



Government of Pakistan

Ministry of Defence

Survey of Pakistan

Lithographic Printing Office

Rawalpindi

Tele: 051- 9290211

Fax: 051 -9290205

No. /15-C-21/C.T.P

Dated. -11-2024

To,

The Director Advertisement,
Press information Department,
Zero point, Islamabad.

Sub: - **PUBLICATION OF CLASSIFIED ADVERTISEMENT**

Please arrange to publish enclosed tender Notice according to the requirements as specified hereunder:

1.	Language	One English & one Urdu
2.	Region	Rawalpindi/ Islamabad
3.	No. of insertion	Only one insertion
4.	Date of insertion	10-11-2024
5.	Special instructions	Due to limited funds, insertion may be restricted as minimum as possible

2. Necessary funds to meet the expenditure on above advertisement are available. Therefore, after publication of tender, bill in duplicate in the name of Manager, Lithographic Printing Office, Survey of Pakistan, Rawalpindi along with copy of tender published may be sent for payment in due course, please.

(GHULAM MUSTAFA)
Chairman Purchase Committee

Distribution

- i. Email: pid.classified1@gmail.com
- ii. In-charge CDBA, with the request to upload the same on SoP's website
- iii. File No. 15-C-21/C.T.P

**SURVEY OF PAKISTAN
DIRECTORATE OF PRINTING & GEODESY
Rawalpindi**



**INVITATION TO BID
FOR SERVICES & REPAIR OF
KODAK ACHIEVE CTP MACHINE**

Survey of Pakistan, a National Surveying & Mapping Agency, invites bids through EPADS for the **“REPAIR, AND MAINTENANCE OF KODAK ACHIEVE CTP MACHINE”** under **Single Stage-Two Envelopes procedure** from the original manufacturers/ suppliers / contractors etc., who are active taxpayers with valid GST, NTN and professional tax certificate for supply of following items. The tender is available on EPADS, PPRA and website of Survey of Pakistan (www.sop.gov.pk).

S. No.	Item	Qty.
1	REPAIR AND SERVICES FOR KODAK ACHIEVE COMPUTER TO PLATE SYSTEM MODEL T-800	1

E-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (www.eprocure.gov.pk). The machine can be seen in the Lithographic Printing Office Survey of Pakistan Faizabad Rawalpindi during office hours (9:00-16:00 hrs). The bids, must be submitted through EPADS on or before **26-11-2024** at 11:00 hrs. Manual bids, shall not be accepted. Electronics Bids will be opened on the same day at 11:30 hrs.

(GHULAM MUSTAFA)
MANAGER
LITHOGRAPHIC PRINTING OFFICE
051-9290211

TERMS & CONDITIONS

1. Applications on prescribed form (attached) along with technical specifications (compliance sheet) and contract, which can be downloaded from the website of PPRA and official website of SoP. Application should be submitted through EPADS and hardcopy sealed bids to **Chairman Purchase Committee, LPO, Directorate of Printing & Geodesy by registered post/courier latest by 11:00 hours on 26-11-2024**. These will be opened at 11:30 hours on the same day in the presence of bidders or their authorized representatives.
2. The method of rendering Services is **Single Stage – Two envelopes** as per PPRA's rules.
3. Forms/ Proforma for Technical Proposal and Financial Proposal, to be submitted on firm letterheads, are attached as **Annex-A & Annex-B** respectively.
4. The Bidders will send their Proposals in three sealed envelopes, marked as "FINANCIAL PROPOSAL", "TECHNICAL PROPOSAL" & "Bank Draft" in bold and legible letters to avoid confusion. Initially, envelopes marked as **Technical Proposal and Bank Draft** shall be opened and envelopes marked as Financial Proposal shall be retained in the custody of Chairman Purchase Committee. After the **evaluation & recommendations by the concerned Technical Evaluation/Quality Control Committee**, Financial Proposals of only technically qualified bids will be opened. Date and time of opening of Financial Proposal will be informed to bidders after evaluation of technical bids by the Committee.
5. The Financial Proposals of bids found technically non-responsive shall be returned un-opened to the respective bidders.
6. Rupees Eighty Thousand only, (Rs.80,000/-) as earnest money in shape of pay order/bank draft in the name of Chairman Purchase Committee, "REPAIR, MAINTENANCE AND PART REPLACEMENT OF KODAK ACHIEVE CTP MACHINE", Survey of Pakistan, Rawalpindi should be enclosed in the envelope marked as Bank draft.
7. Bidder will provide item wise problem in the machine with each item's specifications and Bidder response should be explicit for each component. Any ambiguous and implicit words in quotations (such as yes, ok, offered, available, provided, etc.) will be treated as 'non-responsive' and bidder should provide the time of completion of work in the Technical Bid.
8. Bidder shall not submit any document after due date except in response to any clarification sought by **Chairman Purchase Committee**.
9. **Survey of Pakistan reserves the right to reject any or all bids or accept any bid subject to the relevant provisions of PPRA Rules-33.**
10. Only registered Contractors who are on Active Tax Payers List (ATL) of FBR are eligible to participate in the bidding process. The Contractor should attach a proof that he is on ATL of FBR Data Base.

