



ICMA

Pakistan

TERMS OF REFERENCES (TORs) TECHNICAL BID FORM

for
Pre-qualification of
Composing/Designing/Printing/Binding & Supply of Annual Report 2017

Name of Organization(s) / Company(s) / Firm(s) : _____

Address : _____

Contact No. : _____

Advertisement Ref. : _____

Received by : _____

Issued on : _____

Issued by (Institute's Officer) : _____

For Information, Issuance and Submission of EOI, please contact as follows:

Director Administration & HR

Institute of Cost and Management Accountants of Pakistan
ICMA Pakistan's Building, ST-18/C, ICMAP Avenue, Block 6, Gulshan-e-Iqbal, Karachi.
Tel: (92-21) 99243900 Ext. 222/128; Fax: (92-21) 99243342 Email: admin@icmap.com.pk;
www.icmap.com.pk

General Instructions:

- 1) Acknowledgement of submission of tender documents must be sought through personal or email.
- 2) Deadline of submission of Technical & Financial Documents is November 16, 2017 at 11:00 am and tender will be open on the same day & date at 11:30 am. (Ref. PPRA, Clause-33 (1)).

Technical Evaluation Documentation Requirement

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Company's Stamp	Signature

Brief Introduction of the Bidding Organization

Sr.	Factors	Description
1	Name of the Organization / Firms / Company(s)	_____
2	Date of Establishment	_____
3	Corporate Status (Proprietor / Partnership / Pvt. Ltd. / Ltd.)	_____
4	Company Registration No.	_____
5	NTN No.	_____
6	G.S.T No.	_____
7	Name of Owner / Proprietor / MD / CE	_____
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

Introduction about ICMA Pakistan

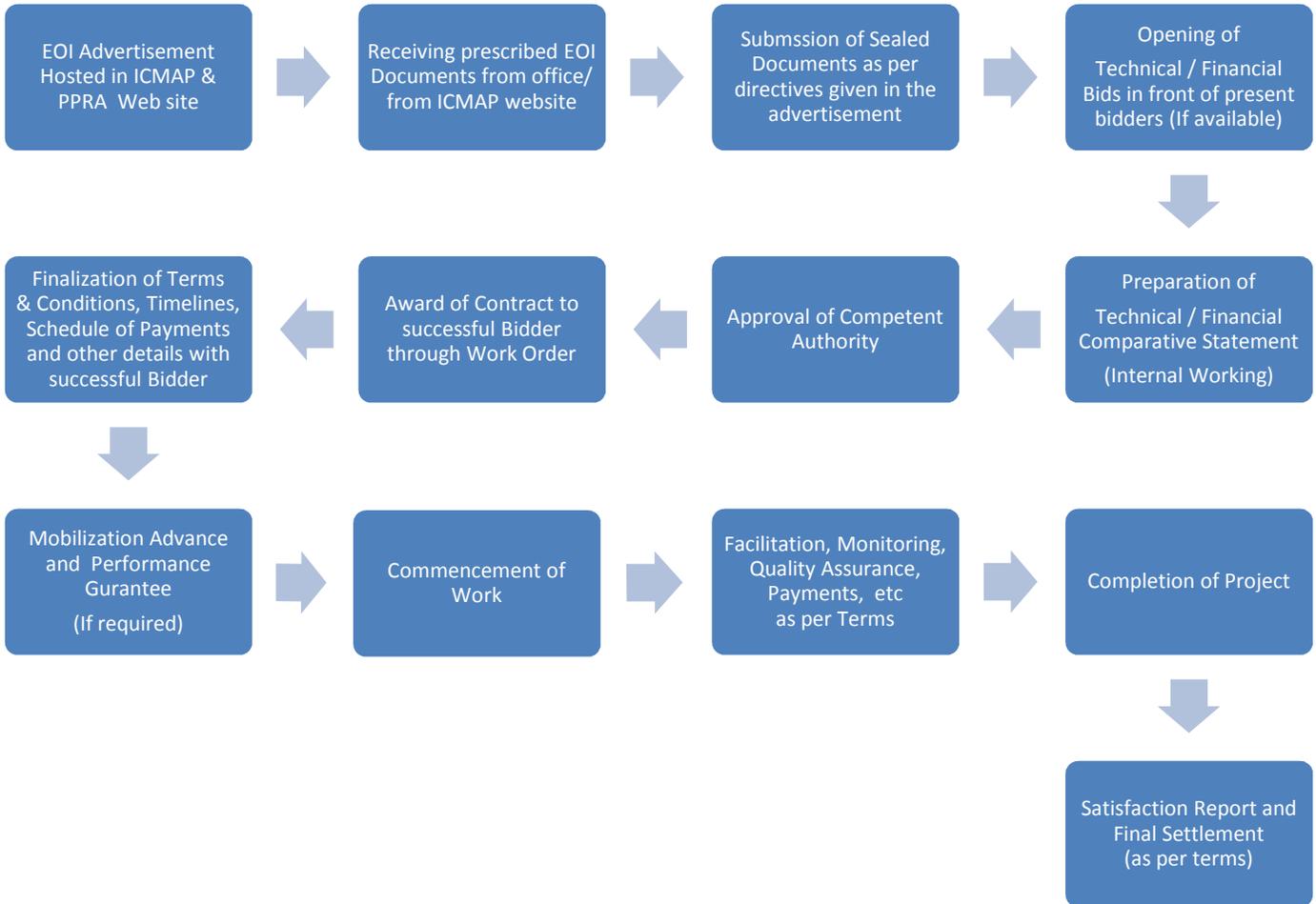
ICMA Pakistan is a professional not-for-profit accounting Institution. Realizing the need, the profession of Management Accounting came into existence in Pakistan with the establishment of the Pakistan Institute of Industrial Accountants in 1951 by a legend Finance professional, Mr. Muhammad Shoaib, who also served Finance Minister of the country and senior position at World Bank. The Institute was, later, named as the “Institute of Cost and Management Accountants of Pakistan” and now commonly known with its acronym, “ICMA Pakistan”. It was established in 1951 and was given statutory status vide Cost and Management Accountants Act, 1966 being the only Institute to regulate and promote the profession of Management Accounting in Pakistan and to deliver education and confer certification.

