



BIDDING DOCUMENTS

FOR

**“ESTABLISHMENT OF CHINESE TESTING
INSTITUTE & BUSINESS CENTER IN
THE ISLAMIA UNIVERSITY OF BAHAWALPUR”**

METHOD OF PROCUREMENT

Single Stage Two Envelopes

Last date of submission: [19-06-2023] 03:00 PM

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a) INSTRUCTIONS TO BIDDERS

1.1 SCOPE OF BID

The Islamia University of Bahawalpur seeks proposals to be bid documents for Chinese Testing Institute & Business Centers in the Islamia University of Bahawalpur. The qualified bidders will be issued a detailed bid document based on which companies will be selected for the project i-e “Establishment of Chinese Testing Institute & Business Centers in the Islamia University of Bahawalpur”.

The Islamia University of Bahawalpur intends to train and test its campuses (Baghdad ul Jadeed Campus, Abbasia Campus, Khawaja Farid Campus, Rahim Yar Khan Campus and Bahawalnagar Campus) only with the companies that are registered under Chinese Testing Authority (CTI) and (SECP). The purpose of the process is to provide a platform to the Islamia University of Bahawalpur through different background for training and testing centers. It will also promote cultural values exchange and will contribute towards quality oriented education and training.

Bidding Document is being issued to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for bid documents to bid for the Chinese Testing Institute & Business Centers in the Islamia University of Bahawalpur for facilitating the development of project.

1.2 SOURCES OF FUNDS

Source of funding for the Project implementation will be charged from project revenues.

1.3 ELIGIBILITY BIDDERS

1.3.1 The Invitation to Bids is open to all Service Providers i.e. association of firms/companies/sole proprietor/ JVs, registered with Security and Exchange Commission of Pakistan (SECP) and Chinese Testing International (CTI).

1.3.2 Official study and exam center competency by CTI for Training and Testing of HSK, HSKK, BCT, YCT & MCT.

1.3.3 Officially authorized by CTI to cooperate with Pakistani Universities and Medical Colleges.

1.3.4 2 years of Experience in the field of official Training and Testing of Chinese language.

- i) Bidders must be register with Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.).

- ii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- iii) Bidders shall not be under a declaration of blacklisting by any Government department/other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA).
- iv) In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.
- v) The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.
- vi) Any agreement that form a joint venture, consortium or association shall be required to be submitted as part of the Bid and shall be attested.
- vii) Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.
- viii) The invitation for Bids is open to all prospective bidder/service provider subject to any provisions or licensing/regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.
- ix) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
 - a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.
 - b) have controlling shareholders in common; or
 - c) receive or have received any direct or indirect subsidy from any of them; or
 - d) have the same legal representative for purposes of this Bid; or
 - e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
 - f) submit more than one Bid in this Bidding process, However, this does not limit the participation of subcontractors in more than one Bid.
- xi) A Bidder may be ineligible if –
 - (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;

- (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
 - (d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
 - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
 - (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
 - (g) The firm, Service Provider and contractor is blacklisted/ debarred by any international organization.
- xii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
 - xiii) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
 - xiv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

1.4 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process-

1.5 ONE PERSON ONE BID

- i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
- ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
- iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

1.6 FRAUD AND CORRUPTION

Anticorruption policy prevailing in Pakistan requires that applicants/bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of the afore-mentioned policy, the Client:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:

- 1.6.1 “Corrupt and fraudulent practice” means the offering, giving, receiving, or soliciting, of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among applicants/bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;
- 1.6.2 “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to achieve a wrongful gain or to cause a wrongful loss to another party;
- 1.6.3 “collusive practice” means by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, non-competitive levels for any wrongful gain;
- 1.6.4 “integrity violation” means any act which violates the anticorruption policy including corrupt, fraudulent, coercive, or collusive practice, abuse, and obstructive practice;
- 1.6.5 “obstructive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence, material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights.

