Bidding Document #

M/S

BIDDING DOCUMENTS

FOR

NATIONAL COMPETITIVE BIDDING

SINGLE STAGE – ONE ENVELOPE PROCEDURE

#### TENDER FOR PROCUREMENT OF PRINTING ITEMS & SUPPLY OF PAPERS FOR THE FINANCIAL YEAR 2022-2023 (FRAMEWORK CONTRACT)

###### IN RESPECT OF THE

USMS/TENDER/07 dated 13-02-23

Logo

Description automatically generated

* Instructions to Bidders (ITB)
* General Conditions of Contract (GCC)

Issued by:

University of Sufism & Modern Sciences, Bhitshah

Notice Inviting Tender

Sealed bids are invited from interested suppliers/firms for items mentioned below:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.  No. | Name of Items | Quantity | Bid Security | Tender Fee | Completion Time |
| 1. | Procurement of | – | 2% (two | Rs.2,000/-  (Rupees Two Thousand only) (Non- Refundable) in shape of Pay Order / Demand Draft | One month after issuance of contract award which may be increased or decreased due to demand of time/situation |
|  | Printing Items for |  | percent) of the |
|  | the financial year |  | bid price |
|  | 2022-2023 |  | (Refundable) |
|  | (Framework |  | in shape of |
|  | Contract) |  | Pay Order / Demand Draft |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note:- (Complete specification of above items are mentioned in bidding documents)

1. ELIGIBILITY CRITERIA
   1. 03 years experience in the relevant field
   2. Turn-over of at least last three years having a sum of minimum Rs.6,000,000/- (Rupees Six Million) OR Rs.2,000,000/- (Rupees Two Million) per annum as summarized below:-

Rs.2,000,000/- for the year 2019 Rs.2,000,000/- for the year 2020 Rs.2,000,000/- for the year 2021

* 1. Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods
  2. An Affidavit on Stamp Paper (Rs.100/-) that the firm has never been Blacklisted

1. Method of Procurement: (Single Stage One Envelope Procedure) (Framework Contract)
2. Bidding/Tender Documents:

Issuance: Bid Documents will be issued from 14-02-2023 to Thursday 02-03-2023 up to 12:00 Noon.

Submission: Last date will be Friday 03-03-2023 up to 11:00 a.m.

Opening: will be opened on Friday 03-03-2023 up to 11:30 a.m.

Un-responded Tenders: will be again issued/submitted opened on following dates:-

Attempt: (a) Issue Date: (b) Submission & opening Date: 2nd Monday 06-03-2023 Tuesday 21-03-2023

1. Terms & Conditions:
2. Under following conditions bid will be rejected:-
   1. Conditional bids/tenders
   2. Bids not accompanied by Bid Security of required amount and form
   3. Bids received after specified date and time
   4. Bids of Blacklisted firms

(Detailed Terms & Conditions are mentioned in bidding documents)

1. Bid Validity Period: 90 days from the date of opening of Tender.
2. Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended 2021).
3. Purpose and Scope: Printing and Supply of Papers.
4. In case any inconvenient situation created in the city or public holiday is declared by the Government on the date of opening of tender, the next official working day shall deemed to be the last date for issuance, submission and opening of bids/tenders at the same time as mentioned.

Project Director

UNIVERSITY OF SUFISM & MODERN SCIENCES, BHITSHAH

### INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT:

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per draft Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA’s website <https://ppms.pprasindh.gov.pk> or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

BID DATA SHEET

|  |  |  |
| --- | --- | --- |
| INTRODUCTION | | |
| ITB 1.1 | Name of Contract | Procurement of Printing and supply of papers for the financial year 2022-2023 (Framework Contract) |
| ITB 4.1 | Name of Procuring Agency | University of Sufism & Modern Sciences, Bhitshah |
| ITB 6.1 | Procuring agency’s address, telephone, telex, and facsimile numbers | University of Sufism & Modern Sciences, Bhitshah Tel: 022-2762415 |
| ITB 8.1 | Language of the bid | English, Urdu or Sindhi |

|  |  |
| --- | --- |
| BID PRICE AND CURRENCY | |
| ITB 11.2 | The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein. |
| ITB 11.5 | During the entire period of bid validity, the price shall be fixed and the bidder will have to print/supply the required items as per specifications and quoted rates. |

|  |  |  |
| --- | --- | --- |
| PREPARATION AND SUBMISSION OF BIDS | | |
| ITB 13.3 (d) | Qualification Requirements | * 03 years experience in the relevant field * Turn-over of at least last three years having a sum of minimum Rs.6,000,000/- (Rupees Six Million) OR Rs.2,000,000/- (Rupees Two Million) per annum as summarized below:- Rs.2,000,000/- for the year 2019   Rs.2,000,000/- for the year 2020 Rs.2,000,000/- for the year 2021   * Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods * An Affidavit on Stamp Paper (Rs.100/-) that the firm has never been Blacklisted |

|  |  |  |
| --- | --- | --- |
| PREPARATION AND SUBMISSION OF BIDS | | |
| ITB 15.1 | Amount of bid security (refundable) | * 2% (two percent) of the bid price, which should be submitted in shape of Pay Order in the name of University of Sufism & Modern Sciences, Bhitshah and shall remain valid for a period of 28 days beyond the bid validity date. |
| ITB 16.1 | Bid Validity Period | 90 days from the date of opening of Tender. |
| ITB 17.1 | Number of copies | 02 Copies of the Bid shall be submitted by the bidder.  One original and one photocopy of the same. |
| ITB 18.2 (a) | Address for bid submission | The office of the University of Sufism & Modern Sciences, Bhitshah. |
| ITB 18.2 (b) | Title and number | Title: Procurement of Printing and supply  of papers  No: USMS/Tender/07 of 2023  dated 02-02-2023 |
| ITB 19.1 | Deadline for bid submission | Friday 03-03-2023 up to 11:00 a.m  Sealed bids duly filled-in, mentioning on top of the envelope “Tender for Procurement of Printing and supply of papers for the financial year 2022-2023 (Framework Contract)” |
| ITB 22.1 | Time, date, and place for bid opening | Bids duly stamped on each document must be submitted in the office of Project Director, University of Sufism & Modern Sciences, Bhitshah in a sealed cover on 03-03-2023 up to 11:30 A.M and will be opened on the same day at 11:30 A.M in the presence of bidders’ representatives who choose to attend at 11:30 A.M on Friday 03-03-2023. |
| ITB 25.4 (b) | Delivery schedule | The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to  demand of time/situation. |

### BID EVALUATION CRITERIA

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non- submission of Bid Security shall be rejected.

Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted/prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.

The quoted rates shall be inclusive with all involved operations such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc. and all Taxes, Transportation, Material and Labour charges involved therein i.e complete in all respects.

The offered products should be prime quality products.

Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.

The procurement under this contract is made for a certain volume or quantity of particular goods or a set of goods over a specific period against an agreed sum or rate (lump sum or per item).

The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract.

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. DEFINITIONS (GCC CLAUSE 1)

|  |  |  |  |
| --- | --- | --- | --- |
| 1) | GCC 1.1 (g) | The Procuring agency is: | University of Sufism & Modern Sciences, Bhitshah |
| 2) | GCC 1.1 (h) | The Procuring agency’s country is: | Islamic Republic of Pakistan. |
| 3) | GCC 1.1 (j) | The Project Site is: | University of Sufism & Modern Sciences, Bhitshah |

1. COUNTRY OF ORIGIN (GCC CLAUSE 3)

All countries and territories as indicated in bidding documents, “Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement”.

1. PERFORMANCE SECURITY (GCC CLAUSE 7)

|  |  |  |
| --- | --- | --- |
| 1) | GCC 7.1 | The amount of performance security, as a percentage of the Contract Price, shall be up to Five (05) percent of the Contract Price which should be submitted in shape of Pay Order in the name of University of Sufism & Modern Sciences, Bhitshah. |

1. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

1. GOVERNING LANGUAGE (GCC CLAUSE 29)

|  |  |  |  |
| --- | --- | --- | --- |
| 1) | GCC 29.1 | The Governing Language shall be: | English. |

1. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency’s address for notice purposes:

Office of the Director Finance, University of Sufism & Modern Sciences, Bhitshah.

1. PENALTY
   1. Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
2. rejection of the unsatisfactory Supplied material
3. Blacklisting of the firm
4. deduction of amount from 2% to 05% per week of the total value of the bill
5. forfeiting of whole Bid Security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

* 1. In case of transgression/deviation of the time given in the Contract Award
  2. In case of transgression, deviation, mistake or low quality found in the Supply, after approval of the final proof
  3. In case the rates of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material in time or in the required quantity or quality

1. THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:
2. divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
3. accept or reject all or any bid.
4. increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.
5. to recast and amend the contents of the material at any stage before final machine proof is Okayed/approved.
6. of accepting whole or any part of the Tender for portion of the quantity offered by the Bidders on quality-cum-rate basis. The Contract Award will be given to one or all Bidders for part/or full supply against the lowest rates & quality approved by the Board.
7. SPECIAL CLAUSE (TERMS & CONDITIONS)
   1. Under following conditions bid will be rejected:-
      1. Conditional bids/tenders
      2. Bids not accompanied by Bid Security of required amount and form
      3. Bids received after specified date and time
      4. Bids of Blacklisted firms
   2. Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
   3. Shortcomings in submission of documents related to Eligibility Criteria or non- submission of Bid Security shall be rejected.
   4. Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
   5. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
   6. The bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted / prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.
   7. The quoted rates shall be inclusive with all involved operations such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc. and all Taxes, Transportation, Material and Labour charges involved therein i.e complete in all respects.
   8. The offered products should be prime quality products.
   9. Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.
   10. The procurement under this contract is made for a certain volume or quantity of particular goods or a set of goods over a specific period against an agreed sum or rate (lump sum or per item).
   11. The Competent Authority reserves the right to extend/renew this contract at the agreed/approved rates over a period of time not exceeding one year.
   12. The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract.
   13. The bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the Bidder.
   14. The Contract Award may be assigned at any time during the period of bid validity.
   15. The rates should be written both in Figures as well as in Words as indicated against the specifications.
   16. The successful bidder will have to deposit Performance Security @ upto 05% of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of supplies.
   17. Print Line must be given by the Printer on every Printed material.
   18. The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Validity of performance security shall extend to cover defects liability period and subject to final acceptance by the procuring agency.
   19. The printed material shall be numbered and packed in lot containing 100 to 1000 (as may be required) shall be supplied in proper sequence with file cover or tagging or stapling properly, in required numbers, where required/necessary.
   20. Before start of final printing the Supplier should get the specimen and final proof approved by the concerned Officer(s), within one week of acknowledgement of the Award of Contract.
   21. Placement of Contract Award will be subject to payment of Performance Security.
   22. The material shall be delivered through the concerned Officers as the case may be, against delivery challan in triplicate along with samples of material in duplicate. Two copies of the bills and challan shall be retained by the Storekeeper while the third copy shall be returned to the supplier for his own record.
   23. The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.
   24. SPPRA Rules-2010 (Amended 2021) shall strictly be followed.
8. EQUIVALENCY OF STANDARDS AND CODES

