



Tender Fee: Free of Cost

## **Bidding Document**

### **Tender for Printing Service for Window Branding of HBFC Branches**

**Bid No. HBFC/HOK/GSD/2022/1011**



Bid No. HBFC/HOK/GSD/2022/1011

May 16, 2022

**Invitation for Bids (IFB)**

**Tender for Printing Service for Window Branding of HBFC Branches**

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable housing finance solutions, preferably to the low and middle income groups of the population. HBFC invites sealed bids from printing service providers for Printing of Media for Window Branding of HBFC Branches and Offices Nationwide.

Bids will be evaluated in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., "Single stage-one envelope procedure". Bidding document containing detailed scope of work and Mandatory Criteria etc. may be downloaded free of cost from the [www.hbfc.com.pk](http://www.hbfc.com.pk). This IFB is also available at PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals, must reach at the address given below on or before **June 01, 2022 at 11:00 am**. Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit **Rs.20,000/-** Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

**Head - General Services Department**  
House Building Finance Company Limited  
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi  
Tel: 021-35641752/39



## General

### 1. Scope of Bid

House Building Finance Company (HBFC) is country's premier housing finance institution, providing housing solutions to the low and middle income groups of the population. HBFC operates through its deep rooted national footprint of 51 branches. HBFC invites sealed bids for Printing of Media for Window Branding with delivery and fixing of printed material at the designated HBFC Branches and Offices according to the Specification and approved designs as mentioned in **Annexure - A**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

### 2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

## Bidding Documents

### 3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

### 4. Amendment of Bidding Documents

i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject modify or replace earlier ones.

ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

## Preparation of Bids

### 5. Bid Prices

The Work Order will be issued for Printing of Window Branding as per approved design for HBFC Branches as described in Annexure - A and the bidder will fill in rates in their Financial Proposal accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.

## Submission of Bids

### 6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

### 7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

## Bids Opening and Evaluation

### 8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

### 9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

### 10. Mandatory Criteria for Selection of Bids

The bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single Stage - one envelope procedure. Bids will be evaluated as per the Mandatory Criteria at **Annexure - B**. Bidders must ensure to comply all the fields given in **Annexure - B**. If a bidder is unable to comply in any of the given field, their bid will be disqualified for further processing.

### 11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format (**Annexure C**) who shall be able to provide information about services rendered by the firm.

### 12. Bid Security

All bidders are required to submit **Rs.20,000/= Bid Security** with their financial proposals (inclusive of all applicable taxes, options etc.), as per the given financial proposal format, in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.



## Award Criteria

### 13. Award Criteria

The Work Order will be awarded on the most advantageous bidder(s) whose bid(s) have been found compliant to the Mandatory Criteria and emerged as financially lowest on rate running basis as per PPRA rules.

### 14. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

### 15. Payment

Payments will be made by HBFC after successful completion of the entire assignment which includes delivery & pasting of media on the designated HBFC Branches and Offices as per **Annexure-A**. No Advance Payment / Mobilization Advance will be paid before the completion of the project(s).

### 16. Code of Conduct

It is the HBFC's policy to require that suppliers observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

### 17. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact i.e., in accordance with prescribed format attached hereto at **Annexure - D**.

### 18. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

**Bid Data Sheet**

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

| S# | Details  |
|----|--|
| 1. | <b>Tender for Printing Service for Window Branding of HBFC Branches</b><br>Ref No. HBFC/HOK/GSD/2022/1011  |
| 2. | <p><b><u>Contact Information and Communication</u></b><br/>The contact detail for all correspondence in relation to this bid is as follows:<br/>Name: Asad Baber Khan<br/>Designation: Manager Procurement - GSD<br/>Email: <a href="mailto:asad.baber@hbfc.com.pk">asad.baber@hbfc.com.pk</a><br/>Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi.<br/>Phone: +92 21 35641752</p> <p><b><u>Technical Contact:</u></b><br/>Name: Syeda Zauwia Riaz<br/>Designation: Manager – Business and Operations<br/>Email: <a href="mailto:zauwia.riaz@hbfc.com.pk">zauwia.riaz@hbfc.com.pk</a><br/>Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi.<br/>Phone: +92 21 35641711 (Ext. 778)</p> |
| 3. | Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.  |
| 4. | All bids will be evaluated in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., “Single stage-one envelope procedure”. Bidders must ensure to comply with Mandatory Criteria provided in <b>Annexure – B</b> . If a bidder is unable to comply in any of the given field of Mandatory Criteria, their proposal will be rejected for further processing.  |
| 5. | The period of Bid validity will be 120 (One Hundred Twenty) days after opening of the Bids.  |
| 6. | All bidders are required to submit Rs.20,000/= bid security enclosed in financial proposal submitted along with the bidding document in shape of a Bank Draft / Pay Order. Bids received without Bid Security shall be rejected.   |
| 7. | <p>The Company’s address for the purpose of bid submission is:</p> <p style="text-align: center;"><b>Head - General Services Department,</b><br/>House Building Finance Company Limited,<br/>3<sup>rd</sup> Floor, Finance and Trade Centre,<br/>Shahrah-e-Faisal, Karachi, Pakistan<br/>Telephone No: 021- 35641752</p>   |



8. The deadline for submission of bids will be June 01, 2022 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:

House Building Finance Company Limited,  
3<sup>rd</sup>. Floor, Finance and Trade Centre,  
Shahrah-e-Faisal, Karachi –Pakistan.

**Scope of Work and Specification**

| S.No | Branches Name                     | Branches Address  |
|------|-----------------------------------|---|
| 1    | Unit-B Branch Lahore (DHA)        | Plot No. 23/A, Block-XX, Phase 3/C DHA, Lahore  |
| 2    | Unit-C Branch Lahore (Johar Town) | Plot No. 105, Block G/1, Near Doctor's Hospital, Johar Town, Lahore   |
| 3    | Jhang                             | Katchery Road, Opposite Tasveer Mehal Cinema, Saddar, Jhang   |
| 4    | D.G. Khan                         | Khata 53, 54, Mouza Choratha, Sind Janobi, Dera Ghazi Khan  |
| 5    | Nawabshah                         | Plot#. A-84, City Survey No.2267, Ward-"A", Government Employees Co-operative Housing Society Limited, Nawabshah                  |
| 6    | Dadu                              | Plot No. 189, Gulshan-e-Ibrahim Colony, Near Excise Office, Dadu, Taluka & District Dadu  |
| 7    | Rawalpindi                        | Plot No. 13-A Commercial Civil Lines Scheme, Rashid Minhas Road, Near Lucky CNG, Rawalpindi                                       |
| 8    | Mardan                            | Shops No. 51, 52, 53, 54, 55, 56, Upper Ground Floor, Mardan City Centre (MCC) Plaza, Qazi Bashir Road, Mardan Cantonment, Mardan |
| 9    | Chitral                           | Shop No. 01 & 02, Ground Floor, Terichmer View Hotel, Shahi Masjid Road, Chitral  |

1. Successful bidder will visit branches and take specifications of Glass, Door, etc. on which the branding is required to be fixed/pasted.
2. Successful bidder will adapt the approved designs based on specifications.
3. Successful bidder will fix/paste artwork on selected branches
4. Media is one-way vision, 3M Brand or equivalent, 300gsm (Please provide sample with your bid)
5. Type of printing will be Digital and of very high quality.

**Note:**

1. Vendor will quote their rates as per sq. ft. basis which must include all applicable taxes, service charges, travel to the sites and visits etc. No extra payment will be made other than quoted rate. Rate once offered and approved cannot be changed whatsoever.
2. Successful vendor will visit all 09 sites physically to inspect and measure the glass on which the window branding is required.
3. Final measurements will be submitted to HBFC for review and verifications before execution of final work.
4. Once the measurements are finalized, work must be completed within 30 working days starting from final measurement approval date.
5. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Work / Purchase Order as per PPRA rules
6. During the evaluation, no amendments by the bidder in the proposal will be permitted; however HBFC may seek clarification where deemed necessary.
7. Work shall be awarded to the most advantageous bidder as per PPRA rules.



