



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

INVITATION TO e-BID

Pakistan Telecommunication Authority (Telecommunication Regulator in Pakistan) invites electronic bids from reputable service providers 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 "EDITING / PROOF READING, DESIGNING AND PRINTING OF PTA ANNUAL REPORT 2024". The bidders may submit bid in any or all categories.

e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (www.eprocure.gov.pk)

The bids, prepared in accordance with the instructions in the bidding documents, must reach the office of the undersigned on or before 05th July 2024 by 11:00 AM. Technical Bids will be opened the same day at 11:30 AM. This advertisement is also available on PTA website www.pta.gov.pk and PPRA website at www.ppra.org.pk.

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**Pakistan Telecommunication Authority
(Economic Affairs Directorate)**

BIDDING DOCUMENTS

**EDITING / PROOF READING AND
DESIGNING, PRINTING OF
PTA ANNUAL REPORT 2024**



DR. SHAHBAZ NASIR
Director (Economic Affairs)
Pakistan Telecommunication Authority
Headquarters, F-5/1, Islamabad.



Government of Pakistan

PAKISTAN TELECOMMUNICATION AUTHORITY

HEADQUARTERS F-5/1, ISLAMABAD

[http// www.pta.gov.pk](http://www.pta.gov.pk)

BIDDING DOCUMENTS

1. Introduction

- i. Electronic bids are invited from well reputed firms for Editing / Proof Reading Designing and Printing of PTA Annual Report 2024, registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List (Income Tax & Sales Tax) of the Federal Board of Revenue (FBR)/ Relevant Tax Authority as per detail below:

Category	Description of Items	Quantity
A	Editing / Proof Reading of PTA Annual Report 2024	01 Report
B	Designing of PTA Annual Report 2024	01 Report
C	Printing of PTA Annual Report 2024	110 pages (approx.), 500 Copies

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 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 in Public Procurement Rules 2004 on www.ppra.org.pk.
- ii. The bids, prepared in accordance with the instructions in the bidding documents, must be submitted through PPRA EPADS only on or before 5th July, 2024 by 11:00 AM.
- iii. The bid shall be submitted through E-Pak Acquisition and Disposal System (e-PADS) available on PPRA website. All interested bidders must register themselves on PPRA website in e-PADS as suppliers for submitting their bids. The detailed procedure for submission of bids is available at PPRA website i.e. epronotifl.pdf (ppra.org.pk).
- iv. Technical Bids will be opened the same day on PPRA EPADS at 11:30 AM. The bidders may be physically present or may choose to participate online during live opening session.
- v. Each category shall be evaluated separately.
- 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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- 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 relevant experience of 03 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. Further, the bidders' name shouldn't be on PPRA list of blacklisted bidders.
- x. No physical bids shall be accepted.
- xi. 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.
- xii. PTA shall not entertain incomplete or partial bids and conditional bids shall also be rejected.
- xiii. PTA reserves the right to accept or reject any bid or proposal for any category (A, B, C) prior to acceptance as per Rule 33 of PP Rules 2004.
- 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. 50,000/- for each category separately** in shape of either pay order or demand draft in favor of Pakistan Telecommunication Authority. The scanned copy of the bid security shall be attached with electronic technical bid while bid security (**in original**) must reach this office on or before by the bid closing date by 11:00 hours (bid security in the shape of cheques shall not be entertained).
- i. Technical bids without bid security for A, B & C separately will be rejected without any right of appeal.
- ii. Bid security of successful bidder shall be returned after deposit of required performance guarantee. Whereas, bid security of unsuccessful bidders will be returned after award of contract to successful bidder(s). However, the successful bidder(s) shall be required to submit performance guarantee equal to 5% of contract value of each category (in form of pay order / draft in favour of PTA) within 05 working days of issuance of work award letter.

4. Evaluation Criteria:

- i. Technical and financial bids shall have weightage of 70:30 for each category (A, B & C), respectively.
- ii. Technical bids shall be evaluated as per the evaluation criteria defined at Annex-A, B & 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 for each category separately.

