

**INTERNATIONAL TENDER**

**PRINTING CORPORATION OF PAKISTAN (PVT) LIMITED**  
**KHYABAN-E-SUHRAWARDY, ISLAMABAD PAKISTAN**

**REQUEST FOR PROPOSAL**

**TENDER NOTICE NO. PCP.1-6/2019-P&D/480**

**PROCUREMENT OF NEW PRINTING MACHINERY (IMPORTED) (INDUSTRIAL  
 PAPER SHREDDER, BINDING MACHINES, OFFSET PRINTING MACHINES AND  
 FORKLIFT TRUCK)**

Printing Corporation of Pakistan invites sealed Bids under two stage bidding procedure as per Rule 36(c) of Public Procurement Rules, 2004 from the Manufacturers or the Sole Agents and having Income Tax/Sales Tax Registration with FBR for procurement (supplies on C&F basis Karachi, installation and commissioning) of following machines:-

1. INDUSTRIAL PAPER SHREDDER
2. GUM BINDING MACHINE
3. ENVELOP DIE CUTTING MACHINE
4. ENVELOP MAKING MACHINE
5. PAPER CARD PASTING MACHINE
6. SMALL OFFSET LIGHT DUTY PRINTING MACHINE (SINGLE COLOR) WITH NUMBERING
7. SMALL OFFSET LIGHT DUTY PRINTING MACHINE (TWO COLOR) WITH NUMBERING
8. HEAVY DUTY OFFSET PRINTING MACHINE (SINGLE COLOR) WITH OR WITHOUT NUMBERING
9. HEAVY DUTY OFFSET PRINTING MACHINE (TWO COLOR) WITH OR WITHOUT NUMBERING
10. SHEET FED DIGITAL NUMBERING PRINTING MACHINE
11. FORKLIFT TRUCK (3 TONS)

2. The detail and specifications of the machines, Terms & Conditions and Technical Evaluation Criteria are available in Tender Documents which can be downloaded from website: [www.ppra.org.pk](http://www.ppra.org.pk), free of cost.

3. The technical proposals without price should reach the undersigned by **11.00 a.m. on 18<sup>th</sup> May, 2022.**

4. Technical proposals will be opened the on same day at **11.30 a.m.** in the Conference Room of PCP Head Office, G-7/4, Islamabad in presence of bidders who wish to be present.

**(HAMEED AKHTAR)**

Dy. Manager (P&D)

Printing Corporation of Pakistan (Pvt) Limited  
 Khyaban-e-Suhrawardy, Islamabad Pakistan  
 Phone 051-9252159 Fax 051-9252150



**PRINTING CORPORATION OF PAKISTAN (PVT) LIMITED**  
**KHYABAN-E-SUHRAWARDY, ISLAMABAD PAKISTAN**

Tender Notice No.PCP.1-6/2019-P&D/ 480

**Part -A**

**Instructions to fill Request for Proposal Documents**

1. Bidders shall provide all the required information, which should be legible and without any over-writing.
2. The authorized representatives of bidders shall sign every page of the Request for Proposal Documents.
3. Bidders shall support the information provided by them with the relevant documents where so required by the nature of the information.
4. Bidders shall provide correct, accurate and complete information to qualify for bidding.
5. The information provided by bidders shall be subject to verification wherever considered to be appropriate by PCP. The verification may include but shall not be limited to physical inspection of any site and equipment previously installed or available with the bidder.
6. If PCP finds, at any time, that the information submitted by a bidder concerning his qualification is false and materially inaccurate or incomplete, that bidder shall be disqualified.
7. All bids submitted after the prescribed date and time shall be rejected and returned without being opened.
8. Tender Documents can be obtained from the office of the Manager (P&D), Printing Corporation of Pakistan (Pvt) Limited, Islamabad on payment of **Rs. 5,000/- non-refundable**, on any working day before the date of opening of tender.
9. Bidders shall submit their technical proposals in sealed envelopes, which should reach Manager (P&D), PCP, Islamabad by or before **18<sup>th</sup> May, 2022 at 11.00 a.m.** The proposal will be opened the same day **at 11.30 a.m** at PCP Head Office, Islamabad in the presence of bidders or their authorized representatives who wish to be present there.

*[Handwritten signature]*

*25 PCP 134-185 - per*

**PART-B****Terms and Conditions**

1. The proposal for supply of only new printing machines/equipment will be entertained.
2. As per Rule-36 (c) of PPRA Rules, 2004, the mode of purchase shall consist of two stage bidding procedure.
3. At First Stage, the bidders shall first submit, according to the required specification, a Technical Proposal without price.
4. Technical proposals will be opened in the presence of bidders or their authorized representatives who choose to be present on **18<sup>th</sup> May, 2022 at 11.30 a.m.**
5. The Technical proposals will be evaluated in accordance with the specified evaluation criteria given in the tender documents by the Committee.
6. A pre bid conference will be held with the bidders to discuss any deficiencies and unsatisfactory technical features of the criteria.
7. After pre bid conference, all the bidders will be permitted to revise their respective technical proposals to meet the specified criteria.
8. PCP may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements or criteria.
9. **At second stage**, the bidders, who are willing to conform their technical proposals to the revised technical requirements, will be invited to submit a revised technical proposal along with the financial proposal.
10. The revised technical proposal and financial proposal will be evaluated by the evaluation committee as per technical criteria specified in the tender documents.
11. Total 100 marks are allocated to different aspects of a bidder's profile. Only those bidders who acquire at least 70% marks shall be treated as technically compliant. The bidders acquiring less than 70% marks shall be declared technically non-compliant/non-responsive and their bids shall be rejected.
12. A list of qualified and disqualified bidders will be formulated after necessary scrutiny by the committee.
13. The financial bid found to be the lowest evaluated shall be accepted.
14. The bidders shall certify that they have not been black listed by any agency in Pakistan and any other country of the world. In case of submission of any false information the bidder doing so shall be blacklisted and his name will be displayed on PPRA's Website.