**Mandatory Criteria**

**Tender for Printing Service for Window Branding of HBFC Branches**

| S. No. | Criteria   | Yes | No | Attach Evidences as Under |
|--------|--|-----|----|---------------------------|
| 1      | Supplier must be a registered Tax Payer for at least last three (03) years must appear on the Active Taxpayer List   |     |    | Appendix - A              |
| 2      | Supplier must provide at least two existing customer references of quoted product. (Those will be confirmed for satisfactory feedback)   |     |    | Appendix - B              |
| 3      | Supplier must quote for entire scope of work   |     |    | Appendix - C              |
| 4      | Supplier must be original printing service provider and must have a printing press / printing facility. (HBFC may visit the facility for proof). Please, attach address and location of the printing press / printing facility |     |    | Appendix - D              |
| 5      | Supplier must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any organization  |     |    | Appendix - E              |

**Note:**

1. Bids will be evaluated in terms of Rule 36-(a) of PPRA Rules. i.e., Single Stage - one envelope procedure.
2. Bidder must ensure to comply all the fields given here above.
3. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
4. The financial proposal of technically compliant firm will only be opened.
5. Bidders must place their provided evidences as Appendix (clearly marked).
6. Purchase Order will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the most advantageous bid.

**Client References**

| <b>Reference One (1)</b>   |  |
|----------------------------|--|
| Client Name                |  |
| Contact Person with email  |  |
| Address and Contact Number |  |
| Industry                   |  |
| Delivered items            |  |
| Any Comments               |  |
| <b>Reference Two (2)</b>   |  |
| Client Name                |  |
| Contact Person with email  |  |
| Address and Contact Number |  |
| Industry                   |  |
| Delivered items            |  |
| Any Comments               |  |

**Integrity Pact**

**Tender for Printing Service for Window Branding of HBFC Branches**

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

***For and On Behalf Of***

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Non-Disclosure Agreement**

**Tender for Printing Service for Window Branding of HBFC Branches**

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company (HBFC).
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

**Agreed to and Accepted by**

**House Building Finance Company**

(Signature of “Authorized Representative”)

(Signature of HBFC Authorized Officials)



**Bid Form**

(To be printed on bidder's letterhead)

To:

Dated:

The Head General Services Department,  
House Building Finance Company Limited,  
3<sup>rd</sup> Floor, Finance & Trade Centre, Shahrah-e-Faisal,  
Karachi, Pakistan.

**Financial Proposal**

**Tender for Printing Service for Window Branding of HBFC Branches**

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 120 (One Hundred Twenty Days) from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
[Seal & signature]      [In the capacity of]  
Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Financial Proposal**

**Tender for Printing Service for Window Branding of HBFC Branches**

| <b>S. No.</b> | <b>Item Description</b>   | <b>No. of Branches</b> | <b>Per Square Feet Rate (Rs.)</b><br>(inclusive of all applicable taxes & Charges) |
|---------------|---|------------------------|--|
| <b>1</b>      | Printing of Window Branding Designs for 09 HBFC Branches as per <b>(Annexure-A)</b> | 09                     |  |

**Rate Per Square Feet in Words:** \_\_\_\_\_

**Bid Security Rs.20,000/= (Inclusive of all applicable taxes):** \_\_\_\_\_

**Note:**

1. Successful bidder will visit branches and take specifications of Glass, Door, etc. on which the branding is required to be fixed/pasted.
2. Successful bidder will adapt the approved designs based on specifications.
3. Successful bidder will fix/paste artwork on selected branches
4. Media is one-way vision, 3M Brand or equivalent, 300gsm
5. Type of printing will be Digital and of very high quality.
6. Above quoted rates must be inclusive of all applicable taxes.
7. Successful supplier / vendor will be required to deliver Printing of Window Branding Designs to HBFC Branches and Offices Nationwide.
8. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Work / Purchase Order as per PPRA rules.
9. HBFC reserves the right to award Purchase / Work Order either on itemized or overall lowest basis.



House Building Finance Company

**Contact Form**

Company / Bidder Name: M/s \_\_\_\_\_

Name of Registered Owner / Proprietor: \_\_\_\_\_  
*(As mentioned in the CNIC)*

CNIC No. of Owner / Proprietor: 

|  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |
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*(Please provide a clear copy of CNIC)*

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

\_\_\_\_\_  
**Stamp and Signature**