



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
<http://www.pta.gov.pk>

Invitation to Bid **for Designing, Composing and** **Printing of PTA Annual Report 2019**

Pakistan Telecommunication Authority (PTA) invites sealed bids from reputable vendors based in Islamabad, registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and which are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for **“DESIGNING, COMPOSING AND PRINTING OF ANNUAL REPORT 2019”**.

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement are available for the interested bidders from the undersigned and 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 undersigned on or before **9th August, 2019** by **1000 Hrs.** Technical bids will be opened on the same day at **1030 Hrs.** This advertisement is also available on PPRA website at www.ppra.org.pk.

Muhammad Arif Sargana
Director (Economic Affairs)
PTA Headquarters, F-5/, Islamabad.
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Say No to Drugs

16x2 Col.

BIDDING DOCUMENTS

1. PTA invites sealed bids from reputable vendors based in Islamabad 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, COMPOSING AND PRINTING OF ANNUAL REPORT 2019” (approx. pages 80-100) through SINGLE STAGE TWO ENVELOP METHOD as per rule 36(b) of PPRA Rules 2004, which provides as under:
 - i. *The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;*
 - ii. *The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;*
 - iii. *Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;*
 - iv. *The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;*
 - v. *There shall be no cutting or over writing. In such case the bid will not be entertained. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.*
 - vi. *The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;*
 - vii. *During the technical evaluation, no amendments in the technical proposal shall be permitted;*
 - viii. *The financial proposals of technically qualified bids (who acquire minimum 60% marks under technical evaluation) shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;*
 - ix. *The financial proposal of bids found technically nonresponsive shall be returned unopened to the respective bidders;*
 - x. *The technically qualified bid that is found to have lowest financial bid shall be accepted*

2. The relevant details plus terms and conditions of this invitation may be obtained from the undersigned personally or by visiting PTA website: www.pta.gov.pk.
3. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to PTA.
4. Tax shall be deducted/withheld as per applicable sales, income and other tax/levies laws.
5. PTA reserves the right to accept full or partial supplies offered and bidders should supply the same at the rates finalized between the agency and the bidder.
6. The bid validity period shall be 120 days of bid opening.
7. The amount of the financial bid and bid security shall be in Pak rupees.
8. The bids should be accompanied with bid security (refundable) for an amount equal to 2% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 months in favor of PTA. The bids not accompanied with any bid security or with less amount of bid security will not be entertained.
9. In case, any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
10. The bid security of successful bidder will be retained and that of other bidders will be returned on issuance of award of work to the successful bidder.
11. The bid price should 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, if selected and declared as best evaluated bidder. 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 PTA.
12. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of PTA.

13. If the successful bidder fails to maintain the standards of specifications (quality/quantity) of the supplies during the contract period, the security deposit shall stand forfeited in favor of PTA and its bid shall stand cancelled forthwith on such default.
14. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
15. The language of the bid is English. Bids in any other language shall not be considered.
16. PTA reserves the right to cancel this invitation and reject all bids at any stage of the bidding process as per PPRA Rules/Regulations.
17. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and will result into disqualification of bid.
18. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
19. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained.
20. The successful bidder will be responsible for overall designing, composing and printing of the Annual Report by PTA.
21. The successful bidder will also arrange collection of material and delivery of publication from the Economic Affairs (EA) Directorate, PTA. Following deliverables are expected from the successful bidder with the timeline defined in the Annex - C of the document which will be applicable from the day of issuance of Work Order:
 - i. *PTA will provide Soft Copy (MS-Word format) of the contents as approved by the Authority to the selected bidder.*
 - ii. *At least three design titles front/back page (including the inner pages of both) in finished form will be submitted by the vendor for approval of the PTA.*

- iii. Lay out for different chapters and their inner pages along with graphical representations, colour scheme and placement/spread of content to be provided.*
 - iv. Three color combinations of the final selected title and running pages will be submitted for final selection.*
 - v. Designer will ensure high quality of printing with clear fonts and HD pictures/ graphs. Charts and graphs shall be made where required using different software.*
 - vi. Misprinting and dull colors will not be accepted.*
 - vii. Proper Binding of the book should be ensured so that the report remains intact.*
 - viii. Once final draft of the contents of Annual Report 2019 are handed over by PTA, two dummy reports (to accommodate last minute changes) will be prepared by the vendor and submitted for approval of PTA*
 - ix. PTA may make changes in dummy report (twice) and return the amended copy to vendor.*
 - x. Changes in dummy report will not be considered as PTA changes (reference point ix above) if there is an error or previous changes have not been completely incorporated by the vendor.*
 - xi. Successful Bidder will be responsible to convert the final approved Annual report into a printable format. Final soft copy of the report (in original software e.g. Coral and in pdf format) shall be provided to PTA.*
 - xii. Successful bidder will ensure the confidentiality of the contents and any supporting data, failing which company may be black listed or dealt with as per applicable laws and rules.*
 - xiii. In addition to above, any other requirement related to composing, designing and printing as specified by PTA should be adhered to.*
22. Payment will be made in accordance with actual number of pages in printed reports at the quoted rate per page.
 23. Payment will be made within 30 working days after submission of Invoice and after issuance of completion certificate by respective Purchase Committee of PTA.
 24. Clarification if any on the technical requirement may be obtained from undersigned via email at arif@pta.gov.pk
 25. The bids received after the due date and time will not be entertained.