It, currently, has more than 5,000 members within Pakistan and 43 countries abroad serving in more than 100 sectors on the senior management positions such as Chairmen, CEOs, CFO, MDs, Directors, GMs etc. The Institute has sizeable strength of students i.e., approx. 15,000 which is increasing gradually. The Institute has its major centre at Karachi, Lahore, Islamabad, Multan & Faisalabad whereas it has more than 15 authorized education centre and registered education providers.

For last 61 years, the Institute is playing a vital role in sustainable growth of industrialization and economy of the country by virtue of professional qualification and multidimensional experience of Management Accountant qualified from this Institute. They have excelled in almost all phases of business, finance, accounting and industrial operations. Today, Management Accountants, being key member of top management and decision making team, help organizations to take appropriate decisions for the business prosperity and growth.

In view of above, the Institute seeks “**Expression of Interest**” from organizations of national and international repute to become business partner in developing “**Annual Report 2017**” for ICMA Pakistan.

Evaluation Process



Evaluation Weightage

- **Technical** : **50%**
- **Financial** : **50%**

Technical Evaluation Criteria

Sr. #	Evaluation Factor	Criteria & Grading Points	Information Criteria	Max Points	Points Obtained
1	Date of Establishment, Corporate Status & Registration Certificate	Yes 5 No 0	Disclosure & Evidence	5	
2	Address(ess), Contact No. & Email	Yes 5 No 0	Disclosure & Evidence	5	
3	NTN / Income Tax / Sales Tax Certificate	Not Provide: Knock-Out NTN 1, NTN/IT: 3; NTN/IT/ST: 5	Disclosure & Evidence	5	
4	List of banks	5 or More than 5 = 10; Less than 5 = 5; Not provided = Knock-out	Disclosure & Evidence	10	
5	Annual Accounts	Audited:10; Un-audited: 5; No: Knock-out	Review of Documents	10	
6	Locations of Bidders' Main Office / Head Office and Sub Office	If Head Office in Karachi = 10; If Head Office Out-side Karachi = 5; If Only One Office = 03; If One Office is not own = 0	Review of Documents	10	
7	Experience in the field of Printing and Supply of Annual Report - Publications	10 Years or More than 10 Years= 10; 5Years to 9 Years = 7; 5 Years to 7 Years = 5; Less than 5 Years = 0	Disclosure & Evidence	10	
8	Time line of Delivery of Complete Material in Soft and Hard Copy Both (Facilitate to ICMAP)	Within 01 Month = 10; Between 02 Months to 03 Months = 7; Between 03 Months to 06 Months = 5; Between 06 Months to 01 Year = 0	Review of Documents	10	
9	Experience of Printing and Supply of Similar Nature Printing (Educational)	More than 20 Projects= 10; Between 16-20 Projects = 08, Between 10-15 projects = 06 Between 05-09 Projects = 04 Between 02-04 Projects = 02 Less than 02 = 0	Based on Review of Project List /	10	
10	List of Major Clients	More than 20 Clients = 10; 16-20 Clients = 08; 10-15 Clients = 06; 05-09 Clients = 04; Less than 0 Clients = 02	Review of Documents	10	
11	Local Affiliation	Yes 5 No 0	Review of Documents	05	
12	Achievement Awards (Copies Attach)	Yes 5 No 0	Review of Documents	05	
13	Details of Printing Machinery	Subjective with Max 10 & Min 0 Pts	Review of Documents	10	
	Grand Total			105	

Development Process with Projected Timeline for Annual Report 2017

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			
6	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-years professional experience at local and international level in above-mentioned areas for working for reputable accounting bodies / institutions.
5. Place of delivery, as specified in the Work Order unless otherwise informed, accordingly;
6. 3% Earnest Money will be submitted along-with Tender documents in shape of Pay Order / Demand Draft in favour of ICMAP;