11. In Financial Proposal, the prices should be inclusive of all leviable taxes. The bidders should also provide the detail price analysis of the items in their Financial Proposal along with net quoted unit rate with GST and without GST showing complete pen picture of their quoted prices. Prices should be mentioned both in words & figures. In case of difference, the amount given in words will be accepted.
12. Bids will be valid for 120 days from the date of signing the contract.
13. Warranty period may be extended to six months of the part repaired / replaced if fault occurs in the parts during initial warranty period and bidder is liable to replace the part at its own expense.
14. Successful bidder(s) will provide services at **HQs, Survey of Pakistan (SoP), Faizabad, Murree Road, Rawalpindi at their own cost/ freight & tools.**
15. Successful bidder(s) will be required to execute agreement governing the terms & conditions of the contract.
16. **Liquidation Damages:** The firm has to pay liquidation damages for the period of delays in supply of deliverables upto rate of 5% of the contract price per month or part of a month exceeding the original delivery period subject to the provision that total liquidation damages thus levied will not exceed 10% of the total contract price.
17. **Performance Guarantee:** The bidder shall provide to Survey of Pakistan (SoP), a Performance Guarantee issued by A-Plus Pakistani Scheduled Bank, having a value of 10% of the contract price and which is valid for 12 months beyond the expected date of delivery of the Services. SoP shall confirm the authenticity / genuineness of the Bank Guarantee from the concerned Bank. Performance Guarantee shall be submitted just after successful completion of work after obtaining Acceptance letter from SoP. 10% performance guarantee will remain held with SoP and be released after warranty period of repair/service of machine.
 - a. Bank Guarantee furnished against this contract is un-conditional and en-cashable at the will of the firm. Firm will undertake not to hinder/restrain its encashment through court, extra judicial or any other way (including administrative process)
 - b. If the firm fails to produce the Bank Guarantee within 15 days after successfully qualified at financial evaluation. SoP reserves the right of cancelling the contract at the risk and expense of the firm. In the event of un-satisfactory performance or of any breach of terms of the contract, the bank guarantee shall be forfeited to the govt at the discretion of the firm.
18. **Confidentiality:** The firm shall not, during the process of execution or after expiration of this contract, disclose any proprietary or data without the prior written consent of SoP.
19. **Force Majeure:** Both the parties shall not be held responsible for any delay occurring in the Project due to event of Force Majeure such as acts of God, War, Civil commotion, Strike, Lockouts, Act of Foreign Govt and its agencies and disturbance directly affecting the parties over the events or circumstances where both the parties have no control. In such an event both parties will inform each other within 15 days of the happening and within the same timeframe about the discontinuation of such circumstances / happening in writing.
20. Every page of the original proposal documents should be signed and stamped by the bidder and proposal to be submitted in binded form otherwise bid will not be accepted.

21. Any firm, which furnishes wrong information, will be liable for legal proceeding. Any contract awarded in such case when found out, will be cancelled.
22. The bidder/lead should not be blacklisted by any of its clients. An affidavit to this effect must be submitted by the bidder.
23. The successful bidder will be responsible for transportation, installation and smooth functioning of the machine.
- 24. Financial ability:** The bidding firm must show the bank statement of at least Rs. 3 million in its account.
- 25. Experience:** Bidder must have experience, minimum of five years of repair, maintenance and shipment of parts of CTP machines.
- 26. Responsibility:**
 - a) Bidder should be responsible for repair, maintenance, part replacement and proper functioning of machine.
 - b) In case any problem in machine occurs due to fault of its any part, preference is to replace the part rather than repair.
 - c) Faulty part/item which will be replaced is the property of SoP and must be returned to SoP by the firm.
 - d) The firm should replace or repair the part from manufacturing company of the CTP machine i.e. KODAK.
 - e) Bidding firm will provide all technical specifications of items after its installation.
- 27. Litigation:** In case any dispute, only court of law at Islamabad/ Rawalpindi have jurisdiction to decide the matter.
- 28.** For more information and to see the samples of items, please contact **Mr. Ghulam Mustafa, Chairman Purchase Committee, LPO, SoP Rawalpindi at telephone No. 051-9290211 during office hours.**

EVALUATION CRITERIA

1. **Technical Evaluation:** Technical Evaluation Reports of the Technical Proposals will be made as per tender specifications without the reference to the price as per PPRA Rule 36 (b)(v). The Technical proposal evaluation committee will evaluate the technical proposals and qualifications.
 - i. Evaluation Criteria for Technical Evaluation is as under. Non-Compliance of any of following criteria will be declared technically non-responsive and disqualified.
 - a. 100% Compliance of Annex -A, assessing the fault of machine should be submitted.
 - b. Availability of certificate Active Tax Payer for Income Tax & Sales Tax
 - c. Pay order/bank draft Rs.80,000/- as Earnest Money
 - d. Affidavit of firm not being blacklisted.
 - e. Financial statement of Six Months showing at least Rs 3 million amounts as current balance.

2. Evaluation of Financial Proposals / Bids

- a. Only the Financial Proposals of those bidders will be opened publicly who's Technical Proposals are qualified/ accepted by the Technical Evaluation Committee. **For financial evaluation, the total cost of whole package indicated in the Financial Proposal will be considered.**
- b. The Purchase Committee will determine whether the Financial Proposals are complete. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of these materials. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations within the total quoted price shall be that of the Vendor. The lowest Financial Proposal will be considered as the most advantageous bid.
- c. According to PPRA Rule 38-A, the bidder may offer un-conditional discount, in percentage of their quoted price or bids, before opening of the financial proposal. The discount bid price shall be considered as original bid for evaluation being an integral part of the bid. No offer of discount shall be considered after the bids are opened. The bidder will offer discount in term of percentage of financial bid in writing on Firm letterhead.
- d. The bid having **the lowest total cost of the whole package inclusive of all taxes will be considered as most advantageous bid.**

RESPONSIBILITY AGAINST DAMAGES/OWNERSHIP

The bidder shall be responsible for whole/any damage caused to the item(s) by accident / improper handling / loading, un-loading, before handing over to / taking charge by Survey of Pakistan (SoP). The bidder shall replace the same at its own cost.

PAYMENT:

- i. Payment shall not be made in advance and against partial deliveries.
- ii. The bidder shall provide necessary and supporting documents along with invoice.
- iii. The bidder shall submit an application for payment to the **Chairman Purchase Committee**, Survey of Pakistan Rawalpindi. The application shall be accompanied by such invoices, receipt or other documentary evidences as SoP require, state the amount claimed and particulars of items supplied/equipment up to the date of application for payment.
- iv. The SoP will undergo verification of the specifications and details of the delivered items. Payment will be rendered upon the installation & smooth functioning of machine and subsequent issuance of a satisfactory certificate by the relevant Technical Evaluation Committee. In the event that the bidding firm provides substandard services, he will be held responsible for the entire cost associated with the repair & maintenance of machine in such instances.
- v. SoP shall make payment of services to the bidding firm as per Govt. policy in Pak Rupees through crossed Cheque.
- vi. Payment will be made through AGPR, SoP will process the bill after receipt of the invoice.
- vii. All payment shall be subject to any and all taxes, duties and levies applicable under the laws

of Pakistan for the whole period starting from issuance of Supply Order till delivery of the items and installation.

WORK ORDER

- i. The successful bidder shall be required to replace/repair the equipment within **the time mentioned in technical bid**. It should not be delayed upto 03 months.
- ii. The most advantageous bidding firm/vendor shall be responsible to deliver goods & offer services at **HQs, Survey of Pakistan, Faizabad, Murree Road, Rawalpindi at their own cost/ freight & tools.** within due time as given in work Order/Tender document.

AGREEMENT DEED

After receiving Letter of Intent from SoP, the firm has to sign a formal agreement deed on a stamp paper of appropriate value as per attached sample within a week.

CONTRACT AGREEMENT

GOVERNMENT OF PAKISTAN
(MINISTRY OF DEFENCE)
SURVEY OF PAKISTAN
RAWALPINDI

Contract No. /11-A-25/Services and Repair of KODAK ACHIEVE CTP dated: - -2024

Refers RENDER's Tender No.

An agreement made the _____ day of-----Two Thousand Twenty Four between the President of Pakistan (herein after called the "INDENTER" on the one part and M/s. -----
.....'
"RENDER" on the other part.

Whereby it is agreed that the Indenter shall intend and the Render shall provide all the services for maintenance, repairing and part replacement (if necessary) as described in the schedule given hereunder at the price mentioned therein already transmitted through letter of intent subject to the special conditions as follow:

WORK SCHEDULE

Description of services provided	Bill in name of	Cost (Rs.)	Cost with GST (Rs.)	Delivery Date
	Chairman Purchase Committee, LPO Survey of Pakistan Rawalpindi			On or before
Total Cost				

<p>WARNING: Any information about the repairing/replacement of the items of machines under this contract shall not be communicated to any person, other than the render's firm or to any press or agency not authorized by the Surveyor General of Pakistan/Ministry of Defence to receive it. The breach of the undertaking shall be punishable under the Official Secrets Act, 1923</p>

CONTRACT CONDITIONS/CLAUSES:

- 1). **Name of consignee:** Chairman Purchase Committee, LPO, Dte.(P&G) Survey of Pakistan Rawalpindi.
- 2). **Contractor's Name an Address:** M/s.
- 3). **Contractor's NTN No.**
- 4). **Contractor's Sales Tax Reg. No:**
- 5). **Date of Handing over:**
- 6). **Services Instructions:** Contractor should be responsible for repair, maintenance, part replacement and proper functioning of machine.
- 7). **Goods**
- 8). **Inspection:**
 - a) **Inspection Authority:** Technical Evaluation Committees (TECs)
 - b) **Inspection Officer:** Chairman Technical Evaluation Committees
 - c) **Place of Inspection:** Consignee's Premises at HQs, Survey of Pakistan, Faizabad, Murree Road, Rawalpindi at their owncost/ freight.
 - d) The Inspecting Officer will be informed 02 working days in advance about the time for inspection.
- 9). **Terms of Payment:**
 - a) 100% payment of value of the work order will be paid to M/s. -----
-----, through Cheque by submission of bills duly supported by the **NOC** from concerned **TEC**
 - b) Bill will be furnished to the **Chairman Purchase Committee**, SoP, Rawalpindi.

10). Taxes & Duties:

- a) **Duties & Taxes Applicable:** The prices quoted are inclusive of all kinds of duties and taxes. The Indenter shall not be liable for reimbursement of duties and taxes on the contracted services other than those given in the quoted rates. The payment of element of taxes and duties, which are included in quoted rates, will be made to the Contractor only after production of duly authenticated documentary proof of its payment to the respective department. In case fresh taxes and duties are levied by the government after opening of the tender will signing of the contract and during the currency of the contract i.e. within the original delivery period) or if the existing rates of taxes are increased after opening of the tender and during the currency of the contract, liability shall be of the service indenter and the same shall be reimbursed to the Contractor at actual, on production of documentary proof of his payment duly authenticated. In case of any subsequent decrease in existing or future duty or taxes by the Govt. after opening of tender and during the currency of the contract the liability shall be of the Contractor and the Contractor shall reimburse the same to SoP.
- b) For release of payment, the Contractor would be required to furnish the following documents to **Chairman Purchase Committee,**
- i Proof of registration with Sales Tax Department (Copy of Registration Certificate).
 - ii Sales Tax Invoice in original showing description/quantity/value of good and current amount of Sales Tax leviable thereon.

11). Bank Guarantee Clause:

- c) To ensure timely and correct repair and smooth execution of warranty conditions the firm will furnish a bank guarantee/draft from a schedule bank for an amount of 10% of the total value of the contract amounting to Rs. ----- to **CPC**. After completion of warranty period i.e. 01 month from the date of signing of NOC by **PC** the Contractor will request the **CPC** through **Chairman Purchase Committee,** for the withdrawal of bank guarantee/draft. The bank draft will be encased/deposited in SoP's bank account. The bank draft shall be produced by the Contractor within **07 days** from the date of issue of letter of intent/signing of contract deed and shall remain in force till completion of the warranty period beyond the date of inspection.
- d) If the Contractor fails to produce the bank guarantee/draft within the specified period, the **Chairman Purchase Committee,** reserves the right of canceling the contract at the risk and expense of the Contractor. In the event of un-satisfactory performance or of any breach of terms of the contract, the bank guarantee/draft shall be forfeited to the government at the discretion of the purchaser. On satisfactory performance of the contract the bank guarantee/draft will be returned to the Contractor by **CPC**, on receipt of clearance from the Consignee.
- c) Bank guarantee/draft furnished against this contract is un-conditional and encashable at the will of purchaser. Contractor undertakes not to hinder/restrain its

encashment through court, extra judicial or any other way (including administrative process).

12). Contractor Warranty/Guarantee:

- e) The Contractor shall furnish warranty for the stores under supply against defects in material workmanship, and satisfactory performance for one month. The stores will be of the high-test grade and consistent with general expectable standard for the stores of type ordered in full conformity with governing specifications and performance of stores with the liability of replacing defective/unacceptable part free of cost within **15 days** by the Contractor on receiving the discrepancy report, failing which the purchaser shall have the right to purchase the stores (against the stores declared defective) at the Contractor's risk and expense. The Contractor also undertakes to make good the deficiency in supply, if any.
- f) Contractor's warranty shall be provided to the consignee along with the store.

13). Inspection after Expiry of Delivery Period:

Unless informed and directed to the contrary during the currency of the contract, the Inspection Officer will continue the inspection of the stores at firm's risk even after expiry of delivery period. Such acceptance will not prejudice the purchaser's right to cancel the contract or to extend the delivery period with or without liquidated damages.

14). Failure and Termination: Should the Contractor fail to deliver the stores within stipulated period of supply, on the expiry; the purchaser shall be entitled at his option to take either of the following actions:

- a) To cancel the contract or purchase from elsewhere the stores not delivered, at risk and expense of the Contractor and without notice to him. The Contractor shall also be liable to any loss which purchaser sustains on this account but shall not be entitled to any gain of repurchase.
- b) To make the Contractor pay liquidation damages for the period of delays in supply up to the rate of **5%** of the contract value un-supplied stores per month or part of a month for the period exceeding the original delivery period subject to the provision that total liquidation damages thus levied will not exceed **10%** of the total contract value.
- c) If contract of the firm is cancelled at 'Risk and Expense' then the latest equivalent of their cancelled stores will be purchased at 'Risk and Expense' of the concerned firm if the cancelled type/category is not available in the market. Similarly, an item of contract on FOR (indigenous) basis may be produced at risk and expenses of the firm on FOR (Imported) basis and vice-versa in the interest of the state.

15). Force Majeure: Force Majeure shall mean any event, act or other circumstances, not being an event, act or circumstance, under the control of the purchaser or of the Contractor. Non-availability of raw material from the manufacturer of stores, or of export permit for the export of the contracted stores from the country of its origin, shall not constitute Force Majeure.

16). Special Instructions:

Warranty/Guarantee:

- a) The Contractor will be responsible for supervising the quality and condition of the equipment during the repair and maintenance process. In case any discrepancies or defects are identified, the Contractor shall be liable to rectify or replace the faulty parts or perform necessary repairs at its own expense. The Contractor shall ensure that all replacement parts or repairs meet the agreed-upon specifications and standards. A **Warranty/Guarantee Certificate** for all repaired or

replaced components shall be provided to the client upon completion of the work for 6 months.

b) The Contractor must clearly specify the brand, model, and trade mark of all replacement parts, tools, or materials used in the repair and maintenance work. If any parts or materials received are found to be non-conforming or defective upon inspection, the Contractor will be obligated to replace or repair them at no additional cost to the client.

c) The Contractor is strictly bound to perform all repairs and maintenance services in accordance with the specifications outlined in the contract or agreement. The Contractor is also responsible for ensuring the equipment functions properly following the repair work and fulfilling all related obligations under this contract.

17). Litigation: In case of any dispute, only court of jurisdiction at Rawalpindi shall have the jurisdiction to decide the matter.

SIGNATURES

INDENTER

Designation	Chairman Purchase Committee
Name	
Signature	
For and on behalf of the President of Islamic Republic of Pakistan.	

CONTRACTOR

Name	
Designation	
Signature	

PRESCRIBED APPLICATION FORM FOR TENDERING OF SERVICES

(To be printed on firm/Contractor's letter head duly signed by the authorized representative)

The Chairman Purchase Committee,
Directorate Printing & Geodesy, Survey of Pakistan,
Faizabad, Murree Road, Rawalpindi.

In response to tender No. _____ dated: - -2024 we M/s.
..... have downloaded Tender Documents consisting of Contract Proforma
for Tendering under Purchase of stores including the detail and specifications from PPRA's website.

We have gone through all the terms and conditions contained in above mentioned documents and those, which are the part of tender.

We fully agree to abide by the terms and conditions contained in the said documents and therefore hereby submit Technical as well as Financial Proposals attached as Annex A & B respectively,

**AUTHORISED SIGNATURE NAME
& SEAL OF FIRM/CONTRACTOR**

Note: All participating bidders are required to visit LPO unit, SoP HQs, Rawalpindi during office hours (8:30 am to 4:30 pm) to see samples of above item before bidding.

Technical Proposal

Sr. No	Part/Item	Fault Description	Repaired/Replaced	Quantity	Time Duration Required	Remarks (If any)

Important Note:

- I. All Replaced parts should be genuine.
- II. If any part needs to be repaired, it should be done from KODAK Company.

Name & Seal of the Firm: -

Date: _____

Authorized Signature
(With official stamp)

A. Financial Proposal (For Machinery)

Sr. No	Item Description	Service Provided	Expense		
			Amount	GST (%)	Amount with GST
Total Amount(A)					

B. Financial Proposal (For Services)

Sr. No	Item Description	Service Provided	Expense		
			Amount	GST (%)	Amount with GST
Total Amount (B)					

C. Total Cost

Total Amount (A+B)	In Digits: _____ In Words: _____ _____
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Name & Seal of the Firm: -
Date:

Authorized Signature
(With official stamp)