



ICMA

Pakistan

TENDER DOCUMENT

For

PRE-QUALIFICATION / REGISTRATION OF SUPPLIERS / SERVICE PROVIDERS

Name of Organization : _____

Advertisement Serial No. : _____

Supply / Service Area : _____

Address : _____

Contact No. : _____

Institute of Cost & Management Accountants of Pakistan

ICMA Pakistan Head Office Building, ST-18/C, ICMAP Avenue,
Block 6, Gulshan-e-Iqbal, Karachi.

Tel: (92-21) 99243900; Fax: (92-21) 99243342;

E-mail: admin@icmap.com.pk; URL: www.icmap.com.pk

Brief Introduction of the Organization

Sr.	Factors	Description
1	Name of the Organization	:
2	Date of Establishment	:
3	Corporate Status (Proprietor / Partnership / Pvt. Ltd. / Ltd.)	:
4	Owner / Proprietor / MD / CE Name	:
5	CNIC No.	:
6	Mailing Address	:
7	Contact / Cell No(s).	:
8	Fax No(s).	:
9	Email Address	:
10	NTN No.	:
11	Bank Name & Account No. (for which statement is enclosed)	:
12	Attachments	: a) Attested copy of Registration / Incorporation Certificate; b) Attested copy of valid NTN Certificate; c) Attested copy of valid GST Certificate; d) Attested copy(ies) of valid technical association; e) Financial Soundness Proof (Bank Reference or Bank Statement or Audited Report / Accounts); f) List of Existing Clients with contact person (regular and occasional) on specified format; g) List of Projects Completed (if exceeds 50, then only for last five years)

Company's Stamp

Signature

Table of Contents

1. Introduction of ICMA Pakistan
2. Tender Advertisement (published in national dailies on June 14, 2014)
3. Evaluation Process
4. Technical Evaluation Documentation Requirement
5. Brief Introduction of the Bidding Organization
6. Technical Evaluation Documentation Requirement
7. Pre-Qualification of Suppliers / Service Provider Areas Request Letter
8. Organization's Information – Projects
9. Organization's Information – Clients
10. Organization's Information – Staff
11. Organization's Information – Offices
12. Terms & Conditions

Introduction about ICMA Pakistan

The Institute of Cost and Management Accountants of Pakistan (ICMA Pakistan) was established in 1951 with the objective to regulate and promote the profession of Management Accounting in Pakistan. By virtue of the authority vested in by the Act and Regulations, the Institute has been entrusted with the responsibility to provide education, examine competencies and confer internationally recognized post-graduate professional certification. After qualifying and fulfilling prescribed requirement of membership, the Institute awards designations i.e., Associate Cost and Management Accountant (ACMA) and Fellow Cost and Management Accountant (FCMA).

The Institute is chartered under Cost and Management Accountants Act No. XIV of 1966 of the Parliament of Pakistan and its activities are governed under Cost and Management Accountants Regulations 1990.

The Institute's Vision is "To be the Preference in Value Optimization for Business."; Mission is "To develop Business Leaders through imparting quality education and training in financial and non-financial areas to bring value-addition in the economy" and Core Values are (i) Competence; (ii) Innovation; (iii) Ethics; (iv) Transparency and (v) Professionalism

Presently, Institute has more than 5,000 members. These members are serving on senior management positions such as CEOs, CFOs, COOs, CIAs, Company Secretaries, Financial Analysts, Public Practitioners, Management Consultants, etc, hence making significant contributions towards business growth and economic development. The Institute, currently, has over 15,000 students, more than 200 faculty members, over 260 employees, 07 regional and 06 overseas Branch Councils, 11 education campuses and 20 examination centres. The Institute is providing Education, conducting Examinations, organizing Corporate Trainings, holding CPD Programs, undertaking Research work and engaged in Publications.

In addition to this, the Institute is also actively involved in providing technical support to the Ministry of Finance, Ministry of Commerce, Planning Commission, Securities and Exchange Commission of Pakistan, State Bank of Pakistan, Federal Board of Revenue, Accountant General of Pakistan Revenues, Auditor General of Pakistan, Competition Commission of Pakistan, other ministries, regulators and policy making organizations.

The Institute is intending to register / pre-qualify suppliers / service providers for smooth functioning of its nationwide operations of campuses at Karachi, Lahore, Islamabad, Faisalabad, Multan, Quetta, Peshawar, Rawalpindi and Hyderabad.

