

**MINISTRY OF RELIGIOUS AFFAIRS AND
INTERFAITH HARMONY**

BIDDING DOCUMENTS

For

NATIONAL COMPETITIVE BIDDING
**(For Printing of Hajj booklet-I, Hajj Booklet-II,
Hajj Information Kit, Pakistani Flag Stickers,
Dubbing/copying of video DVD, Photo-Quality PVC
Card with surface foil Hologram with plastic
Jacket and Neck Strip), Credit Card USB,
Sattan Sticker and Hajj Training Book for
Master Trainers**

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Ministry of Religious Affairs and Interfaith Harmony
Government of Pakistan

21st February, 2018

Part One
Instructions to Bidders (ITB)

Instructions to Bidders

A. Introduction

1. **Name of Purchaser and address** 1.1 Ministry of Religious Affairs and Interfaith Harmony, Civic Centre, Near GPO, Islamabad
2. **Eligible Bidders**
 - 2.1 General Sales Tax Registered.
 - 2.2 National Tax Number Registered.
 - 2.3 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan in accordance with ITB [Clause 31.1](#).
 - 2.5 The bidder must have at least five years of experience in printing/supplying of similar items as requisitioned in the bid.
 - 2.6 Those firms who received any kind of displeasure/dissatisfaction letter relating to their work and quality from the Ministry from the last five years are to be considered disqualified for this bidding competition. Furthermore the firms who won the competition from the ministry in past five years and refuse to perform the job will also be disqualified for the bidding.
3. **Cost of Bidding** 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and the Purchaser named in the Bid Data Sheet, hereinafter referred to as "the Purchaser," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

4. **Content of Bidding Documents**
 - 4.1 The Goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
 - (a) [Instructions to Bidders \(ITB\)](#)
 - (b) [Bid Data Sheet \(BDS\)](#)
 - (c) [General Conditions of Contract \(GCC\)](#)
 - (d) [Special Conditions of Contract \(SCC\)](#)
 - (e) [Schedule of Requirements](#)
 - (f) [Technical Specifications](#)
 - (g) [Bid Form and Price Schedules](#)
 - (h) [Contract Form](#)
 - 4.2 The Bidder may fill all the forms including **Bid Evaluation Form** as per instructions. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents along with supporting documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of his bid.
5. **Clarification of** 5.1 A prospective Bidder requiring any clarification of the bidding

Bidding Documents

documents may notify the Purchaser in writing at the Purchaser's address indicated in Bid Data Sheet (BDS). The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than five (05) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents, directly from the purchaser.

6. Amendment of Bidding Documents

- 6.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment, without substantially changing nature of procurement.
- 6.2 All bidders that have purchased the bidding documents, from the Purchaser, will be notified of the amendment in writing which will be binding on them.
- 6.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

C. Preparation of Bids

7. Language of Bid

- 7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in the language specified in the Bid Data Sheet.

8. Documents Comprising the Bid

- 8.1 The bid prepared by the Bidder shall comprise the following components:
 - (a) a Bid Form, specifications and a Price Schedule completed in accordance with ITB Clauses 9, 10, and 11; and
 - (b) bid security furnished in accordance with ITB Clause 13.

9. Bid Form

- 9.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the Goods to be supplied, a brief description of the Goods, quantity, and prices.

10. Bid Prices

- 10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the Goods it proposes to supply under the contract.
- 10.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) i.e. inclusive of all applicable taxes, prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.
- 10.4 The Bidder's separation of price components in accordance with ITB

Clause 10.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.

10.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected. Two or more prices for a single item will be treated as non-responsive.

11. Bid Currencies

11.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

**12. Documents
Establishing
Bidder's
Eligibility and
Qualification**

12.1 Pursuant to ITB Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

12.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

(a) the Bidder meets the qualification criteria listed in the Bid Data Sheet.

13. Bid Security

13.1 Pursuant to ITB Clause 8, the Bidder shall furnish, as part of its bid, a bid security of the amount specified in the Bid Data Sheet.

13.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 13.7.

13.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

(a) Irrevocable en-cashable call-deposit/bank draft/pay order etc. in name of the Purchaser given under ITB clause 13.1 of Bid Data Sheet.

13.4 Any bid not secured in accordance with ITB Clauses 13.1 and 13.3 of the BDS will be rejected by the Purchaser as nonresponsive, pursuant to ITB Clause 22.

13.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to ITB Clause 14.

13.6 The successful Bidder's bid security will be discharged upon the Bidder's successful supply of Goods duly acceptable to the purchaser.