15. PCP shall disqualify a bidder if it finds at any stage that the information submitted concerning qualification of the manufacturer or his sole agent is false, materially inaccurate or incomplete.
16. PCP may black list to a bidder from taking any further part in a procurement proceedings or in future procurement proceedings in case the manufacturer or his sole agent:-
  - i. Forms part of a cartel with a view to discourage fair competition in the bidding process.
  - ii. Has failed to complete his earlier contract in the public sector during the last three years of the initiation of these procurement proceedings.
  - iii. Offers or attempts to offer inducement of any sorts to obtain unlawful favours.
17. All the machines shall be supplied within a maximum **period of 6 months** of the execution of the agreement on C&F basis at Karachi Ports, and shall be installed at the designated points of PCP within maximum period of **05 weeks**.
18. Warranty period for all kind of Spare Parts and rectification of Electrical/Mechanical faults shall be minimum one year commencing from the date of commissioning.
19. The successful bidder shall provide training to PCP Press Technical Workers for a minimum **period of 15 days**. The successful bidder shall provide additional technical support for a **period of 03 months after installation** and commissioning of the new printing machines/equipments.
20. The successful bidder should have Workshop/Technical support staff facility in Pakistan and shall be responsible to provide "After Sale Service Certificate" to ensure repair / maintenance of printing machines/equipments at its Workshop in Pakistan.
21. The successful bidder shall be liable to pay all taxes and duties as per Government rules and regulations **except the custom duty leviable on the import of the tendered machines**.
22. Offers which are conditional, ambiguous, without bid security and against the terms and conditions of the tender enquiry i.e. validity and delivery schedule etc. and tenders received after due date and time shall not be entertained.
23. In case of late delivery, penalty @ **2%** of the quoted price per 15 working days shall be imposed on pro-rata basis on the successful bidder.

#### **Procedure for Submission of Bids**

24. All the financial bids must be accompanied with **2%** bid security in the shape of Pay Order **or unconditional bank guarantee of 'A'** rated Pakistani scheduled bank in Pak Rupees/US Dollars in favor of Printing Corporation of Pakistan (Pvt) Limited, Islamabad Pakistan.



25. Two stage bidding procedure will be applied in accordance with Rule 36(c) of Public Procurement Rules, 2004.

**Technical proposal:**

Technical proposals shall include:

- (i) Tender Form with each page duly signed by the authorized representative of bidder.
- (ii) Tender Form duly filled in along with all mandatory documents.
- (iii) Bidder's Profile alongwith supporting documents.
- (iv) National tax number (with a copy of the registration) for sole agents only.
- (v) Sales tax number (registration copy) for sole agents only.
- (vi) Complete booklet, brochures, technical literature (in English language) along with coloured photographs of machinery & equipment being offered.
- (vii) Non submission of mandatory documents shall adversely affect marking in evaluation and may lead to disqualification.

**Financial proposal:**

Financial proposals shall include:

- (i) Rate of new printing machines/equipments should be quoted on C&F Karachi basis in US Dollars whatsoever except the custom duty leviable on the import of the printing machines/equipments on the following format:-

(ii)

| 1    | 2   | 3   | 5                                      |       |
|------|---|---|--|-------|
| Sl:# | Description of Machine/equipment alongwith unique ID or Model No. | Rate per Printing Machine/equipment in US Dollars C&F Karachi | Total amount in US Dollars C&F Karachi |       |
|      |   |   | Figures                                | Words |
|      |   |   |  |       |

- (iii) Bid security @ two (2%) of bid price.
  - (iv) The bid shall comprise of a single package containing the final/revised Technical Proposal and Financial Proposal which should reach the undersigned **by 11.00 a.m. on 18<sup>th</sup> May, 2022**. The bids will be opened the same day **at 11.30 a.m.**
26. The bidders may inspect the sites of installation of machines/equipments and may physically inspect the specific needs of this department before submission of bids.
27. The rates offered shall remain valid up till 180 days of the last date for submission of bids. The successful bidder shall be bound to supply machines/equipments at the approved rates within the specified delivery period mentioned in the purchase order.