- 1.6.6 will reject a proposal for award if it determines that the bidder recommended for award of Project has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the Project; and
- 1.6.7 will sanction/impose remedial actions on a firm or an individual, at any time in accordance with applicable laws and anticorruption policy including declaring ineligible, either indefinitely or for a stated period of time, to participate as a contractor, nominated subcontractor, consultant, manufacturer or supplier, or service provider; or in any other capacity, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices or other integrity violations.

b) THE BIDDING DOCUMENTS

2.1 CONTENT OF BIDDING DOCUMENTS

The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:

- (a) Instructions to Bidders (ITB)
- (b) Technical Bid / Specifications
- (c) General Conditions of Contract (GCC)
- (d) Financial Bid Form
- (e) Check List

a) INSTRUCTIONS TO BIDDERS

2.2 SUBMISSION OF APPLICATIONS

Applications for bidding documents (one original, two (02) hard copies) must be received in sealed envelopes and to be delivered by hand or through registered mail to:

Director (Planning & Development)

_____,
Baghdad ul Jadeed Campus Islamia
University of Bahawalpur.

Not later than [19.06.2023] at 1500 hours (PST), clearly marked;

**“APPLICATION FOR ESTABLISHMENT OF CHINESE TESTING
INSTITUTE & BUSINESS CENTERS IN THE ISLAMIA
UNIVERSITY OF BAHAWALPUR”**

- 2.2.1 The Applicant shall enclose the original (signed and stamped) and the copies of the Application in a sealed envelope which shall:
- a) bear the name and address of the Applicant;
 - b) be addressed to the Client; and
 - c) bear the specific identification of this bidding documents process indicated in the BD.
- 2.2.2 If the envelope is not sealed and marked as required, the Client will assume no responsibility for the misplacement of the Application, or any documents forming a part thereof.
- 2.2.3 The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.
- 2.2.4 The applications shall be prepared in the English language according to the guidelines provided in Appendix-A “Application Format” and Appendix-B “Submission of Applications”. Information in any other language shall be accompanied by its translation in English. Non-compliance of the above

requirement may result in the rejection of the Applicant.

- 2.2.5 The Client shall not consider any application that arrives after the deadline for submission of applications. Any Application or any document received by the Client after the deadline for submission of applications shall be declared late, rejected, and returned unopened to the Applicant
- 2.2.6 Applicants may request the office of the Client, at above-mentioned address, for the clarification about the Project or the BD during office hours.
- 2.2.7 The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit 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.
- 2.2.8 In case of discrepancies between the Invitation to Bid and the Bidding Documents listed above, the said Bidding Documents, not in conflict with any current PPRA rules.
- 2.2.9 The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

b) TECHNICAL BID / SPECIFICATION

2.3 TECHNICAL QUALIFICATION CRITERIA

2.3.1 MANDATORY QUALIFICATION CRITERIA

Sr. #	Criteria	Pass/Fail (applicant failing in any of the following criteria will be disqualified)
1	<p>Experience:</p> <p>a) Registered with Chinese Testing International (CTI) (provide copy of CTI registration certificate)</p> <p>b) Incorporated with Security Exchange Commission of Pakistan (SECP) (provide certified true copies of incorporation certificate, recent most Form-A and Form-29)</p> <p>c) Applicant must have two years' experience of Official Training and Testing Chinese language (provide experience certificate by CTI)</p> <p>d) Applicant have an experience of Official study and exam center competency by CTI for Training and Testing of HSK, HSKK, BCT, YCT & MCT (provide valid experience certificate under SECP)</p>	

If pass then go to the Technical Evaluation Score Criteria at 2.4

2.3.2 TECHNICAL EVALUATION CRITERIA

Sr. No.	Description	Allocated Marks	Total Marks
1	Company Profile & Experience		
i.	<p>Company Profile</p> <p>Years of operations (From Registration date of NTN / FBR)</p> <ul style="list-style-type: none"> • Three (3) marks for one (1) year experience may be awarded. • Maximum marks may be awarded if the firm has 03 years or more experience. 	10	