13.7 The bid security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance with ITB Clause 30;
 - (ii) fails to deliver the Goods within stipulated time period as per Schedule of Requirements: Section: II – Part Two.

14. Period of Validity of Bids

- 14.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to ITB Clause 20. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
- 14.2 In exceptional circumstances, the Purchaser may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 13 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

15. Format and Signing of Bid

- 15.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each “ORIGINAL BID” and “COPY OF BID,” as appropriate. In the event of any discrepancy between them, the original shall govern.
- 15.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 15.3 Any interlineation, erasures, or overwriting shall not be valid even if they are initialed by the person or persons signing the bid. The bid should be duly binded and each page signed/stamped by authorized person.

D. Submission of Bids

16. Sealing and Marking of Bids

- 16.1 Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- 16.2 The inner and outer envelopes shall:
 - (a) be addressed to the Purchaser at the address given in the Bid Data Sheet; and
 - (b) bear the name indicated in the Bid Data Sheet, the Invitation for

Bids title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 20.

16.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

16.4 If the outer envelope is not sealed and marked as required by ITB Clause 16.2, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

17. Deadline for Submission of Bids

17.1 Bids must be received by the Purchaser at the address specified in the Bid Data Sheet no later than the time and date specified in the Bid Data Sheet.

17.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 6, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

18. Late Bids

18.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 17 will be rejected and returned unopened to the Bidder.

19. Modification and Withdrawal of Bids

19.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

19.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 16. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

19.3 No bid may be modified after the deadline for submission of bids.

19.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 13.7.

E. Opening and Evaluation of Bids

- 20. Opening of Bids by the Purchaser**
- 20.1 The Purchaser will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/ attendance sheet evidencing their attendance.
- 20.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 18.
- 20.3 Bids (and modifications sent pursuant to ITB Clause 19.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 20.4 The Purchaser will prepare minutes of the bid opening.
- 21. Clarification of Bids**
- 21.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 22. Preliminary Examination**
- 22.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 22.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 22.4 Prior to the detailed evaluation, pursuant to ITB Clause 23 the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.

Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 13) and Taxes and Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

22.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

23. Evaluation and Comparison of Bids

23.1 The Purchaser will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 22.

23.2 The Purchaser's evaluation of a bid, further elaborated under Bid Data Sheet, will be on delivered duty paid (DDP) price inclusive of prevailing duties and transportation charges, and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

24. Contacting the Purchaser

24.1 Subject to ITB Clause 21, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Purchaser, it should do so in writing.

24.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

F. Award of Contract

25. Qualification

25.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

25.2 The determination will take into account the Bidder's compliance with the qualification criteria defined in the Bid Data Sheet.

26. Award Criteria

26.1 Subject to ITB Clause 28, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

27. Purchaser's Right to Vary Quantities at Time of Award

27.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

- 28. Purchaser's Right to Accept any Bid and to Reject any or All Bids** 28.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders. The Purchaser will inform the affected Bidder or bidders of the grounds for the Purchaser's action, if so requested, but the Purchaser shall not be required to justify the grounds.
- 29. Notification of Award** 29.1 Prior to the expiration of the period of bid validity and subject to ITB Clause 29.3, the Purchaser will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.
- 29.2 The notification of award under ITB 29.1 will constitute the formation of the Contract.
- 29.3 The Purchaser shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of contract.
- 30. Signing of Contract** 30.1 At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 30.2 Within fifteen (15) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Purchaser.
- 31. Corrupt or Fraudulent Practices** 31.1 The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- "corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a M/o RA&IH financed contract if it, at any time, determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a M/o RA&IH contract.

31.2 If pages of M/o RA&IH Hajj Booklet are found detached due to lose binding, then the supplier will be blacklisted.

31.3 Any information found misleading about organization will lead to blacklisting of the firm on permanent basis

Section II.

Bid Data Sheet (BDS)

Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB): Section I. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. The Bidding Document		
ITB 7.1	Language of the Bid	English