Tender Advertisement



PRE-QUALIFICATION / REGISTRATION

OF SUPPLIERS / SERVICE PROVIDERS FOR 2014-15

ICMA Pakistan invites competent SUPPLIERS / SERVICE-PROVIDERS for registration and pre-qualification to provide various types of goods and render diversified services as and when requested to meet frequent requirement and for smooth functioning of its Head Office and other campuses located at Karachi, Lahore, Islamabad, Multan and Faisalabad, Quetta, Peshawar, Rawalpindi and Hyderabad. The Suppliers and Service Providers are required in the following areas:

SUPPLIERS

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Stationery Items and Office Supplies; 3. Printing Paper and Art Card Suppliers; 5. Electrical and Electronics Items; 7. Security Equipment, Cameras, CCTV, etc; | <ol style="list-style-type: none"> 2. Computer Hardware & Accessories, Network and Communication Tools; 4. Furniture & Fixtures, Chairs, Tables, etc; 6. Plaques, Mementos, Souvenirs, Corporate Giveaways etc Suppliers; 8. Booksellers; |
|---|---|

SERVICE PROVIDERS

Insurance Services

1. Health Insurance for Employees;
2. Group Insurance for Members and Employees;
3. General and Vehicle Insurance;

Contractual Services

4. Travel Agents and Ticketing Services;
5. In-house Cafeteria / Canteen Services;
6. Security Guard Services;
7. Janitorial Services;
8. A/Cs Repair & Maintenance;
9. IT Hardware Equipment Repair and Maintenance
10. General Services for Repair and Maintenance

Specialized Services

11. Printing and Publications including Off-set, Panaflex, Banner, etc;
12. Advertising Agency/Firm
13. Graphics Designing / Composing Services
14. Corporate Identity / Image building
15. Book Binding, Compiling, etc;
16. Digital and Ordinary Identification Card Making;
17. Internet, Communication and Broadband Services;

18. Networking and Data Cables Repair & Maintenance;
19. Services of Diesel Generators, Photocopiers, Laser / other Printers, PABX, etc;
20. UPS, Dry Battery, Stabilizer, etc Repair & Maintenance;
21. Electrical Wiring, Plumbing, etc

Rental Services

22. Rent-a-Car/Van/Bus Rental Services;
23. Security Equipment;
24. Photocopying Services;

Miscellaneous Services

25. Guest / Hotel Rooms Services;
26. Interior Designer / Architect;
27. Engineering Consultants;
28. Catering Services;
29. Curtains & Blinds Repair & Maintenance;
30. Newspaper Distributors;
31. Water Tanker Services;
32. Motor Vehicle Repair and Maintenance;
33. Sanitary and Hardware Items;
34. Contractors to provide Carpenter, Painter, Sewage Cleaner, Plumber, Electrician, Mason, and other skilled labor;
35. SMS / Email Marketing Services

