

TENDER NOTICE FOR PRINTING PUNJAB ECONOMIC REPORT

INSTRUCTION TO BIDDERS

Tender Document for “PRINTING OF PUNJAB ECONOMIC REPORT (PER)”

1	Work	:	Printing of PER (Scope of work at Annexure I)
2	Tender Enquiry No	:	PERI/PROC-PC-I/04
3	Eligibility Criteria	:	<p>(i) The tenderer should be a registered firm engaged in printing and publishing with minimum experience of 03 (THREE) Years. The tenderer should have sufficient infrastructure and technical expertise to undertake the work.</p> <p>(ii) All the printing works like Page layout, Positive making, Plate making, Printing, Lamination and Binding should be done with in house press only.</p> <p>(iii) The bidder should have experience of similar multi-colour printing work of Punjab Economic Reports, etc. of Federal / Provincial Governments/ Universities / Commercial Organization etc., for quantity of minimum 500 numbers during the last three years and submit proof of work order</p>
4	EMD	:	The tenderer shall deposit an Earnest Money Deposit of 5% by way of Demand Draft / pay order drawn in favour of Punjab Economic Research Institute, which will be refunded in respect of unsuccessful tenderers. THE DEMAND DRAFT OF EMD SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY.
5	Submission of Offer	:	<p>Single Stage Two Envelope:</p> <p>Single stage two envelope will be followed in this tender. Under this system, the bidder must submit Technical bid (Annexure II) and Financial bid (Annexure III) in two separate sealed envelopes. These envelopes should be securely sealed and stamped separately and clearly marked as “Envelope No: 1 – Technical Bid” and “Envelope No: 2 – Financial Bid” respectively. EMD should be placed in the Technical Bid. These two separate sealed envelopes should be placed in single envelope super scribing the tender No and description of the item</p>
6	Last Date for submission of bids	:	
7	Opening of Technical bid	:	

8	Selection Process	:	All the technical bid will be scrutinized by the evaluation committee constituted by the Director, PERI. The technical bids will be evaluated on the basis of creative design; facilities available for undertaking job, prior experience etc., and the agencies meeting the criteria will be shortlisted for consideration of Financial bid.
9	Opening of Financial Bid	:	Date of opening of Financial bid will be communicated by the PERI. Parties shortlisted on the basis of technical bid should only be eligible to participate
10	Commencement of Operation	:	The work shall commence immediately on issue of work order and shall be completed as stipulated in delivery schedule

1. TERMS AND CONDITIONS OF CONTRACT

1. Design and Layout of Punjab Economic Report:

- (a) Each agency should submit 3 design and layout (both for cover / inside). Provision of pictures / animation, where ever used will be integral to the design. Of all the designs submitted by the agencies, a suitable design will be selected by the Director, Punjab Economic Research Institute and ownership of selected design rests with the, Punjab Economic Research Institute.
- (b) Punjab Economic Research Institute shall be free to use the design in electronic, print or any other medium. All Rights of reproduction, editing, publicity and future use shall rests with Punjab Economic Research Institute unless otherwise stated explicitly and agreed at the time of acceptance of design.

2. Preparation and submission of tender document:

- (a) The tenderer has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, forfeiture of EMD and rejection of tender submitted by the firm.
- (b) The tenderer shall enclose the following along with the Technical Bid. Any tender documents without these shall be invalid and rejected.
 - a. List of Organizations / Customer dealt by the tenderer.
 - b. Copy of registration certificates, Viz. Company Registration, GST, NTN number etc.
 - c. Sample papers, with the description of the paper viz brand, make, GMS etc.,
 - d. Sample copies of Reports printed along with work order for quantity of minimum 500 numbers along the last three years. The samples provided must be satisfactory both in terms of printing quality and editorial work.

- (c) Tender received without required EMD or lesser amount will be summarily rejected.
- (d) The tenders of the agency not in possession of valid statutory license / registrations are liable for rejections.
- (e) The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
- (f) No tenderer will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period otherwise the EMD submitted by the tenderer would stand forfeited.
- (g) EMD will be liable to be forfeited if the tendered selected for the work fail to accept, execute and complete the work on the date stipulated in the work order.

3. Work Order and Security Deposit:

- (a) A work order shall be issued to successful tendered. The tenderer shall deposit an amount equal to 10% of the value of contract as Security Deposit in the form of Demand Draft / Bank Guarantee from any of the Nationalized/Scheduled Banks payable at Lahore, which would be released on expiry/termination of the contract after adjustment of dues, if any.
- (b) The Security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract, if any, sustained by the Institute on account of failure or negligence on the part of successful tendered.