B. Preparation of Bids		
ITB 10.2	The price quoted shall be	DDP in Pak Rupees i.e. inclusive of all applicable taxes & transportation charges including delivery of all material at the prescribed Hajji Camps and in the office of Deputy Secretary (H.O.), M/o RA&IH, Civic Centre, Near GPO, Islamabad.
ITB 10.5	The price shall be	Fixed and must include the Income & General Sales Taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
ITB 12.2 (a)	Technical Qualification requirements.	<ol style="list-style-type: none"> 1. The bidder must submit National Tax No., Sales Tax No. Certificates. 2. The bidder must provide copy of incorporation certificate e.g., registration with SECP or with registrar of firms etc. 3. The bidder must be registered with PAPGAI (Pakistan Association of Printing & Graphics Arts Industry) 4. The bidder must have at least five years of experience in printing. Documentary evidence to this effect must be provided with the Bid, which includes copy of contract/purchase orders, etc. (Yearwise) 5. The bidder must have printed at least 03 different books as requisitioned in the bid. 6. The firm should show that it has the printing capacity of 4 colours in one pass minimum (2 presses) as colour variations are unacceptable.
ITB 13.1	Amount of bid security	5% of the total quoted bid price. Amount of Bid Security can be submitted in any form such as Bank Draft / Demand Draft etc in the name of Ministry of Religious Affairs and Interfaith Harmony, Islamabad.
ITB 13.3	Form of Bid Security	<ol style="list-style-type: none"> (i) The Bid Security shall be enclosed in the main envelope of financial proposal. (ii) The tenders found deficient of the amount as bid security compared to total bid price will not be considered and declared financially non-responsive. (iii) No personal cheques will be acceptable at any cost.
ITB 14.1	Bid validity period.	Bid should remain valid for 90 days from the opening date of bids.
ITB 15.1	Number of copies.	One original Copy.

C. Submission of Bids

ITB 17.1	Address for bid submission.	Ministry of Religious Affairs and Interfaith Harmony Main Civic Centre, Near GPO, Islamabad. Ph: 051-9205155
ITB 17.1	Deadline for bid submission.	21st February 2018 at 1100 hours.

D. Opening and Evaluation of Bids

ITB 20.1	Time, date, and place for bid opening.	21st February 2018 at 1130 hours. Ministry of Religious Affairs and Interfaith Harmony Main Civic Centre, Near GPO, Islamabad.
ITB 23.2	Criteria for bid evaluation.	Bids will be evaluated as per SINGLE STAGE TWO ENVELOPE Procedure according to Rule-36 (a) of Public Procurement Rules, 2004 Technical Proposal Evaluation criteria <ol style="list-style-type: none">1. The bidder must submit National Tax No., Sales Tax No. Certificates.2. The bidder must provide copy of incorporation certificate e.g., registration with SECP or with registrar of firms etc.3. The bidder must have at least five years of experience in printing. Documentary evidence to this effect must be provided with the Bid, which includes copy of contract/purchase orders, etc. (Yearwise)4. The bidder must have printed at least 03 different books as requisitioned in the bid.5. The firm should show that it has the printing capacity of 4 colours in one pass minimum (2 presses) as colour variations are unacceptable.

E. Award of Contract

ITB 27.1	Percentage for quantity increase or decrease	The quantity can be increased or decreased upto maximum of 15% or as per Purchaser requirements. <u>However, final quantity for supply will be determined based on functional status at the time of award of the Contract.</u>
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Part Two

- I. Schedule of Requirements**
- II. Technical Specifications**
- III. Standard Forms**

2. Schedule of Requirements

Supply of printed material at specified places/destination i.e., office of Deputy Director (Media), Room No. 20-21, Ground Floor, M/o Religious Affairs & Interfaith harmony, near GPO, Islamabad and respective Haji Camps i.e., at Karachi, Lahore, Peshawar, Quetta, Islamabad, Sukker, Multan etc. (Exact Quantity for each station will be communicated latter on)

Printing of Hajj Booklet and Dubbing of CD			
Sr. #	Item	Estimated Qty Required	Delivery Schedule
1	Printing of M/o RA&IH booklet-I	190,000	Within 20 days of Supply Order
2.	Printing of Hajj Booklet-II	5,000	-do-
3.	Printing of Hajj Information Kit	190,000	-do-
4.	Printing of Pakistani Flag stickers	190,000	-do-
5.	Photo-Quality PVC Card with surface foil Hologram with plastic Jacket and Neck Strip	120,000	-do-
6.	Video DVD	190,000	-do-
7.	Credit Card USB, size 85 x 53 mm, Capacity of Data storage 4GB, Four Colour Printing both sides including varnish and Data copy	50	-do-
8.	Sattan Stickers, Single Colour	120,000	-do-
9.	Training Booklet "Rehnuma-e-Asataza"	1,000	-do-

II. Technical Specifications

Sr. #	Item	Specification
1	Printing of Hajj Booklet-I Quantity: 190,000	Name of booklet: Hajj Booklet “رہنمائے حج” Size of booklet: 8.5”Hx5.5”W Shine Lamination Title cover of booklet: 4 +1 Colour, Chamak lamination, 300 grm art card Number of inner pages: 124 (May be increased or decreased as per requirement) (16 pages four colour and remaining single colour). Quality of Paper: 55 gram Japani imported or equivalent Binding: Gum Binding
2.	Printing of Hajj Booklet-II Quantity 5,000	As above (only inner pages 88 single colour)
3.	Printing of Hajj Information Kit Quantity 190,000	As above (all inner pages 31 single colour)
4.	Pakistani Flag sticker for Ihram & Abaya Quantity 190,000	Name of Printing item: Pakistani Flag Sticker (Green & White Digital Textile heat mount sticker) Size of Pakistani Flag Sticker: 4” x 6” inches, 2 colour, back paper 180 gram, Led free ink imported low melted transfer coating powder Swiss or equivalent Printing of all instructions related to pasting sticker on back as per sample.
5.	Photo Quality PVC Card Quantity: 120,000	Photo Quality PVC Card (CR80, 30 mil Thick) Size 2.125” x 3.375” with surface foils Hologram as per sample, Base Printing on Both Sides, digital Printing of pictures and data of Hujaj as per sample including plastic jacket and neck ribbon with single colour screen printed word “PAKISTAN”
6.	Video DVD for Training of Intending Hujjaj Quantity: 190,000	Duration 20-30 Minutes Auto play Can play on any Computer, DVD/VCD/MP3 player and computer With Printed Jacket (as per sample) and Sticker on DVD.
7.	Credit Card USB, Quantity 50	Size 85 x 53 mm, Capacity of Data storage 4GB, Four Colour Printing both sides including varnish and Data copy
8.	Sattan Stickers Quantity 120,000	Single Colour As per sample
9.	Training Booklet for Master Trainers Quantity 1,000	Name of booklet: Training Booklet “Rehnuma -e- Astaza” Size of booklet: 9.5”Hx7”W Title cover of booklet: 4 +1 Colour, Chamak lamination, 300 grm art card Number of inner pages:54 (May be increased or decreased as per requirement) Quality of Paper: 55 gram Japani imported or equivalent Binding: Gum Binding

III. Standard Forms

1. Bid Form

Date: _____

No: _____

To: Deputy Director (Media)
M/o Religious Affairs and Interfaith Harmony
Islamabad.

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *the goods* in conformity with the said bidding documents for the sum of Rs. _____.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form", will remain with the Purchaser according to Clause 13.6 of Instructions to Bidders.

We also agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening under Clause 20 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

2. Price Schedule

Name of Bidder _____.

S.No	Detail of item	Estimated Quantity required	Unit Rate (with all applicable taxes & transportation charges of delivery as per Schedule of requirements)	Cost per page	Total Amount Rs.
1.	M/o RA&IH Hajj Booklet –I "Rahnuma-e-Hajj" رہنمائے حج	190,000		Title cover of booklet: 4 +1 colour = Rs. ____ Inner pages of booklet: 16 four colour Page= Rs. 108 Single Colour pages = Rs_____	
2.	Hajj Booklet –I "Rahnuma-e-Hajj" رہنمائے حج	8,000		Title cover of booklet: 4 +1 colour = Rs. ____ Inner pages of booklet: 108 Single Colour pages = Rs_____	
3.	Printing of Hajj Information Kit	190,000		4 colour both sides, 300 Grams Art Card including Jacket Two colour 128 gsm Art paper/mat Paper = Rs._____	
4.	Pakistani Flag sticker	190,000		Per sticker rate of Pakistani Flag = Rs.	
5.	Photo-Quality PVC Card with surface foil Hologram with plastic Jacket and Neck Strip	120,000		Cost of 1 photo-Quality PVC Card with Surface foil Hologram as per sample	
6.	Dubbing/ copying of video DVD	190,000		Cost of 1 copying/ dubbing of 1 DVD alongwith printed Jacket: Rs. _____	
7.	Credit Card USB,	50		Cost of 1 Credit Card USB = Rs.	
8.	Sattan Sticker	120,000		Cost of 1 Sattan Sticker	
9.	Hajj Training Book for Master Trainers	1,000		Title cover of booklet: 4 +1 colour = Rs. ____ Inner pages of booklet: 54 Single Colour pages = Rs_____	

Note:

- i) The bid must include the cost of Designing, Composing, Printing, Packing and supply of all material to the respective destinations.

- ii) The number of pages can be increased / decreased and the cost of increase / decrease will be adjusted accordingly.
- iii) Please indicate the per page cost of Hajj Booklet separately.