5. Completion Time:

The successful bidder will be responsible for respective work (Editing / proof reading, designing and printing) as mentioned below:

- i. **Editing / Proof Reading:** The successful bidder will edit and will do proof reading of the PTA Annual Report 2024. The assignment will be completed within 60 days (working days) after getting draft report.
- ii. **Designing:** The successful bidder will design PTA Annual Report 2024 in terms of title design/ page design / graphs/ pictures / tables and text and will be bound to return soft copy of designed report within 30 working days after receiving the material for design.
- iii. **Printing:** The successful bidder will arrange collection of complete report from Economic Affairs Directorate of PTA and will return packed printed publication of highest standard within 15 working days after receiving the approved designed material for printing.

6. Penalty

Successful bidders shall be bound to supply respective work within the above timelines. In case of late delivery, penalty charges of Rs. 10,000/- for each respective category shall be imposed for each week of delay upto maximum of five weeks. Days more than 3 and up to 7 will be considered as a week. However, imposed penalty shall not exceed the deposited performance guarantee. 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 180 days for category A, B & C from the date of opening of technical bids.
- iii. The bid shall be quoted in Pak Rupees.
- iv. 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. In case selected bidder is not willing to execute the task on quoted amount then bid security submitted with the bid will be forfeited in favor of the PTA.
- v. 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

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

- vi. 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 and after issuance of completion certificate for the assignment by Economic Affairs Directorate and inspection Report by the PTA's Purchase Committee for respective category.
- 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 ATL of Income Tax and Sales Tax at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of 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 performance guarantee shall stand forfeited.
- vi. Payment will be made separately for each category i.e. A, B & C.

9. Confidentiality of the Report:

The personnel, during the performance of the services specified in this document or before printing of PTA Annual Report 2024, shall not disclose any information to any person/organization.

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Director (Economic Affairs)
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Headquarters, F-5/1, Islamabad.

Category - A :

Editing / Proof Reading of Annual Report 2024

Part : 1 : Specifications/Requirement

Editing / proof reading of PTA Annual Report 2024 (complete report) on international standards. The quality of report editing must match international reports of well-known organizations. The editor will perform following tasks/duties related to PTA Annual Report 2024:

- a. Engage Economic Affairs directorate in the drafting process of PTA Annual Report.
- b. Review the draft contents/chapters/sections as per direction of the Authority.
- c. Suggest content designing and placement.
- d. Suggest format and strategic approach of the report.
- e. Introduce new data analysis tools and techniques for better presentation of facts and figures.
- f. Work with Economic Affairs team and hired designer for a complete professional outlook of the final report.
- g. Edit/proof-read complete draft and ensure zero grammatical and spelling errors (minimum 3 times proof read of full report).
- h. Final editing/ proof reading will be done only after the approval of the Authority
- i. Any other task desired by the Authority related to the PTA Annual Report 2024 for editing.

Part : 2 : Technical Evaluation Criteria for Editing / Proof Reading

Technical bids will be evaluated as per following evaluation criteria:

A: Mandatory Requirements: Editing / Proof Reading

- i. Bidder has to provide Sales Tax and Income Tax Registration and Active Tax Payer Status.
- ii. Affidavit on non-judicial stamp paper of Rs. 100 that the bidder has never been black listed from any Govt. /Semi Govt. / Autonomous body and the information provided is correct. Further, the bidders' name shouldn't be on PPRA list of blacklisted bidders.
- iii. Bid security of Rs. 50,000/- to be enclosed with the technical bid.
- iv. Minimum 3 years of relevant experience (to be reckoned from the oldest work order duly supported with the completion certificate etc.)
- v. Editing/Proof Reading of minimum 05 reports (containing minimum 70 pages) of reputed organization such as Regulatory Authorities/International Organizations/Govt. Departments/Banks (duly supported with reports *alongwith work order/completion certificate etc.*)
- vi. **Geographical outreach:** Name of area, region, address, contacts etc. The bidder should have its office in Islamabad/Rawalpindi.

