**Government of Pakistan**

**Prime Minister’s Office (Public)**

**Earthquake Reconstruction & Rehabilitation Authority**

**INVITATION FOR BIDS**

The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabadinvites sealed bids for **Printing of 500 Annual Review Books, 2018-19** at ERRA HQ from Printers who must be registered with Income tax, Sale tax and have at least two years working experience in the relevant field.

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2. Interested Bidders / Printers may download the detailed Bidding Documents having specification and terms & conditions from websites of ERRA ([www.erra.pk](http://www.erra.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)). Bids must be delivered to ERRA HQ office on or before **1100hours on 19-06-2019**. Bids will be opened in the presence of bidders or their authorized representatives at **1130 hours on same day***in*the small conference room ERRA HQ, Murree Road (Opposite Margalla Town), Islamabad.

3. **Single stage one envelope procedure will be adopted.** The Bids must be enclosed with 3% Earnest-money of total Quoted Bid Value (Re-fundable), in the shape of a Pay-order or Bank-draft in favour of Deputy Director (Procurement), ERRA HQ, Islamabad.

4. ERRA reserves the right to accept or reject any or all of the bids at any time in public interest as per PPRA rules.

**(SHABBIR AHMED)**

**DEPUTY DIRECTOR (PROCUREMENT)**

**Earthquake Reconstruction & Rehabilitation Authority (ERRA)**

Headquarter Office Building Complex, Murree Road, Opposite Margalla Town,Islamabad.

Ph: 051 – 9030935

**SPECIFICATION**

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| --- | --- | --- |
| **Name of Procurement** | **Specifications** | **Quantity** |
| Annual Review Book 2018-19 | Approx 80 Pages,  Size 8.5” x 11”  **Title &Back**  Art Card 300 grm  Four colors offset Printing  Matt Lamination.  **Inner Pages**  135grm Art Paper  Four color offset Printing  Gum Binding. | 500 |

**Printing of Annual Review Book, 2018-19**

**TERMS AND CONDITIONS FOR BID AND BIDDERS**

1. **Tender Identification Number.** TENDER No. 24 / 2019.

2. **Title.** Printing of Annul Review Book through “**SINGLE STAGE ONE ENVELOPE METHOD”.**

3. **Procurement Agency.**

**Earthquake Reconstruction & Rehabilitation Authority (ERRA)**

Headquarter Office Building Complex, Murree Road, **Islamabad.**

4. **Last Date & Time for Submission of Bid**. **19-06-2019 1100 Hours**.

5. **Bid Opening Date & Time. 19-06-2019-1130 Hours.**

6. **Bid Opening Address.**

**Small Conference Room ERRA HQ, Islamabad.**

7. **Bid Opening Process / Method.** ERRA will follow **Single Stage, One Envelope** process in accordance with **Rule 36(a) of PPRA Rules 2004**. Each bid shall comprise one single envelope containing clearly marked separately, financial proposal and technical proposal (if any). All bids will be opened and scrutinized. Bids of firms not meeting the required specifications / criteria will not be entertained.

a. **Bid Validity Period.** Bid validity period should be 90 days from the date of opening of Tender.

The amount of the bid and bid security / earnest money shall be in Pak Rupees. The bidders/ Printers are required to deposit **earnest money (refundable) equal to 3% of the bid value** in the shape of either **pay order or demand draft** in favor of **Deputy** **Director Procurement**, ERRA, with their FINANCIAL PROPOSALS. **Bids not accompanied by bid security / earnest money will not be entertained.**

8. **Rejection of Bid.**

a. Incomplete and conditional quotations will be rejected forthwith.

b. Bids received after due date & time will not be accepted.

9. **Bidder’s Mandatory Qualification / Prerequisites.** Thebidder should be original

10. **Bid Supporting Documents.**

a. Earnest Money (refundable) equal to 3% of bid value in Pak Rupees in form of a pay order / Demand Draft in favour of Deputy Director (Procurement), ERRA.

b. Income Tax and Sales Tax Registration Certificate.

c. An affidavit that the Firm / Company has never been blacklisted by any Ministry / Division / Department / Organization of the Government of Pakistan in the past.

11. **TERMS AND CONDITIONS:**

a. Rates must include all taxes.

b. Cutting / overwriting of the offered prices will not be accepted.

c. Strict Compliance of given Specifications will be made. Higher Specifications will be accepted but on competitive prices of bidding process.

d. Number of copies may be increased or decreased.

e. As the number of pages is approximate, therefore, rates should be quoted on per page basis.

12. **Maximum Time of Delivery.**

a. Four weeks.

b. Right to extend time period of delivery remains with ERRA.