



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

INVITATION TO BID DESIGNING AND PRINTING OF PTA ANNUAL REPORT 2021

Pakistan Telecommunication Authority (Telecommunication regulator) invites sealed bids from reputable vendors registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue for "Designing and Printing of PTA Annual Report 2021"

Bidding documents containing detailed terms and conditions etc. are available at the office of the undersigned. Price of the bidding documents is Rs. 500/- (in shape of pay order / bank draft, in favor of PTA). Bidding documents 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 at the office of the undersigned on or before November 17, 2021 by 11:00 AM. Technical Bids will be opened on the same day in the conference room, PTCL building, PTA Headquarters, F-5/1, Islamabad at 11:30 AM. This advertisement is also available on PPRA website at www.ppra.org.pk.

Muhammad Arif Sargana
Director General (Commercial Affairs)

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

BIDDING DOCUMENTS

**DESIGNING AND PRINTING OF
PTA ANNUAL REPORT 2021**

PAKISTAN TELECOMMUNICATION AUTHORITY
HEADQUARTER, F-5/1 ISLAMABAD
<http://www.pta.gov.pk>

1. The Procurement Agency is:

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

2. General Instructions

- a. PTA is in the process of preparing PTA Annual Report 2021. In this regard, PTA requires services of a vendor for designing and printing of PTA Annual Report 2021 from reputable firms/agencies based in Islamabad/Rawalpindi, Pakistan and registered with Federal Board of Revenue/Respective revenue board/ authority and who are on Active Taxpayers List (Income and Sales tax of the FBR/Relevant Tax Authority).
- b. The bids shall be submitted in a sealed package in such manner that the contents are fully enclosed and cannot be known until duly opened.
- c. The bids, prepared in accordance with the instructions in the bidding documents, must reach the office of the undersigned on or before 17th November, 2021 by 11:00 AM. Technical Bids will be opened the same day at 11:30 AM.
- d. Sealed bids shall be sent to the Director General (Commercial Affairs), PTA H/Qs, F-5/1, 3rd Floor PTCL Building, Islamabad.
- e. The bidder shall submit Technical Proposal and Financial bid, in separately marked sealed envelopes as per Rule 36 (b) of Public Procurement Rules 2004 i.e; Single Stage-Two envelope Procedure available on www.ppra.org.pk.
- f. The language of the bid is English. Bids in any other language shall not be considered.
- g. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
- h. PTA reserves the right to cancel this invitation and reject all bids at any stage of the bidding process as per PP Rules 2004.
- i. 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.
- j. The interested bidder agency must have regular place of business, telephone numbers and email address and must provide proof of their existence in Islamabad/Rawalpindi and having minimum experience of 10 years.
- k. Bidder must submit following undertakings (on non- judicial stamp paper in original) :
 - i. that the documents/details/information submitted is true and liable to be rejected if proven false and in that case legal action is liable on that bidder.

- ii. That the bidder has never been blacklisted by any Government /Semi Government/ Autonomous body/International Organization.
- l. The successful bidder will be responsible for overall designing and printing of the Annual Report.
- m. Clarification if any on the technical requirement may be obtained from: arif@pta.gov.pk.
- n. 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.

3. Scope of Work:

i. Specifications/Requirement for Designing of Annual Report 2021

Designing of PTA Annual Report 2021 (complete report) on international standards in terms of title design/ page design / graphs/ pictures / tables and text. 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 2021:

- a. PTA will provide Soft Copy (word format) as approved by the Authority to the Selected bidder.
- b. Two titles (front/back page) will be submitted by the vendor for approval of the Authority.
- c. Two running pages designs matching with title will be presented by the designer.
- d. Three color combinations of the final selected title and running pages will be submitted for final selection.
- e. Bidder will suggest graphs according to international professional formats.
- f. Bidder will be responsible to convert the final approved Annual report in a printable format that can be forwarded to the printer as it is for printing.
- g. Two color dummies of complete Annual Report 2021 will be submitted by designer for the approval of the Authority.
- h. Bidder will ensure the confidentiality of the contents till the report is published.
- i. Any other task desired by the Authority related to designing of the PTA Annual Report 2021.

ii. **Specifications/Requirement for Designing of Annual Report 2021**

Printing of PTA Annual Report 2021 (Complete Report) as provided by PTA in the MS Word Format. The printer will perform following tasks/duties related to PTA Annual Report 2021

No.	Specification	Remarks
a.	No. of Books(copies)	500
b.	Format of the report available	MS Word Format
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 envelop for PTA Annual Report 2021	500 Nos. (135 grams paper for envelope) and 250 grams hard card for Box with 4 color printing
j.	Design/layout	Layout and Design to be finalized with PTA
k.	Bidder will ensure high quality of printing with clear fonts and HD pictures/ graphs.	

Note: Please attach Specimen of paper, Title Card, Box and envelop.

4. Bid Security

- i. Technical bids should be accompanied with bid security of Rs. 35,000/- in shape of either pay order, demand draft in favour of Pakistan Telecommunication Authority.
- ii. Technical bids without bid security will be rejected without any right of appeal.
- iii. Bid security of successful bidder shall be retained till completion of the Contract Period. Whereas, bid security of unsuccessful bidders will be returned after award of contract to successful bidder.

5. Technical Bid

Technical Bid will be prepared containing all information required at Annex-A of this document.

6. Financial Bid

- i. Financial bid shall be as per the financial bid form at Annex-B of this document.
- ii. The bid validity period shall be 150 days of technical bid opening date.
- iii. The amount of the bid and bid security shall be 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/equipment, if selected and declared as most advantageous 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 the PTA.

- v. If the bid is withdrawn before the expiry of its validity the bid security will be forfeited in favor of the PTA, Islamabad.
- vi. 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 bid will not be entertained and may result into disqualification of the bid.

7. Evaluation Criteria:

- i. The most advantageous bid shall be determined on quality & cost as per PP Rules 2004 i.e; initially technical bids shall be evaluated and subsequently financial bids of the technically qualified bidders will be opened and evaluated.
- ii. Technical and financial bids shall have weightage of 80:20.
- iii. Technical bids shall be evaluated as per the evaluation criteria defined at Annex-A of this document. After announcement of results of technical evaluation, financial bids of the qualified bidders will be opened only.
- iv. Technical score will be calculated as under:
Technical marks obtained as per Annex-A x 80%
- v. Financial bids shall have 20 marks. Marks shall be awarded as per the following formula:
Financial score = 20 marks x lowest quoted financial bid/amount of bid to be evaluated
- vi. The work order shall be issued to the bidder who obtains highest aggregate score after technical and financial evaluation.

8. Completion Time:

- i. The successful bidder will be responsible for overall designing and printing of the Annual Report.
- ii. The successful bidder will also arrange collection of material and delivery of publication from the Economic Affairs Directorate of PTA and will be bound to return packed printed publication of highest standard within 20 working days after receiving the approved material/design for printing.

9. Penalty:

Successful bidders shall be bound to complete the assignment within the delivery period. In case of late delivery, penalty charges equivalent to 0.5% of the bid price per week shall be imposed and deducted from the payment or bid security, whichever is applicable (days more than 3 will be considered as week). However, the work order shall stand cancelled if the assignment isn't completed till the imposed penalty reaches at 3% of the bid price.

10. Payment Terms & Conditions:

- i. Payment will be made on submission of invoice after completion of the assignment duly certified by Economic Affairs Directorate and verified by the PTA's Purchase Committee.
- ii. Payment against printing shall be made on actual number of pages of report at the quoted rate per page.
- iii. As per regulation 2(2) of PPRA Eligible Bidders (Tax Compliance) Regulations 2015, payment to the successful bidder/ contractor shall be linked with active tax payer status. If the contractor is not in Active Tax Payer List (ATL), no payment shall be made until the contractor 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 contract shall stand cancelled forthwith on such default and the bid security shall stand forfeited.

11. Confidentiality of the Report:

The personnel, during the performance of the services specified in this document or before printing of PTA Annual Report 2021, shall not disclose any information to any person/organization.

Note:

The attachment details are as under

- | | | |
|-----|-------------------------------|-----------|
| i. | Technical Evaluation Criteria | Annex "A" |
| ii. | Financial Bid Form | Annex "B" |

Annex "A"

TECHNICAL EVALUATION CRITERIA

Technical bids will be evaluated as per following evaluation criteria:

Part-A: Mandatory Requirements:

- i. Bidder has to provide Sales Tax and Income Tax Registration and Active Tax Payer Status.
- ii. Affidavit on non-judicial stamp paper that the bidder has never been black listed from any Govt. /Semi Govt./ Autonomous body and the information provided is correct.
- iii. Bid security of Rs. 35,000/- to be enclosed with the technical bid.
- iv. Minimum 10 years of relevant experience (supported with completion/ appreciation certificate/ contract agreement)
- v. Printing (including composing and designing) of minimum 05 reports of Regulatory authorities/International organizations/Govt. Departments/Banks etc (containing minimum 70 pages & 100 copies)

Part-B:

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: (Three marks for each year beyond minimum experience of 10 years- to be awarded on the basis of attached completion/appreciation letters issued)	10	
2.	Similar assignments (minimum 70 pages & 100 copies) completed in last three years: <ul style="list-style-type: none">• Regulatory Authorities/ Int'l Organizations- 5 marks per report• Govt. Dept/Banks etc. - 3 marks per report (to be awarded on the basis of attached completion/appreciation letters issued)	30	
3.	Quality of samples submitted with the bid (as per Sr. 3 above) <ul style="list-style-type: none">• Excellent 15 Marks• V Good Design 08• Good 05• Satisfactory 03• Poor 00	20	
4.	Human resource in designing (10 marks per resource having minimum qualification of Fine Arts/Graphic Designing Degree or Diploma and 10 years of experience on the basis of attached CVs and Interview if required) (two draft titles are required for specimen)	20	
5.	Well-equipped facility - Minimum Two Printing Machines (To be awarded on the basis of physical inspection of technical evaluation committee)	20	
Grand Total		100	
Minimum qualifying marks		80	

Annex - "B"

Financial Bid Form

[Location, Date]

To:

Director General (Commercial Affairs)
Pakistan Telecommunication Authority
PTA HQs, F-5/1, Islamabad Pakistan

Sir,

I/We, the undersigned, offer to provide "**Printing of PTA Annual Report 2021**" in accordance with your bidding document. Our attached Financial Proposal is as under and the amounts are inclusive of all applicable taxes:

Sr. #	Description of Job	Quantity	Rate [S#1: For complete report S#2: For per page S#3: For 500 envelope & box]	Amount (column 3 x column 4)
Column No.	(2)	(3)	(4)	(5)
1	Designing of PTA's Annual Report as per the scope of work at Sr. 3 of the bid documents	Complete report (1 job)		
2	Printing copies of PTA's Annual Report (135 grams paper) with 4 color printing (for minimum 110 pages) as per the scope of work at Sr. 3 of the bid documents	5500 pages (500 reports x 110 pages/ report)		
3	Envelope and box 250 grams hard card with 4 color printing	500		
Grand Total				

Note:

- i. Bidder shall quote lumpsum rate for Sr. 1.
- ii. Payment against printing shall be made on actual number of pages of report at the quoted rate per page.

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