



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
www.pta.gov.pk

Invitation To Bid

DESIGNING, PRINTING AND URDU TRANSLATION OF PTA ANNUAL REPORT 2022

Pakistan Telecommunication Authority (Federal Telecommunication regulator in Pakistan) invites sealed bids from reputable vendors registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for "DESIGNING, PRINTING AND URDU TRANSLATION OF PTA ANNUAL REPORT 2022".

Bidding documents containing detailed terms and conditions etc. are available at the office of the undersigned. Price of the bidding documents is Rs. 500/- (in shape of pay order / bank draft, in favor of PTA). Bidding documents can also be downloaded from (www.pta.gov.pk) free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach the office of the undersigned on or before 27th September, 2022 by 11:00 AM. Technical Bids will be opened the same day at 11:30 AM. This advertisement is also available on PPRA website at www.ppra.org.pk.

Abdul Rehman

Deputy Director (Economic Affairs)

PTA HQs, F-5/1, 3rd floor, PTCL Building Islamabad
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Pakistan Telecommunication Authority
(Economic Affairs Directorate)

BIDDING DOCUMENTS

**DESIGNING, PRINTING AND URDU
TRANSLATION OF
PTA ANNUAL REPORT 2022**



Abdul Rehman
Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA Headquarters, F-6/1, Islamabad



BIDDING DOCUMENTS

1. Sealed bids are invited from well reputed firms for designing, printing and Urdu translation of PTA Annual Report 2022, registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List of the Federal Board of Revenue (FBR)/ Relevant Tax Authority as per detail below:

Category	Description of Items	Quantity
A	Designing of PTA Annual Report 2022	01 Report
B	Printing of PTA Annual Report 2022	110 pages (approx.), 500 Copies
C	Urdu Translation of PTA Annual Report 2022	01 Report

2. General Instructions

- i. All categories are independent to each other. The bidders may submit bid in any or all categories. For each category, bid will comprise of sealed envelope containing separate technical and financial bid as per the provisions of Rule 36(b) of PP Rules 2004 i.e.; Single Stage-Two envelope Procedure available of Public Procurement Rules 2004 on www.ppra.org.pk.
- ii. *Each category shall be evaluated separately.*
- iii. The bids, prepared in accordance with the instructions in the bidding documents, must reach the office of the undersigned on or before 27th September, 2022 by 11:00 AM. Technical Bids will be opened the same day at 11:30 AM.
- iv. Sealed bids shall be sent to the Deputy Director (Economic Affairs), PTA H/Qs, F-5/1, 3rd Floor PTCL Building, Islamabad.
- v. The bids shall be submitted in a sealed package in such manner that the contents are fully enclosed and cannot be known until duly opened.
- vi. Language of the bid is English. Bids in any other language shall not be accepted.
- vii. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.


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PTA Headquarters, F-5/1, Islamabad

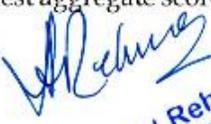
- viii. The interested bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in Islamabad/Rawalpindi and having minimum experience of 05 years.
- ix. Bidder must submit undertaking (on non-judicial stamp paper of Rs. 100 in original) That the bidder has never been blacklisted by any Government /Semi Government/ Autonomous body/International Organization.
- x. The bidders do not have the option of submitting their bids electronically. Telegraphic bids will not be accepted. Unsealed bids will not be entertained.
- xi. After the evaluation and approval of the technical proposals, the financial proposals of the technically accepted/qualified bidders will be opened. The time, date and venue announced and communicated to bidders in advance.
- xii. Bidders shall quote only single option for each category as mentioned in this bidding documents. Bids with multiple options against single/same category will be rejected without and right of appeal.
- xiii. PTA shall not entertain incomplete or partial bids and conditional bids shall also be rejected.
- xiv. All prices mentioned in the Financial Proposal shall be in Pak Rupees (PKR).
- xv. *Annex-A, Annex-B, and Annex-C shall be an integral part of technical and financial proposals, which may be read/filled carefully, signed and stamped by the bidders.*