28. Successful bidder shall sign a procurement agreement with PCP within seven days of the receipt of the Purchase Order/Letter of Acceptance as per specimen enclosed (**Page # 10-15 of Tender Documents**).
29. The machines/equipments supplied by the successful bidder shall be in accordance with the prescribed specifications. Failure of the successful bidder to comply with the prescribed specifications shall result in his blacklisting and imposition of penalty upon him.
30. Bidders shall attach the PCP Cash Receipt No. and date of the purchase of the tender form and a photo-copy of the same in the envelope containing technical proposal.
31. Bidders shall quote rates both in words as well as in figures in **US Dollars**.
32. The successful bidder shall submit a performance guarantee @ **10%** of the contract price within seven days of the signing of the agreement in the form of Pay Order or unconditional bank guarantee of 'A' rated Pakistani scheduled bank in favor of PCP. The **2%** bid security already available with PCP shall be returned to the successful bidder. The performance guarantee will be returned on expiry of warranty period.
33. No supplementary or revised offer after the opening of financial proposal shall be entertained.
34. The rates quoted shall include free delivery at Karachi Port, installation, commissioning and training at PCP's designated points by the successful bidder.
35. The rate shall be submitted on per machine/equipment basis mentioned under the head of description of machine (**Page# 16 of tender documents**).
36. Quantity of machines/equipments may be increased / decreased before placement of order in accordance with the Public Procurement Rules, 2004.
37. Offset Machines with numbering facility shall include 14 Numbering Boxes (mechanical) 07 Digit back ward counting, 04 Nos. mounting rings & 04 Nos. cams and all accessories to make the machines/equipments operational and numbering at 14 different places of the machines.
38. Software and display of the machine/equipment must be in English Version.





39. PCP reserves the right to accept or reject any or all offers as per Rule 33(1) of the Public Procurement Rules, 2004.
40. The successful bidder shall execute an Undertaking on Judicial Stamp paper of Rs.500/- as per specimen attached by the successful bidders (**Page # 9 of Tender Documents**).
41. The successful bidder shall supply, install and commission the new machines/equipments along with all accessories to make these machines operational at PCP's designated points. All electrical works and civil works (machine foundation) shall be the responsibility of the successful bidder with no cost to PCP.
42. The successful bidder shall ensure availability and timely supply of spare parts as after sale services.
43. Prices shall include delivery on C&F basis at Karachi (including all taxes, i.e. income tax, sales tax etc. except the custom duty leviable on the import of the printing machines/equipments). The installation/commissioning at all PCP designated points and training of staff shall be the responsibility of the successful bidder.
44. All the payments shall be made through irrevocable Letter of Credit as under:-
- a) **75%** advance payment will be made after opening of L/C against an unconditional bank guarantee of '**A**' rated **Pakistani scheduled bank** in favor of PCP or on the receipt of shipping documents by the Importer Bank through L/C.
  - b) Remaining **25%** payment will be made after completion of installation/ commissioning, training of staff, issuance of Goods Received Note and Inspection Reports by PCP.
  - c) All local taxes, duties, expenses, transportation costs including income tax and sales tax from Karachi upto PCP premises are to be borne by PCP.
  - d) The bidders shall provide original Proforma invoice from original equipment manufacturer (OEM) with their offers (un-priced in technical and priced in commercial).
  - e) All Bank charges related to Letter of Credit opening in Pakistan shall be borne by PCP. The successful bidder shall bear the charges of Letter of Credit outside Pakistan.
  - f) In case any amendment or extension in Letter of Credit is desired by the successful bidder he shall bear all the relevant expenses.
  - g) Letter for Credit amendments charges shall be borne by the party requesting for such amendments

45. The successful bidder shall arrange at its own expenses 3<sup>rd</sup> party pre-shipment inspection of imported machinery/equipment in the manufacturing country through PCP nominated pre-shipment inspection entity.
46. **The successful bidder shall depute relevant Electronic and Mechanical Engineers as per requirement of PCP premises for 20 days in critical period (during printing of ballot papers)**
47. The successful bidder shall sign the Integrity Pact as per Rule-7 of the Public Procurement Rules, 2004 (**Page # 25-26 of Tender Documents**).
48. Certificate regarding **date of manufacturing of machine** shall be provided by the bidder before inspection which must be embossed/engraved on the machines.
49. In case of Sole Agent, the bidder shall submit the Sole Agent Certificate from the manufacturer.
50. If the successful bidder fails to supply the printing machines/equipments within the stipulated period then the 2<sup>nd</sup> lowest evaluated bidder will be entertained at the risk and cost of 1<sup>st</sup> lowest bidder.
51. In case of dispute arising between the parties pertaining to the contract prior to entry into force of the procurement contract, the decision of following **"Redressal of Grievances Committee"** would be final as per **Rule 48 of the Public Procurement Rules, 2004**. The committee will finalize the matter within 03 days on receipt of complaint, if any:-
- |     |   |          |
|-----|---|----------|
| (a) | Joint Secretary (Org), Cabinet Division | Chairman |
| (b) | Deputy Manager (Production), PCP        | Member   |
| (c) | Accounts Officer, PCP HQ                | Member   |
52. In case of any dispute arising between the parties, after coming into force of the procurement **agreement** the decision of the **Secretary, Cabinet Division** shall be final and binding on both the parties as per **Arbitration Rule 49 of the Public Procurement Rules, 2004**.

