

PAKISTAN ENGINEERING COUNCIL



BIDDING DOCUMENT

Doc No: PEC/RFID/2025

FOR PROCUREMENT OF ISO/IEC 7810 (ID-2) CARDS

TABLE OF CONTENTS

PAKISTAN ENGINEERING COUNCIL	1
1. OBJECTIVE OF DOCUMENT	3
2. BACKGROUND	3
3. ORDER QUANTITY & DURATION	3
4. GENERAL INSTRUCTIONS	3
5. ELIGIBILITY CRITERIA	4
6. BID PRICE	5
7. BID SECURITY (EARNEST MONEY).....	5
8. DELIVERY PERIOD.....	5
9. REJECTION/ACCEPTANCE OF THE BID.....	6
10. RIGHTS RESERVED.....	6
11. AMENDMENT OF THE TENDER DOCUMENT.....	6
12. TECHNICAL EVALUATION CRITERIA	7
13. FINANCIAL PROPOSAL EVALUATION.....	7
14. ACCEPTANCE LETTER	7
15. PERFORMANCE SECURITY.....	7-8
16. FAILURE AND TERMINATION OF CONTRACT.....	8
17. SCHEDULE OF PAYMENT	8
18. TECHNICAL SPECIFICATION	9
19. SAMPLE OF PRE-PRINTED PEC MEMBERSHIP CARDS:	10
20. SAMPLE OF POST-PRINTED PEC MEMBERSHIP CARDS:.....	11
21. SAMPLE FORM-I: LETTER OF APPLICATION	12
22. SAMPLE OF FORM-II: GENERAL INFORMATION	13

1. OBJECTIVE OF THE DOCUMENT:

The objective of this document is to provide instructions/guidelines to bidders for preparing Technical and Financial Proposals for supply of RFID Cards to Pakistan Engineering Council (PEC).

2. BACKGROUND:

Pakistan Engineering Council is a statutory body with the mandate to regulate engineering education and register the graduates from accredited HEI (Higher Education Institute) programs.

PEC issues pocket size RFID membership card at the time of registering new graduates as "Engineer" and membership renewal. The printing of cards is carried out at PEC offices. PEC is using PET-PVC RFID pre-printed cards to print the member information along with signature & picture of the card holder. The sample of the pre-printed (both sides) card is attached at page 10. The sample of the post-printed membership card is attached page-11.

The annual consumption analysis of membership card is;

- i. New registrations: 75,000 approx.
- ii. Membership Renewal: 25,000 approx.

PEC is currently using thermal retransfer technology printers i.e. EDISECURE 8300, 9300, 590 and MATICA printers to print membership cards. The delivered cards in response to purchase order and sample cards must be compatible with existing printers.

3. ORDER QUANTITY & DURATION:

PEC intends to procure approx. 100,000 pre-printed colored RFID cards as per sample attached at page 11. (The quantity may increase based on need) in a period of one year under the contract award. The one year period will start from the date of award of contract. Approx. 100,000 cards will be supplied against 3-5 delivery orders. The award contract will be valid for one year and may be extended upon mutual agreement.

4. GENERAL INSTRUCTIONS:

- i. The bids are invited using "Single Stage, one Envelope" method as per PPRA rule 36(a). The bid shall comprise in a single envelope containing, separately "**Technical**" and "**Financial**" proposals along with bidder name, address, email and telephone/mobile number for correspondence.
- ii. The proposal must be accompanied with bid security money of Rs. 100,000/-
- iii. The technical proposal must be accompanied with 03 sample cards (without printing) having specification as mentioned at Technical Specification page-10.

- iv. The bidding documents are to be submitted in a sealed envelope by 6th May, 2025 (02:00 pm) to PEC head office Islamabad.
- v. The technical and financial proposals will be opened on the same day, i.e. 6th May, 2025 (02:30 pm) in presence of bidders who wish to attend.
- vi. PEC expects bidders to comply all requirements and provide documentary evidences. If the bidder has any questions, they should ask before bid submission. Queries can be forwarded to the following email: Purchase@pec.org.pk.
- vii. The bid shall have a minimum validity period of one twenty (120) days from the date of the Tender opening. PEC may solicit the Bidder's consent to an extension of the validity period of the Tender, complying PPRA rule 26(3, 4). The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be extended for the extended period of the Tender validity. The Bidder may refuse extension of validity period of the Tender, without forfeiting the Bid security.

The tender proposal will be submitted to;

Director Administration
Pakistan Engineering Council
G-5/2, Ataturk Avenue (East), Islamabad

5. ELIGIBILITY CRITERIA:

The Bidder shall meet the following minimum qualifications criteria to be eligible for bid submission.

- i. The "Bidder" shall be a company or firm registered as such through pertinent authority in Pakistan.
- ii. The Bidder must not be blacklisted by any public/private institution/organization.
- iii. Applicant bidder must be registered with relevant Tax Authorities as per prevailing tax rules and an active tax filer.
- iv. Submission of compliance sheet (at page 10).

6. BID PRICE

The quoted price (in Pak Rupees) shall be best / final / fixed (inclusive of all existing taxes, duties, levies, insurance, freight, etc.) and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation. If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

7. BID SECURITY (EARNEST MONEY)

- i. The Tenderer shall furnish the Bid Security (Earnest Money) as under:
 - a. For a sum Rs: 100,000 (One hundred thousand Pak Rupees Only)
 - b. Denominated in Pak Rupees
 - c. Should not be enclosed within financial bid envelope i.e. should be easily verifiable for compliance of technical evaluation.
 - d. In the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of Pakistan Engineering Council, issued by a scheduled bank operating in Pakistan
 - e. Have a minimum validity period of one twenty (120) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- ii. The Bid Security shall be forfeited by the PEC, on the occurrence of any / all of the following conditions:
 - a. If the Tenderer withdraws the Tender during the period of the Tender validity
 - b. If the Tenderer does not accept the corrections of his Total Tender Price
 - c. If the Tenderer, having been notified of the acceptance of the Tender by the client during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- iii. The Bid security shall be returned to the technically unsuccessful Tenderer. The Bid Security shall be returned to the successful Tenderer upon furnishing of the Performance Security.

8. DELIVERY PERIOD

- i. The successful bidder will be required to deliver the ordered items within agreed time frame, starting from the date of issue of Purchase order by client.
- ii. In case of delay in delivery, **per day** penalty 0.5% of the invoice value (based on ordered quantity) shall be charged.
- iii. The delivery order will be placed in advance by 2-3 weeks.
- iv. Delivery of cards shall be made at PEC Head office, Islamabad.

9. REJECTION / ACCEPTANCE OF THE BID:

The client may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The client shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

The proposals shall be rejected if it is:

- i. Substantially non-responsive in a manner prescribed in this tender document
- ii. Submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents (which ever may apply)
- iii. Incomplete, un-sealed, un-signed, conditional, alternative, late
- iv. Subjected to interlineations / cuttings / corrections / erasures / overwriting
- v. The Tenderer refuses to accept the corrected Total Tender Price
- vi. The Tenderer has conflict of interest with the client
- vii. The Tenderer tries to influence the Tender evaluation / Contract award.
- viii. The Tenderer engages in corrupt or fraudulent practices in competing for the Contract award
- ix. The Tenderer fails to meet all the requirements of Tender Eligibility Criteria
- x. The Tenderer fails to meet the Technical Evaluation criteria requirements
- xi. The tenderer has been blacklisted by any public or private sector organization;
- xii. The tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- xiii. The submitted proposals have any irregularity or non-conformity with the tender document or PPRA rules.

10. RIGHTS RESERVED

The procurement committee of Pakistan Engineering Council reserves the right to accept or reject any or all the bids or increase and decrease the quantity of goods or annul the procurement process without assigning any reason thereof.

