



**KHYBER PAKHTUNKHWA COMMISSION
ON THE STATUS OF WOMEN**

House No. 29-B, Chinar Road, University Town, Peshawar



TENDER NOTICE

Khyber Pakhtunkhwa Commission on the Status of Women (KPCSW) invites sealed bids from well reputed bidders having valid and active GST and NTN numbers for the procurement of services / items (Designing & printing of media kits, on-airing of animated video, broadcasting of radio programs and spots, publishing of newspaper supplements and designing & printing of reports) under the **“Strengthening Khyber Pakhtunkhwa Commission on the Status of Women to advance Women and Girls rights project 2017-18”** as per prescribed single stage – single envelope bidding procedure under the KPPRA Rules 2014.

INSTRUCTIONS

1. Interested companies/firms having sound and relevant profile/experience can download bidding documents containing detailed specifications and terms and conditions from KPCSW website www.kpcsw.gov.pk/tenders/ within two days of publication of this tender notice.
2. Sealed bids should reach to the office of the undersigned on or before **23-11-2018 by 12:00 Noon**.
3. The bids both technical and financial submitted against each description will be opened by the KPCSW procurement committee on **23-11-2018 at 03:00 PM** in the conference room of the KPCSW secretariat, situated on **29-B, Chinar Road, University Town, Peshawar**.
4. The KPCSW reserves the rights to cancel the bidding process entirely or partially at any stage prior to the acceptance of a bid or proposal under relevant provision of KPPRA Rules 2014. All Government Taxes shall be applicable.

Admin Officer
Ph: 091-9216097



Khyber Pakhtunkhwa Commission on the Status of Women



BIDDING DOCUMENTS

FOR	
PROCUREMENT OF MEDIA KITS	
Bid Reference No:	
Package Name:	Media Kits
Method of Procurement	Single Stage one envelope (Accumulative
	Cost basis Least Cost Method)
Last Date & Time of Receipt of Bid	November 23rd, 2018 before 12PM
Opening Date & Time	November 23rd, 2018 at 3:00PM



Khyber Pakhtunkhwa Commission on the Status of Women



To

Subject: INVITATION FOR BIDS

Dear Sir/Madam,

Khyber Pakhtunkhwa Commission on the Status of Women, intends to procure from the eligible firms the media kits containing the following items:

S#	Item	Quantity	Specifications
1	Customized Steel/Plastic Pens with Laser Printing of KPCSW logo and branding	100 (Approx.)	Designing and Printing of Steel/Plastic pens with KPCSW branding
2	Printed Pocket Diaries for Journalists	100 (Approx.)	Title Page will be designed and printing in 4 colors. Inner page will not exceed more than 100 and with ring binding
3	Printed Ceramic Tea Mugs	200 (Approx.)	Designing and Printing of Tea Mugs with Logo and slogan of the campaign
4	Wooden/Acrylic Key Chains (Printed)	100 (Approx.)	Designing and Printing of Acrylic key chains in the shape of KPCSW logo
5	Sandblasted Glass Paper Weight/Block	100 (Approx.)	Designing and Printing of Sandblasted Glass Paper Weight/Block with KPCSW logo
6	Printed multi-pockets waistcoat jackets for Journalists	50 (Approx.)	Brown colour waistcoats jacket with KPCSW logo
7	Table Organizers wooden/steel Printed	50 (Approx.)	wooden table organizers with logo and full name of KPCSW
8	Table Calendars	100 (Approx.)	Designing and Printing with KPCSW description of mandate and activity images and logo
9	Badges	50 (Approx.)	Badges of KPCSW logo will be used
10	Laptop Bags	50 (Approx.)	A bag pack in black and brown color with printing of KPCSW logo and Name
Re-Broadcasting of TV intimation, Radio Programs and Spot Messages			
11	On-airing of TV animation	01	Maximum of Two minutes (60 seconds) Approx. TV animation to be telecasted on AVT Khyber
12	Re-Broadcasting of Radio Programs	06	Maximum/Approx. Re-Broadcasting of One hour (each) recorded radio program on FM 101 and AM 540
13	Re-Broadcasting of Radio Spot Messages	11	Re-Broadcasting of 11 recorded Radio Spots/Messages on FM 101 and AM 540. All (11) spot messages will be broadcasted continuously for 16 days. i.e. (11X16=176)
14	Designing and Printing of Newspaper Supplements	02	Designing and Printing of Two Supplements one each in Urdu and English Newspapers
PRINTING OF REPORTS			
15	Annual Report	300	Specifications: Title Page: 310 gsm art card with lamination Printing: 4 colour