**Dy. Manager (P&D)**

Printing Corporation of Pakistan (Pvt) Limited  
Khyaban-e-Suhrawardy, Islamabad Pakistan  
Phone 051-9252159 Fax 051-9252150





**UNDERTAKING BY THE SUCCESSFUL BIDDER**

- i. We guarantee to supply the intended machinery/equipments exactly in accordance with the specifications mentioned in the Procurement Agreement and Purchase Order.
- ii. In case of late delivery penalties as mentioned in clause 4 of the contract agreement or a part thereof on pro-rata basis on the value of Printing Machines/equipments delivered late shall be imposed on us.
- iii. I / We will abide by the terms & conditions of Tender Document including Procurement Agreement and Purchase Order.
- iv. Certified that the prices quoted against Tender No. \_\_\_\_\_ are not more than the prices charged from any other purchasing organization in the Pakistan and in case of any such violation, the tenderer hereby undertakes to refund the price charged in excess.
- v. It is also certified that we are not blacklisted from any department.

*Signature of Tenderer* \_\_\_\_\_

*Name of the Tenderer* \_\_\_\_\_

*Name of firm* \_\_\_\_\_

*Address* \_\_\_\_\_

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Manager(P&D) PCP

Stamp & signature of contractor

Note : The above Undertaking to be produced on Stamp Paper valuing Rs.500/-.



## Agreement

This agreement is made and executed this \_\_\_\_ day of \_\_\_\_\_ 2022 at Islamabad;

### BY AND BETWEEN

the Printing Corporation of Pakistan (Pvt) Ltd, Islamabad through \_\_\_\_\_ (hereinafter called Party-I) which expression shall, where the context admits includes its successors-in-interest and permitted assigns) of the one part;

### AND

M/S. (\_\_\_\_\_) through \_\_\_\_\_ (hereinafter called Party-II) which expression shall, where the context admits includes its successors-in-interest and permitted assigns) of the other part;

**WHEREAS**, the Party-I invited bids for the supply, installation and commissioning of new printing machines/equipments through an advertisement:


**AND WHEREAS**, the Party-II is an authorized dealer/manufacturer of the required item (s) and submitted his bid to the Party-I for supply, installation and commissioning thereof in accordance with the prescribed specifications;

**AND WHEREAS**, the Party-II is duly registered with Income Tax and Sales Tax Departments and his name appears on the Active Tax-Payers List of the Federal Board of Revenue;

**AND WHEREAS**, the Party-II has fully satisfied itself about the specifications and nature of the items to be supplied and is capable of carrying out the supplies within the prescribed period and at the quoted price in accordance with the specifications;

**AND WHEREAS**, the Party-II has understood the terms and conditions contained in the bidding documents and this Agreement;

**AND WHEREAS**, the Party-I has accepted the offer in consideration of and upon the terms and conditions contained herein.



**NOW, THEREFORE,** for good and valuable consideration the adequacy whereof is hereby confirmed and the mutual benefits to be derived therefrom the representations and warranties, convenience, conditions and premises contained herein below and intending to be legally bound, the Parties hereby agree as follows:

**CONDITIONS:**

- ✓ 1. The Party-II shall supply, install and commission new printing machines/equipments as per quantity mentioned in the Purchase Order at the designated points of the Party-I **within a maximum period of Six (06) months** from the date hereof. The Party-II shall provide delivery schedule to Party-I within seven days hereof to ensure delivery of new printing machines/equipments within 06 months from date of establishment of irrevocable confirmed (LC).
- ✓ 2. The Party-II shall be responsible for any kind of damage, during transportation of new machines/equipments to the designated points as per Purchase Order. ✓
- ✓ 3. The Party-II shall supply, install and commission the machines/equipments within the prescribed delivery period. ✓
- ✓ 4. The delivery period stipulated in the Purchase Order is the essence of this agreement. The time given for delivery shall be strictly adhered to by the Party-II. No grace period shall be granted in the delivery period. If Party-II fails to deliver the printing machines/equipments or any consignment thereof within the specified delivery period, the Party-I shall be entitled, at its option either :
  - i) to recover from Party-II the late delivery charges @ **2%** per 15 working days of the total cost or a part thereof; on pro-rata basis on the value of the goods delivered late. Recovery of late delivery charges mentioned above shall be affected from the remaining payment or 10% performance guarantee available with Party-I or any payment due to Party-II from any unit of Printing Corporation of Pakistan.
  - or
  - ii) to purchase from elsewhere without notice to Party-II, at his risk and cost, without canceling the contract in respect of the consignment not yet due for delivery;
  - AND
  - iii) to cancel the purchase order at the risk and cost of Party-II.



