

SENATE SECRETARIAT
PRINTING & PUBLICATIONS WING

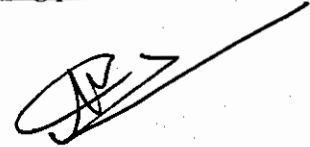
TENDER NOTICE
No.1 (5)/2023-2024/PTG

Senate Secretariat invites sealed bids with single stage two envelopes procedure from well-reputed GST and Income Tax Registered printing firms having registered Office/ Printing Press in Islamabad/Rawalpindi for the following printing work:

Sr.No	Name of Items	Quantity
i)	Catalogues No. of text Pages 138, 4 Color Size of Book: A-4 Paper Quality: Mat 128gm Title Printing 4 Color Title Material 300gm Art Card with Mat laminations	500
ii)	Golden Jubilee Reports No. of text Pages 52, 4 Color Printing on 128gm Imported Mat paper with 4 Color Title on 300gm Art Card with Mat laminations	1000

The tender documents containing the detailed terms and conditions may be obtained upon request on the letter head of the firm free of cost from the office mentioned below during the office hours from 24th November, 2023 to 11th December, 2023. The tenders complete in all respects must reach the office stated below by 11th December, 2023 upto 1100 hours. The tenders will be opened on the same day at 1130 hrs in the presence of the representatives of the bidders who wish to be present. Interested parties must deposit 35000/- of the quoted price, as bid security (refundable), in the form of Pay Order/Bank Draft in the name of Senate Secretariat, Islamabad. Non-registered, cross debarred firms and those without depositing the amount of bid security will not be entertained. Senate Secretariat may reject all bids at any time prior to the acceptance of bids as per PPRA's rules.

Note: This Tender Notice is available on PPRA's website: www.ppra.org.pk and Senate Secretariat website www.senate.gov.pk



(Gloria Caleb)
Deputy Director (P&P)
Phone No. 051-9212636

TECHNICAL EVALUTAION CRITERIA

1. Name of the Firm
2. NTN No.
3. GST Registration
4. Vendor No.
5. IBAN No.
6. List of Clients
7. Experience of atleast 10 years in printing and publication
8. Ability to deliver the goods in seven days
9. Certificate that the firm is not blacklisted or cross debarred and is on active tax payers list of FBR
10. Name and contact and email details of Managing Director/Focal Person of the Firm
11. Certificate to work beyond office hours
12. Onsite inspection of the officers of the Secretariat to visit production plan of the firm
13. Assessment of samples of material to the Secretariat for technical evaluation as per specifications given in the tender.

SPECIFICATION

Name of Items	Quantity
Catalogues No. of text Pages 138, 4 Color Size of Book: A-4 Paper Quality: Mat 128gm Title Printing 4 Color Title Material 300gm Art Card with Mat laminations	500
Golden Jubilee Reports No. of text Pages 52, 4 Color Printing on 128gm Imported Mat paper with 4 Color Title on 300gm Art Card with Mat laminations	1000

FINANCIAL EVALUTAION CRITERIA

1. Quotations
2. Certificate that the firm is of sound financial position
3. Bank Draft/Pay Order (refundable) amounting to Rs. 35000/- in the name of Senate Secretariat


(Gloria Caleb)
 Deputy Director (P&P)

TERMS AND CONDITIONS

1. The procurement will be made through single two envelopes procedures as per Rule 36 of PPRA Rules.
2. Technical and financial envelopes must be marked with "Technical" and "Financial" bids and shall be submitted in single package.
3. Technical bids will be evaluated before the financial bid.
4. The bidders must furnish a bid security (refundable) of Rs. 35000/- of the bid price in the form of pay order/bank draft in favour of Senate Secretariat Islamabad.
5. Bid security and samples in respect of successful bidders will remain in the custody of Senate Secretariat till successful performance of contract for the financial year 2023-2024.
6. Prices quoted shall be inclusive of all applicable taxes.
7. Successful bidders will supply/deliver the items to Senate Secretariat within seven days from the date of issuance of work order along with invoice/bills.
8. The payment will be made after successful supply as per specification of items.
9. Rates may be quoted in local currency and taxes will be deducted as per rules/laws/policy.
10. Bids submitted after the date and time prescribed shall not be entertained and returned without being opened.
11. Bids not conforming to the specification will be rejected.
12. All bidders shall furnish an affidavit on legal paper that they are not blacklisted by any organization.
13. Supply of sub-standard or items not confirming to specifications will be liable to cancellation of contract and forfeiture of bid security.
14. Purchase Committee of Senate Secretariat reserves the rights to reject any item after scrutiny of sample against the specification and approve to award next lowest bidder.
15. Tender/rates shall be valid for whole financial year 2023-2024.
16. Senate Secretariat has the right to reject any or all bids in accordance with PPRA Rules.
17. The most advantageous (lowest evaluated bid conforming to the technical criteria, specifications and lowest cost) will be accepted



(Gloria Caleb)

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