Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology, Haripur

KHYBER PAKHTUNKHWA

<u>Pre-qualification of Firm/Companies/Suppliers for Goods and Services</u>

Submission of Bids: Thursday 29 December 2022@ 11:00 AM

Opening of Bids: Thursday 29 December 2022@ 11:30 pm

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Section 1. Letter of Invitation for Pre-Qualification

The Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology (PAF- IAST), Haripur invites tenders from interested Bidders for Pre-Qualification of Firms/Companies/Suppliers for Goods & Services for the following Categories

Lot#	Description
Lot# 1	Printing, Publication & Stationary Services
Lot# 2	Print and Electronic Media Advertisement Services

The bidder must be registered and duly recognized in Pakistan, and be registered with FBR and KPRA; possess Manufacturer's status or Distributor/ Dealer status with authorization from Manufacturer/ Principal specifically for Hardware component with sufficient financial, technical and human resources to take up the task assigned and complete the same within the prescribed time limit.

Tender document containing instructions to bidders covering definitions, introduction/ background of the Project, scope of work, general terms and conditions, and special terms, procedurethe for submission of bids, opening of the bid, evaluation criteria, and other related information, can be obtained against a written request on company's letterhead, from Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology, Haripur – Pakistan. Cost of the document is Rs. 1000/- Non-refundable (Stationery charges). Tender document can also be downloaded from http://www.paf-iast.edu.pk/ free of cost, however, interested bidders will be required to submit the Tender Fee in shape of Demand draft/ Pay Order of Rs. 2000/- in the name of Rector, PAF-IAST Haripur, along with the Bid, in order to participate in tender process.

Bidder(s) interested in participating in the tender process are advised to submit their Bid Proposal(s), along with the Earnest Money amounting Rs.50,000/- in the shape of CDR, in accordance with the instructions in this tender document. Bid Proposal(s) must reach PAF-IAST, Haripur on **Thursday the December 29 2022 on or before 11:00 noon (PST)** Any late Bid(s) shall not be accepted and returned unopened. Accepted Bids will be opened on the same day at 11:30 hrs, in presence of bidders who chose to attend. In case of sudden holiday on bid opening day, bids will be opened on next working day. The Tender shall be executed in accordance with KPPRA Rule 6(3)(a) and 36".

This advertisement is also available on PAF: IAST and PPRA websites http://www.paf-iast.edu.pk/ & http://www.kppra.org.pk.

Rector
Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology (PAF-IAST)
Haripur – Khyber Pakhtunkhwa
Phone: 0995-931615 E-Mail: Attaullah.khan@spcai.paf-iast.edu.pk

Section 2. Instruction to Bidders (ITB)

A. GENERAL TERMS		
1. Introduction	1.1	Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by PAF-IAST. This ITB will be governed under KPPRA rules 6(3)(a) and 36.
	1.2	Any Bid submitted will be regarded as a request for Pre-Qualification by the Bidder and does not constitute or imply the acceptance of the request by PAFIAST. PAF-IAST is under no obligation to award a contract to any Bidder as a result of this ITB or subsequent activities in context of this ITB.
	1.3	PAF-IAST reserves the right to cancel the procurement process at any stage without any liability of any kind for PAF-IAST, upon notice to the bidders or publication of cancellation notice on PAF-IAST website.
2. Fraud & Corruption, Gifts and Hospitality	2.1	PAF-IAST strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of PAF-IAST vendors and requires all bidders/ vendors observe the highest standard of ethics during the procurement process and contract implementation.
	2.2	Bidders/ vendors shall not offer gifts or hospitality of any kind to PAF-IAST staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3	In pursuance of this policy, PAF-IAST: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a PAF-IAST contract.
3. Eligibility	3.1	A bidder should not be suspended, debarred, or otherwise identified as ineligible by any Government/ Semi-government/ or any other international Organization. Bidders are therefore required to disclose to PAF-IAST whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2	It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-agencies, service providers, suppliers and/ or their employees meet the eligibility requirements as established by PAF-IAST.
4. General Terms	4.1	The Bidder should be registered with Sales Tax and Income Tax Department of both Federal and Provincial Governments.
	4.2	An affidavit on legal stamp paper worth Rs. 100 to the effect that the Bidder has not been blacklisted by any Government/ semi Government organization.