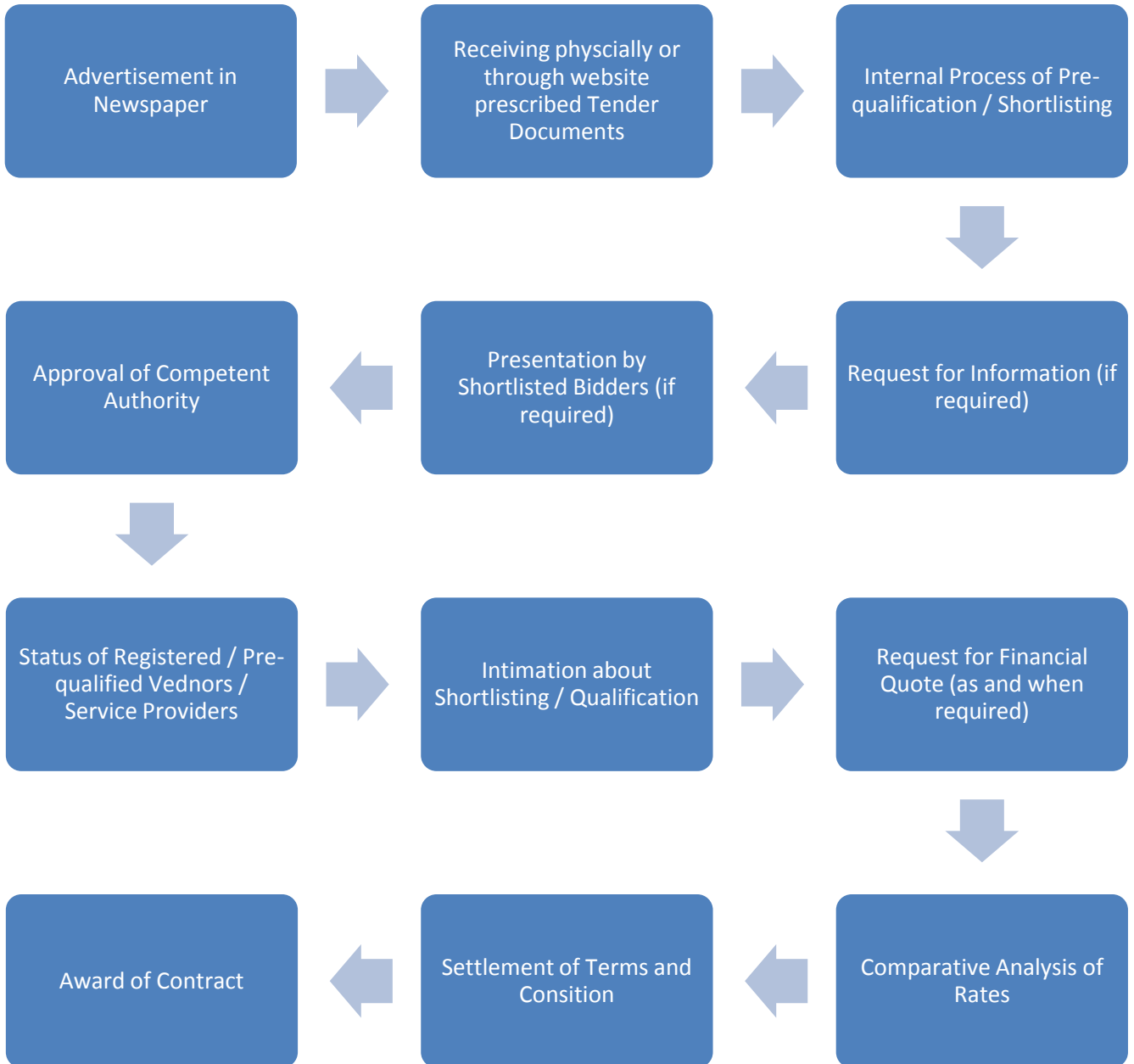
The interested organizations / proprietors which are willing to associate themselves with ICMA Pakistan as 'business partner' may apply to register / pre-qualify by providing their business details on a prescribed Pre-Qualification / Registration tender document. The selected / short-listed organizations will be informed in due course of time. As and when required, registered / pre-qualified organizations will be invited for the financial bids / quotes to compete with other bidders. ICMA Pakistan reserves the right to accept or reject any or all firms applied for registration / pre-qualification on the basis of technical grounds or any other reason without prior intimation.

Please mention reference No. ICMAP/PRQ-REG/06/2014 and specific serial number from above list on 'Prescribed Tender Document'. The tender document may be obtained physically (from below-mentioned ICMA Pakistan Campuses) from Monday to Thursday between 9:30 am to 4:30 pm or through website from **June 16, 2014** onward and **must be submitted to Head Office, Karachi by or before June 30, 2014**.

Head Office, Karachi	Lahore	Islamabad	Multan	Faisalabad
Director Administration ICMA Pakistan's Head Office, ICMAP Avenue, ST-18/C, Block-6, Gulshan-e-Iqbal, Karachi.	Director Central Region ICMA Pakistan Lahore Campus 42, Ferozpur Road, Lahore.	Director Northern Region ICMA Pakistan Islamabad Campus, Plot No. 16, Sector H/9, Islamabad.	Deputy Director ICMA Pakistan Multan Campus, ICMAP Street, Shalimar Colony, Bosan Road, Multan	Dy. Director ICMA Pakistan Faisalabad Campus, 335-B, People's Colony No. 1, Off Satiana Road, Faisalabad

www.icmap.com.pk

Evaluation & Flow of Process



Company's Stamp	Signature

Technical Evaluation Documentation Requirement

Following documents are required and would be used for **Technical Evaluation**:

- (i) Covering Letter;
- (ii) Copy of Company Registration Certificate;
- (iii) Copy of valid NTN Certificate;
- (iv) Copy of valid Sales Tax Registration Certificate (if applicable);
- (v) Copy(ies) of certificate of professional / technical association;
- (vi) Complete Profile / Introduction of Organization (including name of Chief Executive, Partners, Professionals, etc);
- (vii) Financial Soundness Proof (Bank Reference or Bank Statement or Audited Report / Accounts);
- (viii) Copy of any international / local affiliation (if any);
- (ix) Copy of ISO 9001 / 2000 Certificates / local and international standards (if any);

Documents required on prescribed format

- (x) List of major Clients with Contact Person (regular and occasional);
- (xi) List of major works completed / executed and services rendered (if exceeds 50 then only of last 5 years);
- (xii) Details of Professional Staff (if applicable);
- (xiii) List of nationwide offices;

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

Company's Stamp	Signature

Issued to : _____
 Advertisement Reference : _____
 Issued on : _____ Issued by: _____

The Director,
 Administration,
 ICMAP Head Office,
 Karachi.

Subject: Pre-Qualification of Suppliers / Service Provider

I / We are interested to **register / apply for pre-qualification of our organization / firm** in the following category (ies) (please ✓ mark):

Sr.	Tick Mark	Category	Certificate of Proof* (if any) – Please mention Attached Annex No.
Suppliers			
1		Stationery Items and Office Supplies;	
2		Computer Hardware & Accessories, Network and Communication Tools;	
3		Printing Paper and Art Card Suppliers;	
4		Furniture & Fixtures, Chairs, Tables, etc;	
5		Electrical and Electronics Items;	
6		Plaques, Mementos, Souvenirs, Corporate Giveaways, etc;	
7		Security Equipment, Cameras, CCTV, etc;	
8		Booksellers;	
Service Providers – Insurance Services			
9		Health Insurance for Employees;	
10		Group Insurance for Members and Employees;	
11		General and Vehicle Insurance;	
Service Providers – Contractual Services			
12		Travel Agents and Ticketing Services;	
13		In-house Cafeteria / Canteen Services;	
14		Security Guard Services;	
15		Janitorial Services;	
16		A/Cs Repair & Maintenance;	
17		IT Hardware Repair and Maintenance	
18		General Services for Repair & Maintenance	
Service Providers – Specialized Services			
19		Printing and Publications including Off-set, Panaflex, Banner, etc;	
20		Advertising Agency / Firm	
21		Graphics Designing / Composing Services	
22		Corporate Identity / Image Building	
23		Book Binding, Compiling, etc;	
24		Digital and Ordinary Identification Card Making;	
25		Internet, Communication and Broadband Services;	
26		Networking and Data Cables Repair & Maintenance;	
27		Services of Diesel Generators, Photocopiers, Laser / other	

		Printers, PABX, etc;	
28		UPS, Dry Battery, Stabilizer, etc Repair & Maintenance;	
29		Electrical Wiring, Plumbing, etc	
Service Providers – Rental Services			
30		Rent-a-Car / Van / Bus Rental Services;	
31		Security Equipment;	
32		Photocopying Services;	
Service Providers – Miscellaneous Services			
33		Guest / Hotel Rooms Services	
34		Interior Designer / Architect	
35		Engineering Consultants	
36		Catering Services	
37		Curtain, Blinds, Repair & Maintenance;	
38		Newspaper Distributors;	
39		Water Tanker Services;	
40		Motor Vehicle Repair and Maintenance;	
41		Sanitary and Hardware Items;	
42		Contractors to provide Carpenter, Painter, Sewage Cleaner, Plumber, Electrician, Mason, and other skilled labor;	
43		SMS / Email Marketing Services	

* Certificate of Proof is the **membership / registration certificate** of Federation, Chambers, trade bodies / associations such as FPCCI, LCCI, TAAP, IAP, APSAA, etc; regulatory bodies / authorities such as SECP, Stock Exchange, PEC, TDAP, etc and registration / certificate of working with government organizations such as CDGK, CDA, etc.

I / We can adequately supply and provide services to following cities (please ✓ mark):

Sr.	Tick Mark	City	Address of Offices / Branches / Showrooms / Shops
1		Karachi	
2		Lahore	
3		Islamabad	
4		Multan	
5		Faisalabad	

Company's Stamp	Signature

List of major Clients with Contact Person

I / We have provided supplies / services to following **Clients** (along with their details):

Sr.	Category	Clients / Organization Served	Concerned Officer(s) of Client / Organization	Contact No. / Email

Use extra sheet in the same format if required.