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			No of Inner pages: 70-80 Inner pages specs: 128 gsm Size: A4 Binding: Gum binding
16	Printing of Media monitoring Report	100	Specifications: Title Page: 310 gsm art card with lamination Printing: 4 colour No of Inner pages: 50 Inner pages specs: 128 gsm Size: A4 Binding: Gum binding Box for each copy: Yes
17	Printing of Strategic Planning Report	50	Specifications: Title Page: 310 gsm art card with lamination Printing: 4 colour No of Inner pages: TBD Inner pages specs: 128 gsm Size: A 4 Box for each copy: Yes Binding: gum binding
18	Printing of Mapping and Capacity Assessment Report.	100	Specifications: Title Page: 310 gsm art card with lamination Printing: 4 colour No of Inner pages: TBD Inner pages specs: 128 gsm Size: A 4 Box for each copy: Yes Binding: gum binding
19	Designing of Reports	4	Above mentioned reports will be designed and each report will have a separate design.

KPCSW invites sealed bids for the supply of above mentioned from the well reputed bidders having valid and active GST and NTN Number. Therefore,

1. You are hereby invited to submit bid for the stores as detailed in the schedule to this invitation to tender subject to the conditions laid down in bidding documents. The contract resulting from this invitation to tender shall be governed by the conditions as contained in bidding documents. The bidder quoting against this invitation shall be deemed to have read and understood the conditions thereof and particulars of the stores required and their specifications, etc.
2. The bidder shall quote on the prescribed schedule to this invitation to tender, on the basis indicated therein, and shall sign the certificate to the effect that the stores shall be supplied in accordance with the requirement specified in the schedule. In case there is any deviation, it should be clearly stated by bidder otherwise it will be presumed that offer is strictly in accordance with the requirement of the bid notice.
3. In the case of offers for supply of stores both imported and indigenous (from within the country) price quoted shall be inclusive of all taxes, duties and charges for packing, making, handling etc, where sales tax is liable and is included in the price quoted it shall be indicated separately.
4. Failure to submit the bid in the manner prescribed in the invitation to tender will render it liable to be ignored and rejected.
5. The purchaser does not pledge himself to accept the lowest bid and reserves to him the right of accepting the full or part quantity offered and the bidder shall supply the same at the rate quoted.

Program Director,
KPCSW, Peshawar



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SCHEDULE OF INVITATION OF BIDS AGAINST TENDER NO.

Delivery period.	Within 15 days after confirmation of purchase order
Selling Date.	Immediately after advertisement
Last date and time for submission of bids.	November 23 rd , before 12PM
Date and time of opening of bids.	November 23 rd at 3:00PM
Evaluation Criteria	The bids shall be evaluated on the basis of Terms and conditions / Instructions/ Specifications / Special Conditions / Special Instructions/Conditions for submission of Bids as given in the Bidding Documents.



INSTRUCTIONS TO BIDDERS

1. Single stage one envelope procedure will be adopted.
2. Erasing, cutting/ overwriting should be avoided. However, in case of erasing, cutting / overwriting, the same shall properly be signed.
3. Envelopes should be properly sealed so that contents of the bid are fully enclosed and cannot be known until duly opened.
4. Bid No. and Package Name should clearly be written on top left corner of the envelope.
5. Address and contact No. of the bidder on the envelope should be written.
6. Bids will publically be opened on the exact date and time given in the invitation to bid in the presence of the bidders / representatives who may choose to be present.
7. The bid should be properly page numbered along with index. Separators should be used for differentiation of various documents.
8. Bidders are also required to state, in their bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.
9. All bids must be received in the office of Khyber Pakhtunkhwa Commission on the status of Women within due date and time as mentioned in the invitation to bid / advertisement.
10. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
11. Bidding documents should properly be signed and stamped.
12. Item wise rate, in words and figures may be quoted at the respective columns of the Form of Bid.
13. No bid will be accepted after closing date and time.
14. The quoted price must **be inclusive** of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, installation and commissioning charges etc. in Pak Rupees.
15. Bidders should accept all the terms & conditions of bidding documents and conditional bid should not be submitted.
16. Duly filled, signed and stamped bidding documents must be attached in the bid / proposal as token of acceptance of terms of conditions of bidding documents.
17. Bidders must submit bids on the basis of complete scope of work. Any bidder offering partial scope of work shall be rejected as non-compliance in terms of KPPRA-2014.



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BID FORM

To,
The Program Director,
Khyber Pakhtunkhwa Commission on the Status of Women,
Tel. No.