3. Bid Security

- i. Technical bids should be accompanied with bid security of **Rs. 35,000/- for each category separately** in shape of either pay order or demand draft in favor of Pakistan Telecommunication Authority.
- ii. Technical bids without bid security for A, B & C / separately will be rejected without any right of appeal.
- iii. Bid security of successful bidder shall be retained till completion of the Contract Period. Whereas, bid security of unsuccessful bidders will be returned after award of contract to successful bidder.
- iv. Technical bids should be accompanied with bid security in shape of either pay order, demand draft in favor of Pakistan Telecommunication Authority.

4. Evaluation Criteria:

- i. Technical and financial bids shall have weightage of 70:30 for each category (A, B, C).
- ii. Technical bids shall be evaluated as per the evaluation criteria defined at Annex-A, B and C of this document. After announcement of results of technical evaluation, financial bids of the qualified bidders will be opened only.
- iii. Technical score will be calculated as under:
Technical marks obtained as per Annex-A, B, C x 70%
- iv. Financial bids shall have 30 marks. Marks shall be awarded as per the following formula:
Financial score = 30 marks x lowest quoted financial bid/amount of bid to be evaluated
- v. The work order shall be issued to the bidder who obtains highest aggregate score after technical and financial evaluation.


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Pakistan Telecommunication Authority
PTA Headquarters, F-5/1, Islamabad

5. Completion Time:

- i. The successful bidder will be responsible for respective work (designing, printing or Urdu Translation) as mentioned below:
- ii. **Designing:** The successful bidder will also arrange collection of material and delivery of PTA Annual Report 2022 from the Economic Affairs Directorate of PTA and will be bound to return soft copy of designed report within 20 working days after receiving the material for design.
- iii. **Printing:** The successful bidder will also arrange collection of material and receipt of publication from the Economic Affairs Directorate of PTA and will be bound to return packed printed publication of highest standard within 15 working days after receiving the approved designed material for printing.
- iv. **Urdu Translation:** The successful bidder will also arrange to collect soft copy of PTA Annual Report 2022 for Urdu Translation as per English version already approved/printed. The successful bidder should provide designed soft copy of the report in with Urdu Translation within 60 working days, after issuance of Work Order.

6. Penalty

Successful bidders shall be bound to supply within the timelines. In case of late delivery, penalty charges of Rs. 7,000 shall be imposed for each week of delay upto maximum of seven weeks. Days more than 3 and up to 7 will be considered as a week. However, imposed penalty shall not exceed the deposited bid security. Penalty (if any) shall be deducted at the time of payment.

7. Financial Bid

- i. Financial bid shall be as per the financial bid form at Part-3 of Annex-A, B & C of this document.
- ii. The bid validity period shall be 150 days of opening of technical bids for designing and printing.
- iii. The bid validity period shall be 180 days of opening of technical bids for Urdu Translation.
- iv. The bid shall be quoted in Pak Rupees.
- v. Financial bid shall be inclusive of all applicable taxes. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as most advantageous bid. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the PTA.
- vi. If the bid is withdrawn after bid opening and before the expiry of its validity or the supply/services are not made/provided within due date as referred at Sr. 5


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Security Director (Economic Affairs)
Pakistan Telecommunication Authority
17-A Headquarters F-5/1, Islamabad

above, the bid security will be forfeited, in favor of the PTA, or penalty will be imposed as per Sr. 6 above, whichever applicable.

- vii. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable/ negotiable. Changes or revisions in rates after the opening of the bid will not be entertained and may result into disqualification of the bid.

8. Payment Terms & Conditions:

- i. Payment will be made on submission of invoice after completion of the assignment duly certified by Economic Affairs Directorate and inspection of Report by the PTA's Purchase Committee.
- ii. Payment against printing shall be made on actual number of pages of report at the quoted rate per page.
- iii. If any supplier is not in ALT or Sales Tax at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ALT or FBR.
- iv. The bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). PTA shall deduct tax at the rate prescribed under the tax laws of Pakistan.
- v. If the successful bidder fails to maintain the specifications (quality/quantity) of the supplies during the contract period, the security deposit shall stand forfeited and its bid shall stand cancelled forthwith on such default.