B: Evaluation Criteria

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

S/NO	Particulars for Editing/ Proof Reading	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 3 years- to be reckoned from the oldest work order duly supported with the completion certificate etc.)</i>	20	
2.	Similar assignments (minimum 70 pages) completed for reputed organizations such as Regulatory Authorities/ Int'l Organizations/Govt. Dept./Banks/similar organizations - 10 marks per report (Maximum 3 reports/books are required) <i>(to be awarded on the basis of attached reports alongwith work order/completion certificate etc.)</i>	30	
3.	Quality of samples submitted with the bid (as per Sr. 2 above) based on grammar & punctuation, readability & flow, formatting & layout and consistency. (Max 10 marks per report)	30	
4.	Human resource provided for the subject task (Max 10 marks per resource having minimum qualification of Masters degree in any discipline with 05 years of experience on the basis of attached CVs and Interview if required)	20	
Grand Total		100	
Minimum qualifying marks		70	


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

Part : 3 : Financial Form for Editing / Proof Reading

[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 "**Editing/Proof Reading of PTA Annual Report 2024**" in accordance with your bid document (Technical and Financial Proposals). Our attached Financial Proposal/Bid is as under and the amounts are inclusive of all applicable taxes:

Sr. #	Description of Job	Quantity	Rate Complete Report	Sales Tax	Total bid (inclusive of Sales tax)
1	Editing and Proof Reading of PTA's Annual Report as per the Specification / Requirement Category - A of the bid documents	01 Report			
Amount in words: (Rupees _____)					

Yours,
Authorized Signature:
Name of the Bidder:
Address:
Contact No & Email:


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Category - B:

Designing of Annual Report 2024

Part: 1: Specifications/Requirement

Designing of PTA Annual Report 2024 (complete report) on international standards in terms of title design/ page design / graphs/ pictures / tables / text and envelope / box of report. 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 2024:

- a. Collection of the Soft Copy (word format) of the report as approved by the Authority.
- b. Two title pages (front/back page) will be submitted for approval of the Authority and two running page designs matching with the title.
- c. Three color combinations of the final selected title and running pages will be submitted for final selection.
- d. Bidder will suggest graphs according to international professional formats.
- e. Bidder will be responsible to convert and design the final approved Annual Report in a printable format that can be forwarded to the printer as it is for printing.
- f. Three color dummies of complete Annual Report 2024 will be submitted for the approval of the Authority.
- g. Bidder will ensure the confidentiality of the contents till the report is published.
- h. Any other task desired by the Authority related to designing of the PTA Annual Report 2024.



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Pakistan Telecommunication Authority
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.
- vii. Affidavit on non-judicial stamp paper of Rs. 100 that the bidder has never been black listed from any Govt. /Semi Govt. / Autonomous body and the information provided is correct. Further, the bidders' name shouldn't be on PPRA list of blacklisted bidders.
- ii. Bid security of Rs. 50,000/- to be enclosed with the technical bid.
- iii. Minimum 3 years of relevant experience (to be reckoned from the oldest work order duly supported with the completion certificate etc.)
- iv. Designing of minimum 02 reports (containing minimum 70 pages) of reputed organizations such as Regulatory authorities/International organizations/Govt. organizations / Banks (duly supported with reports *alongwith work order/completion certificate etc.*).
- v. Geographical outreach: Name of area, region, address, contacts etc. The bidder should have its office in Islamabad/Rawalpindi.

