

RFQ/Tender Document

Printing of Package E Books for UNICEF project

RFQ/Tender #: MHPK/KHI/SUJ/2025

Printing of Books as per below mentioned detail:

Learner's Guides

S. No	Books Specifications (Learner's Guide)	Tehsil/ Dist.	Quantity
1	English Book containing 87 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF, with laminated book cover binding	Sujawal	1,832
2	Maths Book containing 126 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF, with laminated book cover binding	Sujawal	1,832
3	Science Book containing 145 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF, with laminated book cover binding	Sujawal	1,832
4	ICT Book containing 78 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF, with laminated book cover binding	Sujawal	1,832
5	Islamyat Book containing 69 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF, with laminated book cover binding	Sujawal	1,832
6	Sindhi Book containing 68 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF, with laminated book cover binding	Sujawal	1,832
7	Social Study Book containing 47 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE	Sujawal	1,832

	Department and UNICEF, with laminated book cover binding		
Specification	The paper should be 60 grams and A4 size, with a hard-back cover, a transparent front cover, and tape binding. Additionally, the books should be stapled before binding.		
Total			12,824
Note: All documents/profile are required only from <u>NEW Vendors</u> for Compliance.			

Teacher Guides

S.No	Books Specifications (Teacher Guide)	Tehsil/ Dist.	Quantity
1	English Teacher Guide containing 17 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF with laminated book cover binding	Sujawal	20
2	Maths Teacher Guide containing 70 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF with laminated book cover binding	Sujawal	20
3	Science Teacher Guide containing 30 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF with laminated book cover binding	Sujawal	20
4	ICT Teacher Guide containing 22 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF with laminated book cover binding	Sujawal	20
5	Islamyat Teacher Guide containing 88 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF with laminated book cover binding	Sujawal	50

6	Sindhi Teacher Guide containing 61 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF with laminated book cover binding	Sujawal	50
7	Social Study Teacher Guide containing 53 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF with laminated book cover binding	Sujawal	50
Specification	The paper should be 60 grams and A4 size, with a hard-back cover, a laminated front cover, and tape binding. Additionally, the books should be stapled before binding.		
Total			230
Note: All <i>documents/profile</i> are required only from <i>NEW Vendors</i> for Compliance.			

General Conditions for RFQ/Tender

1. Scope:

Muslim Hands invites RFQ / Tender for the supplies / works described and summarized in accordance with procedures, conditions and contract terms, as prescribed in the RFQ / Tender documents. **Muslim Hands *reserve the right to vary the quantity of work/materials/supplies specified*** in the RFQ / Tender Documents without any changes in unit price or other terms and conditions and to ***accept or reject any, all, or part of submitted offers.***

2. Language:

As determined by **Muslim Hands**, the working language of this tender is English. Other languages will not be accepted.

3. Qualifying and Conditions:

The main criteria for admission to the tender are as follows:

- Duly registered with FBR, having Valid NTN and filer income tax return.
- Provision of evidence of financial soundness.
- Provision of evidence of technical soundness.
- Previous relevant Experience,
- Good track-record and references from previous clients
- Good team composition

4. RFQ / Tender Basis:

- All RFQ / Tender Documents must be completed in full; otherwise, the application will be disqualified.
- All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition in original papers.

- If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid.
- Each bid shall be valid for the period of **45-days** from its date of submission.
- Bids shall be made in writing calculated in **PKR** only and clearly stated on the appropriate forms.
- All prices must inclusive of all taxes, compulsory payments, levies, and duties, including Sales Tax (if applicable).
- The price schedule must include all information requested, including origin of materials.
- The applicant shall attach a detailed timetable for carrying out the works and propose ways and means to realize the works.
- **Muslim Hands** will not be liable for any damage to the applicant person or property if something should occur. **Muslim Hands** strongly recommend that all applicants take extra precaution when visiting / delivering supplies to a project site.

5. Scope of Works:

The scope of work, specifying it as **“Printing of Books”** as per technical specification provided by **Muslim Hands**.