11. AMENDMENT OF THE TENDER DOCUMENT

The client may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s). PEC shall notify the amendment(s) in writing to all prospective Tenderers as per rules.

12. TECHNICAL CRITERIA

i. **The company/firm will not be considered for financial bid opening who failed to meet eligibility criteria and below technical criteria for the supplies (RFID Cards).**

- a. The firm must have 05 years general experience.
- b. Proof of verifiable relevant 02 years work experience (Minimum three work orders/completion report of RFID Cards delivery) supported with manufacturer's authorization/distribution letter/certificate.
- c. Proof of financial soundness (Minimum Net worth: 5 million PKR) supported by last Audit Report or Bank Balance.
- d. Submission of three (03) sample cards with proposal.
- e. Attachment of bid security with technical bid in mentioned form 7(d) at page 5.
- f. The bidder must be capable to comply with all technical specification/requirements mentioned at page 10 and attach copies of letters/certificates /proof in support of compliance sheet to be filled by the bidder.

13. FINANCIAL PROPOSAL EVALUATION

- i. The Financial Bids of bidders meeting eligibility and technical criteria shall only be opened.
- ii. The financial proposal shall include all cost duties, taxes and expenses etc by mentioning separately. In case of any exemption of duties and taxes made by the Government in favor of the client, the contractor shall be bound to adjust the same in the Financial Proposal.
- iii. In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- iv. The client will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

14. ACCEPTANCE LETTER

The client shall issue the Acceptance Letter to the successful Tenderer, prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

15. PERFORMANCE SECURITY

- i. The successful Tenderer shall furnish Performance Security as under:
 - a. Within twenty-eight (28) days of the receipt of the Acceptance Letter from the client;
 - b. In the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan;
 - c. For a sum equivalent to 10% of the contract value for a year;
 - d. Denominated in Pak Rupees;

- e. Has a minimum validity period for a year until the date of expiry of yearly contract.
- ii. The Performance Security shall be payable to the client, on occurrence of any / all of the following conditions:
 - a. If the Contractor commits a default under the Contract;
 - b. If the Contractor fails to fulfill the obligations under the Contract;
 - c. If the Contractor violates any of the terms and conditions of the Contract.
- iii. The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity on written request from the Contractor.
- iv. In case the Contractor fails to furnish Performance security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the currency of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.

16. FAILURE AND TERMINATION OF CONTRACT

If the supplier fails to deliver the items within the specified timeline or as per specifications, PEC shall be entitled to either:-

- i. 0.5% of invoice value (ordered quantity) penalty per day on late delivery
- ii. 0.7% of invoice value (ordered quantity) penalty on defective delivery (i.e. specification fault, printing quality, card quality). Moreover, the defective cards shall be substituted at bidder expenses and cost.
- iii. Upon repeated failure (three times) to comply with the requirement PEC reserve the right to cancel the contract with forfeiture of the bank performance guarantee. The bidder shall not be entitled to any gain on purchase made under such conditions.

If during the course of execution of the contract the supplier is found black-listed, the client may proceed with all or any of the actions detailed below:-

- i. To allow the contract to run its course till completed in accordance with the conditions.
- ii. To stop further supplies with or without financial repercussion.
- iii. To cancel the contract with or without reservation of rights.

17. SCHEDULE OF PAYMENT

- i. No advance payment shall be made.
- ii. The supplier shall submit original bill/invoice along with signed delivery voucher.
- iii. Payment shall be made against supply of cards through cross cheque in the name of the firm/supplier after deducting all applicable taxes as prescribed by FBR from time to time.
- iv. Payment will be made within thirty (30) days after receipt and upon satisfactory inspection/test printing of cards delivered by the supplier.