9. Confidentiality of the Report:

The personnel, during the performance of the services specified in this document or before printing of PTA Annual Report 2022, shall not disclose any information to any person/organization.


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Pakistan Telecommunication Authority
PTA Headquarters, F-3/1, Islamabad

Category - A :

Designing of Annual Report 2022

Part : 1 : Specifications/Requirement

Designing of PTA Annual Report 2022 (complete report) on international standards in terms of title design/ page design / graphs/ pictures / tables and text. The quality of report design must match international reports of well-known organizations. The designer will perform following tasks/ duties related to PTA Annual Report 2022:

- a. PTA will provide Soft Copy (word format) as approved by the Authority to the Selected bidder.
- b. Two titles (front/back page) will be submitted by the vendor for approval of the Authority.
- c. Two running pages designs matching with title will be presented by the designer.
- d. Three color combinations of the final selected title and running pages will be submitted for final selection.
- e. Bidder will suggest graphs according to international professional formats.
- f. Bidder will be responsible to convert the final approved Annual report in a printable format that can be forwarded to the printer as it is for printing.
- g. Two color dummies of complete Annual Report 2022 will be submitted by designer for the approval of the Authority.
- h. Bidder will ensure the confidentiality of the contents till the report is published.
- i. Any other task desired by the Authority related to designing of the PTA Annual Report 2022.


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Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA Headquarters, F-5/1, Islamabad

Part : 2 : Technical Evaluation Criteria for Designing

Technical bids will be evaluated as per following evaluation criteria:

A: Mandatory Requirements

- i. Bidder has to provide Sales Tax and Income Tax Registration and Active Tax Payer Status.
- ii. Affidavit on non-judicial stamp paper that the bidder has never been black listed from any Govt. /Semi Govt./ Autonomous body and the information provided is correct.
- iii. Bid security of Rs. 35,000/- to be enclosed with the technical bid.
- iv. Minimum 5 years of relevant experience (supported with completion/ appreciation certificate)
- v. Designing of minimum 02 reports of Regulatory authorities/International organizations/govt. Departments/Banks etc (containing minimum 70 pages)
- vi. **Geographical outreach:** Name of area/region, addresses, contacts etc. The advertising agency should have its offices in Islamabad/Rawalpindi (Otherwise no marks will be given)

B: Evaluation Criteria

Bidders meeting the mandatory requirements shall be further evaluated as per the following criteria;

S/NO	Particulars for Designing	Marks Allotted	Marks obtained
1.	Experience: Number of years of applicable experience of firm/bidder since inception: <i>(Five marks for each year beyond minimum experience of 5 years- to be awarded on the basis of attached completion/appreciation letters issued)</i>	30	
2.	Similar assignments (minimum 70 pages) completed in last three years: • Regulatory Authorities/ Int'l Organizations Govt. Dept./Banks etc - 10 marks per report (Maximum 4 books will be considered) <i>(to be awarded on the basis of attached completion/appreciation letters issued)</i>	40	
3.	Quality of samples submitted with the bid (as per Sr. v mandatory requirements)	10	
4.	Human resource in designing (10 marks per resource having minimum qualification of Fine Arts/Graphic Designing Degree or Diploma 10 years of experience on the basis of attached CVs and Interview if required) (two draft titles are required for specimen)	20	
Grand Total		100	
Minimum qualifying marks		70	


Abdul Rehman
Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA Headquarters F-5/1 Islamabad

Part-3: Financial Bid Form for Designing

[Location, Date]

To:

Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA HQs, F-5/1, Islamabad Pakistan

Sir,

I/We, the undersigned, offer to provide "**Designing of PTA Annual Report 2022**" in accordance with your bidding document (Technical and Financial Proposals). Our attached Financial Proposal is as under and the amounts are inclusive of all applicable taxes:

Sr. #	Description of Job	Quantity	Rate	GST & Services Tax	Total bid (inclusive of GST & Services tax)
1	Designing of PTA's Annual Report alongwith envelope and box as per the Specification / Requirement Category - A of the bid documents	1 x Complete report			
Amount in words: (Rupees _____)					

Yours,
Authorized Signature:
Name of the Bidder:
Contact #:
Email:


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Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA Headquarters, F-5/1, Islamabad

Annex-B

Category - B :

Printing of Annual Report 2022

Part-1 : Specifications/Requirement

Printing of PTA Annual Report 2022 (Complete Report) as provided by the PTA. The printer will perform following tasks/duties related to PTA Annual Report 2022 printing.

No.	Specification	Remarks
a.	No. of Books(copies)	500
b.	Format of the report available	MS Word Format
c.	Title	Art card 350 gram (with matt lamination and UV front and back)
d.	No of Pages	100-110 Estimated
e.	Paper Size	A4
f.	Printing	4 Colors
g.	Paper	128 gram matt
h.	Binding	Gum/machine binding.
i.	Box and envelop for PTA Annual Report 2022	500 Nos. (133) grams paper for envelope and 250 grams hard card for Box with 4 color printing
j.	Bidder will ensure high quality of printing with clear fonts and HD pictures/ graphs.	

Note: Please attach Specimen of paper, Title Card, Box and envelop.


Abdul Rehman
Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA Headquarters, F-5/1, Islamabad

Part-2. Technical Evaluation Criteria for Printing

Technical bids will be evaluated as per following evaluation criteria:

A: Mandatory Requirements

- i. Bidder has to provide Sales Tax and Income Tax Registration and Active Tax Payer Status.
- ii. Affidavit on non-judicial stamp paper that the bidder has never been black listed from any Govt./Semi Govt./ Autonomous body and the information provided is correct.
- iii. Bid security of Rs. 35,000/- to be enclosed with the technical bid.
- iv. Minimum 5 years of relevant experience (supported with completion/ appreciation certificate)
- v. Printing (including composing and designing) of minimum 02 reports of Regulatory authorities/International organizations/govt. Departments/Banks etc (containing minimum 70 pages & 100 copies)
- vi. **Geographical outreach:** Name of area/region, addresses, contacts etc. The advertising agency should have its offices in Islamabad/Rawalpindi (Otherwise no marks will be given)

B: Evaluation Criteria

Bidders meeting the mandatory requirements shall be further evaluated as per the following criteria:

S/NO	Particulars for Printing	Marks allotted	Marks obtained
1.	Experience: Number of years of applicable experience of firm/bidder since inception: (Five marks for each year beyond minimum experience of 5 years- to be awarded on the basis of attached completion/appreciation letters issued)	30	
2.	Similar assignments (minimum 70 pages & 100 copies) Printed in last three years: <ul style="list-style-type: none">• Regulatory Authorities/ Int'l Organizations Govt. Dept./Banks etc - 10 marks per report (Maximum 4 books will be considered) (to be awarded on the basis of attached completion/appreciation letters issued)	40	
3.	Quality/Printed samples of Report with the bid (as per Sr. v of the mandatory requirements above)	10	
4.	Well-equipped facility - Minimum Two Printing Machines (To be awarded on the basis of physical inspection of technical evaluation committee) (10 No. of each Machine)	20	
Grand Total		100	
Minimum qualifying marks		70	


Abdul Rehman
Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
ATA Headquarters, F-5/1 Islamabad

Part- 3: Financial Bid Form for Printing

[Location, Date]

To:

Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA HQs, F-5/1, Islamabad Pakistan

Sir,

I/We, the undersigned, offer to provide "**Printing of PTA Annual Report 2022**" in accordance with your bid document (Technical and Financial Proposals). Our attached Financial Proposal is as under and the amounts are inclusive of all applicable taxes:

Sr. #	Description of Job	Quantity	Rate per page and envelope & box/Complete Report	GST & Services tax	Total bid (inclusive of GST & Services tax)
1	Printing of PTA's Annual Report (135) grams paper with 4 color printing (for 100-110 pages) as per the scope of work at Sr. 3 of the bid documents	500			
2	Envelope and box 250 grams hard card with 4 color printing	500			
Grand Total					
Amount in words: (Rupees _____)					

Note:

- i. Payment against printing shall be made on actual number of pages of report at the quoted rate per page.