4. Right of PERI:

- (a) The Punjab Economic Research Institute reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) The Punjab Economic Research Institute reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the tenderer.
- (c) The Punjab Economic Research Institute reserves the right to terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- (d) Punjab Economic Research Institute reserves the right to suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses of the Tender document or the contract document, interpretation of the clauses by the Punjab Economic Research Institute shall be final and bindings on all parties.

5. Breach of Terms and Conditions:

- (a) The work order can be terminated by the, Punjab Economic Research Institute if it is felt that the work carried by the contractor is not satisfactory. The contractor shall not be entitled for any compensation on account of such force closure / termination of contract.
- (b) In case of breach of any terms and conditions as mentioned above, Punjab Economic Research Institute shall have the right to cancel the work order without assigning any reason thereof and nothing will be payable by Punjab Economic Research Institute in that event the security deposit shall also stands forfeited.

6. Dispute Settlement:

- (a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Director, Punjab Economic Research Institute whose decision shall be final and binding on both the parties.
- (b) It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Lahore. The resultant contract will be interpreted under Pakistani Laws.

O/O

Punjab Economic Research Institute

SCOPE OF WORK:

SPECIFICATION SHEET

- (i) **Job:** Designing and printing of Punjab Economic Report of Punjab Economic Research Institute the year 2017-18(English) with single book binding.
- (ii) **Printing Process :** Quality Web Offset Cover
 - : Four Colours inside Pages
 - : Four Colours Finished Book Size : 21.5 cm *29.5 cm (offset printing)
- (iii) **Design:** 'Creative' design approved by the Competent Authority, Punjab Economic Research Institute amongst 3 designs submitted by the firms.
- (iv) **Paper:**
 - Cover: 250 gms 'art card matt finish' paper
 - Text : 130 gms 'art matt finish' paper
- (v) **Quantity:**
 - (a) English language only with single book binding: 500 copies.
- (vi) **Binding:** Perfect binding
- (vii) **Lamination:** Cover pages in matte finish lamination
- (viii) **No. of Pages:** approx. (inside) +cover (Front & back)
- (ix) **Work Schedule:**
 - (a) Design, typesetting and submission of proof material: within 10 days of issuance of work order.
 - (b) Printing, binding and delivery of Punjab Economic Report: within 15 days of final approval of proof material.
- (x) **Other Points:**
 - (a) The successful bidder would be provided text material in English (word/Power Point format) on Pen drive or CDs.
 - (b) The successful bidder is required to provide proof in English and upon approval of the same by PERI, final printing shall be carried.
 - (c) A very high-quality printing is required. The work done in slipshod manner will not be accepted.
 - (d) Soft copy of final report (in PDF format) is to be provided without any extra cost along with printed report.

TECHNICAL BID**(To be sealed and placed in separate envelope super scribed “Technical Bid”)**

Having read and accepted all terms and conditions in the tender document and scope of work, we submit the details for Printing of Punjab Economic Report as follows.

<u>1</u>	Name of the firm	:	
<u>2</u>	Address & Telephone No and Email if any	:	
<u>3</u>	Status of firm and details of owner/Partner	:	
<u>4</u>	Registration / Details Attach copy of certificate. Service Tax Registration No Registration / NTN Number	:	
<u>5</u>	List of institutions /organizations where the firm carried out similar works during the last three years (Enclose copy of work order)	:	
<u>6</u>	Status of Income Tax return (please attach copy of last year income tax return)	:	
<u>7</u>	Whether the company has been black listed or not by any government/ semi government or private organization.	:	Yes/No
<u>8</u>	Sample papers to be used with description of brand, make, GSM etc.	:	
<u>9</u>	Copies of Reports printed in recent period	:	
	Sample design and layout (3 design to be enclosed)	:	

Signature of the Tenderer with Seal

FINANCIAL BID**(In a separate envelope)****(To be sealed and placed in separate envelope super scribed “Financial Bid”)**

Name of the work: Printing of Punjab Economic Report of Punjab Economic Research Institute for the year 2017-18

S.No	Description of Work	Rate per Copy in Rupees	Total amount in Rupees
1(a)	Printing of Punjab Economic Report of Punjab Economic Research Institute for the year 2017-2018 Approx for 630 pages,		
2(b)	Extra per page beyond 630 pages.		

*Bid Included all applicable taxes.

Place:

Signature of the Tenderer with Seal

Date