26. The envelopes shall bear the following additional identification marks:

Bid for: "DESIGNING, COMPOSING AND PRINTING OF ANNUAL REPORT 2019"

Bidder Name: XYZ

Attention: Director (Economic Affairs)

PTA Headquarters, F-5/, Islamabad.

27. The deadline for the submission of bids is:

Date: 9th August , 2019

Time: 1000 Hrs

29. The bid opening shall take place at:

PTA Headquarters, F-5/, Islamabad.

Date: 9th August, 2019

Time: 1030 Hrs

Note:

The attachment details are as under:

1. Bid price and Specification at Annex - A
2. Bid Evaluation Criteria at Annex - B
3. Timeline at Annex - C

If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

**Bid Price Per Page for Designing, Composing & Printing of
Annual Report 2019 as per following specification**

i.	No. of Books(copies)	500
ii.	Format of the report available	Word Format
iii.	Title	Fancy textured hard card with matt Lamination
iv.	No of Pages	80-100 Estimated
v.	Paper Size	A4
vi.	Printing	4 Colors
vii.	Paper	Fancy textured paper (imported)
viii.	Binding	Gum/machine binding.
viii	Design/layout	Layout and Design to be finalized in consultation with PTA
Note : Please attach Specimen of paper and Title Card		

Rate per page (incl of GST) :

Rs. /Page

Technical Evaluation Criteria

Received bids will be evaluated as per following evaluation criteria:

Mandatory requirements:

Bidders must fulfill the following requirements, which will be the basic criteria for evaluation and shortlisting:

- a) Bidder should be registered with Income Tax and Sales Tax Departments and in Active Tax Payer list of FBR.
- b) Bidder must submit an undertaking on legal paper with the bid that the bidder is not blacklisted by any organization.
- c) Submission of list of current clients for whom similar services have been or are being provided.
- d) The firm/agency's profile with all the contact details and registration with relevant agencies.
- e) Mandatory office in Islamabad, with relevant staff in designing, composing and printing.

S. No.	Particulars	Marks allotted	Marks obtained
1	Relevant Experience	35	
1.1	Experience in conducting similar assignments / projects including composing, design, printing etc (except PTA Projects of similar nature) (3 marks per project)	15	
1.2	Experience in international standard Reports (e.g UN, DFID, British Council, etc.) (5 marks per project)	15	
1.3	Previous experience with PTA (2.5 marks per project of similar nature)	05	
2	Sample Assignments / Projects completed in last five years	50	
2.1	Quality (designing, composing & printing will be considered by the Technical Committee)	40	
2.2	Clientage and services rendered (02 marks per client)	10	
	Note: Bidder to provide complete copies /web link of best samples of similar services for evaluation along with details of services rendered.		
3	Qualification, relevance and competence of the Key Staff assigned for this project, e.g. in creative and design department. CVs must be attached. (3 marks per relevant staff)	15	

Note:

- i. Supporting documents must be provided with technical bid to claim the marks in technical evaluation.
- ii. Bids securing minimum 60 % marks shall ONLY be considered for financial evaluation.

Financial Bid Evaluation Criteria

Financially lowest bidder shall be selected for award of work.

Timelines for Deliverables

Sr. No.	Work Item	No of working days to complete tasks
1.	Work Order Issued to selected bidder	T0
2.	Content of Draft Annual Report 2019 handed over to Bidder	
3.	Designing and Composing a) Three designs titles, front/back page, three running pages and lay out of all chapters will be submitted for approval b) First dummy of the complete report (as per approved design) will be provided (One colored and one Black and White) for approval.	T1=T0+3
		T2=T1+07
4.	Three colored copies of the final draft of annual report for the approval for printing	T3=T2+02
5.	Packed printed publication of highest standard	T4=T3+12
	Total Days	T=T0+24

NOTE:

i. For the purpose of clarification of the timelines given herein above, working days (24) for this assignment will exclude the time taken by PTA to approve the individual deliverables.

ii. In case of non-completion of work within the stipulated time against each deliverable mentioned above, per day penalty @ 1% of total bid price for number of days delayed shall be charged and deducted at the time of payment.

Note: (1) Payment shall be made for actual number of pages printed at the quoted rate.
(2) This page must be signed and stamped by the authorized representative of bidder.