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Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA Headquarters, F-5/1, Islamabad

Yours,
Authorized Signature:
Name of the Bidder:
Contact #:
Email:

Category - C :

Urdu Translation - PTA Annual Report 2022

Part : 1 : Specifications/Requirement for Urdu Translation

Urdu Translation of PTA Annual Report 2022 (complete report) on international standards in terms of title design/ page design / graphs/ pictures / tables and text. The quality of report design must match international reports of well-known organizations. The translator will perform following tasks/duties related to PTA Annual Report 2022:

- a. PTA will provide Soft Copy (word format) as approved by the Authority to the Selected bidder after printing of English version of PTA Annual Report 2022.
- b. Bidder will be fully responsible for the conversion of complete report (Paragraphs, Graphs, Figures and Tables) from English to Urdu and provide soft copy as per designing of English version.
- c. Two color dummies of complete Annual Report 2022 in Urdu Version will be submitted by the approval of the Authority.
- d. Bidder will ensure the confidentiality of the contents till the report is published.


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Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA Headquarters F-5/1, Islamabad

Part-2. Technical Evaluation Criteria for Urdu Translation

Technical bids will be evaluated as per following evaluation criteria:

A: Mandatory Requirements: Urdu Translation

- i. Bidder has to provide Sales Tax and Income Tax Registration and Active Tax Payer Status.
- ii. Affidavit on non-judicial stamp paper that the bidder has never been black listed from any Govt. /Semi Govt./ Autonomous body and the information provided is correct.
- iii. Bid security of Rs. 35,000/- to be enclosed with the technical bid.
- iv. Urdu Translation of minimum 02 reports of Regulatory authorities/International organizations/govt. Departments/Banks etc.
- v. **Geographical outreach:** Name of area/region, addresses, contacts etc. The advertising agency should have its offices in Islamabad/Rawalpindi (Otherwise no marks will be given)

B: Evaluation Criteria

Bidders meeting the mandatory requirements shall be further evaluated as per the following criteria;

S/NO	Particulars for Urdu Translation	Marks allotted	Marks obtained
1.	Similar assignments (minimum 70 pages & 100 copies) completed 10 Marks each <ul style="list-style-type: none">• Urdu translation of Regulatory Authorities/ Int'l Organizations Govt. Dept./Banks etc.	30	
2.	Quality of samples submitted with the bid (as per Sr. iv of mandatory requirements)	10	
3.	Human resource in English to Urdu Translation of Reports	30	
4.	Office equipment (latest machines etc.)	30	
Grand Total		100	
Minimum qualifying marks		70	


Abdu Rehman
Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA Headquarters, F-5/1, Islamabad

Part-3: Financial Bid Form for Urdu Translation

[Location, Date]

To:

Deputy Director (Economic Affairs)
Pakistan Telecommunication Authority
PTA HQs, F-5/1, Islamabad Pakistan

Sir,

I/We, the undersigned, offer to provide "**Urdu Translation of PTA Annual Report 2022**" in accordance with your bid document (Technical and Financial Proposals). Our attached Financial Proposal is as under and the amounts are inclusive of all applicable taxes:

Sr. #	Description of Job	Quantity	GST & Services tax	Total bid (inclusive of GST & Services tax)
1	Urdu Translation of PTA's Annual Report as per the scope of work at Sr. 3 of the bid documents	1 x Complete report		
Amount in words: (Rupees _____)				

Yours,
Authorized Signature:
Name of the Bidder:
Contact #:
Email:


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PTA Headquarters F-5/1, Islamabad