Dear Madam,
Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the following Items, in conformity with the below mentioned required specification as per following price, at KPCSW Secretariat.

S#	Item	Quantity	Quoted rates with GST
1	Customized Steel Pens with Laser Printing	100 (Approx.)	
2	Printed Pocket Diaries for Journalists	100 (Approx.)	
3	Printed Ceramic Tea Mugs	200 (Approx.)	
4	Wooden/Acrylic Key Chains (Printed)	100 (Approx.)	
5	Sandblasted Glass Paper Weight/Block	100 (Approx.)	
6	Printed multi-pockets waistcoat jackets for Journalists	50 (Approx.)	
7	Table Organizers wooden/steel Printed	50 (Approx.)	
8	Table Calendars	100 (Approx.)	
9	Badges	50 (Approx.)	
10	Laptop Badges	50 (Approx.)	

(Amount of Grand total in Words _____)

We understand that the purchaser intends to award the contract to the lowest evaluated bidder. We will not claim any additional cost in respect of aforesaid Items due to any variations. We undertake, to complete the Work/ Supply within the given time period in case we are declared lowest evaluated bidder.

We understand that the process of procurement is governed by KPPRA Rules 2014. However, any additional conditions specified in the bidding document shall remain applicable.

Dated this _____ day of _____ 2018.



TENDER FORM FOR FINANCIAL BID

From

To

Dear Sir/Madam,

With reference to your tender enquiry published at KPPRA & KPCSW websites bearing Tender No.....

due for opening on....., we

hereby offer to supply the following goods at the price quoted against respective items, in accordance with specifications, terms and conditions contained in bidding document.

Sr. #	Description of store	Qty	Unit price in Pak rupees including all Taxes	Total Price Including all Taxes

A	Total Bid Without Sales Tax		
B	Sales Tax as per applicable Law		
	Gross Bid Amount (A+B)		

GST No.....

NTN



Technical Specifications

S#	Item	Quantity	Specifications
1	Customized Steel/Plastic Pens with Laser Printing	100 (Approx.)	Designing and Printing of Steel/Plastic pens with KPCSW branding
2	Printed Pocket Diaries for Journalists	100 (Approx.)	Title Page will be designed and printing in 4 colors. Inner page will not exceed more than 100 and with ring binding
3	Printed Ceramic Tea Mugs	200 (Approx.)	Designing and Printing of Tea Mugs with Logo and slogan of the campaign
4	Wooden/Acrylic Key Chains (Printed)	100 (Approx.)	Designing and Printing of Acrylic key chains in the shape of KPCSW logo
5	Sandblasted Glass Paper Weight/Block	100 (Approx.)	Designing and printing of Sandblasted Glass Paper
6	Printed multi-pockets waistcoat jackets for Journalists	50 (Approx.)	Brown colour waistcoats jacket with KPCSW logo on the front pocket
7	Table Organizers wooden/steel Printed	50 (Approx.)	wooden table organizers with logo and full name of KPCSW
8	Table Calendars	100 (Approx.)	Designing and Printing with KPCSW description of mandate and activity images and logo
9	Badges	50 (Approx.)	Badges of KPCSW logo will be used
10	Laptop Bags	50 (Approx.)	A bag pack in black and brown color with printing of KPCSW logo and Name



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FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)

This agreement is made in the presence of the witnesses named below on this _____ day of 2018

at _____ between KPCSW and _____ (hereinafter called "the Supplier").

Whereas the Purchaser invited bids for hiring of media/ advertising agencies containing the above mentioned Items and

has accepted a bid by the Supplier for the supply of the intended items in the sum of Rs. _____

{contract price in words and figures} (hereinafter called "the Contract Price").

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
 - (a) Invitation to bid as publicized / advertised by the Purchaser
 - (b) Bidding document as bought from the Purchaser
 - (c) Specifications of items
 - (d) Form of Bid
 - (e) Undertaking submitted by the bidder along with the bid papers
 - (f) Procurement Order.
 - (g) General and special conditions regarding procurement as given in the bidding documents and
 - (h) This contract agreement as executed between the Purchaser and the Supplier.
 - (i) The Bid Security and the Performance Guarantee
 - (j) 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 services and to replace the defective items in conformity and in all respects with the provisions of the award of contract.
4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and replace the defective items 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.



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5. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of KPPRA 2014.

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

<u>Purchaser</u>	<u>Supplier / Contractor</u>
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

WITNESS:

1. _____

2. _____



TERMS & CONDITIONS

1. **Scope of Work:** Bidder must submit bids of all items of the package. The contractor will be responsible for delivery of all items at consignee's end in safe and sound condition.
2. **Procurement Procedure and Method of Procurement:** Single stage one envelope bidding procedure will be adopted following least cost method on accumulative cost basis
3. **Validity of Bids:** The bids shall remain valid for a period of 90 days from the date of opening of bids. Further extension if required be obtained as per KP Procurement Rules.
4. **Currency:** Firm and final rates should be quoted in PAK Rupees.
5. **Govt. Taxes and Transportation Charges:** The total quoted price must be inclusive of all applicable taxes as per prevailing Govt. rules, duties, transportation, charges etc. in Pak Rupees.
6. **Preparation of bids:** Proposal/bid must be prepared as per instructions of bidding documents. The bid should be properly page numbered along with index. Separators should be used for differentiation of various documents. Sealed bid should consist of duly signed and stamped bidding documents, Form of bid and all other information / documents must be placed in the bid for evaluation.
7. **Rates on the Form of Bid:** Rates should be quoted on the attached prescribed form of bid. Bidder shall fill all blank columns of the Form of Bid. In case bidder desires to quote higher specifications. The same should be provided in the respective columns of the Form of Bid against the specific item. Brand of each and every items must be quoted.
8. **Alternative Bids:** More than one bid / offer / tender of a package will not be considered from the same bidder. Further, alternative bid / bids of an item / items will not be considered and such a bid will be liable to be rejected.
9. **Verification:** Procuring agency can verify any or all documents/ information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered from evaluation and the bid will be rejected.
10. **Change in Quantity and place of Delivery:** Procuring agency may change the quantity and place of delivery at any time during the procurement proceeding.
11. **Provision of Sample:** The Successful Bidder will be required to submit the samples of all the items within two days of the of selection for approval from KPCSW.
12. **Acceptance of Arithmetical Errors:** In case of 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 bidder does not accept the correction of the errors, its bid will be rejected.
13. **Submission of Bids:** The interested bidders should submit bids of the complete package on the basis of "single stage one envelope procedure". All bids must be received in the office of **Director Programs, House# 29-B, Chinar road, University Town, Peshawar** within due date and time as mentioned in the advertisement.
14. **Opening of Bids:** Bids will Publically be opened by the Procurement Committee of KPCSW, Secretariat in the presence of bidders or their representatives, who may choose to be present as per date, time and venue mentioned in the invitations of the bid.
15. **Evaluation:** Evaluation of bids shall be made on accumulative cost basis of complete package following least cost method, conforming to the required specification as given in Form of Bid and other conditions mentioned in the bidding documents (Lowest Delivered Duty Paid (DDP) Total Price offered by the qualified responsive bidder.) In case bidder quoted items are of higher or better specification, his / her bid will be treated responsive, and finally the evaluation will be made on accumulative cost basis.



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- 16. Method of Selection of Lowest Evaluated Bidder:** A bid most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated costs will be selected as lowest evaluated bid.
- 17. Award of Contract and Procurement Order:** Contract will be awarded to the lowest evaluated bidder for complete package on accumulative cost basis following least cost method Procurement Order will be issued after signing of contract agreement.

18. Rejection of the Bid: The KPCSW may reject Bids in case of the following:

- i. Received after due date and time.
- ii. Bidding documents are unsigned / unstamped.
- iii. The bid is conditional.
- iv. The bid is from a bidder who is black listed, by any Government / Semi-Government Department / Autonomous Bodies in any part of Pakistan
- v. The bid is received by telephone/ telex/ fax/ telegram/E-mail.
- vi. Offering partial scope of work / incomplete bids

19. Inspection

- i. The inspection shall be conducted at the premises of the final destination.
- ii. The procuring agency may reject the delivered items which fail to conform to the technical specification, in inspection the contractor shall replace the rejected goods / items within fifteen working days, free of cost.
- iii. The purchaser's post-delivery right to inspect, and where necessary, reject the goods / items shall in no way be limited or waived by reason of pre-delivery inspection, passing of the goods.

20. Payment Mode: Payment will be made through consignee direct online transfer after delivery at premises, and successful complete contractor shall provide all necessary supporting final inspection. The invoice for payment

21. Taxes: The bidder will be liable to include and pay all applicable taxes at the prevailing rate prescribed by the Government.

22. Delay in Delivery: In case of Late delivery, of goods/items, beyond the period specified in the bidding documents, a delay penalty @ 0.2% per day of the Late delivered items shall be imposed on the supplier up to a maximum of 10% of the contract amount.

23. DELIVERY

23.1. lowest evaluated successful bidder will be responsible for delivery, complete in all respect at places as mentioned in the Form of Bid in safe and sound condition at its own risk & cost within 30 days of issuance of procurement order.

23.2. Delivery Period can be extended by competent authority on the written request of the contractor, giving compelling reasons for delay in delivery.

24. WARRANTY

24.1. 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.

24.2. 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.



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- 24.3. This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered.
- 24.4. The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 24.5. Upon receipt of such notice, the Supplier shall, within 10 days' repair or replace the defective Goods or parts thereof, without costs to the Purchaser.
- 24.6. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
25. **FRAMEWORK CONTRACT:** The purchaser may enter into a framework contract with the bidder in order to ensure the uniformity in the future procurement against the agreed sum or rate per item or lump sum.
26. **ARBITRATION:** In case of Any Dispute Between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration.
27. **BLACKLISTING:** The procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:
- 27.1. Consistently failed to perform his obligation under the contract.
- 27.2. Not performed the contract up to the mark; or
- 27.3. Indulged in any corrupt practice. Black listing mechanism will be followed as per KPPRA 2014.
28. **COMMUNICATION:** In case of any query regarding preparation and submission of bids, Admin & Officer of the project "Strengthening KPCSW to advance women and girls rights" May be contacted on the below mentioned address: House # 29B, Chinar road, University Town, Peshawar



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CERTIFICATE

- A. We undertake that our Firm M/s_____ is not black listed by any Government/Semi-Government Department /Agency/Autonomous Bodies in any part of Pakistan.
- B. We undertake that in case our bid is accepted, the goods to be supplied Under the contract agreement will be genuine, brand new, non-refurbished, un-altered in anyway, as per required specification, imported (if any) Through proper channel.
- C. We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this Tender Document.
- D. We also hereby categorically confirm that the proposal /bid offered by us complies to particulars and specification as given in the Bidding Documents.
- E. It is certified that quoted rates against each item are as per market rate and we will refund the excess amount, in case we offered the same items at lowest rate anywhere in Khyber Pakhtunkhwa.



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CHECK LIST /EVALUATION

All bidders are requested to read the under mentioned checklist carefully and ensure that the under mentioned all requirements are met for the preparation and submission of their bids:

Sr.#	Requirements (Technical Bid)	Yes / No
01	Certificate of Incorporation of bidder's firm showing its location and the date of registration etc	
02	Copies of	
	i) Income Tax Registration certificate and NTN Detail	
	ii) GST Registration Certificate	
	iii) Proof that the bidder is active tax payer	
	iv) CNIC of the Firm's Proprietor	
03	Company Profile Attached	
04	Copies of Work Orders – Previous agreement with Public sector etc. by firm	
05	Copy of Proprietor CNIC	
06	Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative provided	
08	Affidavit regarding non-involvement in any litigation with the government agency/department	
09	Bid Security as demanded in the advertisement / invitation to bid is attached with technical proposal in original	
10	Number of Copies: Original along with one Copy of the bid. Bids must be accompanied by unit price and total price.	
11	Envelopes are properly sealed	
12	Literature / manual / brochure (in Urdu / English) placed in the technical bid, is in conformity with the required specifications of items	
13	Bid is submitted within due date and time	
14	Bid is not conditional	
15	Bids should be addressed to Project Director 'Strengthening KPCSW to advance women and girls rights project, 2017-18" 29-B, Chinar Road, University Town, Peshawar	
16	All pages of bidding documents are properly signed and stamped at the given place	
17	Certificate at the end of bidding documents is signed and stamped	
18	Read and understand all the bidding documents	
19	Address and contact No. of the bidder on the main (outer) is written	
20	Firm has not been blacklisted.(A certificate to this effect on stamp paper must be attached)	
20	Audit Reports of last 2016, 2017 and 2018	
21	Bank statement of October 2018	
22	Samples of the Quoted Items provided	
Requirements (Financial Bid)		
01	The envelop is properly sealed	
02	No item of a package missed and rates of all items in a package quoted	
03	No Erasing, cutting/ overwriting made in the financial bid. If made the same is properly	
04	signed and stamped. No calculation or arithmetic error is made.	
05	Item wise and grand total are quoted at the respective columns of the Form of Bid.	
06	Final rates are quoted in PAK Rupees	
07	Quoted bids are inclusive of all taxes, duties, transportation charges etc. in Pak Rupees	
08	Rates are quoted on the attached prescribed Form of Bid	
09	Certificate at the end of bidding documents is signed and stamped	

NOTE: Firms must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document'