Sukkur Institute of Business Administration

Tender # Proc/101

Tender Document

**Printing of Test Booklets**  
(Laser printing with variable data in bar code on each page)

**(SAT Project)**

November, 2014

Last Date for Submission: November 18, 2014 @ 1400 hrs

Tender Opening Date November 18, 2014 @ 1430 hrs

Venue for Tender Opening  
Meeting Room, Sukkur IBA  
Air Port Road, Sukkur
1. **Printing of Test Booklets**  
   *(Laser printing with variable data in bar code on each page)*

**Please see the attachment for technical specifications**

**Technical Information:**

1. Type of Printing Machine - Printing Press i.e. Laser Printing Press
2. Number of Machines
3. Printing capacity of each machine
4. Per day total printing capacity - number of booklets that can be printed in a day (considering all factors load shedding etc.)
5. Details of similar printing projects completed in last three years with documentary evidence.

**Financial Information:**

1. Rate per A3 Page (equivalent to four A4 Pages when folded and stapled in centre)
2. Rate per Cover Page
3. Rate per Booklet for Pilot Test
4. Rate per Booklet for Actual Test

**Note:**

1. Quoted rates must be inclusive of all taxes.
2. Quoted rate for booklet must be inclusive of folding and staple cost.
3. Rates must be quoted as mentioned above in four forms.
1. GENERAL TERMS AND CONDITIONS

The following General Terms and Conditions apply to this tender.
The last date of receipt of Bids is as mentioned in tender notice and face sheet of this document.

Documents/Details Required.
1.1 Documents should be properly signed and stamped by competent authority.
1.2 Detail of Laser Printing Machines & their repair & maintenance facilities.
1.3 Structure/Organizational Chart.
1.4 An affidavit to the effect that the firm has not been black listed by any Government/Semi Government Organization.
1.5 The Bidder indemnify procuring agency against all third-party claims of infringement of patent, trade mark industrial design rights arising from use of the goods or any part thereof in Pakistan.
1.6 Sukkur IBA or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the contract specifications.

The Technical Specifications shall specify what inspections and tests Sukkur IBA requires and where they are to be conducted.
Sukkur IBA shall notify the contractor, in writing, of the identity of any representatives entrusted for this purpose.

1.7 The Bidder/Vendor shall provide the following information with respect to its set up in Pakistan.
1.8.1 Number of Vendors offices and addresses, thereof, phone and fax numbers and e-mail address as well as names and designations of responsible persons.
1.7.2 Number of engineers and technical staff in Vendor’s office.
1.7.3. Profile of technical staff with relevant experience, resume and number of Customers and sites looked after /supported by each.

1.7.4. Problem reporting procedure and fault response time in hours for fault rectification, escalation procedures with respect to response or turnaround time in hours.

1.8. The Bidder shall provide following information with respect to its Company Profile

1.8.1. Registered Name of the Organization.

1.8.2. National Tax Number & General Sales Tax Number.

1.8.3. Head Office address.

1.8.4. Management structure & Organization Chart.

1.8.5. Name, Address with Telephone/Telex and Fax numbers of the contact Person.

1.9. Financial status of the Vendor’s/Bidder’s Organization with supporting documents and last two years annual reports.

1.10. Provide a certificate from your bank certifying your sound financial position and credit limit from the bank.

1.11. List of clients and their Acceptance of deliverables, showing separately the items provided and value thereof.

1.12. Sukkur IBA reserves the right to reject any or all Bids/Offers without assigning any reason or cancel the process at anytime.

1.14. Sukkur IBA reserves the right to increase/decrease the quantity of items/scope of the work. Bidder has no right to challenge the decision in Court.

2. PROPOSAL SUBMISSION REQUIREMENTS

2.1. Sealed Bid clearly marked as “ORIGINAL” should consist of following two separate and independent parts i.e. 1) Technical Proposal 2) Financial Proposal and should be clearly marked as Technical Proposal/Financial Proposal in bold and affixed to each envelope at a clearly visible location.
2.2.1. **TECHNICAL PROPOSAL**

2.2.1.1. Technical Proposal must include the complete solution proposed by the Vendor with filled-in specification sheets.

2.2.1.2. After review of the Technical Proposal, promising Vendors will be selected and may be asked to give a demonstration/presentation on their solution/products.

2.2.1.3. Based on the Technical Proposal and the presentations, Vendors will be selected in order of preference and their Technical Solution will be rated on a scale of 100. The criteria considered will be compliance with equipment specifications, capability of execute the project, references, quality, certifications, past experience (if any), after sales support etc as mentioned in detail in Technical Evaluation Criteria.

2.2.1.4. Financial Proposal of only those Vendors will be considered whose Technical Proposal qualify.

Note: Successful bidder will have to sign Confidentiality Maintenance Agreement with Sukkur IBA to maintain the secrecy of the contents and to ensure non disclosure of contents to anyone else.

2.2.2. **FINANCIAL PROPOSAL**

2.2.2.1. Financial Proposal will include the prices quoted.

2.2.2.2. For each category the quoted prices must include all taxes, customs and freight charges for delivery at the required locations at own risk and cost.

2.2.2.3. **This is for educational institution. Therefore, Sukkur IBA expects significant educational and volume discounts.**

2.2.2.4. The Bidder/Vendor shall furnish **separate earnest money** equivalent to **2%** of the total value of Bid in the form of Bank Draft issued by a scheduled bank of
Pakistan in favor of "Sukkur IBA", valid for **at-least six months** and enclosed along with financial proposal.

2.3. **No Bid shall be entertained without earnest money.** Earnest money of the successful bidder will be released at the time of submission of Ten percent (10%) Performance Guarantee of the total contract value.

2.4. The bid security is required to compensate Sukkur IBA against the consequences of:

2.4.1. Subsequent unauthorized variations and/or modifications of the terms of bid.

2.4.2. Premature withdrawal of the bid before the completion of the bid evaluation.

2.4.3. Failure of the bidder to sign the resultant Contract, in the event of such Contract being awarded to it.

2.5. The successful bidder is required to deposit **Ten percent 10%** of total contract value as **Performance Guarantee** in the form of **Bank Draft** issued by a scheduled bank of Pakistan in favor of "Sukkur IBA" at the time of signing of contract agreement and will be released at the time of delivery of equipment at site.

2.6. Proposals sent via fax or email will not be accepted.

2.7. An effort by a Bidder to influence Sukkur IBA, directly or indirectly **THROUGH UNFAIR MEANS** may result in the rejection of Bidder’s Proposal and black listing for any future tender of Sukkur IBA.

2.8. Prices quoted will be firm for the entire period of Contract. All prices to be quoted in **Pak Rupees**, and must clearly state all applicable taxes which must be included in quoted price.

### 3. SELECTION PROCEDURE

Sukkur IBA intent in issuing this RFP is to award a contract to the lowest and best responsive Vendor/Bidder who meets required standard of specifications and other factors.
Proposals /Bids will be evaluated against following evaluation criteria:

(1) **Technical Evaluation Criteria - Weight age 70%**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bidder Name</th>
<th>Max Score</th>
<th>Bidder Name</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meeting Specifications</td>
<td>40</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Laser Printing Experience (Years)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Experience with Academic Institutions</td>
<td>5</td>
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<tr>
<td>4</td>
<td>Experience of printing confidential information i.e. Question Papers etc with variable data in barcode on each page</td>
<td>10</td>
<td></td>
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<tr>
<td>5</td>
<td>International Quality Certifications</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Lead Time (Order to Delivery Time)</td>
<td>10</td>
<td></td>
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<tr>
<td>7</td>
<td>Company Profile</td>
<td>10</td>
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<td>8</td>
<td>Cliental Served Profile</td>
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<tr>
<td>9</td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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Note: Please do attach documentary evidence in support of claims made in technical proposal.

(2) **Financial Evaluation Score – Weight age 30%**
All Vendors will provide demo (proof of concept) if required by Sukkur IBA to verify the claims in the Technical Specifications of the Brochures. This would also determine the quality and specifications of the product.

4. DELIVERY

Delivery should be at the Sites/Locations mentioned at the risk and cost of successful bidder

5. SERVICES

Sukkur IBA shall promptly notify the vendor in writing of any claims arising under the warranty/assurances/agreement and the vendor will repair/replace the defective items at reasonable speed but within the specified period and time & without any additional cost.

6. LIQUIDATED DAMAGES

Liquidated damages shall be applicable as under:

a) Delay of one week                      = 0.5% of the total cost

b) Delay of two weeks                     = 1.0% of the total cost

c) Delay of three weeks                   = 2.0% of the total cost

d) Delay of four weeks                    = 4.0% of the total cost

Note: After delay of four weeks, Sukkur IBA has the right to cancel the purchase order or impose penalty up to 10% of the price of the item or both.
a) TERMS OF PAYMENT

Payment shall be made in the following manner:

- Within 30 days after receipt of items.
- Partial payment against partial delivery may be allowed.

b) CLARIFICATION AND AMENDMENT IN RFP DOCUMENT

A bidder requiring any clarification of the RFP Document may so notify to contacts given below in writing.

Hari Lal Nathani
Manager Procurement
Sukkur IBA
Air Port Road Sukkur
Email- hari@iba-suk.edu.pk
Tel- 071 111 785 422
TECHNICAL SPECIFICATIONS

Printing Test Specification

Paper Specifications for Pilot Test Paper & Actual Test

Paper Type - A3 (Double A Paper)
Cover Page - A3 160 grams 4 Color Printing
Inner Pages - A3 (Double A Paper) 80 grams

1. PILOT TEST Paper Printing Specification (SAT III-2014)

- A3 paper of 80gms, this will be folded and stapled in the center to make an A4 size booklet
- Approximately, 2000 booklets will be printed for Pilot Test
- Every booklet will have three parts; Languages, Science & Math
- Booklets will be printed in three mediums; English, Sindhi & Urdu
- Three booklets named as A, B & C will be used for each class VI and IX
- The approximately pages of these three booklets including cover sheet are listed in following table
- The number of pages in Pilot Test Booklet 50 approximately including cover pages.
- The number of cover page 01 (one) Sheet A3, 160 grams, 4 color, one side printing (Front of first cover page and Back side of last page of cover page)

- A3 paper of 80 gm, this will be folded and stapled in the center to make an A4 size booklet
- Approximately 300,000 booklets will be printed for Actual Test
- Every booklet will have three parts; Languages, Science & Math
- Booklets will be printed in three mediums; English, Sindhi & Urdu
- Two booklets named as A & B will be used for each class V and VIII for Actual Test
- Actual Test booklet will contain approximately 30 pages, including cover sheet
- The number of cover page 01 (one) Sheet A3, 160 grams, 4 color, one side printing (Front of first cover page and Back side of last page of cover page

<table>
<thead>
<tr>
<th>Form</th>
<th>Version</th>
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<tbody>
<tr>
<td></td>
<td>English</td>
</tr>
<tr>
<td>5A</td>
<td>32</td>
</tr>
<tr>
<td>5B</td>
<td>28</td>
</tr>
<tr>
<td>5C</td>
<td>30</td>
</tr>
<tr>
<td>8A</td>
<td>46</td>
</tr>
<tr>
<td>8B</td>
<td>40</td>
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<tr>
<td>8C</td>
<td>46</td>
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</tbody>
</table>
Sealed bids are invited from Printing Press owners for item at serial # 1 and courier service companies for item at serial # 2 having vast experience in relevant field and registered with income tax and sales tax department on “Single stage two envelope basis” for following items for SAT Project.

<table>
<thead>
<tr>
<th>S.#</th>
<th>Description</th>
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<tbody>
<tr>
<td>01</td>
<td>Printing of Test Booklets (Laser printing with variable data in bar code on each page)</td>
</tr>
<tr>
<td>02</td>
<td>Dispatch of Test Booklets (i.e. Courier Services)</td>
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</tbody>
</table>

Details of specifications and quantity are mentioned in the tender documents, which can be obtained on provision of demand draft/pay order of Rs. 1,000/- (Non-refundable for each item) in favor of Sukkur IBA from the office of the Manager Procurement on any working day from 1st Nov, 2014 to 17th Nov, 2014. The Last date for the submission of bids is 18th Nov, 2014 up to 1400 Hours. The technical bids will be opened on the same day at 1430 Hours in the presence of bidders or their authorized representatives (who may choose to be present). The Financial proposals of only technically eligible firms will be accepted/Opened. Bid security i.e. 2% of the tender amount (Refundable) in the shape of bank draft/pay order in the name of Sukkur IBA must be attached with the bid documents. Sukkur IBA reserves the right to accept or reject any or all bids as per PPRA rules/SPP rules 2010.

Please send your queries: hari@iba-suk.edu.pk Ph: 071-5806101-10

REGISTRAR
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Daily Jang, Daily Dawn & Daily Kawish on Nov 1, 2014