Bidding Document for Procurement of RFID CARDS

DOC No: PECIT/2025/0209

18. TECHNICAL SPECIFICATION

SUPPLY OF RFID CARDS (ISO/IEC 7810, ID-1)

Features	Detail/Requirement
1. Material	PVC/Composite PVC-PET
2. Frequency	125KHz
3. Chipset/IC	TK4100
4. Memory	64-bits
5. Color	Design/printing equivalent or higher in quality than the sample
6. Features	1. Microprint 2. PEC UV Logo 3. DOD printing of unique Serial No
7. Lamination	Both Sides
8. Size	85.60*53.98*0.76 mm (with RFID Chip)/as per sample card
9. Corner Radius	2.88 - 3.48 mm
10. Reading Range	2-10cm

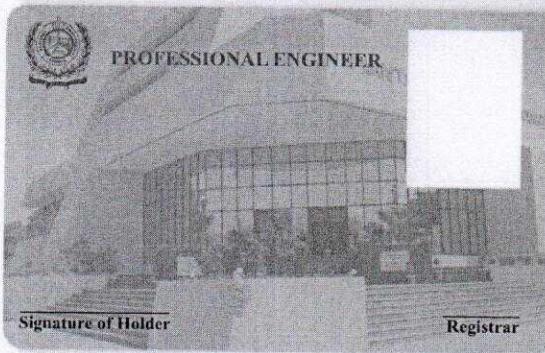
19. COMPLIANCE SHEET:

Parameter	Compliance by Bidder (Yes/No)
1. Sample RFID cards (03 Nos) complied with technical specification	
2. Proof of card manufacturer's authorization/distribution in form of letter/ certificate	
3. Attached Registration proof (Firm Registration, NTN, GST) in Pakistan	
4. Proof of name in Active Taxpayer list	
5. Undertaking of Non-Blacklisted firm/company provided by bidder	
6. Bid Security attached in desired format and amount	
7. Delivery Schedule (in number of weeks)	
8. Completion of Form I-II (at page 13-14)	

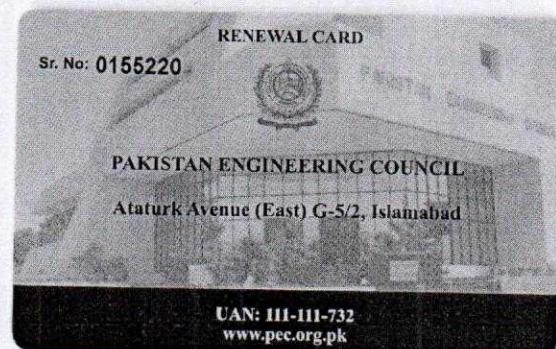
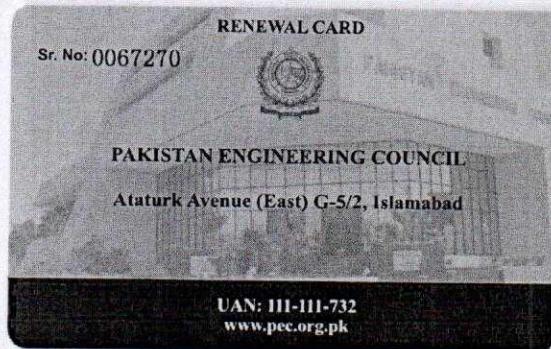
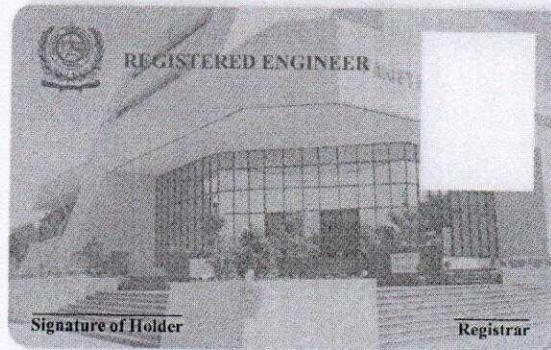
20. SAMPLE OF PRE-PRINTED COLORED RFID PEC MEMBERSHIP CARDS:

(To be supplied by the successful vendor)

Pre-Printed Blank Card for Professional Engrs



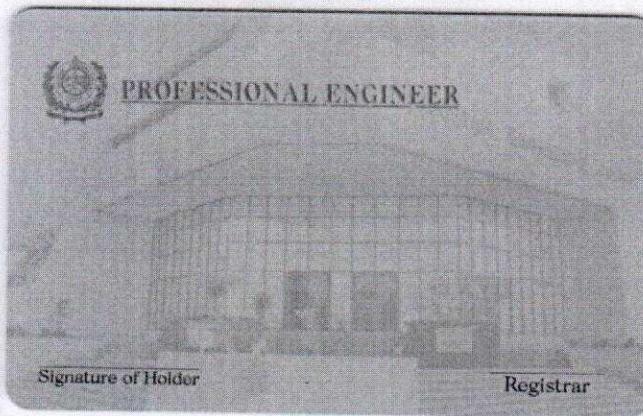
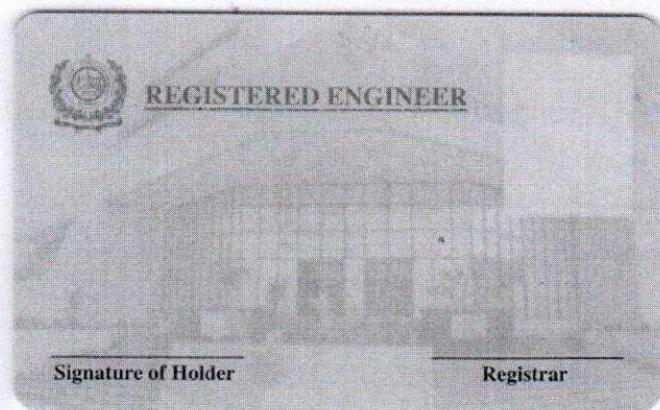
Pre-Printed Blank Card for Registered Engrs



Note: The serial number with range to be printed on above cards will be provided by PEC.

Bidding Document for Procurement of RFID CARDS
DOC No: PECIT/2025/0209

21. SAMPLE OF POST-PRINTED PEC MEMBERSHIP CARDS:
(For information only)



SAMPLE OF FORMS

(TO BE FILLED IN BY THE APPLICANTS)

FORM – I

LETTER OF APPLICATION

SUBJECT:- SUPPLY OF RFID CARDS (ISO/IEC 7810 (ID-1) specification)

Registered Business Name: _____

Registered Business Address _____

Phone: _____, E-mail: _____, Fax _____

To,

Manager Procurement
Pakistan Engineering Council
Islamabad.

Sir,

1. We hereby apply for bidding to be qualified with the Pakistan Engineering Council (PEC), for supply of RFID (PVC-PET) cards.
2. We authorize PEC Procurement committee or his authorized representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application.
3. We declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail, and we fully agree and accept to abide all the condition mentioned in the set of qualification documents issued by PEC, in regard with the subject work.
4. We undertake that at any stage in future, any information or part thereof, provided by us, if found falls / incorrect, PEC shall have full rights to cancel our qualification status and PEC shall reserve the right of claim the compensation of loss(es) sustained by PEC due to this reason.

Respectfully,

(Authorized representative of applicant)

Date _____

Seal _____

Bidding Document for Procurement of RFID CARDS

DOC No; PECIT/2025/0209

FORM-II

GENERAL INFORMATION

Company Name: _____

1. Head Office Address:

Contact No _____ Email _____ Fax No _____

2. Regional/Branch Office Address (if any)

Address _____

Contact No _____ Email _____ Fax No _____

3. Local Office Address (if any)

Address _____

Contact No _____ Email _____ Fax No _____

4. Name and position in the organization, of the person to be contacted.