5. The Party-II shall submit a performance guarantee @ **10%** of the contract price within seven days of the signing of this agreement in the form of Pay Order or unconditional bank guarantee of 'A' rated Pakistani scheduled bank in favor of PCP. The **2%** bid security already available with PCP shall be returned to the successful bidder. The performance guarantee will be returned on expiry of warranty period. In case of failure of the Party-II in carrying out its contractual obligations and if 10% performance guarantee has already been exhausted an additional 10% of the total contract price shall be imposed upon the Party-II as penalty in addition to recovery of actual damages.
6. All taxes including income tax shall be paid by the Party-II or shall be deducted by the Party-I from the payments to be made to the Party-II as per Government rules without any compensation to the Party-II. The Party-II shall produce the documents regarding payment of Sales Tax alongwith the bill.
7. The Party-II shall have no right to demand an increase in the agreed rates and it shall supply and complete installation operation, commissioning and training at the quoted rates.
8. The rates offered shall be valid up till fulfillment of the obligations of the Party-II under this agreement.
9. All the payments shall be made through irrevocable Letter of Credit as under:-
  - a) **75%** advance payment will be made by the Party-I to the Party-II on opening of L/C against an unconditional bank guarantee of 'A' rated Pakistani scheduled bank in favor of the Party-I or, if so opted by the Party-II, on submission of shipment documents to the Party-I through the concerned Bank.
  - b) Remaining **25%** payment will be made after completion of installation/ commissioning, training of staff, issuance of Goods Received Note and Inspection Reports by the Party-I.
  - c) All local taxes, duties, expenses, transportation costs etc. upto PCP premises are to be borne by the Party-I.
  - d) The Party-II shall provide original Proforma invoice from original equipment manufacturer (OEM) with their offer (un-priced in technical and priced in commercial).



- e) All Bank charges related to Letter of Credit opening in Pakistan will be borne by the Party-I. The Party-II shall bear the charges of Letter of Credit outside Pakistan.
- f) In case any amendment or extension in Letter of Credit is desired by the Party-II, the expenses shall be for its own account.
- g) Letter for Credit amendments charges shall be borne by the party requesting for such amendments.

**10. Warranty period for all kinds of spare parts and rectification of electrical/mechanical faults shall be one year commencing from the date of installation.**

- 11. Party-II shall provide training to PCP Press Technical Workers for a minimum period of 15 days. The Party-II shall also provide additional technical support for a period of 03 months after installation, commissioning/running of the machines/equipments at its own cost.
- 12. The inspection team shall ensure the quality of printing machines/equipments inspected physically and it shall also provide certificate to the effect that material used in the printing machines/equipments and in all parts thereof is new, and that, printing machines/equipments are the latest models of the manufacturer.

**13. Packing and Dispatch:**

- a) Packing should be strong enough to withstand handling and transit by road, rail or sea and should be moisture and water-proof. The entire charges for packing, etc. shall be borne by the Party-II.
- b) Each Package delivered shall be distinctly marked with description, quantity and gross weight, name of supplier and full address of consignee.
- c) Each consignment shall be accompanied by a dispatch note bearing full details of the Purchase Order No. and date against which the supply is made. The quantity supplied shall also be clearly mentioned in delivery challan. A copy of the Dispatch Note shall accompany the bill to the Manager (P&D), Printing Corporation of Pakistan, Islamabad.

**14. Certificate of Quality**

The Party-II shall furnish to the Party-I a certificate guaranteeing that the supplies made against this order conform exactly to the specifications stipulated in this order and that in the event of a report by the consignee to the contrary, you shall undertake to replace the machines/equipments as may be required by the Party-I.



15. The Party-II shall not sublet or assign its obligations arising out of this agreement or any part thereof to any other party.
  16. The prices quoted by the Party-II shall be final in all respects.
  17. The delivery period stipulated in this Agreement is the essence of the contract. The Party-II shall strictly adhere to the period of delivery contained herein under all circumstances. No grace period shall be granted in the delivery period.
  18. **Inspection and Rejection**
    - a. The Inspecting Officer of the Party-I may reject the entire consignment or a part thereof if the machines/equipments do not conform to the prescribed specifications;
    - b. The decision of the Inspecting Officer shall be binding on the Party-II;
    - c. If the machines/equipments are rejected as aforesaid, then without prejudice to the other rights of the Party-I, the Party-II shall supply printing machines/equipments in replacement of the rejected printing machines/equipments but replacement shall not mean extension in the delivery period.
13. The Party-I & Party-II shall not be held responsible for any loss due to Force Majeure such as acts of God, war, civil commotion, strike, lockouts, act of foreign Government and its agencies and disturbance directly affecting the parties over which events or circumstances the parties have no control. In such an event the parties shall inform each other within 15 days of the happening and within the same timeframe about the discontinuation of such circumstances/happening in writing. Non-availability of raw material for the manufacturing of printing machines/equipments, or of export permit for the contracted stores from the country of its origin shall not constitute Force Majeure.
14. In the event of any dispute arising out of or in connection with this Agreement, the aggrieved party shall issue a notice in writing to the other party about the existence of dispute and for its amicable settlement. The Parties shall make every possible effort to reach an amicable settlement within 45 days of such notice. In the event that an amicable settlement cannot be arrived at, the dispute shall be referred to arbitration in accordance with this Agreement.





15. Any/all dispute(s) arising out of or in connection with this Agreement, including any question regarding its existence, validity or termination, which remains unresolved after making an attempt for its amicable settlement, shall be referred to and finally resolved by arbitration of the Secretary, Cabinet Division, Government of Pakistan in accordance with the Arbitration Act, 1940. The arbitration shall be conducted in Urdu or English language and the venue of arbitration shall be Islamabad, Pakistan. The award shall be final and binding on both the Parties
16. The Invitation to Bids, specifications of the goods, the Bid submitted by the Party-II and Terms and Conditions of Bids shall constitute integral parts of this Agreement.
17. This Agreement shall come into force and effect from the date hereof.
18. The recitals, the Purchase Order, the Invitation to Bids, Specifications of the goods, the Bid submitted by the Party-II and Terms and Conditions of Bids shall constitute integral parts of this Agreement.
19. The laws of Pakistan shall govern this Agreement.

IN WITNESS WHEREOF, both the parties have set their respective hands on this Agreement on the day, month and year first mentioned above.

Signature  
Manager (P&D)

Signature of Manufacturer or  
his Sole Agent

Witnesses:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(with copies of I.D. Card)

Note : The above Agreement to be produced on Stamp Paper valuing Rs.500/-.



**Purchase Order/Letter of Acceptance****S.T.R. No. 07-01-4817-001-55****N.T.N. No.29-03-0711727-2**

PCP,-----

\_\_\_\_.04.2022

M/s. \_\_\_\_\_,

\_\_\_\_\_

Subject:- **SUPPLY, INSTALLATION AND COMMISSIONING OF NEW MACHINERY/EQUIPMENT**

Reference:- Your Quotation No. \_\_\_\_\_ dated \_\_\_\_\_ and this office Open Tender Enquiry No. \_\_\_\_\_ opened on \_\_\_\_\_

Subject to execution of the agreement as per the tender documents, we are pleased to place an order on you for supply, installation and commissioning of following new machines/equipments at the rates indicated in this order on the terms and conditions contained in the tender documents which shall constitute an integral part of this Purchase Order:

| S. No | Description of Machine/Equipment | Quantity Ordered | Rate per Machine/ Equipment in US Dollars C&F Karachi | Total Amount in US Dollars C&F Karachi | Consignee |
|-------|----------------------------------|------------------|---|--|-----------|
|       |                                  |                  |   |  |           |
|       |                                  |                  |   |  |           |
|       |                                  |                  |   |  |           |

2. All the payments shall be made by the Party-I to the Party-II in accordance with the agreement between the two parties.

3. This purchase order/letter of acceptance is subject to the condition that you shall sign the procurement agreement with PCP within 07 days of the receipt of this purchase order/letter of acceptance failing which this purchase order/letter of acceptance shall stand cancelled.

4. Sales Tax invoice shall be provided to the Consignee at the time of delivery of machines/equipments with a copy of PCP Head Office.

5. Please acknowledge receipt in token of acceptance of this purchase order.

M/s. \_\_\_\_\_

(P&amp;D)

**Manager****c.c. to FIA & NAB.**


**EVALUATION CRITERIA FOR THE MANUFACTURER OR HIS SOLE AGENT**

**Company Profile Total Marks: 100**

**Instructions**

(a) The bids not meeting any of the requirements of the following Evaluation Criteria will be considered technically non-responsive and the bidders submitting non-responsive bids will be disqualified.

(b) Data without supporting documents: No Marks

(c) Minimum Marks to qualify: **70**

**I. Number of new printing machines/equipments already supplied and installed in Pakistan: (20 Marks)**

One to five Machines/equipments **(10 Marks)**

Six to Twenty machines/equipments **(15 Marks)**

More than Twenty Machines/equipments **(20 Marks)**

**II. Number of new printing machines/equipments already supplied and installed globally other than Pakistan: (30 Marks)**

Up to ten Machines/equipments **(10 Marks)**

Eleven to fifty Machines/equipments **(20 Marks)**

More than fifty Machines/equipments **(30 Marks)**

**III. Duly qualified factory trained engineers: (30 Marks)**

At least four Certified Technicians **(10 Marks)**

At least two Diploma Holder **(10 Marks)**

At least one Bachelor Degree Engineer **(10 Marks)**

**IV. Total Business Turn over in last three years on selling of new printing machines/equipments globally ( in Pak Rupees or equivalent): (20 Marks)**

Up to 500 million **(10 Marks)**

501-1000 million **(15 Marks)**

1001million and above **(20 Marks)**

Note : The Manufacturer or his Sole Agent may note that all the documents/statements submitted by them are under oath. Any document/Statement if found false, misstated, or inaccurate at any stage will result into permanent disqualification and black listing of that entity and their names will be displayed on PPRA website.



**DESCRIPTION OF NEW PRINTING MACHINERY (DIGITAL PRINTER, INDUSTRIAL PAPER SHREDDER, BINDING MACHINES, OFFSET PRINTING MACHINES AND FORKLIFT TRUCK)**

**1. INDUSTRIAL PAPER SHREDDER**

| S.No. | Description              | Required Specifications/ equivalent or more  |
|-------|--------------------------|--|
| 1     | Type                     | Industrial Shredder ( Security Destruction)  |
| 2     | Paper Shredding Capacity | 100 – 500 sheet  |
| 3     | Cut Type                 | Small Particles  |
| 4     | Dust Collector           | Required   |
| 5     | Motor                    | Durable gear motor   |
| 7     | Working Capacity         | 24 Hours   |
| 8     | Shredding size           | 5x5 mm   |
| 9     | Shredding speed          | 100- 150 kg/hr   |
| 10    | Application              | Paper, timber/wood, Cardboard, Confidential documents, Production and packing waste. |

**2. GUM BINDING MACHINE**

| S.No. | Description       | Required Specifications/ equivalent or more |
|-------|-------------------|---|
| 1     | Type              | Perfect Glue Binding with Creasing          |
| 2     | Clamp             | Single                                      |
| 3     | Working Speed     | 200 Book /hr.                               |
| 4     | Dust Collector    | Required                                    |
| 5     | Height of Binding | 80 mm (Spine)                               |
| 6     | Working Capacity  | 24 Hours                                    |

**3. ENVELOP DIE CUTTING MACHINE**

| S.No. | Description   | Required Specifications/ equivalent or more |
|-------|---------------|---|
| 1     | Type          | Industrial                                  |
| 2     | Function      | Hydraulic Double cylinder                   |
| 3     | Cutter        | Single Blade                                |
| 4     | Cutting Area  | 610 x 1600 mm                               |
| 5     | Stroke        | 50 – 240 mm                                 |
| 7     | Cutting Force | 25 to 100 Tons                              |
| 8     | Lubrication   | Auto lubrication system                     |

**4. ENVELOP MAKING MACHINE**

| S. No. | Description | Required Specifications/ equivalent or more |
|--------|-------------|---|
| 1      | Type        | Envelop Forming Machine                     |
| 2      | Function    | Automatic, Multi-Function                   |
| 3      | Feeding     | Air-suction bottom feeding system           |

|   |                       |  |
|---|-----------------------|--|
| 4 | Creasing              | Vertical and Cross                         |
| 5 | Folding Style         | Western (wallet) and Chinese (pocket)      |
| 7 | Size Finish           | Max: 381 x 508 mm Min: 229 x 102 mm +/- 6% |
| 8 | Applicable sheet gram | 70-150 g/m <sup>2</sup>                    |
| 9 | Working speed         | 3000-10000 pcs/h                           |

**5. SMALL OFFSET LIGHT DUTY PRINTING MACHINE (SINGLE COLOR) WITH NUMBERING**

| S. No. | Description    | Required Specifications/ equivalent or more |
|--------|----------------|---|
| 1      | Type           | Offset Printing Machine with Numbering      |
| 2      | Function       | Automatic, Multi-Function                   |
| 3      | Feeding        | Air suction cross feed                      |
| 4      | Paper size     | 460 x 635 mm +/- 6%                         |
| 5      | Paper weight   | 30 to 350 gsm                               |
| 6      | Register       | Side Pull (Both side) + Front               |
| 7      | Printing Speed | Speed 7000 Imp/h or more                    |

**6. SMALL OFFSET LIGHT DUTY PRINTING MACHINE (TWO COLOR) WITH NUMBERING**

| S.No. | Description    | Required Specifications/ equivalent or more |
|-------|----------------|---|
| 1     | Type           | Offset Printing Machine with Numbering      |
| 2     | Function       | Automatic, Multi-Function                   |
| 3     | Feeding        | Air suction cross feed                      |
| 4     | Paper size     | 460x635 mm +/- 6%                           |
| 5     | Paperweight    | 30 to 350 gsm                               |
| 6     | Register       | Side Pull (Both side) + Front               |
| 7     | Printing Speed | Speed 7000 Imp/h or more                    |

**7. SHEET FED DIGITAL NUMBERING PRINTING MACHINE**

| S.No. | Description      | Required Specifications/ equivalent or more |
|-------|------------------|---|
| 1     | Type             | Numbering, VAD Printing Machine             |
| 2     | Function         | Automatic, Multi-Function                   |
| 3     | Feeding          | Air suction cross feed                      |
| 4     | Paper size       | 520x760 mm +/- 6%                           |
| 5     | Paperweight      | 30 to 350 gsm                               |
| 6     | Register         | Side Pull (Both side) + Front               |
| 7     | Printing Speed   | 2000 – 8000 Imp/h                           |
| 8     | Printing Unit    | Multi Head (Minimum Four Head)              |
| 9     | Print Technology | TIJ   |

**8. PAPER CARD PASTING MACHINE**

| S.No. | Description                  | Required Specifications/ equivalent or more |
|-------|------------------------------|---|
| 1     | Type                         | Sami Automatic                              |
| 2     | Function                     | Single / double side pasting gluer          |
| 3     | Feeding                      | Manual                                      |
| 4     | Machine speed                | 80 m/min                                    |
| 5     | Max width of paperboard:     | 1800 mm                                     |
| 6     | Max thickness of paperboard: | 18 mm                                       |
| 7     | Paper/Card                   | 100 – 400 Gsm                               |

**9. FORKLIFT TRUCK (3 TON)**

| S.No. | Description       | Required Specifications/ equivalent or more |
|-------|-------------------|---|
| 1     | Type              | Mini Diesel Forklift                        |
| 2     | Power             | Diesel                                      |
| 3     | Fork Length       | 1070 mm                                     |
| 4     | Loading Capacity  | 3000-3500 kg                                |
| 5     | Tire:             | 28*9-15-12 PR                               |
| 6     | Wheel base center | 140 mm                                      |
| 7     | Free lift height: | 145 mm                                      |
| 8     | Wheelbase:        | 1700 mm                                     |

**10. HEAVY DUTY OFFSET PRINTING MACHINE (SINGLE COLOR) WITH & WITHOUT NUMBERING**

| S.No. | Description    | Required Specifications/ equivalent or more |
|-------|----------------|---|
| 1     | Type           | Offset Printing Machine                     |
| 2     | Function       | Automatic, Multi-Function Numbering.        |
| 3     | Feeding        | Air suction cross feed                      |
| 4     | Paper size     | 560x815 mm +/- 10%                          |
| 5     | Paperweight    | 40 to 350 gsm                               |
| 6     | Register       | Side Pull (Both side) + Front               |
| 7     | Printing Speed | 10000 Imp/h or more                         |

**11. HEAVY DUTY OFFSET PRINTING MACHINE (TWO COLOR) WITH & WITHOUT NUMBERING**

| S.No. | Description | Required Specifications/ equivalent or more                      |
|-------|-------------|--|
| 1     | Type        | Two Unit Offset Printing Machine numbering and without numbering |
| 2     | Function    | Automatic, Multi-Function Numbering.                             |
| 3     | Feeding     | Air suction cross feed   |
| 4     | Paper size  | 560x815 mm +/- 10%   |
| 5     | Paperweight | 40 to 350 gsm  |



|   |                |                               |
|---|----------------|-------------------------------|
| 6 | Register       | Side Pull (Both side) + Front |
| 7 | Printing Speed | 10,000 Imp/h or more          |

**Note : Quantity of any machine mentioned above can be increased/decreased or dropped before placement of purchase order.**



**TENDER FORM****NAME AND MODEL OF NEW PRINTING  
MACHINE WITH AUTO NUMBERING****1. Full Name of Manufacturer or his Sole Agent****2. National Tax No. (NTN Registration copies)****3. Sales Tax Registration No. (GST copies)****4. Company's date of formation.****5. Title of bidding party.**

- a. (Pvt: Limited)    b. Sole Proprietor    c. Joint Venture  
d. Manufacturer    e. Authorized Distributors/Agents.

**6. Complete Registered office Address,****Phone No, Email & Cell No.****7. Company/Supplier banking details**

- a. Name of Bank \_\_\_\_\_ b. Title of Account \_\_\_\_\_  
c. Account No. \_\_\_\_\_ d. Branch code name \_\_\_\_\_  
e. Type of Account \_\_\_\_\_ f. City & Country \_\_\_\_\_  
g. The Manufacturer or his Sole Agent shall provide certificate from the bank regarding satisfactory maintenance of the account

**8. List of Board of Directors or Management with complete contact details & Address.**

- i. \_\_\_\_\_  
ii. \_\_\_\_\_  
iii. \_\_\_\_\_  
iv. \_\_\_\_\_

**9. Company/Supplier profile.****I. Primary Business details. i.**

\_\_\_\_\_

**ii.** \_\_\_\_\_**iii.** \_\_\_\_\_**iv.** \_\_\_\_\_


II. Full Name of Company/Country from

\_\_\_\_\_

where new printing machinery will

\_\_\_\_\_

be imported.

**10. Litigation history, if any, please provides full documentary details.**

\_\_\_\_\_  
\_\_\_\_\_

The information given above is true to the best of my knowledge and belief and further undertake to inform Printing Corporation of Pakistan of any changes relevant to the desired Procurement which may take place in due course of time.

The terms and conditions have also been read and signed.

Authorized Signature & Stamp

Name\_\_\_\_\_

Designation\_\_\_\_\_

Date\_\_\_\_\_

**Note:**

1. In case of insufficient space against any column, please attach separate sheet(s) for details.
2. Whenever necessary please attach documentary evidence in support of any information, given here.



**CERTIFICATE FROM MANUFACTURER OR HIS SOLE AGENT**

It is hereby certified that I have read the terms and conditions of PCP Tender Notice No. \_\_\_\_\_ to be opened on \_\_\_\_\_ for the supply of new Two Color Offset Printing Machines/Offline Numbering Machine to PCP Press, Karachi, Lahore and Islamabad and shall abide by these terms and conditions throughout the process.

Name of Manufacturer or his Sole Agent \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Stamp \_\_\_\_\_

Note : The above Certificate to be produced on Stamp Paper valuing Rs.500/-.



## Integrity Pact

### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10 MILLION OR MORE**

Contract Number: PCP.-----

Dated:

Contract Value: Rs.-----

Contract Title: Supply, Installation and Commissioning of new machinery/equipment.

Owner / Proprietor of M/s. \_\_\_\_\_ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, Owner / Proprietor of M/s. \_\_\_\_\_ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

Owner / Proprietor of M/s. \_\_\_\_\_ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

Owner / Proprietor of M/s. \_\_\_\_\_ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, Owner / Proprietor of M/s. \_\_\_\_\_ agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an



amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by Owner / Proprietor of M/s. \_\_\_\_\_ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Manager (P&D)  
Printing Corporation of Pakistan  
Islamabad

M/s. \_\_\_\_\_

Note : The above Integrity Pact to be produced on Stamp Paper valuing Rs.500/-.