Other Terms:

7. To participate in EOI, it is necessary to meet above technical pre-qualification requirements;
8. During evaluation of proposals, **50% wieghtage** will be given to technical competencies whereas **50% towards financial** competitiveness;
9. EOI should be submitted on ICMA Pakistan prescribed format with stamp of the organization otherwise will be rejected;
10. Delay in delivery: 2% penalty of the total amount will impose incase failed to deliver within the delivery / execution time;
11. Provision of sample: After Issuance of Work Order the qualified bidder shall be bound to provide "Proof of annual report" in 2 days after receipt of data/contents
12. The participating organization shall meet documentation requirement for Technical Evaluation;
13. 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;
14. The quote / rates shall be inclusive of applicable income tax;
15. The selected organization / publisher will be required to submit draft content for Institute's management approval;
16. The participating organization may be required to visit ICMA Pakistan Campuses for rendering any kind of service including delivery of relevant items, design, drawings, meetings, etc., Physical Inspection will be carried out by ICMAP Authority. Ordered Material is subject to Final Inspection at the time of delivery;
17. The job of development of **Annual Report 2017** will only begin on the receipt of work order / formal communication by the competent authority;
18. 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;
19. All part / full and final payment will be made within **25 days** after submission of invoice and receiving partly / complete certificate of completion;
20. 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;
21. 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;
22. Incomplete EOI / proposal or those received after deadline date and time will not be entertained;
23. In case of Tax exemption, tax exemption certificate will be required along with Invoice; Goods should be up-to the mark and according to the given specifications;
24. Quotes shall be inclusive of G.S.T (applicable rates of Govt.);
25. Quotes without taxes shall right-a-way rejected without any reason;
26. **EOI's documents with all requisite information shall be submitted on the prescribed format separately marked as "Technical Bid" and "Financial Bid" to below-mentioned address.**

Director Administration & HR

Institute of Cost & Management Accountants of Pakistan

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27. The "Terms of References" (TORs) can be obtained during office timings between **09:00 a.m. to 4: 00 p.m.** from below-mentioned addresses;

Company's Stamp	Signature

28. The "Terms of References" (TORs) shall be submitted by **November 16, 2017 by 11:00 a.m.** EOI submitted after deadline date and timings will not be considered;
29. The EOIs will be opened at **November 16, 2016 by 11:30 a.m.** at ICMA Pakistan Head Office and through video conferencing facilities at Lahore and Islamabad in front of present bidders or their authorized representatives (if present);
30. Incomplete, incorrect or false information, if found now or later stage, will result in immediate rejection before or during or after pre-qualification;
31. ICMAP reserves the right to accept or reject any or all EOIs / proposal on the basis of technical grounds or any other reason(s) without informing to participants / bidders.

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Institute of Cost and Management Accountants of Pakistan

Administration Department

FINANCIAL BID FORM

Tender No.: ICMAP/ADMIN/HO/10/2017/4085

Director Administration & HR,
ICMAP Head Office,
Karachi.

The task wise quote of “Composing/Designing, Printing & Supply of Annual Report 2017” are as follows:

Job must be done in under one Roof

Sr.	Description	Qty.	Rate per Copy	Rate per Page	Amount
1	<p><u>Task: Composing / Designing:</u></p> <ul style="list-style-type: none"> Composing / Page Layout / Insert Pictures; Complete Page Making <p><u>Confidentiality of Data:</u> (Confidentiality of Data should be maintained) Job must be done in under one Roof</p>	130 (+ 10) approx. pages per copy			
2	<p><u>Task: Printing Inside Pages:</u></p> <ul style="list-style-type: none"> Paper: Matt Finish Paper Grammage: 115 gms Size: 8.25” x 11” (approx.) Color: 4+4 color 	4200 Booklets			
3	<p><u>Task: Title Cover Printing:</u></p> <ul style="list-style-type: none"> Paper: Art Card with Matt Lamination Grammage: 310 gms Color: 4+4-color 				
4	<p><u>Task: UV:</u> Title Cover</p>				
5	<p><u>Task: Crease:</u> Crease: 1Front & 1 Back</p>				
6	<p><u>Binding:</u> Binding: Hot Glue - Stapler</p>				
Total (Amount in Rs.) – PER COPY					
Total (Amount in Rs.) – FOR 4200 BOOKS					
In Words					
7	<p><u>Envelopes</u> Paper: Matt Paper; Grammage: 128 grms Color: 2-Color</p>	4200 Envelope			
Total (Amount in Rs.) Inclusive of all taxes					

Note:

- a) Final payment will be made on actual No. of pages;
- b) ICMAP reserves the rights to change / alter / remove any items or article or reduce / envelopes quantity without assigning any reasons and contractor will abide the instructions.

Company's Stamp

Signature