab Government.

Punjab Economic Research Institute (PERI) is a research institute in this capacity PERI have to publish research reports, policy briefs, policy papers, annual reports and research briefs covering various sectors of the economy i.e. agriculture, education, health, industry, water and power, women development, social welfare, livestock and dairy development, forestry, fisheries and transport, etc. PERI needs to prequalification of printers / Publishers or Printing Firms.

Sealed applications are invited from Printers / Publishers/ Firms, registered with Sales Tax and Income Tax Departments for the prequalification of printers for Punjab Economic Research Institute (PERI) under PPRA rules 2014. The date for submission of pre-qualification documents is April 17, 2018 till 02:00 P.M at below mentioned address. Detailed terms & conditions are mentioned in the pre-qualification document.

Director

PUNJAB ECONOMIC RESEARCH INSTITUTE

48-Civic Centre, Johar Town, Lahore. Tel: 042-99233446-7 E-mail: director@peri.punjab.gov.pk

TERMS & CONDITIONS

The Punjab Economic Research Institute (PERI), Planning & Development Department (*hereinafter referred to as "PERI" or "Client"*) invites sealed applications from eligible and experienced income tax & sales tax registered Printers / Publishers / Firms (*hereinafter referred to as "Firm"*) for printing jobs (*hereinafter referred to as "work"*)

1. General:

1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored.

No offer shall be considered if:

- (a) it is received after the time and date fixed for its receipt
- (b) not signed & stamped by authorized person on each page of pre-qualification document
- (c) the offer is ambiguous
- (d) the offer is received by fax or e-mail
- (e) the offer is from a black listed firm
- (f) offer received with shorter validity than required
- (g) any additional term(s) & condition(s)' added by the Firm
- (h) any conditional offer

1.2 Only income & Sales tax registered Printers / Publishers / Firms are eligible to participate in the tender.

1.3 Contract will be valid for a period of one year, based on performance after the approval from Competent Authority.

1.4 The cover envelope must indicate the particulars of tender and date of opening. The envelop must be properly sealed.

1.5 The Firm must indicate their National Income Tax No. / Sales Tax No. / Circle of Income Tax Department.

1.6 Offered rates will be on the basis of delivery to The Punjab Economic Research Institute, 48 Civic Center Johar Town Lahore or at any place as specified in the request for quotation (RFQ) letter for getting rates from pre-qualified Firms time to time for different printing jobs.

1.7 Firm(s) will have to present the positives / films / design for all printing jobs to The Punjab Economic Research Institute (PERI) as and when required.

1.8 Workorder(s) will be issued by The Punjab Economic Research Institute (PERI) after the approval of Competent Authority.

2. Time Period:

The Firm(s) will have to complete the job within stipulated time as the Competent Authority will approve in case to case basis.

3. Extension of Delivery Period:

3.1 In special circumstances, request for extension of delivery period may be considered by the Competent Authority (Director, PERI) on the written request of the Firm before deadline.

The Director Punjab Economic Research Institute is authorized to either accept or reject the request of Firm(s) without assigning any reason.

4. Cancellation / Penalty of Delay:

4.1 In case, Firm fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be encashed and penalty @ 2% of total cost per week will be imposed.

4.2 The work will be inspected by The Punjab Economic Research Institute (PERI) through some authorized personnel and will be rejected, if not found according to the given specifications and The Punjab Economic Research Institute (PERI) will not be responsible for any costs or expenses incurred by the bidders in connection with the completion of work.

5. Payment to the Contractors:

5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% completion of satisfactory job done. No payment will be made as advance.

5.2 Payment against partial work done will not be made.

6. Bid Security:

6.1 Bid security @2% (for each individual work order) of total amount will have to be attached along with quotation(s). It should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of "Director Punjab Economic Research Institute".

6.2 Bid security of unsuccessful bidders shall be refunded on the finalization of the bids whereas the bid security of successful bidder shall be refunded on the successful completion of work.

6.3 The bid security shall be forfeited if:

- a) The offer is withdrawn, amended or revised;
- b) The bidder fails to execute the contract strictly in accordance with terms and conditions of tender document / work order.

7. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

8. Dispute:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules.

9. Bid / Tender Opening Procedure:

For prequalification of Firms, Rule 17 of PPRA Rules 2014 will be adopted.

10. Evaluation Criteria:

10.1 Copies of work orders showing at least 03 years' experience in printing jobs;

10.2 Bank Maintenance Certificate and Bank Statement for the year 2016 -17 Showing Cash Flow

- 10.3 List of Printing Machinery / Equipment (Provide 2 copies)
- 10.4 Able to arrange;
- i. 02 Black & White and 04 color printing jobs;
 - ii. Composing & Designing
 - iii. Packing/binding with folder & cutting machine;
- 10.5 Firms will have to submit 2 copies of each following jobs along with prequalification document:
- i. Books;
 - ii. Leaflets;
 - iii. Brochures;
 - iv. Design of Flex Printing (Backdrops & Standees etc.)

The weightage / Marks for different categories will be followed as per table given below:

Sr. No.	Category	Weight age /Marks
1.	Copies of work orders showing at least 03 years' experience in printing jobs;	20
2.	Bank Maintenance Certificate and Bank Statement for the year 2016 -17 Showing Cash Flow	15
3.	List of Printing Machinery / Equipment;	10
4.	Black & White and color printing jobs;	10
5.	Composing & Designing;	10
6.	Packing/binding with folder & cutting machine;	10
7.	Books;	10
8.	Leaflets;	05
9.	Brochures;	05
10	Design of Flex Printing (Backdrops & Standees etc.)	05
Total:		100

Note:

1. Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score in each category and 60% score in aggregate to qualify.

O/O

Punjab Economic Research Institute

INSTRUCTIONS TO APPLICANTS

1. Submission of Applications

- 1.1 Applications for pre-qualification must be received in sealed envelopes to be delivered by hand or through registered mail to: - Director PERI 48-Civic Center, Johar Town, Lahore.
- 1.2 The Employer reserves the right to reject the late applications.
- 1.3 The name and mailing address of the Applicant shall be clearly marked on left hand side of the envelope.
- 1.4 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights to reject the application for Pre-qualification in case of non- compliance of the requirements as stated in this Prequalification Document.
- 1.5 The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.
- 1.6 The clarification can be obtained from the office of PERI in working hours in writing.

TENDER CHECKLIST/ ELIGIBILITY CRITERIA				
Sr. #	DESCRIPTOIN	Tick Yes / No		Documents Attached at Annexure
1	Letter of Application to the name of Director, Punjab Economic Research Institute, 48-Civic Center, Johar Town, Lahore.			
2	Copies of work orders showing three years' experience in the printing jobs			
3	Copies of the proprietor's CNIC			
4	Bank Maintenance Certificate and Bank Statement for the year 2016 -17 Showing Cash Flow			
5	Affidavit regarding non-involvement in any arbitration/ litigation with any Government Agency / Department and not blacklisted as well			
6	List of satisfied customers along with their contact numbers			
7	Copy of income tax registration certificate			
8	Copy of sales tax registration certificate			

Note: Bidders must fill-up above mentioned checklist / table and attach copies required documents with proper annexures along with tender document.

Sign & Stamp of Bidder

BIDDER INFORMATION	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	

Sign & Stamp of Bidder