



ICMA
Pakistan

TERMS OF REFERENCES (TORs) TECHNICAL BID FORM

for

**Composing/Designing, Printing & Supply of
List of Members' 2017 & Voter List (Combined)**

Name of Company /Firm : _____
/Organization / Publisher : _____
Address : _____
Contact No. : _____
Advertisement Ref. : _____
Received by : _____
Issued on : _____
Issued by (Institute's Officer) : _____

For Issuance and Submission of EOI

Lt Col (R) Usamah Waheed, TI (M),

Director Administration & HR

Institute of Cost and Management Accountants of Pakistan

Head Office: ST-18/C, ICMAP Avenue, Block 6,

Gulshan-e-Iqbal, Karachi-75300.

Phone # 021-99243900, EXT: 222 / 128

URL: www.icmap.com.pk

General Instructions:

- 1) Acknowledgement of submission of tender documents must be sought in person or through email.
- 2) Deadline of submission of Technical Documents is August 03, 2017 before 10:30 a.m. and tender will be opened on the same day & date at 11:00 a.m.

Brief Introduction of the Bidding Organization

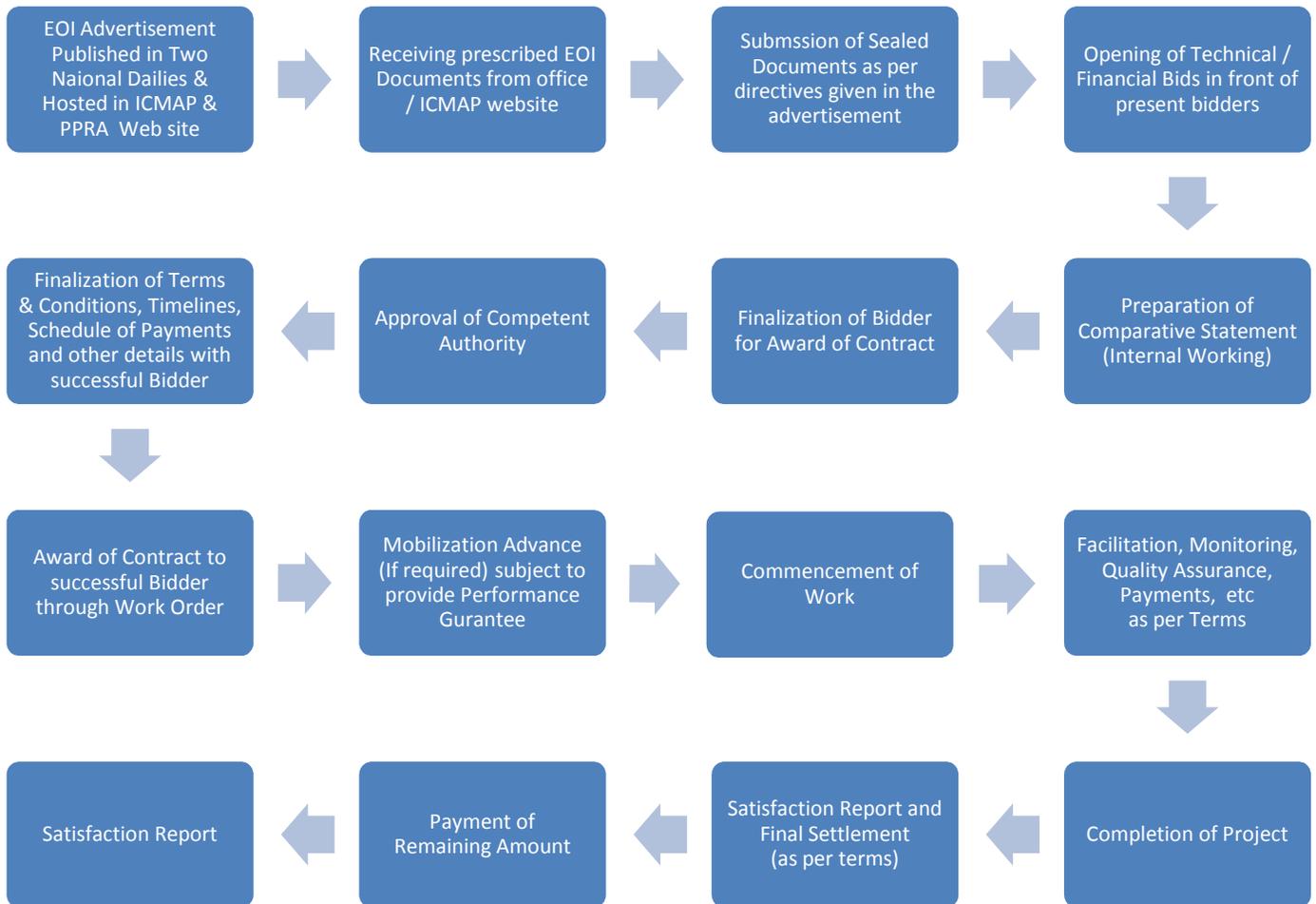
Sr.	Factors	Description
1	Name of the Company / Firm Organization / Publisher	:
2	Date of Establishment	:
3	Corporate Status (Proprietor / Partnership / Pvt. Ltd. / Ltd.)	:
4	Company Registration No.	:
5	N.T.N No.	:
6	G.S.T No.	:
7	Name of Owner / Proprietor / MD / CEO	:
8	CNIC No.	:
9	Mailing Address (Registered and Operational Offices)	:
10	Contact / Cell No(s).	:
11	Fax No(s).	:
12	Email Address(es)	:
13	Bank Name & Account No. (for which statement is enclosed)	:

Company's Stamp		Signature

Table of Contents

Sr.	Description	Page
1	Brief Introduction of the Bidding Organization	2
2	Evaluation & Flow Process	4
3	Evaluation Weight age	4
4	Technical Evaluation Documents Required	5
5	Technical Evaluation Criteria	6
6	Technical Bid Form-List of Major Bank	7
7	Technical Bid Form- List of Clients	8
8	Technical Bid Form-List of Published Material	9
9	Technical Bid Form-List of Resource Persons	10
10	Technical Bid Form- Development Process / Time-line	11
11	Terms & Conditions	12& 13
12	Financial Bid Form	14& 15

Evaluation & Flow of Process



Evaluation Weightage

- **Technical : 60%**
- **Financial : 40%**

Technical Evaluation Documents Required

Following documents are required for Technical Evaluation:

- (i) Covering Letter;
- (ii) Complete Profile / Introduction of Organization / Firm / Publisher (including name of Chief Executive, Technical Head, Head of Finance and Head of HR);
- (iii) Financial Soundness Proof (Bank Statement for 5 years duly attested by Bank Manager);
- (iv) Copy of valid NTN Certificate;
- (v) Copy of valid Sales Tax Registration Certificate (If any)
- (vi) Affidavit that firm / owner is not involved / nominated in any litigation etc.
- (vii) Valid Press Declaration Certificate (Issue from Govt. authority)

Documents required on prescribed format attached as Annexure

- (viii) List of major similar projects investments / executed in last 5 years.
- (ix) List of major Clients with Contact Person (regular and occasional);
- (x) List of Published Material
- (xi) List of Resource Persons
- (xii) Project Phases (steps) along with Timeline.

I / we hereby confirm that required documents are provided with the EOI / proposal.

Company's Stamp		Signature

Technical Evaluation Criteria

Sr.	Evaluation Factor	Criteria & Grading Points	Information Criteria	Max Pts.	Points Obtained
1	Date of Establishment, Corporate Status & Registration Certificate	Yes 5 No 0	Disclosure & Evidence	5	
2	Address, Contact No. & Email	Yes 5 No 0	Disclosure & Evidence	5	
3	NTN / Income Tax / Sales Tax Certificate	Provided : 10 Not Provided: Knock-out	Disclosure & Evidence	10	
4	List of banks	Yes 5 No Knock-out	Disclosure	5	
5	Bank Statement 5 Years	Provided 5 Not Provided Knock-out	Disclosure & Evidence	5	
6	Any other Publication (National Level)	More than 5 Publications = 10 03 Publications = 5; Less than 02 Publications = Knock-out	Disclosure & Evidence	10	
7	Any other Publication / (Local Level)	More than 5 Publications = 10 03 Publications = 5; Less than 02 Publications = Knock-out	Disclosure & Evidence	10	
8	List of Major Clients	More than 7 Clients = 10 03 Clients = 5; Less than 02 Clients = Knock-out	Review of Documents	10	
9	List of Educational Clients (Accounting Bodies / Institutes)	More than 5 = 10 Between 3-5 = 7 Between 1-2 = 5 Below 1 = Knock-Out	Review of Documents	10	
10	Publication in Millions	Above 50 Millions = 10 Between 30-50 Millions = 7 Between 10-30 Millions = 5 Below 10 Millions = Knock-Out	Review of Documents	10	
11	Press Declaration (From Govt. Authorities)	Yes 5 No = 0	Review of Documents	5	
12	Development Process / Project with Timeline	Provided 5 Not Provided = Knock-out	Review of Documents	5	
Grand Total				90	

Company's Stamp	Signature

List of major Clients with Contact Person

Sr.	Clients	Concerned Officer(s) of Organization	Contact / Cell No.	Email

Use extra sheet in the same format if required.

Company's Stamp	Signature

Development Process with Timeline for List of Members' 2017 & Voter List (Combined)

Sr.	Task / Job	Phase(s) Step(s)	Time Required / Duration	Conditionality (If any)
1	Composing of Data			
2	Final Draft / Proof			
3	Printing Time-line			
4	Supply Dead line			
5	Others (if any)			

Use extra sheet in the same format if required.

Company's Stamp		Signature

Institute of Cost and Management Accountants of Pakistan

Administration Department

Terms & Conditions

Technical Pre-Qualification Requirements:

1. The participating organization should have sufficient publication experience;
2. The participation organization should have expertise to professionally develop contents through available full- and part-time resources;
3. The organization should have its own team of internal and outsourced professionals;
4. The organization should have at-least 5-year professional experience at local and international level in above-mentioned areas for working for reputable accounting bodies / institutions.
5. The participating organization should meet documentation requirement for Technical Evaluation;
6. Quotation / rates should be valid for **three months** from the date of opening of quotation and Institute will not be liable to amend work order due to any inflationary impact on cost of assignments;
7. The quote / rates shall be inclusive of all taxes levied at that time and also any other taxes including GST if applicable that levied in future too, or time to time;
8. Incomplete / Conditional EOI / proposal or those received after deadline (date and time) will not be entertained;

Other Terms:

9. To participate in EOI, it is necessary to meet above technical pre-qualification requirements;
10. During evaluation of proposals, 60% weightage will be given to technical competencies whereas 40% towards financial competitiveness;
11. EOI should be submitted on ICMA Pakistan prescribed format with stamp of the organization otherwise the same will be rejected;
12. The selected organization / publisher will be required to submit draft content for Institute's management approval;
13. The job of development of List of Members' 2017 will only begin on the receipt of work order / formal communication by the competent authority;
14. The payment invoice will be processed after completion of work and its satisfaction certificate by the Institute's concerned officer or otherwise it shall be specified on Financial Bid;
15. All part / full and final payment will be made within 25 days after submission of invoice and receiving partly / complete certificate of completion;
16. On completion of assignment, the organization will submit a letter of completion for the Institute's management to ensure completion of work as per requirement and to issue completion certificate;
17. Selected organization will be required to cooperate with the Institute to complete the assignment and sub-tasks within required days from the date of issuance of work order / formal communication or any specified time mentioned in work order or to be specified from time to time with mutual consent to avoid penalty;
18. Incomplete EOI / proposal or those received after deadline (date and time) will not be entertained;
19. In case of Tax exemption, tax exemption certificate will be required along with Invoice;
20. Quotes shall be inclusive of G.S.T (applicable rates of Govt.);
21. Quotes without taxes will may be rejected without assigning any reason;
22. **EOI's documents with all requisite information shall be submitted on the prescribed format into two separate sealed envelope marked as "Technical Bid & Financial Bid" to be submitted to addresses mentioned on title page;**
23. **3% Earnest money to be provided by bidders along with Financial Bid;**

24. The “Terms of References” (TORs) can be obtained during working days (10:00 a.m. to 4:00 p.m.) between **July 16, 2017** and **August 03, 2017** from addresses/offices mentioned on title page or can be downloaded from Institute’s Website;
25. The “Terms of References” (EOIs) shall be submitted by **1030 hours on August 03, 2017** at **ICMAPakistan Head Office: ST-18/C, ICMAP Avenue, Block-6, Gulshan-e-Iqbal, Karachi** on **EOI submitted after deadline date and timings will not be considered;**
26. The EOIs will be opened at **1100 hours on August 03, 2017 (as per PPRA Rule # 28)** at ICMAPakistan Head Office at Karachi in front of present bidders or their authorized representatives;
27. Incomplete, incorrect or false information, if found now or later stage, will result in immediate rejection before or during or after pre-qualification;
28. ICMA Pakistan reserves the right to accept or reject any or all EOIs / proposal on the basis of technical grounds or any other reason(s) as per clauses 33 (1) of PPRA Rules 2004.

Company’s Stamp		Signature



ICMA
Pakistan

TERMS OF REFERENCES (TORs) FINANCIAL BID FORM

for

**Composing/Designing, Printing & Supply of
List of Members' 2017 & Voter List (Combined)**

Name of Company /Firm / Organization / Publisher : _____
Address : _____
Contact No. : _____
Advertisement Ref. : _____
Received by : _____
Issued on : _____
Issued by (Institute's Officer) : _____

For Issuance and Submission of EOI

Lt Col (R) Usamah Waheed, TI (M),

Director Administration & HR

Institute of Cost and Management Accountants of Pakistan

Head Office: ST-18/C, ICMAP Avenue, Block 6,

Gulshan-e-Iqbal, Karachi-75300.

Phone # 021-99243900, EXT: 222 / 128

URL: www.icmap.com.pk

General Instructions:

- 1) Acknowledgement of submission of tender documents must be sought in person or through email.**
- 2) Deadline of submission of Technical Documents is August 03, 2017 before 10:30 a.m. and tender will be opened on the same day & date at 11:00 a.m.**

Institute of Cost and Management Accountants of Pakistan

Administration Department

FINANCIAL BID FORM (In separate Sealed Envelope)

ICMAP/ADMIN/HO/07/2017/3064

Director Administration & HR,

ICMAP Head Office,

Karachi.

The task wise quote of “Composing/Designing, Printing & Supply of List of Members’2017 & Voter List (Combined)” areas follows:
Job must be done in under one Roof

Sr.	Description	Qty.	Rate per Copy	Rate per Page	Amount
1	<p><u>Composing/Designing, Data Compiling, Image Setting, Page Layout, Printing, Binding & Supply of List of Members’ 2017& Voter List (Combined):</u></p> <ul style="list-style-type: none"> Title Cover: 2 pages; Inside Papers: 600 Pages (+/-10 pages) approx.; <p><u>Complete page making:</u></p> <ul style="list-style-type: none"> Serializing, Photo Image Setting, Country-wise, City-wise, Corporate Sector-wise Page Setting(Data Compiling); <p><u>Confidentiality of Data:</u></p> <p>Data must be kept confidential& Not disclosed to outsider;Job must be done in under one Roof</p>	600 Pages per copy (+/- 10 Pages)			
2	<p><u>Printing Inside Pages:</u></p> <ul style="list-style-type: none"> Paper: Imported Indonesia Paper Grammage: 70 gms Size: 9” x 7” (approx.) Color: 1-color (Black & White) Data with Photos 				
3	<p><u>Title Cover Printing:</u></p> <ul style="list-style-type: none"> Paper: Art Card with Lamination Grammage: 310 gms Color: 4-color 				
4	<p><u>Output Process:</u> Through Image-setter (film-making process)</p>				
5	<p><u>Binding:</u> Stitching: Required Hot Glue</p>				
6	Quantity of the Book	4,300 Books			
	Total (Amount in Rs.) – PER COPY				
	Total (Amount in Rs.) – FOR 4,300 BOOKS				
	In Words				

Note: (a) Please specify your terms and conditions, (If any).

(b) Please provide costing details as per above breakup;

Company’s Stamp

Signature