

DOCUMENTS REGARDING HIRING THE
SERVICES OF AN INTERIOR DESIGNER
FOR CONTENT ANALYSIS,
COMMUNICATION AND GRAPHIC
DESIGN OF PROPOSED GALLERIES OF
FOOD & AGRICULTURE MUSEUM
UNDER PROJECT TITLED “PAK-KOREA
NUTRITION CENTER (PKNC) TO
IMPROVE CHILD AND COMMUNITY
NUTRITION AT UAF”



**UNIVERSITY OF AGRICULTURE, FAISALABAD
(REQUEST FOR PROPOSAL
AGAINST TENDER No.104/2024)**

The University of Agriculture, Faisalabad (UAF) is going to hire the services of an Interior Designer for content analysis, communication and graphic design of proposed galleries of Food & Agriculture Museum under project titled **“Pak-Korea Nutrition Center (PKNC) to Improve Child and Community Nutrition at UAF”** who are registered with PPRA for E-Procurement on **“e-Pak Acquisition and Disposal System (e-PADS)”**. All e-bids must be submitted through e-PADS under method by **Uploading PDF File**.

The prospective bidders having Income Tax, General Sales Tax, Provincial Sales Tax (if applicable) registered with relevant authority/department are invited on the basis of Single Stage (two envelop procedure).

Date of Receiving and Opening	28.11.2024	Receiving Time	11:00 a.m.
		Opening Time	11:30 a.m.

1. As per PPRA Rule 25(7), “The bidder shall download the bidding documents from the website of the authority and participate in the procurement process without paying any cost or fee.”

Note: All potential bidders shall submit their bids through E-Procurement on “e-Pak Acquisition and Disposal System (e-PADS)”.

**DIRECTOR (DPIC)
(For & On behalf of the Committee)**

Phone#041-9200898, 9200161 Extn.3503/3504/3505/3506/3507

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store_officer@uaf.edu.pk

II. INSTRUCTIONS TO CONSULTANTS

1. FORM OF BID AND THE BIDDING PROCESS:

- a. Bidders may request a clarification of any of the Tender documents not later than 7 days before submission date.
- b. The Tender shall be prepared using the attached Standard Form. It shall include all costs associated with the assignment including (a) fees for consultancy services (inclusive of all applicable taxes), and (b) out-of-pocket expenses relating to the consultancy services. The offer shall be all inclusive for the deliverables.
- c. The Tender which meets all eligibility criteria as well as special provisions and deliverables laid down in this document shall qualify for consideration of financial comparative. If the Tender does not meet any of the basic criteria or deliverables, it will not be eligible for financial consideration.
- d. If the Contract Offer is not accepted by the successful bidder, the Security deposit shall be forfeited. In such a case, UAF will either make the Contract Offer to the next highest bidder or re- initiate the procurement process through a fresh public advertisement.
- e. The amount of the security deposit will be returned to the successful bidder six months after satisfactory completion /termination of the contract and after adjusting the dues, if any, payable by the bidder.

2. SCOPE OF WORK

- i. Study and analysis of display content provided by the subject leads in the light of objectives set for the respective displays
- ii. Create content themes for displays
- iii. Collaborate with the subject leads in finalizing the content for an impactful depiction of the display subject
- iv. Curate the overall theme of the museum & sub themes of the individual displays
- v. Create color schemes for displays under the guidelines of interior and ambience designer
- vi. Compose and design the written content engaging best typography and communication design practices
- vii. Create graphics and visuals to best represent the design content and concept developed by the interior and ambience designer

3. DELIVERABLES :

- i. Creation of content guidelines for displays based on the objectives and data shared by the subject leads and researchers
- ii. Finalizing the display content in collaboration with the subject leads
- iii. Curation of the overall theme of museum & sub themes of individual displays
- iv. Print ready vector files of the graphics & art works to be printed.
Display ready files of the graphics & artwork to be played on LCDS

4. FORMAT OF ALL SECURITIES REQUIRED:

- i. Bidder shall submit as part of its bid, a bid security of **Rs.100,000/-** in favor of Director Directorate of Procurement & Inventory Control in the form of CDR.
- ii. The Interior Designer will also give an undertaking in which confidentiality and completion of work will be ensured.

5. Eligibility Criteria:

- i. NTN & PRA Registration (Certificate of NTN & PRA to be attached or STN Registration (if applicable).
- ii. Submission of undertaking that the firm not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or private Sector Organization anywhere in Pakistan.
- iii. A minimum of three museum-related projects is required, including at least one focused on the design of an agricultural museum (please attach proofs of confirmation or work orders from the relevant organization or institution)
- iv. The firm shall have one qualified graphic designer graduate from an accredited College or University.
- V. The firm shall have one qualified interior designer graduate from an accredited College or University

6. SPECIAL PROVISIONS

- i. Bidder shall submit tender through **EPADS**.
- ii. Tender shall remain valid for (180) days from the date of submission.
- iii. The bidder shall be subject to taxes as per laws of Pakistan on amounts payable by the Client under the Contract. The bidder shall provide his Sales and Income Tax Numbers for deduction and payment of sales and income tax on his behalf. It will be bidder's responsibility to include all applicable Federal, Provincial or city taxes, fees and levies in the Financial Proposal.
- iv. Bid Price shall be denominated in Pakistan Rupees.
- v. Offer shall not be considered if:
 - a. Received without security deposit.
 - b. Received after the time and date fixed for its receipt.
 - c. The tender is unsigned.
 - d. The offer is ambiguous.
 - e. The offer is conditional.
 - f. The offer is from an individual or firm which is blacklisted, suspended or removed from the approved list.
- vi. No incomplete, supplementary or revised offer shall be accepted after opening of the tender.
- vii. No cutting and erasing are allowed in the Tender. Only typed Tender will be accepted.
- viii. Any eligibility criteria document is not attached or not fulfilled.
- ix. The price quoted should be inclusive of all kind of taxes and must be quoted in figure as well as in words.
- x. All documents, reports, designs, research work, and all deliverables prepared by the firm shall become and remain the property of the University.
- xi. The interior design firm shall bear all costs associated with the preparation and submission of their proposals and Contract negotiation. UAF is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- xii. The interior design firm shall provide professional and independent advice in the best interest of the UAF. The firm has an obligation to disclose any actual or potential conflict of interest that impacts their capacity to serve the best interest of UAF, or that may reasonably be perceived as having this effect. Failure to disclose such situations, as soon as the Consultant becomes aware of these, may lead to disqualification of the Consultant or termination of the Contract.
- xiii. The interior design firm shall maintain confidentiality of data received and reports prepared and shall not divulge any information to any person.

xiv.Payment schedule shall be as follows:

First payment 25% of the total contract value: Upon completion of content analysis

Second payment 35% of the total contract value: Upon curation of all galleries

Third payment 30% of the total contract value: Upon finalization of graphic & communication design content

Final payment 10% of the total contract value: Upon completion of display execution

xv.90% of the payment will be released upon the completion and submission of deliverables.

The remaining 10% will be withheld to oversee the implementation as well as to address any issues or discrepancies that arise during the execution phase.

xvi.If the draft proposal including deliverables not submitted within the due date up to 0.67% of the value of the contract late per day or a part of a period exceeding the original delivery period, subject to the provision that the total liquidated damages thus imposed will not exceed 10% of the total value of the contract.

xvii. If the firm encounters conditions that impede timely delivery of services and deliverables, they must promptly notify the Director (DPIC) in writing, stating the delay's nature, duration, and causes. The Director (DPIC) may extend the deadline at their discretion, with or without liquidated damages. Any extension will be formalized by an amendment to the contract, agreed upon by both parties.

7. FACILITIES TO BE PROVIDED BY THE CLIENT

The University of Agriculture, Faisalabad will be responsible for providing the required information,data, and office space to the hired designer.

CERTIFICATE

1. Tender duly signed must be furnished along with the following certificate: -

i. I/We hereby confirm to have read carefully all the terms & conditions of your Request for Proposal, due for opening after 15 days of publishing of advertisement for provision of services. In addition to the conditions we also agree to abide by all the special instructions mentioned in tender document. We also hereby categorically confirm that we/I are/am fully capable to provide services of actuary as laid down in the terms of reference.

ii. I/We accept that if the required Security Deposit is not furnished or my/our offer is found lacking in any of the requirements of the proposal, shall be liable to be ignored.

Signature: _____

Name & Address of Tendere _____

Designation & CNIC No. _____

NTNGST No. _____

Date: _____

Official Stamp: _____

WITNESS No. 1

Signature: _____

Name _____

Full Address _____

CNIC No: Date: _____

WITNESS No. 2

Signature: _____

Name _____

Full Address _____

CNIC No: Date: _____

BID PRICE PROFORMA – FINANCIAL PROPOSAL

NAME OF CONTRACT:

Contract for provision of Services for Interior Designer to be submitted to the **Directorate of Procurement & Inventory Control, University of Agriculture, Faisalabad (UAF)** as per schedule

Sr. No.	Detail of services	Price (In Digit & Words)
1.		
	Total	

Note: The offer should be in Pak Rs.

Signature of the Bidder with stamp _____

Address: _____