ii.	Relevant Experience Similar assignments: Certificates must be attached, otherwise, no marks shall be awarded. <ul style="list-style-type: none"> • Five (5) mark for one (1) Assignment may be awarded. Maximum marks may be awarded, if the firm has 02 assignments or more experience.	10	
iii.	Value of Projects Number of students taught, or test takers entertained. <ul style="list-style-type: none"> • E.g.: One (10) mark for Five hundred (500) students' Maximum marks (20) may be awarded, if One thousand (1000) students or more entertained. • Supporting evidence, such as enrollment records or documentation of test sessions, must be provided to receive these marks. 	20	
2	Financial Position		
i.	Applicant must have profitable operational activities with an average annual turnover of PKR one hundred (100) million during last 2 years. (<i>Provide audited financial statements for last 2 years</i>) Audit statement of last two financial years must be attached, otherwise, no marks shall be awarded.	10	
ii.	Tax Return Active Taxpayer for Financial Year 2022-23	10	
iii.	Bank Balance / Credit Limit Applicant must have an average cash & bank balance (including short-term investments) of PKR five (05) million or more during last 6 months. (<i>Provide audited financial statements or bank certificate to confirm the availability of funds</i>) In case, requisite liquidity level cannot be ensured then the sponsor(s)/shareholder(s), jointly or individually, of the Applicant can provide undertaking for provision of required funds upon award of the contract. (<i>Provide undertaking from the shareholder along with duly filed income tax return of the shareholder</i>)	10	
3.	Human Resource		
i.	Total HR strength of firm / company (Payroll of June 2022 mandatory) <ul style="list-style-type: none"> • One (1) marks for one (1) Human Resource may be awarded. • Maximum marks may be awarded if the firm has 20 numbers or more Human Resource. List of staff will be provided by Bidder with necessary details (Payroll of June 2022). <i>[The proof of registration with CTI etc. may be obtained.]</i>	20	

4.	Training Centers		
i	Training Centers all over Pakistan <ul style="list-style-type: none"> • Two (2) marks for one (1) testing center may be awarded. Maximum marks may be awarded if the firm has (5) testing centers or more. 	10	
		Total	100
Only the Bids securing minimum 65% marks would be declared technically accepted.			

2.4 FINANCIAL QUALIFICATION CRITERIA

Sr. #	Criteria	Pass/Fail <i>(applicant failing in any of the following criteria will be disqualified)</i>
1	<p>Financial Position:</p> <p>a) Applicant must have profitable operational activities with an average annual turnover of PKR one hundred and fifty (150) million during last 3 years. <i>(provide audited financial statements for last 3 years)</i></p> <p>b) Applicant must have an average cash & bank balance (including short-term investments) of PKR five (05) million or more during last 6 months. <i>(provide audited financial statements or bank certificate to confirm the availability of funds)</i> In case, requisite liquidity level cannot be ensured then the sponsor(s)/shareholder(s), jointly or individually, of the Applicant can provide undertaking for provision of required funds upon award of the contract. <i>(Provide undertaking from the shareholder along with duly filed income tax return of the shareholder)</i></p> <p>c) Equity of the Applicant must be positive on the date of submission of BD application <i>(provide certificate of positive equity on applicant's letterhead signed by CEO)</i></p> <p>d) Valid and active NTN, STRN, PST certificates from FBR and PRA</p>	

Sr. #	Criteria	Pass/Fail (applicant failing in any of the following criteria will be disqualified)
2	<p>Other Requirement</p> <ul style="list-style-type: none"> a) Applicant must not be blacklisted by any government, agency, department, institution (provide notarized undertaking in this regard) b) In case of JV/Consortium, the Applicant must provide either Letter of Intent from each member or copy of the existing agreement. (the documents to be submitted by the Applicant will indicate at a minimum Lead Member, compliance statement with the requirements of this bid document) c) The successful bidder will submit Bank Guarantee / Bank Security as per requirement d) In case the bidder provided any fake / forged or spurious documents / information either about company, the contract will be considered null and void. e) The University Authorities reserves the right to change the starting time of the classes. f) The University reserves the right to terminate the contract in case of unsatisfactory services. g) The University will provide only the furnished class rooms / lecture theaters h) All the fee collection of said project will be collected in a newly created Bank Account namely “Chines Testing Institute and Business Center-IUB” under IUB and all the shares of partners will be disbursed accordingly after verification, as per recommendation of constituted committee. i) The bidder will provide tuition fee and profit sharing ratio of tuition fee for Internal and External students separately. i-a) Tuition fee will include registration fee, testing, examination fee and certificate issuance fee and all other services related expenses. 	

