

# **Bidding Documents**

Tender No. 46-18

**PROCUREMENT FOR PRINTING OF KEMCOL MAGAZINE 2017,  
KING EDWARD MEDICAL UNIVERSITY, LAHORE**



**BIDDING DOCUMENTS**  
**KING EDWARD MEDICAL UNIVERSITY, LAHORE**  
**FINANCIAL YEAR 2017-18**



# **KING EDWARD MEDICAL UNIVERSITY, LAHORE**

TENDER No. 46-18

## **TENDER FOR PROCUREMENT FOR PRINTING OF KEMCOL MAGAZINE 2017**

### **KING EDWARD MEDICAL UNIVERSITY, LAHORE ON FOR BASIS UNDER PROCEDURE PPRA REVISED RULES 2014.**

Tender Fee:	Rs 500/-
Last date of Issuance:	13/02/2018
Receiving Date & Time:	13/02/2018 TILL 10.00 a.m.
Opening date & Time	13/02/2018 at 10.30 a.m.
Venue:	<u>Patiala Block, King Edward Medical University, Lahore</u>
Bid Security:	2% of quoted value in the shape of CDR in the name of Vice Chancellor, KEMU, Lahore (with Financial Proposal).

#### **PARTICULARS OF THE PARTICIPATING FIRMS**

**Name of Firm.** -----  
**Complete Address** -----  
**Office Telephone /Fax No.** -----  
**Name of authorized representative** -----  
**Cell No. (Authorized Representative** -----  
**I.D. Card No. ( N.I.C.)** (Copy attached) -----  
**Sales Tax Reg. No.** -----  
**Income Tax No. ( N.T.N.)** -----  
**Amount of Tender Fee deposited** -----  
(Copy Attached)

**(CERTIFICATE (MUST BE PROVIDED ON STAMP PAPER OF Rs. 20/-)**

We M/S -----are not suspended/Black listed/defaulters of any Government/Autonomy Institution at any time. We accept the terms & conditions of the bidding documents. In case of any violation of any of the terms and conditions, our security/call deposit may be forfeited. We further hereby undertake that such an action of the administration shall not be challenged in any court of law.

We also confirm to abide by all the terms and conditions laid down in the tender inquiry or any subsequent amendment made by the KEMU. Maintenance of equipment and replacement of the defective parts will be done without any cost during warranty.

**SIGNATURE OF THE BIDDER  
STAMP**



# KING EDWARD MEDICAL UNIVERSITY, LAHORE

## TENDER ENQUIRY

### TENDER FOR PROCUREMENT FOR PRINTING OF KEMCOL MAGAZINE 2017

#### KING EDWARD MEDICAL UNIVERSITY, LAHORE

UNDER PPRA RULE 38(2)a ON FOR BASIS.

#### TERMS & CONDITIONS

Sealed offers are invited from all Suppliers/manufacturers having good reputation for the -----  
-----King Edward  
Medical University, Lahore on FOR Basis according to attached specifications, as per schedule in  
this Tender Enquiry. Tender should be addressed in the name of the Vice Chancellor, King Edward  
Medical University, Lahore along with the following arranged documents:-

S. No.	KNOCK OUT CLAUSES	YES/NO	PAGE#
1	Original receipt for purchase of tender (Receipt No. & Date)		
2	Acceptance of terms and conditions of tender documents duly signed and stamped.		
3	Attested Copies of National Tax Number and General Sale Tax Number.		
4	Original CDR of bid security ( demanded in the tender form)		

The bid shall be received under the Punjab Procurement Rules, 2014.as specified below:-  
Only that rule will be mentioned under which Tender is being floated.

#### 1. **Single Stage Two Envelopes Bidding Procedure {PPRA, 2014 Rule 38(2) (a)}:-**

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

- (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
- (iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
- (iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements/specifications;
- (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) after the evaluation and approval of the technical proposals by approving authority, the procuring agency shall open the financial proposals of the technically accepted bids publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) the lowest evaluated bidder shall be awarded the contract.

**2. Evaluation Criteria**

For the purposes of evaluation the word “Product” would mean the specific item included in the bidders bid, the specific make and model the bidder is including in the bid. Marking will be as follows:-

**PLS. DONOT FILL THIS FORM, JUST ATTACH THE REQUIRED DOCUMENTS. THIS IS A SAMPLE FOR YOUR INFORMATION**

**COMPANY / BIDDER EVALUATION CRITERIA:**

**a. COMPULSORY DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID / BID**

**b. COMPANY PROFILE / QUALIFICATION PARAMETERS**

<b>Sr. No.</b>	<b>Parameters</b>	<b>Details</b>	<b>Total Marks</b>	<b>Remarks</b>															
i.	Performance of Last one year Of the Equipment or machinery being quoted. (Attach relevant Purchase / Work orders)	institutions served: <table border="1" style="margin-left: 20px;"> <tr> <td>i</td> <td>No institution served</td> <td>0</td> </tr> <tr> <td>ii</td> <td>1</td> <td>5</td> </tr> <tr> <td>iii</td> <td>2 to 4</td> <td>10</td> </tr> <tr> <td>iv</td> <td>5 to 7</td> <td>15</td> </tr> <tr> <td>v</td> <td>8 and above</td> <td>20</td> </tr> </table>	i	No institution served	0	ii	1	5	iii	2 to 4	10	iv	5 to 7	15	v	8 and above	20	20	Institutions may include Private or Public Organizations, or individuals.
i	No institution served	0																	
ii	1	5																	
iii	2 to 4	10																	
iv	5 to 7	15																	
v	8 and above	20																	
ii.	Market experience / Business experience ( Attach supporting documents in proof thereof)	<table border="1" style="margin-left: 20px;"> <tr> <td>i</td> <td>1 - 3 years</td> <td>5</td> </tr> <tr> <td>ii</td> <td>3 - 5 years</td> <td>10</td> </tr> <tr> <td>iii</td> <td>Above 5 years</td> <td>15</td> </tr> </table>	i	1 - 3 years	5	ii	3 - 5 years	10	iii	Above 5 years	15	15	Bidders having less than 1 year market experience are ineligible.						
i	1 - 3 years	5																	
ii	3 - 5 years	10																	
iii	Above 5 years	15																	
iii.	Income tax & sales tax registration along with employees salary statement	<table border="1" style="margin-left: 20px;"> <tr> <td colspan="2">Income tax registered ( attach G –Form for salary of Technical staff)</td> <td>10</td> </tr> <tr> <td>i</td> <td></td> <td></td> </tr> <tr> <td>ii</td> <td>Sale tax registered</td> <td>5</td> </tr> </table>	Income tax registered ( attach G –Form for salary of Technical staff)		10	i			ii	Sale tax registered	5	15	Authorized certificate issued by the concerned Authority is required.						
Income tax registered ( attach G –Form for salary of Technical staff)		10																	
i																			
ii	Sale tax registered	5																	

iv.	Valid Letter of Authorization from the Principal	I	Valid letter of Authorization from Principal/ sole propriety certificate etc.	10	10	
		Ii	Not attached	0		
v.	Company capacity to provide after sales service. (Attach CVs of Technical Staff, with Salary Statements duly attested)	Warranty will be examined as per following parameters:			20	Marks obtained
I	Good	20				
Ii	Acceptable	10				
Iii	Average	5				
		Iv	Un-acceptable	0		
vi.	Company's goodwill & reputation. ( Market reputation, and KEMU experience)	i	Good	20	20	
		ii	Average	10		
		iii	Un-acceptable	0		

**Total marks: 100**

**Qualifying marks: 70%**

**SIGNATURES OF THE TECHNICAL EVALUATION COMMITTEE (TEC)**

**i. End User / Indenter** \_\_\_\_\_

**ii.** \_\_\_\_\_

**iii.** \_\_\_\_\_

**iv.** \_\_\_\_\_

**v.** \_\_\_\_\_

**vi.** \_\_\_\_\_

**3. General Terms**

1. It is mandatory to get 70% marks in the technical evaluation criteria, otherwise bid will be rejected.
2. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
3. The bidder shall complete the bid form indicating the goods to be supplied, a brief description of the goods, their packing, quantity, price schedule with unit price and total bid price of the goods.

4. Alternate offers without separate tenders will not be considered.
5. The bidder is required to offer competitive price. All prices must include the General Sales Taxes and other taxes/ duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the procuring agency.
6. Prices shall be in Pak Rupee on FOR basis.
7. Bids shall remain valid for period of (180) days after opening of Technical bid. The bid validity will be extendable equal to the period of the original bid validity. A bid valid for a shorter period shall be rejected as non-responsive.
8. If the acceptance of the bid issued during the validity period is not accepted by the bidder, the bid security will be forfeited.
9. The authority may reject all bids or proposals at any time prior to the acceptance of a bid.
10. No interest shall be payable by the procuring agency on the securities.
11. The KEMU authorities, at any stage of the procurement proceedings, may require the supplier or contractors to provide information concerning their professional, Technical, Financial, legal or managerial competence whether already pre-qualified or not.
12. Failure to submit the tender in the manner prescribed in the invitation to tender will not be accepted
13. The authority reserves the right of accepting the full or part quantity offers (subject to technical scrutiny).
14. The offer should be strictly as per specifications of the tender.

**No offer will be considered if it:**

- i. Is received after the date and time fixed for its receipt.
- ii. Is unsigned.
- iii. Is conditional.
- iv. Is given by a firm black listed, suspended or removed from any institution Public or Private in the Country.
- v. Is received with a validity period shorter than that required in the tender inquiry.
- vi. Does not conform to the general conditions of the tender inquiry.
- vii. Is received without earnest money as specified in the tender.

**4. SPECIAL TERMS**

1. The tender documents should be signed by the authorized representative of the firm.

**2. LIQUIDATED DAMAGES.**

The delivery period is the essence of the contract, if the contractor fails to adhere to the delivery schedule and intends to seek extension thereof, it will be the sole discretion of Purchase Officer either to grant or refuse extension in Delivery Period. If granted shall be subject to liquidate damages @ of 0.1% per day & not exceeding 10% of the cost of contract will be deducted from the final payment

**3. MANUFACTURER/SUPPLIER'S GUARANTEE CERTIFICATE.**

Manufacturer/Supplier will provide Guarantee Certificate at the time of delivery clearly stating that the store being supplied by them are brand new, of latest model,

absolutely free from material and manufacturing defects and are in accordance with the specifications given with the tender.

**4. PANELTY CLAUSE.**

- i. The Inspection Committee of King Edward Medical University, Lahore will conduct inspection of the supplied items, if found substandard and not conforming to the specifications as per data sheet provided by the bidder, the same shall be returned for replacement at the cost of supplier.
- ii. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods supplied by him will be confiscated, his bid security deposit will be fortified and proceeding for his blacklisting initiated.

**5. TRANSPORTATION.**

- a). The Supplier shall arrange transportation of the goods/equipment to their final destination.
- b). Transportation including loading/unloading of goods shall be arranged and paid for by the supplier.

**6. Late Delivery**

Supply should be done in accordance with the time schedule mentioned in the purchase order. In case of late supply, beyond the stipulated period, penalty @ of 2.0 % Per Month or 0.067% per day of the cost of contract will be deducted from the final payment.

The offer rates should be inclusive of all applicable taxes i.e. Income Tax, GST, Stamp Duties etc. No bid will be consider if rates are exclusive of applicable taxes.

**7. INCIDENTAL CHARGES.**

- a.) The supplier shall be required to provide all the incidental service charges including taxes.
  - b).The procuring agency will not pay any extra amount against any expenditure incurred on it, as the contract shall be construed as fixed amount and includes all costs.
8. A bidder quoting against this Invitation to bids shall be deemed to have read and understood the conditions thereof and the particulars of the stores required by the purchaser and their specification etc.
9. The Supply should be done within 90 days or earlier from the date of receipt of purchase Orders.
10. In case of dispute, decision of the Vice Chancellor, KEMU, Lahore shall be final.



Vice Chancellor  
King Edward Medical University,  
Lahore

## SPECIFICATIONS OF KEMCOL MAGAZINE 2017

- Quantity : 1800 Nos.
- Total No. of Pages: 300 Approx
- Size: 8.5" x 11.5"
- Two Color Pages: 200 on 115 gm Art Paper Imported
- Four Color Pages: 100 on 135 gm Art Paper Imported
- Title : 365 gm Art Card, 4 Color Printing, Embossing & Matt Laminaton
- Astar: 11.5" x 18" 4 color on 135 gm Art Paper.
- Pictorial Section: Drum Scanning of all the Pictures for Section.
- Binding: Stiching & Gum Binding
- Composing: Complete Composing of English, Urdu and Panjabi Sections
- Composer: Provision of Professional Composers. Designer should be separately Provided.
- Composing Period: Must be complete within 03 weeks. Composer and Designer must come University Campus during the entire composing and designing period to work with the team.
- Printing Period: Must be completed witin 4 weeks
- Press: Comfortable enviroments for students of Editorial Team
- Provision of 4 – 6 Dummies and a soft copy of the Magazine must be made.

*Ishtiaq Hussain*  
Registrar,  
King Edward Medical University, Lahore.