6. Payments:

Payment will be made as per agreed schedule of payment upon satisfactory delivery and technical test report (if any) of the supplies or services to the location mentioned in tender documents/invitation of RFQ / Tender. No mobilization advance will be entertained.

7. Performance Standards:

The work must be undertaken in accordance with all relevant rules, regulations and statutes currently in force in Pakistan.

8. Eligibility of Applicants:

Applicants cannot apply if they:

- Are bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means, which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on **Muslim Hands**).
- Were declared at serious fault of implementation owing to a breach of their contractual obligations
- Are on any list of sanctioned parties issued by the Pakistan Government, United Nations, and European Union.

9. Bid Evaluation:

The Procurement Committee will check the RFQ / Tender to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Procurement Committee may, at its discretion, request clarification.

1. **Technical Evaluation:** The offers will first be evaluated on technical merits. The technical evaluation assesses the capacity of the company based on submitted technical documents.
2. **Financial Evaluation:** The financial evaluation subject to the technical evaluation is based on the cost of assignment given in the RFQ / Tender.

3. **Other Evaluations:** After ranking companies according to financial and technical criteria, the procurement Committee may consider other criteria, including, but not limited to record of past performance, integrity, samples and community repute, when assigning companies to the designated short list.
4. **The Supplier are advised to send Single stage Single envelop.** Submit sealed bids through courier to **Muslim Hands** office address.
5. The envelope will be clearly **marked with the name of project applied for, location/s of project, name & address of vendors/supplier/firms.**
6. **RFQ / Tender/Quotes through fax, email, or by hand will not be accepted.**
7. Submit sealed bids through courier to **Muslim Hands** office address.

10. Selection of RFQ / Tender:

Selection of the successful applicant will be based on the ranking of companies according to technical and financial criteria, as well as any other criteria suggested by the Procurement Committee. Based on this the Procurement Committee will then make a recommendation.

11. Acceptance of Successful RFQ / Tender:

Taking into consideration, the recommendation of the Procurement Committee, **Muslim Hands** will make the final choice of the awarded firm. **(Muslim Hands)** will then send a purchase order / letter of acceptance to the successful applicant. After submitted documentation from the selected firm has been verified, the **vendors/supplier/firm** will then be obliged to sign the contract for the stated amount. Any amendment to the awarded tender will be documented, as an "Annex" to the contract and will be determined by **(Muslim Hands)**.

12. Specifications for project/Printing of books for empowering futures: accelerated learning pathways for out-of-school children and adolescents.

Note: Books can be download from below link in which Urdu medium all books will be replaced in to Sindh version.

The Urdu medium books is mentioned in the folder is just for the costing purpose only, the change of pages in Urdu medium books is up to 7 to 10 pages only. The vendor should be quoted rates accordingly.

<https://drive.google.com/drive/folders/1qUfdd3-DMFRCKfgQlqVb2kibO-uvPhqF?usp=sharing>

Summary of Cost:

Financial Proposal

Name of Firm:

Learner's Guides

S.No	Particulars	Quantity	Amount	Remarks
1	English Book containing 87 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	1,832		
2	Maths Teacher Guide containing 70 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	1,832		
3	Science Book containing 145 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	1,832		
4	ICT Book containing 78 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	1,832		
5	Islamyat Book containing 69 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	1,832		
6	Sindhi Book containing 68 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	1,832		
7	Social Study Book containing 47 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	1,832		
	Transportation cost of learners guides at Muslim Hands District Sujawal office.			

	Total Amount (Including Tax and transportation)	12,824		
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Financial Proposal

Name of Firm:

Teachers' Guides

S.No	Particulars	Quantity	Amount	Remarks
1	English Teacher Guide containing 17 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	20		
2	Maths Teacher Guide containing 70 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	20		
3	Science Teacher Guide containing 30 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	20		
4	ICT Teacher Guide containing 22 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	20		
5	Islamyat Teacher Guide containing 88 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	50		
6	Sindhi Teacher Guide containing 61 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	50		
7	Social Study Teacher Guide containing 53 Pages with one cover page 1 st and last page along with printing logos of Muslim Hands, Sindh Government, NFE Department and UNICEF. With Binding	50		

	Transportation and Delivery cost at Muslim Hands District Sujawal office.	Sujawal		
	Total Amount (Including Tax and transportation)	230		
Grand Total for Learner's Guide & Teacher's Guide including tax and transportation		13,054		

Name: _____ Signature: _____ Date: ____/____/2025

Vendors/supplier/firms Stamp: _____

Technical Proposal

S.NO	Description	Detail	Remarks
1	Project ID		
2	Name of vendors/supplier/firms		
3	Postal Address:		
4	NTN/STN No.		
5	Registration with any other Relevant Department		
6	Bank Account Details:	Title of account: Name of Bank:	
7	Year of Establishment a. With FBR b. Any Other		
8	Past Experience (in Years)		
9	Experience in Printing (in years)		
10	Locations of already completed Projects & years		
11	Name of organizations your vendors/supplier/firms worked in Printing/Stationary		
12	Name of Organization your vendors/supplier/firms worked in other then Printing/ Stationary		
13	Proposed Duration of Project completion (in months)		
14	Brief implementation strategy		
15	Other additional information you may share as supporting documents for the quotation.		

16	Vendors/supplier/firms is requested to please share company profile along with quotation.	
17	Annual Turnover during last 3 years	
18	Bank statement for the last 6 months	
19	Audit reports for last 3 years (if available)	
20	Name of contact person within organization to whom all correspondences shall be addressed Cell #, e-mail etc.	
21	Name, designation and legal status of person authorized to enter into negotiation and sign any form or agreement	
22	Detail of directors of the vendors/supplier/firms : CNICs, Names, Mobile Nos. etc.	
23	Disclosure of relationship of any vendors/supplier/firms with firms in same business/profession.	
24	Disclosure of relationship with any employee of the firm within Muslim Hands.	

Name: _____

Signature & Stamp: _____

13. Specific Terms & Conditions:

Preference will be given to bidders possessing relevant past work experience who have carried out a variety of civil work.

1. Procurement committee reserves the right to cancel/reject any or all offers without assigning any reason.
2. Payment will be made on satisfactory delivery of supplies / completion of work through online or cross cheque after deduction of applicable taxes.
3. Bid price must be **inclusive of delivery costs and all admissible taxes** while relevant taxes will be deducted at source. Copies of NTN numbers must also accompany the RFQ / Tender.
4. Procurement committee reserves the right to alter the quantity (**order may be issued in full or partial**), if required.
5. An agreement will be signed with successful bidder(s) for timely supply of appropriate quality items and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the **vendors/supplier/firms**.
6. In case the supplies are delayed, **(Muslim Hands)** will impose a **penalty of 5% per day of the total amount of contract on the delay work and on low quality**.
7. The selected vendors will have to **submit 05% CDR (in the name of Organization)** of the total value of the quoted bid price at the time of signing of contract.
8. 10% of retention amount will be deduct from final bill and will be released after 3 or 6 months (depends on the project length) of project completion the satisfaction report from region office.
9. **(Muslim Hands)** reserves the right to forfeit the 05% CDR in case of breach of the agreement.
10. RFQ / Tender Offers must be valid for minimum 45 days after the tender opening.
11. RFQ / Tender publication does not constitute any commitment on part of **(Muslim Hands)** unless a written agreement is signed between both parties.
12. The prices should be quoted on the letter head of the company/firm in the given format and all other supporting documents should be attached with it.
13. Lowest price will not be the **sole criteria; quality, capacity of the vendor, delivery time and previous relevant experience** will also be considered.

The last date for submission of sealed bids (Technical & Financial) is on

Monday_07/07/2025, before 1700hrs.

“Bids submitted after the stipulated date and time will not be entertained as per Muslim Hands policy”

Address for submission of sealed bids:

Muslim Hands Area Regional Office Karachi, Sindh

Muslim Hands Karachi office, House no 19/H/1, PECHS Block 06 Main Shahrah-e-Faisal, Near Bank Al Habib, Karachi.

Office no: 021-33326266