3 CONFLICT OF INTEREST

3.2 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

- a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.
- b) have controlling shareholders in common; or
- c) receive or have received any direct or indirect subsidy from any of them; or
- d) have the same legal representative for purposes of this Bid; or
- e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
- f) Submit more than one Bid in this Bidding process, however, this does not limit the participation of subcontractors in more than one Bid.

d) Financial Bid Form

Proposed Tuition Fee by the Bidder

Sr. #	Course	Level	Duration of each Level	Propose Fee	
				Internal Students of IUB	External Students
1.	HSK (Hànyǔ shuǐpíng kǎoshì)	Level 1 to 4 / Level 1 to 6	04 to 06 months		
2.	YCT (Youth Chinese Test) Short Course	Level 1	02 to 03 months		
3.	BCT (Business Chinese Test) Short Course	Level 1	02 to 03 months		

Proposed Profit Sharing ratio of Tuition Fee by the Bidder

Sr. #	Course	Level	Duration of each Level	% of Profit Sharing Ratio	
				% of Internal Students of IUB	% External Students
1.	HSK (Hànyǔ shuǐpíng kǎoshì)	Level 1 to 4 / Level 1 to 6	04 to 06 months		
2.	YCT (Youth Chinese Test) Short Course	Level 1	02 to 03 months		
3.	BCT (Business Chinese Test) Short Course	Level 1	02 to 03 months		

APPENDIX-A: APPLICATION FORMAT

APPLICATION FORMAT

The Application should be prepared according to the structural format set forth below. The suggested format for the application is as follows:

Cover Page

Include project title, name of organization (s) submitting Application, contact person, telephone and fax numbers, e-mail, and postal address.

Executive Summary (Maximum 01 pages)

Briefly describe the Applicant's strengths and capabilities for development of the project in efficient and effective manner (include past record of projects, financial strength, staff qualifications and experience etc.)

APPENDIX – B: SUBMISSION OF APPLICATIONS

SUBMISSION OF APPLICATIONS

In addition to the aforementioned guidelines, the Applicant is requested to take note of the following:

1. Un-necessarily Elaborated Applications: Un-necessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this Invitation are not desired. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.
2. Acknowledgement of Amendments to the bid document: Applicants shall acknowledge receipt of any amendment to this BD by signing and returning the amendment. The Islamia University of Bahawalpur must receive the acknowledgement by the time specified for receipt of applications.
3. Applications and modifications thereof shall be submitted in sealed envelope or packages:
(i) addressed to the office of the Client specified in the BD, and (ii) showing the time specified for receipt, the bid document contract number, and the name and address of the Applicant.
4. Receipt of Applications: Applications must be received at the place designated and by the date and time specified in the Invitation.
5. Faxed applications will not be considered.
6. The Applicants shall prepare one (1) original of the Application clearly marked
7. Applications received after the deadline for submission of Applications, shall not be entertained and shall be returned unopened to the Applicant.
8. International firms having local partners may also participate in this process subject to their registration with SECP and CTI (whichever is applicable) OR proof of their affiliation/ registration from their respective country's legal body. Applications of international firms which do not have JVs with local partners shall not be considered.
9. Lead firms and their joint ventures/consortium shall submit an affidavit on stamp paper that

they (and their Parent companies (if any)) have not been blacklisted / defaulted by any public-sector organization in Pakistan. Any company found blacklisted / defaulted by any public-sector organization in Pakistan shall not be considered for BD.

12. Lead firms and their joint ventures/consortium partners should provide information on any history of litigation or arbitration resulting from contracts executed in the last five (5) years or currently under execution with any public-sector organization in Pakistan. The details of litigation shall be evaluated in accordance with rules/policy on the subject for bid document purpose. In case of no litigation, lead firms and their joint ventures/consortium partner should provide affidavit of no litigation.
13. Violation of any section/clause of this BD by the Applicant shall result in disqualification of its Application.
14. Only those Applicants that have been qualified under this bid document procedure shall be invited to bid for the Project.
15. Page numbering should be marked on each page of Original and copies of bidding documents application.