Company's Stamp

Signature

Details of Professional Staff

Sr.	Name	Designation	Qualification	Years of Experience

Use extra sheet in the same format if required.

Company's Stamp

Signature

ORGANIZATION'S INFORMATION

OFFICES

List of Offices with Contact Person

Sr.	Based at City	Partner / Concerned Officer	Contact Address	Contact No.

Use extra sheet in the same format if required.

Company's Stamp

Signature

Pre-Tender Terms & Conditions (for Participation)

1. The Suppliers / Service Providers with nationwide supplies / services with own facilities will be preferred;
2. The participating organization should have expertise in their relevant field;
3. The organization should have its own expertise in all respect;
4. The organization should at-least have 1-year professional experience in respective categories for working with reputable clients;
5. Tenders should be submitted on ICMA Pakistan's prescribed format with stamp of the organization otherwise will be rejected;
6. The participants must submit valid NTN certificate, last 6-month bank statement or certificate of financial soundness or annual report and list of clients with contact person (regular and occasional) on ICMAP specified format;
7. If required, the selected / short-listed organizations will be informed in due course of time;
8. The financial bids / quotations will be invited from selected / short-listed organizations as and when desired;
9. ICMA Pakistan reserves the rights to accept or reject any or all organizations / firms applied for registration / pre-qualification on the basis of technical grounds or any other reason without informing them;
10. The tender documents may be obtained from June 16, 2014 from the following addresses or may be downloaded from the website:

Head Office, Karachi	Lahore	Islamabad	Multan	Faisalabad
Director Administration ICMAP Head Office, ST-18/C, Block-6, Gulshan-e-Iqbal, Karachi.	Director Central Region ICMAP Lahore Centre 42, Ferozpur Road, Lahore.	Director Northern Region ICMAP Islamabad Centre, Plot No. 16, Sector H/9, Islamabad.	Deputy Director ICMAP Multan Centre ICMAP Street, Shalimar Colony, Bosan Road, Multan	Deputy Director ICMAP Faisalabad Centre 335-B, People's Colony No. 1, Off Satiana Road, Faisalabad.

11. The sealed documents should be submitted not later by **5 pm on June 30, 2014** to following addresses:

Head Office, Karachi
Director Administration
ICMA Pakistan's Head Office, ST-18/C, ICMAP Avenue, Block-6, Gulshan-e-Iqbal, Karachi.

Terms & Conditions for Selected / Short-listed Suppliers / Service Providers

12. The pre-qualification / registration status of vendors / service-providers will remain valid till 30th June 2015 or until de-registered;
13. The registered / pre-qualified organizations will be preferred for inviting sealed financial bids / quotations;
14. The financial quotations / bids should be provided within the specified time period;
15. The rates should inclusive of all applicable taxes whenever financial bid will be quoted;
16. The rates should also include delivery and installation of relevant items, materials and accessories at ICMAP Head Office including all means of transportation;
17. As and when desired depending on the products / services, earnest money may be required on inviting financial bids / quotations;
18. The sealed financial quotations may / may not be opened in front of bidders;
19. The retention money may be required in case of products / services warranty;
20. The bank guarantee against advance may be required in case of specialized / technical products having long-term commitment;
21. The advance payment (if required) should not exceed maximum 50% subject to approval of the Institute;
22. The Institute will not be liable to change Purchase / Work Order if prices of supply and other materials will increase due to inflation or any other factor;
23. The invoice will be processed after completion of work and its satisfaction certificate by concerned department / officer (if required);
24. The payment will be made within 30 days after submission of invoice and receiving satisfaction certificate;
25. The delivery challan should also be submitted for all part deliveries;
26. The task will be undertaken on the receipt of Purchase / Work Order and according to the specification provided or finally agreed;
27. In case of any change in the specification due to which prices are affected, the same must be informed to Admin. Deptt. in advance;
28. The work should be completed within with specified time period after that penalty will be imposed;
29. Incomplete proposal or those received after deadline date and time will not be entertained;
30. In case of Tax exemption, tax exemption certificate will be required along with Invoice;

Company's Stamp

Signature

For further information and clarification, please contact:

Mr. Muhammad Aftab, Officer Administration

ICMAP Head Office, ST-18/C, ICMAP Avenue, Block – 6, Gulshan-e-Iqbal, Karachi.

Phone No.: 021-99243900 Ext: 222; **Fax No.:** 021-99243342; **Email:** admin@icmap.com.pk; **URL:** www.icmap.com.pk