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 3 years - to be reckoned from the oldest work order duly supported with the completion certificate etc.).</i>	20	
2.	Similar assignments (minimum 70 pages) completed for reputed organizations such as Regulatory Authorities/ Int'l Organizations/Govt. Dept./Banks/similar organizations - 10 marks per report (Maximum 3 books, reports etc. will be considered) <i>(to be awarded on the basis of attached reports/books etc. alongwith work order/completion certificate etc.)</i>	30	
3.	Quality of samples submitted with the bid (as per Sr. 2 above) based on clarity, visual appeal, modern graphics & consistency. <i>(Max 10 marks per report)</i>	30	
4.	Human resource in designing <i>(Max 10 marks per resource having minimum qualification (14 years degree) of Fine Arts/Graphic Designing with 05 years of experience on the basis of attached CVs, degree/certificates and Interview if required)</i>	20	
Grand Total		100	
Minimum qualifying marks		70	

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,

Our attached Financial Proposal is as under and the amounts are inclusive of all applicable taxes:

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

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


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

Annex-C


Category - C:

Printing of Annual Report 2024

Part-1 : Specifications / Requirement

Printing of PTA Annual Report 2024 (Complete Report) as provided by the PTA. The printer will perform following tasks/duties related to printing of PTA Annual Report 2024.

No.	Tasks	Specifications
a.	No. of Reports (copies)	500
b.	Format of the report	Designed report as provided by PTA
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 envelope of the report	500 Nos. (133) grams paper for envelope and 250 grams hard card for Box with 4 color printing with UV
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 envelope		


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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.
- viii. Affidavit on non-judicial stamp paper of Rs. 100 that the bidder has never been black listed from any Govt. /Semi Govt./ Autonomous body and the information provided is correct. Further, the bidders' name shouldn't be on PPRA list of blacklisted bidders.
- ii. Bid security of Rs. 50,000/- to be enclosed with the technical bid.
- iii. Minimum 3 years of relevant experience (to be reckoned from the oldest work order duly supported with the completion certificate etc.)
- iv. Printing of minimum 02 reports (containing minimum 70 pages) of reputed organizations such as Regulatory authorities/International organizations/Govt. organizations / Banks (duly supported with reports *alongwith work order/completion certificate etc.*).
- v. *Geographical outreach:* Name of area, region, address, contacts etc. The bidder should have its office in Islamabad/Rawalpindi.

B: Evaluation Criteria

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

S/NO	Particulars	Marks allotted	Marks obtained
1.	Experience: Number of years of applicable experience of firm/bidder since inception: (Five marks for each year. Minimum experience of 3 years- to be reckoned from the oldest work order duly supported with the completion certificate etc.)	20	
2.	Similar assignments (minimum 70 pages) completed for reputed organizations such as Regulatory Authorities/ Int'l Organizations/Govt. Dept./Banks/similar organizations - 10 marks per report (Maximum 3 books, reports etc. will be considered) <i>(to be awarded on the basis of attached reports alongwith work order/completion certificate etc.)</i>	30	
3.	Quality of samples submitted with the bid (as per Sr. 2 above) based on resolution & sharpness, paper quality, print consistency & overall appearance. (Max 10 marks per report)	30	
4.	Well-equipped facility - Minimum Two Printing Machines (To be awarded on the basis of physical inspection of technical evaluation committee, if required) (Max 10 Marks for each Machine)	20	
Grand Total		100	
Minimum qualifying marks		70	

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 2024**" in accordance with your bid document (Technical and Financial Proposals). Our attached Financial Proposal/Bid is as under and the amounts are inclusive of all applicable taxes:

Sr. #	Description of Job	Quantity	*Rate	Sales tax	**Total bid (inclusive of Sales tax)
1	Printing of PTA's Annual Report having approx 110 pages as per the Specification/Requirement Category - C of the bid documents	500			
2	Envelope and box as per the Specification/Requirement Category - C of the bid documents	500			
Grand Total					
Amount in words: (Rupees _____)					

*The bidder will quote rate per page against Sr.# 1.

**Total bid amount against Sr.# 1 will be calculated by multiplying the quoted per page rate with number of pages and 500 reports. Whereas, the bidder will quote rate per envelope and box against Sr.# 2.

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


DR. SHAHBAZ NASIR
Director (Economic Affairs)
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Yours,
Authorized Signature:
Name of the Bidder:
Address:
Contact #:
Email: