



ICMA
Pakistan

Tender NO F-69/Tender/Publication/ICMAP/2018

Tender Documents

TERMS OF REFERENCES (TORs)

TECHNICAL BID FORM

for

Printing & Publication of Management Accountants Journal (Bi monthly/Six Issues annually)

Name of Company /Firm / Organization / Publisher	:	_____
Address	:	_____
Contact No.	:	_____
Ref	:	Pre-Qualified Contractors/Vendors/Suppliers
Issued on	:	Dated: 29-11-2018
Received by	:	Pre-qualified Vendors
Time and Dated of Submission	:	Time: At 11:00 a.m. Dated: 19-12-2018
Time and date of opening of Tender	:	Time: At 11:30 a.m. Dated: 19-12-2018
Special Instruction	:	The bidders may apply for the work as specified and provided attached Financial Bid

For Issuance and Submission of Tender

KHALID MEHBOOB-FCMA

Senior Director Administration, Strategy & Legal Affairs

Institute of Cost and Management Accountants of Pakistan

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

Gulshan-e-Iqbal, Karachi-75300.

www.icmap.com.pk / email: admin@icmap.com.pk

Phone # 021-99243028

Brief Introduction of the Bidding Organization

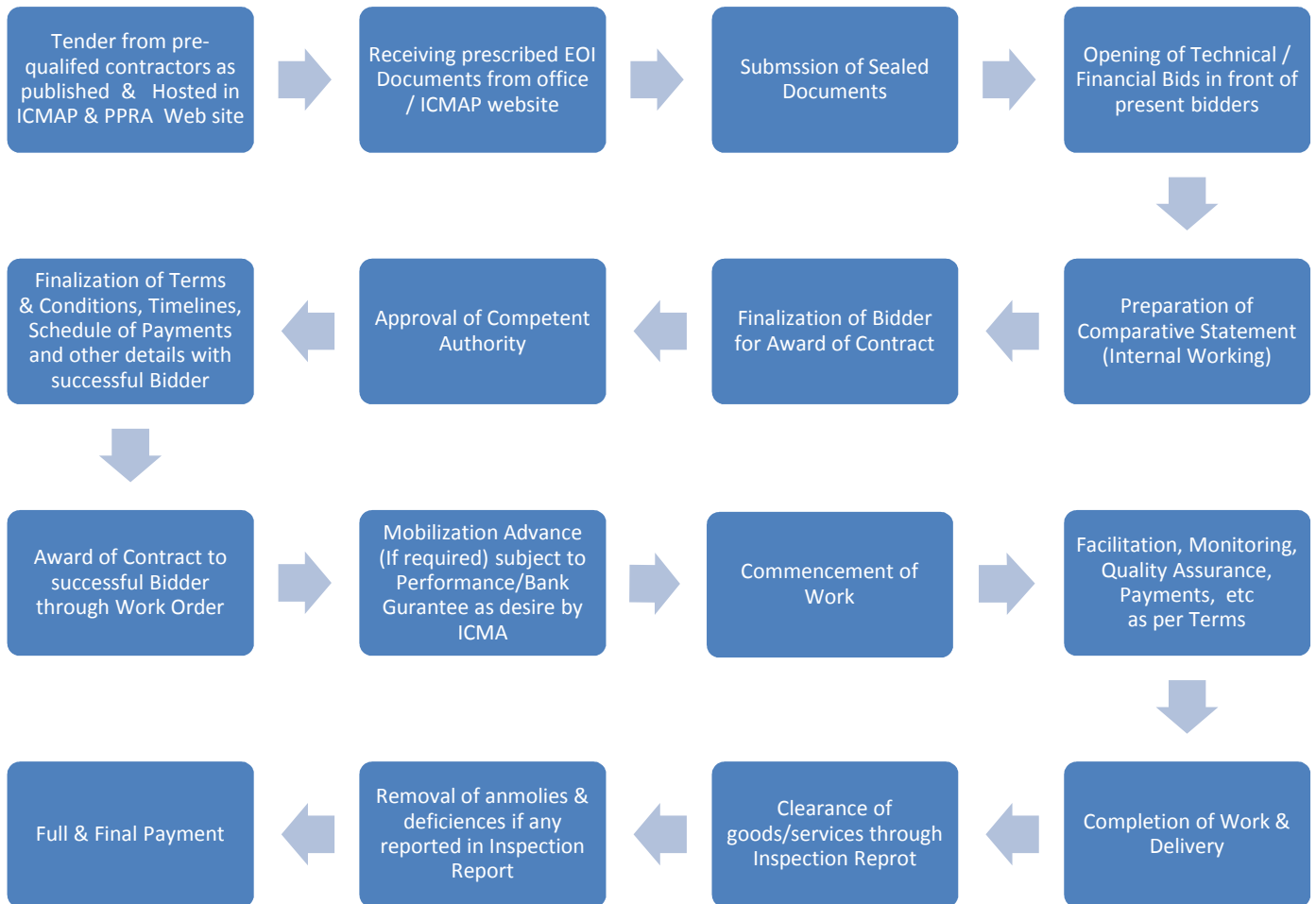
Sr.	Requirements	Descriptions
1	Name of the Company / Firm Organization / Publisher	:
2	Date of Establishment	:
3	Corporate Status (Proprietor / Partnership / Pvt. Ltd. / Ltd.)	:
4	Company Registration No.	:
5	N.T.N No.	:
6	G.S.T No.	:
7	Name of Owner / Proprietor / MD / CEO	:
8	CNIC No.	:
9	Mailing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

Company's Stamp	Signature

Table of Contents

Sr.	Descriptions	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/Service Tax Registration Certificate as applicable.
- (vi) Affidavit that firm / owner is not involved / nominated in any litigation and not black listed
- (vii) Valid Press Declaration Certificate (Issue from Govt. authority) if applicable.

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 8 No 0	Disclosure & Evidence	8	
2	Address, Contact No. & Email	Yes 2 No 0	Disclosure & Evidence	2	
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 01 Year	Provided 5 Not Provided-0	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 10 No = 0	Review of Documents	10	
12	Development Process / with Timeline	Provided 10 Not Provided = Knock-out	Review of Documents	10	
Grand Total				100	

Company's Stamp		Signature

Development Process and time lines of Categories of work as provided in Financial Bid.

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

Use Separate Sheet for each categories of work

Company's Stamp		Signature

Institute of Cost and Management Accountants of Pakistan

Administration Department

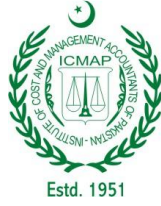
Terms & Conditions

Technical 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; however the contractor shall be exclusively be responsible on behalf of out sourcing.
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. Rates will be valid for **three months** from the date of opening of tender without any additional impact of cost.
7. The quote / rates shall be inclusive of all taxes levied at that time and also any other taxes including GST/Services Tax if applicable that levied from time to time;
8. Incomplete / Conditional EOI / proposal or those received after deadline (date and time) will not be entertained;
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 job shall be started on receipt of work order / formal communication by the competent authority;
13. The payment invoice will be processed after completion of work and its Inspection report by the institute;
14. All part / full and final payment will be made within 25 days after submission of invoice and receiving partly / complete certificate of completion;
15. On completion of assignment, the contractor will submit a letter of completion of work to institute subject to satisfactory work;
16. In case of delay in work, penalty @5% shall be charged on the total cost of work order. Extension may be provided in unusual circumstances but this will be pure unchallenged discretion of ICMA Pakistan.
17. Selected parties will be required to cooperate with the Institute to complete the assignment and/or 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. **Tender documents with all requisite information shall be submitted on the prescribed format in single sealed envelope marked as "Technical Bid & Financial Bid" to be submitted to addresses mentioned on title page;**
21. Incomplete, incorrect or false information, if found now or later stage, will result in immediate rejection before or during or after pre-qualification;

22. ICMA Pakistan reserves the right to accept or reject the tender without assigning any reason.
23. The job shall be awarded for a period of two years which may be renewable subject to the satisfactory work according to the procedure and rules and regulations and discretion of the competent authority.
24. The Representative of ICMA Pakistan have right to visit the vendors office, premises, factory, place of operation, inspect machineries, labor and other as and when required.
25. In case of any dispute, Karachi City shall be considered as jurisdiction for the purpose of litigation.

Company's Stamp	Signature



ICMA
Pakistan

Tender NO F-69/Tender/Publication/ICMAP/2018

Tender Documents

TERMS OF REFERENCES (TORs)

FINANCIAL BID FORM

for

Printing & Publication of Management Accountants Journal (Bi monthly/Six Issues annually)

Name of Company /Firm / Organization / Publisher	:	_____
Address	:	_____
Contact No.	:	_____
Ref	:	Pre-Qualified Contractors/Vendors/Suppliers
Issued on	:	Dated: 29-11-2018
Received by	:	Pre-qualified Vendor
Time and Dated of Submission	:	Time: At 11:00 a.m. Dated: 19-12-2018
Time and date of opening of Tender	:	Time: At 11:30 a.m. Dated: 19-12-2018
Special Instruction	:	3% bid money/earnest money of the quoted amount in Pay Order/DD.

For Issuance and Submission of Tender

KHALID MEHBOOB-FCMA

Senior Director Administration, Strategy & Legal Affairs

Institute of Cost and Management Accountants of Pakistan

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

Gulshan-e-Iqbal, Karachi-75300.

www.icmap.com.pk / email: admin@icmap.com.pk

Phone # 021-99243028

Institute of Cost and Management Accountants of Pakistan
Administration Department

FINANCIAL BID FORM

F-69 /Tender/Publication/ICMAP/2018

Senior Director Administration, Strategy and Legal Affairs,
ICMAP Head Office,
Karachi.

Please quote your rates as per specifications of works given below:

Technical Specifications of Management Accountants Journal		Qty	Rate per Copy	Rate per Page	Amount
		6,000			
Size	Height: 11.8 inches ; Width: 8.4 inches				
Color	Usually 4-colour (5-colour if required)				
Standard No. of Pages	60 (Inside: 56 and Title: 04)				
Paper (title) – 04 pages	Art Card of 210 grams (+/- 10%) – 4 color				
Paper (inside) – 56 pages	Matt Glossy Paper 90 grams (+/- 10%)				
Printing Process	Digital Offset printing with UV Lamination on Title page				
Binding	Gum Binding				
Designing & Composing	Required				
Total in words					

Note:

(a) in case if specifications to be changed slightly, the impact of cost shall be adjusted in your invoices accordingly.

(b) You may provide any additional information/disclosure in respect of execution of works order.

Company's Stamp

Signature