Total amount of Bid for the Hajj booklet-I, Hajj Booklet-II, Hajj Information Kit, Pakistani Flag Stickers, Photo-Quality PVC Card with surface foil Hologram with plastic Jacket and Neck Strip, Credit Card USB, Sattan Sticker and Hajj Training Book for Master Trainers

Amount in Figures _____

Amount in Words _____

Signatures of authorized person: _____

3. Contract Form

THIS AGREEMENT is made on ____ day of _____ 2017 between Ministry of Religious Affairs and Interfaith Harmony M/o RA&IH) (hereinafter called "the Purchaser") of the one part and _____ [name of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for certain Goods and has accepted a bid by the Supplier for the supply of those Goods in the sum of _____ [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Bid Form and the Price Schedule submitted by the Bidder;
 - (b) The Schedule of Requirements;
 - (c) The Technical Specification;
 - (d) The General Conditions of Contract;
 - (e) The Special Conditions of Contract;
 - (f) The Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

Part Three

Section I.

General Conditions of Contract

General Conditions of Contract

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Purchaser" means Ministry of Religious Affairs and Interfaith Harmony, Islamabad.
- (h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (i) "Day" means calendar day.

2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. Standards

3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

4. Inspections and Tests

4.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

- 4.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 4.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Purchaser's delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the factory/warehouse.
- 4.5 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.

5. Packing

- 5.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 5.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.

6. Delivery and Documents

- 6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements.

7. Transportation

- 7.1 The Supplier is required under the Contract to transport the Goods to the specified places of destination i.e., Deputy Secretary (H.O), First floor, M/o Religious Affairs & Interfaith harmony, near GPO, Islamabad and respective Haji Camps i.e., at Karachi, Lahore, Peshawar, Quetta, Islamabad, Sukker, Multan etc.

8. Warranty

- 8.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

- 9. Payment**
- 9.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
- 9.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.
- 9.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.
- 9.4 The currency of payment is Pak. Rupees.
- 10. Prices**
- 10.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.
- 11. Change Orders**
- 11.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 21, make changes within the general scope of the Contract.
- 11.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier's receipt of the Purchaser's change order.
- 12. Contract Amendments**
- 12.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 13. Assignment**
- 13.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.
- 14. Delays in the Supplier's Performance**
- 14.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.
- 14.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s).
- 14.3 Except as provided under GCC Clause 17, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 15, unless an extension of time is agreed upon pursuant to GCC Clause 14.2 without the application of liquidated damages.

15.Liquidated Damages

15.1 Subject to GCC Clause 17, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 16.

16.Termination for Default

16.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 14.2; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

16.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

- 17. Force Majeure**
- 17.1 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 17.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 18. Resolution of Disputes**
- 18.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 18.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.
- 19. Governing Language**
- 19.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 20, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
- 20. Applicable Law**
- 20.1 The Contract shall be interpreted in accordance with PPRA Ordinance 2002, Public Procurement Rules 2004 and other laws of Islamic Republic of Pakistan. If there is any discrepancy between the laws and these bidding documents, the provisions of the laws and rules will prevail.
- 21. Notices**
- 21.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party’s address specified in SCC.
- 21.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.
- 22. Taxes and Duties**
- 22.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

Section II.

Special Conditions of Contract

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Inspections and Tests (GCC Clause 4)

GCC 4.1—**Inspection and tests prior to supply of Goods and at final acceptance are as follows:** The Purchaser or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.

2. Packing (GCC Clause 5)

GCC 5.2 – **Packing & accessories:** The bidder shall deliver the required quantity of material on each prescribed station in packed cartoons (containing 200 to 1000 pieces each as deemed fit). Item Name and its quantity should be clearly mentioned on each cartoon. Damaged/less quantity cartoons will not be received.

3. Payment (GCC Clause 9)

GCC 9.1 & 9.3 —The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

Payment shall be made in Pak. Rupees in the following manner:

- (i) **On Acceptance: Hundred** (100) percent of the supply order Price of the supplies delivered and received shall be paid within fifteen (15) days of submission of claim supported by the acceptance certificate issued by the purchaser.

6. Prices (GCC Clause 10)

GCC 10.1—**Prices shall be:** Fixed.

7. Liquidated Damages (GCC Clause 15)

GCC 15.1—**Applicable rate:** Applicable rates shall not exceed one (1.0) % per day and the maximum shall not exceed ten (10) % of the contract price.

8. Resolution of Disputes (GCC Clause 18)

GCC 18.2—**The dispute resolution mechanism to be applied pursuant to GCC Clause 18.2 shall be as follows:**

In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to arbitration in accordance with the laws of the Islamic Republic of Pakistan.

9. Governing Language (GCC Clause 19)

GCC 19.1—**The Governing Language shall be:** English.

—Supplier's address for notice purposes:
