

Khyber Pakhtunkhwa Right to Information Commission

TENDER DOCUMENT

For

“Printing of Annual Report and PIOs Register “



Khyber Pakhtunkhwa Right to Information Commission
7th Floor, Tasneem Plaza, Near Benevolent Fund Building, 6-Saddar Road, Peshawar Cantt. Peshawar
Ph: 091-9212644, Fax: 091-9211163



Khyber Pakhtunkhwa Right to Information Commission

Tender Form for Printing of Annual Report & PIOs Register

Tender No. 6-4(2)/2015

Form Issue Date: _____

1. Particulars of Firm / Company

| | | | |
|---------------------|------------------------|---------|--|
| Company Profile | Company Name: | Tel No. | |
| | | Mobile: | |
| | | Fax No. | |
| | City: | Email: | |
| Website (if any) | | | |
| Registration Detail | GST _____ NTN _____ | | |
| | Account Details: _____ | | |

2. Details of Security Deposited

| | | | |
|------------------------------|--|--------|--|
| Pay Order / Call Deposit No. | | Dated | |
| Drawn on (Bank & Branch) | | Amount | |
| | | | |

3. Particulars of Contact Persons

| S.No | Name & Designation | Address | STD Code | Numbers |
|------|--------------------|---------|----------|---------|
| 1. | | | Landline | |
| | | | Fax No. | |
| | | | Mobile | |
| | | City: | Email | |

4. Items to be provided (as per specification given below)

Item No. 01: Annual Report (Samples for the specification mentioned below may please be attached with the tender document)

Quantity: 250

| Description | | | (Yes/No) | Quoted Price |
|-------------|---------------------|---|----------|--------------|
| S.No | Attributes | Specification | | |
| 1 | Quantity | 250 | | |
| 2 | Size of Publication | 8.27" X 11.69" (A – 4) | | |
| 3 | No. of Pages | 100 Pages, 50 Leaf (approximately) | | |
| 4 | Paper (Text) | Matt Paper 128 grams (Imported) | | |
| 5 | Paper (Cover) | Art Card 300 grams (Imported) with Lamination | | |
| 6 | Printing | 4 – Colors | | |
| 7 | Style of Binding | Soft Binding | | |

Item No. 02: PIOs Register (Samples for the specification mentioned below may please be attached with the tender document)

Quantity: 1000

| Description | | | (Yes/No) | Quoted Price |
|-------------|---------------------|--|----------|--------------|
| S.No | Attributes | Specification | | |
| 1 | Quantity | 1000 | | |
| 2 | Size of Publication | 8.5" X 14" (customized) | | |
| 3 | No. of Pages | 150 Pages 75 Leaf (approximately) | | |
| 4 | Paper (Text) | Offset 80 grams (Imported) | | |
| 5 | Paper (Cover) | Best quality (sample may be seen at Admin Office) | | |
| 6 | Printing | Title Cover (4-color), rest of pages (1-Color Black) | | |
| 7 | Style of Binding | Hard Binding | | |

Expected Delivery after proof reading within _____

TERMS OF REFERENCES

1. Material / Product / Specification

The required specification & other details, available with Tender Document can be filled in the attached schedule and details on company's letter head.

Sample of Annual Report for the year 2014 – 15 and PIOs Register may be seen at the office of Right to Information Commission, 7th Floor, Tasneem Plaza, near Benevolent Fund Building, 6 Saddar road, Peshawar Cantt. Peshawar.

2. Provision of Sample (Proof)

After issuance of work order, the qualified bidder shall be bound to provide "Proof" of Annual Report and PIOs Register within three (03) days to this office for necessary checking / clearance before final printing. The contract shall be treated as cancelled if the product is not according to the specifications and the sample attached with the tender, furthermore the call deposit will also be forfeited.

3. Delivery

After approving the sample (Proof), the successful bidder will be responsible to supply the items / material in the office of Right to Information Commission within 10 days as per approved rates and quality. Rates with 17% GST should be quoted for original / genuine material strictly in accordance with specifications. In case the successful tenderer withdraws his tender, the earnest money shall be liable to be forfeited and supply order shall be issued to the 2nd bidder on merit.

4. Price

The prices quoted would be inclusive of all charges / taxes levied by the local authority / provincial / federal governments including loading / un-loading, lifting & transportation charges to the office of RTI Commission.

5. Earnest Money

Tender must be accompanied by the earnest money equal to 2% of the total value of quoted amount in the form of a Bank Draft / Pay Order in favor of **Chief Information Commissioner**. No other form of payment of earnest money shall be acceptable. The earnest money shall be liable for forfeiture, in case the bidder withdraws his tender after opening and during the process of opening of tenders. The earnest money of unsuccessful tenderers will be returned to them after completion of tendering process.

6. Payment

Payment of the goods supplied will be subject to Paragraph/Sr.No. – 3 of the tender on production of bill(s) alongwith Sales Tax Certificates, NTN and satisfactory certificates duly signed by the Chairman Procurement Committee for Printing.

7. Income Tax / GST

All the bidders should clearly indicate their Bank Account and GST in the Tender Form, otherwise, their bids will be rejected. The proof of Income Tax Registration and GST numbers should also be enclosed with the Tender. In case of non-registered firms, tax will be deducted as per rules.

8. Signature of the tenderer

The person signing the quotation / offer on behalf of the tenderer must specify the capacity like proprietor, Manager, Partner in which he is signing the quotation / offer and the authority to do so.

9. Rejection or Acceptance of Tenders

RTIC reserves the right to accept or reject any or all tenders wholly or partially in accordance with the relevant clause of KPPRA Rules.

10. Other Technical Clarification

- a. The tender form should be signed in token of acceptance of the terms & conditions of the tender.
- b. The schedule of the tender attached should be duly filled and signed by the tenderer.
- c. The bidder should have local office in Peshawar having Landline telephone Numbers as proof of their existence in the particular business.
- d. All the bidders should submit/deposit separate tender/proposal for Annual Report and PIOs Register in the name of "**Chairman Procurement Committee**" up to 9th June, 2015.
- e. Separate form alongwith the quotation will be used for each item.
- f. The tenders with over-writing / cutting will not be accepted.
- g. No conditional tender will be accepted.
- h. The tenders will be opened on 10th June 2015 at 11:00 am as per scheduled by the Procurement Committee in the presence of all the bidders.
- i. For any clarification please contact Administrative Officer, RTI Commission on **Phone No. 091-9212644.**

(Chairman Procurement Committee)

For. Printing

UNDERTAKING

1. It is hereby clarified that I/we have thoroughly examined and understood specifications and are thoroughly aware of the nature of material & services required and our offer is to supply materials/services strictly in accordance with the requirement and terms and conditions of the tender.
2. I/we agree to abide by the terms and conditions of the tender if the contract is awarded to me/us.
3. We hereby offer to supply the services detailed above or such portion thereof as you specify in the work order at the price quoted and agreed to hold this offer open for acceptance till 30th June 2015, from the date of opening of bids.
4. Call deposit/earnest money for an amount equal to Rs _____/- is enclosed in the form of Bank Draft/Pay Order.
5. It is further certified that the information furnished in the tender is true and correct.

(Signature and seal of Bidder)

Dated ____ / ____ / 2015