	4.3	An affidavit that there is no litigation against the firm.
	4.4	Statement to agree to the Minimum Clauses for Post-Qualification Procurement as per clauses of Section 2, sub-section E: Post-Qualification Process & Terms.
	4.5	Any procurement carried out through this pre-qualification will be liable to the clauses of Section 2, sub-section E: Post-Qualification Process & Terms of this ITB.
B. PREPARATION OF BIDS		
5. General Considerations	5.1	In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.
	5.2	The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the PAF-IAST accordingly.
6. Cost of Preparation of Bid	6.1	The Bidder shall bear all costs related to the preparation and/ or submission of the Bid, regardless of whether its Bid is selected or not. PAF-IAST shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Bid, as well as any, and all related correspondence exchanged by the Bidder and PAF-IAST, shall be written in the language(s) specified in the BDS.
8. Documents Comprising the Bid	8.1	The Bid shall comprise of the following documents and related forms which details are provided in the BDS: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Bid Security, if required by BDS; c) Any attachments and/or appendices to the Bid.
9.Documents Establishing the Eligibility and Qualifications	9.1	The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 5 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to PAF-IAST's satisfaction.
10. Technical Bid Format and Content	10.1	The Bidder is required to submit the pre-qualification l Bid using the Standard Forms and templates provided in Section 5 of the ITB.
11. Request for Quotation (RFQ)	11.1	The Price Schedule shall be prepared using the Form which will be provided by PAF-IAST while taking into consideration the requirements in the ITB and in RFQ.
	11.2	Any requirement described in this ITB or in RFQ but not priced in the Price Schedule at the time of RFQ, shall be assumed to have been included in the prices of other activities or items, as well as in the final total price.

12. Bid Security	12.1	A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for the duration of prequalification as referred in BDS.
	12.2	The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but not found in the Bid, the Bid shall be rejected.
	12.3	If the Bid Security amount or its validity period is found to be less than what is required by PAF-IAST, PAF-IAST shall reject the Bid.
	12.4	In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.
	12.5	The Bid Security will be forfeited by PAF-IAST, and the Bid rejected, in the event of any, or combination, of the following conditions:
	a)	If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;
	b)	In the event the successful Bidder fails:
	i.	to sign the Contract after PAF-IAST has issued an award; or
	ii.	to furnish the Performance Security, insurances, or other documents that PAFIAST may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	13.1	All prices shall be quoted in the currency indicated in the BDS. Where RFQs are quoted in different currencies, for the purposes of comparison:
	a)	PAF-IAST will convert the currency quoted in the RFQ into the currency indicated in BDS, in accordance with the prevailing Inter Bank rate of exchange on the last day of submission of Bids; and
	b)	In the event that PAF-IAST selects a RFQ for award that is quoted in a currency different from the preferred currency in the BDS, PAF-IAST shall reserve the right to award the contract in the currency of PAF-IAST's preference, using the conversion method specified above.

14. Joint Venture, Consortium or Association	14.1	N/A
15. Only One Bid	15.1	The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.
	15.2	Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

	a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they are sub-agents to each other's Bid, or a sub-agent to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subagents being included in more than one Bid.
16. Bid Validity Period	16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by PAF-IAST and rendered non-responsive.

	16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel.
17. Extension of Bid Validity Period	17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, PAF-IAST may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid. 17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid. 17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
18. Clarification on ITB (from the Bidders)	18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a PAF-IAST staff member, PAF-IAST shall have no obligation to respond or confirm that the query was officially received. 18.2 PAF-IAST will provide the responses to clarifications through the method specified in the BDS. 18.3 PAF-IAST shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of PAF-IAST to extend the submission date of the Bids, unless PAF-IAST deems that such an extension is justified and necessary.

19. Amendment in ITB	19.1	At any time prior to the deadline of Bid submission, PAF-IAST may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders through posting on the PAF-IAST website.
	19.2	If the amendment is substantial, PAF-IAST may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.
20. Alternative Bids	20.1	Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, PAF-IAST reserves the right to award a contract based on an alternative Bid.
	20.2	If multiple/ alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"
21. Pre-Bid Conference	21.1	When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Nonattendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/ posted as an amendment to ITB.

C. SUBMISSION AND OPENING OF BIDS	
22. Bid Proposal Submission	22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. Bid can be delivered either personally, or by courier as specified in the BDS. 22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid. 22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the PAF-IAST General Contract Terms and Conditions. 22.4 Hard copy submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. (b) The Bid Proposal must be sealed and submitted in an envelope, which shall: i. Bear the name of the Bidder; ii. Be addressed to PAF-IAST as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. If the envelope with the Bid is not sealed and marked as required, PAF-IAST shall assume no responsibility for the misplacement, loss, or premature opening of the Bid. 22.5 Electronic submission through email is not allowed as specified in the BDS.
23. Deadline for Submission of Bids and Late Bids	23.1 Complete Bids must be received by PAF-IAST in the manner, and no later than the date and time, specified in the BDS. PAF-IAST shall only recognize the actual date and time that the bid was received by PAF-IAST 23.2 PAF-IAST shall not consider any Bid that is received after the deadline for the submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission. 24.2 A bidder may withdraw, substitute or modify its Bid by sending a written notice to PAF-IAST, duly signed by an authorized representative, including a Power of Attorney. The corresponding substitution or modification of the Bid, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION" 24.3 Bids requested to be withdrawn shall be returned unopened to the Bidders, except if the bid is withdrawn after the bid has been opened.

25. Bid Opening	25.1 The Tender Committee of PAF-IAST will open the Bid in the presence of Bidders' representative(s) who choose to attend.
	25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/ seals, the number of folders/ files and all other such other details as PAFIAST may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.
D. EVALUATION OF BIDS	
26. Confidentiality	26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders, even after publication of the contract award. 26.2 Any effort by a Bidder to influence PAF-IAST in the examination, evaluation and comparison of the Bids or contract award decisions may, at PAF-IAST's decision, result in the rejection of its Bid and may subsequently be subject to consequences.
27. Preliminary Examination	27.1 PAF-IAST shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. PAF-IAST reserves the right to reject any Bid at this stage.
28. Evaluation of Eligibility and Technical Qualification	28.1 Eligibility and Technical Qualification of the Bidder will be evaluated against the Minimum Eligibility/ Qualification requirements specified in the Section 4: Evaluation Criteria. 28.2 In general terms, Bidders that meet the following criteria may be considered qualified: a) They are not included in the list of blacklisted or barred companies published on KPPRA and PPRA website by PAF-IAST, any federal or provincial government department; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/ or services required; d) They are able to comply fully with the PAF-IAST General Terms and Conditions of Contract; e) They do not have a consistent history of court/ arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.

29. Evaluation of Bid Proposals	29.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, PAF-IAST may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.

30. Due diligence	30.1 PAF-IAST reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference PAF-IAST with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference PAF-IAST with previous clients on the performance on ongoing or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that PAF-IAST may deem appropriate, at any stage within the selection process, prior to declaring the Bidder as Pre-Qualified.
31. Clarification of Bids	31.1 To assist in the examination, evaluation and comparison of Bids, PAF-IAST may, at its discretion, request any Bidder for a clarification of its Bid. 31.2 PAF-IAST's 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, except to provide clarification, and in case of RFQs, confirm the correction of any arithmetic errors discovered by PAF-IAST in the evaluation of the Bids/ RFQs, in accordance with the ITB. 31.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by PAF-IAST, may not be considered during the review and evaluation of the Bids.
32. Responsiveness of Bid	32.1 PAF-IAST's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission. 32.2 If a bid is not substantially responsive, it shall be rejected by PAF-IAST and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

33. Right to Accept, Reject, Any or All Bids	33.1 PAF-IAST reserves the right to accept or reject any proposal in response to the ITB, to render any or all of the proposals as non-responsive, and to reject all Proposals in response to the ITB at any time prior to award of contract, while assigning the reason(s) thereof. 33.2 PAF-IAST shall not be obliged to award the contract to the lowest priced offer.

34. Nonconformities, Reparable Errors and Omissions	34.1 Provided that a Bid is substantially responsive, PAF-IAST may waive any nonconformities or omissions in the Bid that, in the opinion of PAF-IAST, do not constitute a material deviation. 34.2 PAF-IAST may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price in case of RFQs. Failure of the Bidder to comply with the request may result in the rejection of its Bid. 34.3 For the RFQs that are submitted on call of PAF-IAST by the Pre-Qualified Bidders, PAF-IAST shall correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of PAF-IAST there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. 34.4 If the Bidder does not accept the correction of errors made by PAF-IAST, its Bid shall be rejected.
35. Bidder Grievance	35.1 PAF-IAST's grievance readdress procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the Bidder may lodge a complaint to the PAF-IAST's Grievance Readdress Committee as per the provision of KPPRA Rule 43.

E. SPECIAL TERMS – POST-QUALIFICATION PROCESS

36. Request for Quotation (RFQ)	36.1 Request For Quotation will be called by PAF-IAST from the Pre-Qualified Bidders as per the format which will be provided by PAF-IAST.
37. RFQ Submission	37.1 All the Pre-Qualified firms will be required to respond to the RFQ through in-person submission, Courier Service or signed quotation through email by the date and time specified by PAF-IAST while calling RFQ.

	37.2 The Pre-Qualified firms are liable to respond to all the RFQs of PAF-IAST, failure to which may lead to disqualification from Pre-Qualified firm list in subsequent procurements during the course of Pre-Qualification Term.
38. Evaluation of RFQs	38.1 PAF-IAST will conduct the evaluation solely on the basis of response to the RFQs received from the Pre-Qualified firms. 38.2 Evaluation of RFQs shall be undertaken in the following steps: a) Preliminary Examination including Technical Specifications and other compliances
	b) Arithmetical check and ranking of bidders who passed the preliminary examination by price. c) Evaluation of prices 38.3 Price comparison shall on inclusive of all taxes and duties.
39. Integrity Pact	39.1 Selected Pre-Qualified may also be required to submit a signed Integrity Pact on a stamp paper of appropriate value as part of their response to RFQ.
40. Right to Accept, Reject, Any or All RFQs	40.1 PAF-IAST reserves the right to accept or reject any proposal in response to the RFQ, to render any or all the proposals as non-responsive, and to reject all the responses in response to RFQs at any time prior to award of contract, while assigning the reason(s) thereof.
41. Award Criteria	41.1 Prior to expiration of the period of Proposal validity in response to RFQ, PAFIAST shall award the contract to the Pre-Qualified firm that is found to be responsive to the requirements of the Technical Specifications and has offered the lowest price. 41.2 PAF-IAST shall not be obliged to award the contract to the lowest-priced offer, if the response to RFQ is found deficient to the Technical Specifications and other compliances.
42. Contract Signing	42.1 After the approval of any Work Award, a Contract Agreement (or an Addendum of existing valid Contract Agreement of the same project) on the stamp paper of appropriate value, shall be executed by PAF-IAST with selected Pre-Qualified Firm within 15 days from the date of issuance of LoI (Letter of Intent)/ Work Order, if required. 42.2 Failure to signing of Contract Agreement by the Pre-Qualified Firm with PAFIAST within the stipulated time may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, PAF-IAST may award the Contract to the Second highest rated or call for new Proposals.
43. Sample draft Contract (if required)	44.1 A sample draft Contract to be signed, containing applicable General Terms and Conditions will be provided by PAF-IAST.
44. Performance Security	45.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS.

46. Bank Guarantee for Advanced Payment	46.1 Except when the interests of PAF-IAST so require, it is PAF-IAST's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment.
47. Liquidated Damages	47.1 PAF-IAST shall apply Liquidated Damages for the damages and/or risks caused to PAF-IAST resulting from the Bidder's delays or breach of its obligations as per Contract. a) In case of delay the Rector, PAF-IAST reserves the right to impose a penalty not exceeding 10% of the total amount of the Contract Value at the rate of 1% for each week of delay.
	b) If the Bidder fails to complete work as per PAF-IAST requirement, the Rector, PAF-IAST reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the Contract. c) If the Bidder fails to provide supplies/ services as per PAF-IAST requirements, PAF-IAST may forfeit his earnest money as well as Performance Security, and the work will be done at the risk and cost of Bidder.
48. Force Majeure	48.1 "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Purchase Order/Work Order/Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Purchase Order/ Work Order/ Contract, the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be decided by the purchaser.
49. Delivery of Services	49.1 Bidders will be required to deliver the services as deem required for the PAFIAST requirements.
50. Payment Provisions	50.1 Payment will be made only upon PAF-IAST's acceptance of the Goods and services delivered. The terms of payment shall be within thirty (30) days, after receipt of invoice, and certification of acceptance of Goods and Services issued by the proper authority in PAF-IAST with direct supervision of the bidder. Payment will be affected by bank transfer in the currency of the contract. 50.2 The bidder shall provide all necessary supporting documents along with GST invoice, delivery challan and other relevant documents as required by the PAFIAST.

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid. In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1.		Background of the Project	Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF – IAST) is novel in its content and holistic in approach. The project concept is based on the slogan of "Skilling Pakistan" to create a high-quality technical education infrastructure. This unique educational institution in Pakistan will closely collaborate with several institutions in Austria and China and award multiple foreign degrees. This is a historic and visionary initiative as it is probably the first time that an institution will be established in Pakistan with many foreign universities giving degrees to students who study in it.
2.		Objective	PAF-IAST, state of the art technological development has been made so far by deploying TEIR-III Data Centre, Smart Classrooms, WLAN Wi-Fi Blanket Coverage across the Campus, VDI Solution, Surveillance Solution, PBAX and Website Development & Maintenance. So, to pre-qualify the suppliers for Goods and services so that any requirement generated for these facilities and services, the requirement can be shared in the form of RFQ with pre-qualified bidders
3.		Pre-Qualification Scope	The Pre-Qualification of Firms will be for one (01) year, renewable annually as per sole discretion of PAF-IAST; subsequently at the end of tenure the pre-qualification period may be extended to another term with the approval of competent authority. Under this Pre-Qualification, firms will be shortlisted for subsequent procurement of services as stipulated in this ITB. The Request for Quotation (RFQ) for procurement of services will be communicated to all the Pre-Qualified Firms selected as an outcome of this ITB.

4.		Scope of Work	The holistic vision of Pak-Austria Fachhochschule: Institute of Applied Science and Technology is to contribute in the expansion and enhancement of the quality of higher education in engineering, science and technology, and simultaneously to stimulate hightechnology industry in Pakistan. The Pak-Austria Fachhochschule: Institute of Applies Sciences & Technology (PAF-IAST), Mang – Haripur has developed its strategy for the technological infrastructure and campus computing services. The overall strategy is built on various components or building blocks which create a technology-enabled academic and research ecosystem. PAF-IAST, state of the art technological development has been made so far by deploying TEIR-III Data Centre, Smart Classrooms, WLAN Wi-Fi Blanket Coverage across the Campus, VDI Solution, Surveillance Solution, PBAX and Website Development & Maintenance. In order to maintain the installed facilities at PAF-IAST, KPPRA Rule 6(3)(a) and 36 allows to prequalify the suppliers for Goods and services so that any requirement generated for these facilities and services, the requirement can be shared in the form of RFQ with prequalified bidders

5.	7	Language of the Bid	English
6.		Submitting Bids for Parts or subparts of the Schedule of Requirements (partial bids)	Not Allowed
7.	20	Alternative Bids	Shall not be considered
8.	21	Pre-Bid conference	N/A
9.	16	Bid Validity Period	180 days
6	13	Bid Security	Required in the amount of **Rs. 50,000** Acceptable Forms of Bid Security: **CDR**
7	41	Advanced Payment upon signing of contract	Nil
8	42	Liquidated Damages	Pre-qualified Bidders are liable to participate in procurement process in response to the call of RFP from PAF-IAST during the course of Pre-Qualification period. In case of non-responsiveness

			or continuous non-performance from the pre-qualified Bidders, the Earnest Money may be forfeited and/ or Bidder may be Blacklisted.
9	40	Performance Security	May be asked at the time of RFQ and after award of Contract as 10% of the Contract value for the duration of Warranty period referred in RFQ
10	12	Currency of Bid	Pakistani Rupees (PKR)
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in PAF-IAST: Mr.Attaullah Khan **Phone: 0995-931615** **E-mail address:** Attaullah.khan@spcai.paf-iast.edu.pk
13	18, 19, and 21	Manner of Disseminating Supplemental Information to the ITB and responses/ clarifications to queries	Direct communication to prospective Bidders by email and Posting on the PAF-IAST website: Attaullah.khan@spcai.paf-iast.edu.pk
14	23	Deadline for Submission	**Thursday the 29 December 2022 on or before 11:00 noon (PST)**
14	22	Allowable Manner of Submitting Bids	☒ Courier/ Hand Delivery
15	22	Bid Submission Address	☒ **<u>By Courier / Hand Delivery:</u>** **PAK-IAST Haripur – Khyber Pakhtunkhwa Phone:0995-645112**
16	22	Electronic submission (email) requirements	Not Allowed
17	25	Date, time and venue for the opening of bid	Date and Time: **Thursday the 29 December 2022 on or before 11:00 noon (PST))** Venue: **Conference Room PAF-IAST Mang Haripur – Khyber Pakhtunkhwa**

18	27, 36	Evaluation Method for the Pre-Qualification	Eligible and qualified bids meeting the PAF-IAST requirements and technical responsive as stipulated in this ITB
		Evaluation Method for the Award of Contract	Lowest priced technically responsive.
19		Expected date for commencement of Contract	N/A
20		Maximum expected duration of Contract	N/A
21	35	PAF-IAST will award the contract to:	**N/A**
22	39	Type and Contract Terms and Conditions that will apply	PAF-IAST General Terms and Conditions for Contracts for Goods and/ or Services which will be provided by PAF-IAST.

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/ No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period

Minimum Eligibility and Score Based Qualification Criteria

Eligibility will be evaluated on a Pass/ Fail basis. If the Bid is submitted as a Joint Venture/ Consortium/ Association, each member should meet the minimum criteria, unless otherwise specified.
Further Qualification will be evaluated on Score basis. Bidder will require to secure at least **70 points** to qualify. Scores against each of the parameters in Section I & II will be according to documents provided by the Bidder.

	ELIGIBILITY		
S. #	**Subject**	**Criteria**	**Reference Returnable Form(s)**

1.	**Bidder's Status**	Participating as ☐ Private limited Company ☐Single member Company ☐Association of partnership ☐ Others, please specify_____	Form B: Joint Venture/ Consortium/ Association Information Form
2.	**Legal Status**	Bidder is a legally registered entity in Pakistan. Bidder is registered with FBR & KPRA for Income Tax and Sales Tax. Bidder/ must be listed Active Taxpayers. In case of any tax exemption, present evidence and supporting documents as proof.	Form C: Bidder Information Form
3.	**Location of Offices**	Bidder has declared offices in Islamabad/ Rawalpindi/ Peshawar/ Abbottabad/Haripur	Form C: Bidder Information Form
4.	**Principal's Authorization**	Bidders' Registration with relevant authorities	Form C: Bidder Information Form
5.	**Company in Operation**	Bidder is in operation for at least. 10 years for lot# 1& 2	Form C: Bidder Information Form
6.	**Financial Strength**	Minimum average annual turnover for any of the last 3 years. 20 Million for Lot# 1 15 Million for Lot# 2	Form C: Bidder Information Form
7.	**Relevant Experience**	Minimum number Clients/ Project of similar value/ complexity in last 3 years Minimum 10 Clients/Projects for Lot# 1 Minimum 30 Clients/Projects for Lot# 2	Form C: Bidder Information Form
8.	**Eligibility**	Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any Government/ Semi-government/ Autonomous organization in Pakistan, in accordance with ITB clause 3.	Form A: Bid Submission Form
9.	**Satisfactory Project completion Certificate**	In Case, the bidder has dealt with PAF-IAST in the past for any project, satisfactory project completion certificate specific to the relevant lot must be provided, duly issued by PAF-IAST.	Form D: Qualification Form
10.	**Bankruptcy**	Bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
11.	**Certificates and Licenses**	i Certificate of Registration of the business ii A Proofing document confirming the supply of same or similar Services of this magnitude to various clients/ customers in countries in the region and globally. iii Press Declaration Certificate for Lot# 1	Form C: Bidder Information Form

Evaluation Criteria

	QUALIFICATION FOR LOT # 1				
S. #	**Attribute**	**Description**	**Max. Score**	**Criteria**	**Returnable Form(s)**
	Section – I: General Corporate Profile		**50**		
12.	Bidder's Footprints	Number of offices/ services centers across the country	20	3+ offices fully operational for last five (05) year	Form C: Bidder Information Form
			15	2 – 3 offices fully operational for last five (05) year	
			10	< 2 offices fully operational for last five (05) year	
13.	Bidder's Human Resource Strength	Number of full-time employees (documentary proof required)	15	10+ employees with at least 50% Technical staff	Form C: Bidder Information Form
			10	5-10 employees	
14.	Financial Standing	Annual Turnover averaged over last 3 years	5	2+ x Financial Strength	Form D: Qualification Form
			4	2 x Financial Strength	
			2	1.5 x Financial Strength	
15.	Annual Tax Paid (Principal & Bidder Individually) in Pakistan	Annual Tax Paid averaged over last 3 years	10	Rs. 5 million or more	Form D: Qualification Form
			8	Rs. 2 – 5 million	
			5	Rs. <2 million	
	Section – II: Business Profile		**50**		
16.	Relevant Experience	Project(s) of similar nature, value and complexity completed in last three (03) years	20	Min. No. of Projects + 3	Form D: Qualification Form
			15	Min. No. of Projects + 2	
			10	Min. No. of Projects + 1	
17.	Public Sector Experience	Project(s) delivered to government organizations during last three (03) years	15	5+ Projects	Form D: Qualification Form
			10	5 Projects	

			5	3 Projects	
18.	Education Sector Experience	Project(s) completed at education institutions during last three (03) years	15	2+ Projects	Form D: Qualification Form
			8	2 Projects	
			4	1 Project	
Grand Total			**100**		
	Evaluation Criteria	Bids shall be evaluated on Eligibility Qualification Criteria. Bidders meeting the Eligibility Criteria and able to secure 70 percent in above qualification shall be declared as Qualified Bidders..			

	QUALIFICATION FOR LOT# 2				
S. #	**Attribute**	**Description**	**Max. Score**	**Criteria**	**Returnable Form(s)**
	Section – I: General Corporate Profile		**50**		
12.	Bidder's Footprints	Number of offices/ services centers across the country	20	3+ offices fully operational for last five (05) year	Form C: Bidder Information Form
			15	2 – 3 offices fully operational for last five (05) year	
			10	< 2 offices fully operational for last five (05) year	
13.	Bidder's Human Resource Strength	Number of full-time employees (documentary proof required)	15	15+ employees	Form C: Bidder Information Form
			10	10-15 employees	
14.	Financial Standing	Annual Turnover averaged over last 3 years	5	2+ x Financial Strength	Form D: Qualification
			4	2 x Financial Strength	
			2	1.5 x Financial Strength	Form
15.	Annual Tax Paid (Principal & Bidder Individually) in Pakistan	Annual Tax Paid averaged over last 3 years	10	Rs. 5 million or more	Form D: Qualification Form
			8	Rs. 2 – 5 million	
			5	Rs. <2 million	
	Section – II: Business Profile		**50**		
16.	Relevant Experience	Project(s) of similar nature, value and complexity completed in last three (03) years	20	Min. No. of Projects + 3	Form D: Qualification Form
			15	Min. No. of Projects + 2	
			10	Min. No. of Projects + 1	
17.	Public Sector		15	5+ Projects	Form D:

	Experience	Project(s) delivered to government organizations during last three (03) years	10	5 Projects	Qualification Form
			5	1 Projects	
18.	Education Sector Experience	Project(s) completed at education institutions during last three (03) years	15	2+ Projects	Form D: Qualification Form
			8	2 Projects	
			4	1 Project	
Grand Total			**100**		
	Evaluation Criteria	Bids shall be evaluated on Eligibility Qualification Criteria. Bidders meeting the Eligibility Criteria and able to secure 70 percent in above qualification shall be declared Qualified Bidders .			

LOT wise Details

Lot# 1: Printing, Publication & Stationary			
Sr. No	**Items**	**Brand-relevant**	**Brand relevdocumentsment required**
1	Designing Services	Annual Reports News Letter, magazines etc.	
2	Printing Services	Letter pads, Office File Note, pads dairies, Answer Sheets visiting Cards, Newsletters, Annual Reports, Research Magazines, Brochures, Standees, Mugs etc.	
Lot# 2: Print & Electronic Media Advertisement Services			
Sr. No	**Items**	**Example**	**Brand relevant document required**
	Print & Electronic Media Advertisement Services	Print & Electronic Media Advertisement, Display banners, Billboards etc.	

Section 5: Returnable Bidding Forms / PAF-IAST

This section serves as a PAF-IAST for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
✦ Form A: Bid Submission Form	☐
✦ Form C: Bidder Information Form	☐
✦ Form D: Qualification Form	☐
✦ Form E: Technical Bid Proposal Form	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-PB-ITB-12-22-23		

We, the undersigned, submit our Bid for the Pre-Qualification of Firms to supply the services required for "**PreQualification of Firms/Companies/Suppliers for Goods & Services**" in accordance with your Invitation to Bid No.
[Insert ITB Reference Number]. We hereby submit our Bid, which includes this Technical Bid proposal.

:

a) is not under procurement prohibition by any of the Government/ Semi-government/ Autonomous organization;

b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any Organization in Pakistan;

c) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;

d) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the PAF-IAST, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the PAF-IAST.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/ or sanctioning by the PAF-IAST.

We offer to supply the services in conformity with the Bidding documents, including the PAF-IAST General Conditions of Contract and in accordance with the Schedule of Requirements and Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it, should PAF-IAST accept this Bid.

Name: _____

Title: _____

Date: _____ Signature:

_____

[*Stamp with official stamp of the Bidder*]

Form C: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address & Branch Offices	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a PAF-IAST registered vendor?	☐ Yes ☐ No If yes, [insert PAF-IAST vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
No. of Technical Staff	
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies, education, social responsibility towards people with Special needs, or membership of trade institutions promoting such issues	[Complete]
Contact person that PAF-IAST may contact for requests for clarifications during Bid evaluation (Only Lead Bidder)	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

Please attach the following documents:	1. Company Profile including name, registered office address(es), telephone, fax and email address and website, complete contact details and staff details, which should not exceed fifteen (15) pages, including printed brochures and catalogues relevant to the services being procured. 2. Certificate of Registration of the business. 3. NTN & GST Certificates from both FBR and KPRA . 4. A proofing document confirming supply of same or similar items of this magnitude by Principal to various clients/ customers in countries in region and/ or globally. 5. Proven records of Projects, mentioned in evaluation Criteria in the Section 4 of similar value and complexity in which services were extended. Provide List of Clients/ Projects as per the given format. 6. Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past (3 years).

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-PB-ITB-12-22-23		

Previous Relevant Experience

Please list all Projects successfully completed in the last 3 years, covering following aspects; a) Previous similar projects/ assignments.
b) Similar activities performed across Pakistan.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by PAF-IAST.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for the assignments above.

History of Non-Performing Contracts

☐ Non-performing contracts did not occur during the last 3 years			
☐ Contract(s) not performed in the last 3 years			
Year	**Non- performed portion of contract**	**Contract Identification**	**Total Contract Amount** (current value in US$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Financial Standing

Annual Turnover for the last 3 years	Year PKR Year PKR Year PKR
Latest Credit Rating (if any), indicate the source	

Financial information (in PKR equivalent)	**Historic information for the last 3 years**		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a) Must reflect the financial situation of the Bidder

b) Historic financial statements must be audited by a certified public accountant;

c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Technical Bid Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-PB-ITB-12-22-23		

The Bidder's Bid should be organized to follow this format of the Technical Bid Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same may be viewed as non-responsive.

SECTION 1: Qualification, capacity and expertise

1.1 Bidder's general organizational capability: management structure, financial stability and project financing capacity, project management controls, extent of work to be subcontracted (if so, provide details).

1.2 Bidder's relevance of specialized knowledge and experience on similar engagements done in the region/ country. Bidder should submit a detailed description of the projects executed (quantities, value, beneficiary)

SECTION 2: Management Structure and Key Personnel

2.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of project describing relationship of key positions and designations.

2.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to scope of services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	*[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*
	[Insert]
Professional certifications	*[Provide details of professional certifications relevant to the scope of goods and/or services]*
	✦ Name of institution: [Insert] ✦ Date of certification: [Insert]
Employment Record/ Experience	*[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position and location of employment.*
	[Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

_____ _____

Signature of Personnel Date (Day/Month/Year)