



PAKISTAN RAILWAYS
HEADQUARTERS OFFICE
LAHORE

TENDER NOTICE

Pakistan Railways (PR) is a national state-owned rail transport service of Pakistan, with Headquarters office in Lahore. It is administered by Federal Government through Ministry of Railways. Pakistan Railway provides an important mode of transportation throughout Pakistan.

Pakistan Railways intends to print the year book 2022-2023 which have a comprehensive historical record of Pakistan Railways activities, achievements and challenges throughout the year. It highlights the successful projects, innovations and improvements, enhancing the organization's image and building trust with the public.

(Tender Ref: No. Year Book 2022-2023)

Title	Bid Security Rs.	Opening Date
Year Book 2022-2023	20,000	18.03.2024

Note:

- I. Soft copy of Bid document is available at P.R Website www.pakrail.gov.pk
- II. Bid must be delivered on/or before **18.03.2024 at 10:30 AM** and must be accompanied by bid security. Bids will be opened online on the same day in the presence of bidders' representatives at 11:00 am and also update at Epad
- III. For details, please visit P.R Website www.pakrail.gov.pk and PPRA's Website www.ppra.org.pk
- IV. Please register on Epad before update of bid

Director Information Technology
Pakistan Railways, Headquarters Office,
Lahore.
042-99201639



PAKISTAN RAILWAYS

DIRECTORATE OF INFORMATION TECHNOLOGY

PAKISTAN RAILWAYS HEADQUARTERS,
Empress Road, Lahore

PRINTING OF YEAR BOOK

COMPETITIVE BIDDING

TENDER NO.
Year Book 2022-2023

Opening Date	18-03-2024
Closing Date	18-03-2024
Selling Dates From	01-03-2024

1. Sealed Bid/Tender are invited in accordance with public Procurement Rules-2004 where the bid shall Comprise:
 - i) PPRA rules singles stage single envelope procedure will be followed.
 - ii) One envelop shall contain. "TECHNICAL PROPOSAL" & "FINANCEL PROPOSAL".
 - iii) The bid prepared, should be submitted in a sealed cover superscripted Tender Year Book 2022-2023 Opening Date 18-03-2024 and addressed to the Director/ Information Technology, Pakistan Railways, Headquarters Office Lahore so as to reach this office on or before **1030 hrs.** on 18-03-2024. Tender will be opened publicly, on the same date, at **1100 hrs** in the Conference Room of Directorate of I.T., RHQ, and Lahore.
2. i) I/We accept the tender and abide by Public Procurement Rules-2004 (As amended to date) copy of which is in my possession. However, any condition/ direction contained therein, lying in conflict with PPR-2004 shall have no effect to the extent it is in conflict whose Public Procurement Rules shall prevail.
ii) We have read and understood general as well as special conditions of this tender and hereby undertake to abide by them fully unconditionally.

1	Name of Bidder	
2	Address	
3	Tel. No.	
4	Mobile No.	
5	Fax No.	
6	E. Mail	
7	Web Site	
8	Name of Contact	
9	Sales Tax	
10	Registration No.	
11	Tax Number	

- These **Bidding Documents** consists of 09 pages are to be attached with technical proposals.
- Bidders must provide the above information.
- All particulars at right half of this page must be filled correctly & completely otherwise offer will be ignored.

3. BID SECURITY (EARNEST MONEY)

- i) 2% (CDR) earnest money of the quoted value must be deposited in shape of Call Deposit or Bank Guarantee issued by any Scheduled Bank of Pakistan.
- ii) I/We shall not claim any interest on bid security while it is in your custody and which shall be returned to me/our if tender is not accepted.
- iii) I/We understand that if:
 - a) I/We fail to make the performance guarantee @ 5% of the total value of order within 14 days after written acceptance of tender is communicated to me / us.
 - b) I/We fail to accept the purchase order containing terms and conditions of the contract with seven days after being called upon to do so. Such failure shall constitute a breach of the contract and purchaser shall be entitled to cancel the purchase order with forfeiture of earnest money/at risk & cost.
- iv) I/We further understand that it is not open to me / us to withdraw or modify the offer made by me/us after opening of the tender and before the expiry of the tender validity period.
- v) I/We further agree to comply with all orders placed on me/us by the Pakistan Railway after written notice of acceptance of my/our tender has been posted to me/us and the order so placed shall be governed by all the terms and conditions of the contract.
- vi) Any amount recoverable from me/us in addition to the standing security deposited already with the Pakistan Railways, may be deducted from any amount lying at my/our credit, or the same will be remitted by me/us in cash on demand.
- vii) I/We accept to abide by all the tender conditions enclosed with this tender.

CERTIFICATE REGARDING CONFIRMATION OF PAKISTAN RAILWAYS SPECIFICATIONS/REQUIREMENT.

- i) I/We hereby confirm that we have read the specifications / requirements / description of the goods / services floated / mentioned in this tender and after having understood them fully, undertake as under:
 - a) To supply goods/service exactly as per Railway Specification /Requirement / Description of this tender.
 - b) That goods will be brand new.

Signature

Name of Signatory

Stamp and Date

GENERAL TERMS AND CONDITIONS

1	<u>SINGLE STAGE SINGLE ENVELOPS PROCEDURE (PPR-2004)</u> i) The bid shall comprise one single package (duly sealed) containing both financial proposal and the technical proposal. ii) The Technical and financial proposal of the bids shall be opened publicly. iii) After the evaluation and approval of technical proposal, the Director/IT, Pakistan Railways, shall at a time within bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders and the bid found to be lowest evaluated bid shall be accepted. iv) The successful bidders will have to deposit the security money @5% of the total value of the contract with in 14 days from the date of issue of acceptance.
2	The Railway Administration does not bound itself to accept the lowest OR any tender and reserves to itself the right to reject any tender in full OR in part without assigning reasons thereof
3	<u>SPECIFICATIONS</u> i) Books offered shall be brand new/latest version and hundred percent (100%) according to the specifications/description / requirements of Pakistan Railways. Bidder shall therefore take full care while quoting against an item and must have understood Railway's Specifications / Requirements given in the description before submitting bid. ii) In accordance with PPRA Rules, specification shall govern the supply of goods/services therefore no sample shall be called / accepted for evaluation of the bid.
4	<u>BID VALIDITY</u> Validity of the offer should not be less than 120 days (extendable on request).
5	<u>DELIVERY PERIOD / SCHEDULE</u> The bidder shall provide delivery within 30 days after receiving the purchase order (P.O).
6	<u>PAYMENT DAY</u> 100 % payment will be made after the completion of printing of year book to the bidder in Pak Rupees by the Accounts Officer, Pakistan Railways, Headquarters Office Lahore on presentation of bill accompanied with acceptance & performance certificate to be issued by The Directorate of Information Technology, Pakistan Railways, Headquarters office, Lahore.

7	<u>BID SECURITY</u> i) Bidders are required to submit bid security @ 2% in the shape of Bank Guarantee, Call Deposit Receipt (CDR), Deposit at Call (DAC), Pay Order, Bank Demand Draft from a scheduled Bank of Pakistan in the name of FA & CAO, Pakistan Railways, Headquarters Office, Lahore. ii) Bid without earnest money attached with proposal shall be ignored and rejected straightway.
8	Bidders are requested to strictly abide by the delivery period. If the firm fails to supply the material by stipulated date, terms and conditions of the contract (under which all rights are reserved) will be enforced without any correspondence and without prejudice.
9	Bids with alternate offer against an item shall be ignored/rejected straightway.
10	Bidders will certify that cost of the goods/services given in the offer is realistic, calculated and based on current market price, failing which the offer will be ignored.
11	Delivery required free delivery at IT Directorate, Pakistan Railways, Headquarter office, Lahore. The vendors are required to quote their prices in Pak Rupees only.
12	<u>INSPECTION OF MATERIAL</u> Inspection of the Year Book will be carried out by committee from Directorate of IT, on Site of Pakistan Railways office, Lahore.
13	No import will be permissible from Israel and goods of this origin from any country will not be considered.
14	Original Performa invoice of the bidder's principal must accompany with the technical proposal.
15	<u>PACKING MATERIALS</u> i) All packing cases, containers and other similar material unless otherwise agreed shall be supplied by the seller free of charge and will not be returned. Every package/packing shall be clearly marked with seller's name, consignee's name and address and gross weight and shall contain a packing note showing its content in detail. The seller will be held responsible for the stores being sufficiently and properly packed so as to ensure their safe arrival at destination. ii) Suppliers are required to ensure adequate packing of the material/shipment strictly in accordance with the packing list/invoices, failing which they will be responsible for the consequential extra duties and charges on that account. The protection against attack by sea water and also to withstand rough handling during sea or rail road transit is to be ensured by the seller through adequate packing of the material/shipment. . (FOB basis only)
16	Bidders are required to offer rates inclusive of all taxes/charges.
17	Bidders are required to quote for full tender quantity. Quantity variation by the bidder will make the offer liable to be ignored. However quantity variation on account of standard packing shall be permissible.
18	Only GST and Income Tax Registered Firms/bidders are eligible to take part in this tender.
19	<u>WARRANTY CERTIFICATE</u> Bidder will be responsible to replace the faulty / not properly printed books within 10 days. Free of cost at site.

Signature

Name of Signatory

Stamp and Date

SPECIAL TERMS AND CONDITIONS

TENDER NO. Year Book 2022-2023

OPENING DATE: 18-03-2024

TECHNICAL PROPOSAL

Mandatory Conditions	
1.	2% (CDR) as earnest money of the quoted value must be deposited with proposal in shape of Call Deposit or Bank Guarantee issued by any Scheduled Bank of Pakistan, as per tender document, failing which the bid will be rejected straightaway.
2.	Sales Tax and NTN Registration to be attached.
3.	The vendor will be required to deposit performance guarantee 5% of the total value within 10 days after the issuance of letter of intent (LOI) or any calendar date.
4.	Supply, delivery of all books will be responsibility of the vendor. Replacement of misprint/non proper year book at short notice (10 days) to ensure smooth services.
5.	The bidders are required to quote their prices in Pak Rupees only
6.	All rules and regulations prevailing in the Pakistan Railways and of PPRA will be applicable on this tender and subsequent processing
7.	Validity of the offer should not be less than 120 days
8.	Railway reserve the right to ask for any additional clarification before deciding the tender
9.	Bidder must provide delivery of material within 30 days after receiving the Purchase Order (P.O)
10.	After supply of year books, bidder will get satisfactory report from IT Directorate.
11.	Title four colors page to be print on 300grms Art Card with mat lamination and UV.
12.	A maximum 200 inside pages of four color prints on 113-grams art paper
13.	Pakistan Railways route map size (12"x17")
14.	Pictures and pictorial representation of different data and tables will also be included.
15.	Review of Contacts of Book, Proof reading and designing as per PR requirement. The data shall be provided by Director/IT.

Signature

Name of Signatory

Stamp and Date

SPECIMEN FORM OF GUARANTEE BOND FOR BID SECURITY

**The Director IT&MIS,
Pakistan Railways,
HQ, Empress Road, Lahore.**

In consideration of your having waived the deposit by M/s. _____ of Rs. _____ as Bid Security (earnest money) which they are required to make with their tender against your tender / enquiry No. _____ Due on _____ for the supply of _____ . We hereby undertake on behalf the said firm to pay on demand the sum of Rs. _____ in case they subsequently withdraw or modify their offer after the tender is opened and before expiry of the validity period. In case their tender is accepted by you and they failed to make the security deposit as mentioned clause 3 of the Pakistan Railways, Standard Conditions of the Contract (No A-3-90) within fourteen days after written acceptance of tender has been communicated to them or fail to accept the order containing terms and conditions of the contract within seven days after being called upon to do so, such a failure shall constitute a breach of the contract and you shall be entitled to purchase the stores elsewhere at their risk and expenses, which we hereby undertake to indemnify on behalf of the said firm up to the extent of the aforesaid amount in part payment of the total additional expenditure incurred by the Railway administration on account of repurchase without any question or objection. We further agree to pay the aforesaid amount on demand at any stage the currency of this guarantee for adjustment against payment due to your firm from the said firm. This guarantee is valid up to _____ .

* Here fill in the date which should be six months from the date of issue of this Guarantee Bond.

THE GUARANTEE MUST BE FROM A SCHEDULE BANK ON NON-JUDICIAL STAMP OF REQUISITE VALUE.

Signature

Name of Signatory

Stamp and Date

EVALUATION CRITERIA

ADVERTIZED TENDER NO Year Book 2022-2023 OPENING DATE 18-03-2024		Status
S. No	CRITERION	
1	Has the bidder attached bid security with the “TECHNICAL PROPOSAL”@ 2%	Yes/No
2	Has the bidder indicated its Sales Tax Registration Number?	Yes/No
3	Title four colors page to be print on 300grms Art Card with mat lamination and UV.	Yes/No
4	A maximum 200 inside pages of four color prints on 113-grams art paper	Yes/No
5	Pakistan Railways route map size (12"x17")	Yes/No
6	Pictures and pictorial representation of different data and tables will also be included.	Yes/No
7	Review of Contacts of Book, Proof reading and designing as per PR requirement.	Yes/No

For Evaluation Criteria

Bidder must attach supporting documents with their bids, in case of non-compliance bid will be rejected.

In case of any “No” in status, bidder will be disqualified in technical.

NOTE I/We hereby confirm that we have read and understood fully the Evaluation Criteria in this tender.

Signature

Name of Signatory

Stamp and Date

ADVERTISED TENDER NO. Year Book 2022-2023 **OPENING DATE:** 18-03-2024 **TECHNICAL PROPOSAL (CB)**

Item No	Tender Detail	Delivery Period/Schedule
1	As mentioned in attached Annexures (Specifications)	30 days

CERTIFICATE REGARDING CONFIRMATION OF PAKISTAN RAILWAYS SPECIFICATION/REQUIREMENTS.

I/We hereby confirm that we have read the specifications / requirements / description of the goods / service floated / mentioned in this tender and after having understood them fully, undertake as under:

- a. To supply goods/services exactly as per Railways Specification / Requirements / Description of this tender.
- b. That goods will be brand new.

Signature

Stamp and Date

Year Book 2022-2023	
Specification	
Book Quantity	500 Nos.
TITLE	
Size	8.5"x10"
Pages	3 Pages
Colour	4 Colours Printing
Paper Quality	300grms art card with mate lamination & UV
Inner	
Size	8.5"x10"
Pages	Maximum 200 Pages
Colour	4 Colours Printing
Paper Quality	113grms art paper
MAP	
Size	12"x17"
Pages	1 Page
Colour	4 Colours Printing
Paper Quality	113grms art paper
Terms & Conditions	
Review Contacts of Book	
Composing	
Proof Reading	
Designing as per PR requirement	
The write up shall be provided by Director/IT	