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words “or at least equivalent.”

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.

## SECTION-IV. SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS:

The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.

## MODE OF PAYMENT

MODE OF PAYMENT:

The currency of payment shall be Pak. Rupees.

The Supplier’s request(s) for payment shall be made to the Board in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted, and upon fulfillment of other obligations stipulated in the Contract.

Payment shall be made 100% of the Contract Price on complete delivery of awarded items to office within thirty (30) days on submission of claim supported by Acceptance Certificate from the Authorized Officers of the Board declaring Goods have been delivered and that all contracted services have been performed.

Part payment on part supply may be allowed only in case when permitted/approved by the Vice Chancellor, University of Sufism & Modern Sciences, Bhitshah.

# SECTION-V.

TECHNICAL SPECIFICATIONS

PART-“A”

(Procurement from this part is requisite however quantity may be increased or decreased)

Sr. Description Rate (Tentative Quantity)

|  |  |  |
| --- | --- | --- |
| 1. Printing & Supply of Envelopes.   Size: 9” x 14”. Complete in all respects. Rates should cover Composing, 4 Colour Printing and all other operations involved therein with cost of Paper 100 Grams (White Paper). |  | Rs. per 1000  Quantity 5,000/- |

1. Printing & Supply of Envelopes.

Size: 4” x 10”. Complete in all respects. Rates should cover Composing, four Colour Printing and all other operations involved therein with cost of Paper 80 Grams (White Paper).

Rs. per 1000

Quantity 5,000/-

1. Printing & Supply of File Covers.

SIZE : 10" x 15". Rates should cover composing/calligraphy, Printing in One Side, Plus cost of Coloured Card Pakistani of 280 to 300 Grams in Four different coloures. Complete in all respects with inner flip.

Rs. per 1000

Quantity 5,000/-

1. Supply of White Computer Papers A4 Size: (70 Gsm).

Rs. per 1000

Quantity 100,000/-

1. Printing & Supply of Posters.

SIZE : A3. Rates should cover Printing in One Side, in Four colours (128 gsm matt paper)

Rs. per 1000 (Quantity 5,000)

1. Porcelain Mug Volume: 300 ml Customized Color Printing on all sides With Printed Art card Box / Corrugated Box)

Rs. (Quantity 200)

1. ID Card Printing Material: PVC Card 4-Color Printing on Both Sides

Rs. Quantity 500

1. P Panaflex Printing Rate of per square ft on 220 gsm Only skin with eyelets

Wooden mounted with Installation

Rs. 10 Nos (5,000 sq ft) 05 Nos (5,000 sq ft)

1. X-Standees Size: 24” x 60”, 360 gsm Flex Printing with Stand

( Printing only, without Stand)

Rs. 10 Nos

10 Nos

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: USMS/Tender/07 of 2023 Dated: 13-02-2023 Contract Value:

Contract Title: Procurement of Printing and Supply of papers for the financial year 2022-2023 (Framework Contract)

M/S , hereby declares that it has not obtained or induced the

procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, M/S , represents

and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

M/S , certifies that it has made and will make full disclosure of all

agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/S , accepts full responsibility and strict liability for making any

false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest , privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard,

M/S , agrees to indemnify PA for any loss or damage incurred by it

on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder’s fee or kickback

given by M/S , as aforesaid for the purpose of obtaining or inducing

the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

University of Sufism & Modern Sciences, Bhitshah

Supplier/Bidder/Contractor

B.O.Q

|  |  |  |
| --- | --- | --- |
|  | Rupees In Figures | Rupees In Words |
| Total cost of the Bid:  (as offered by the Bidder) |  |  |
| 2% (two percent) amount of the Bid Price  Bid Security (Refundable) |  |  |
| Performance Security (Refundable): Upto 05% (five percent) amount of the Contract Price |  |  |

|  |  |  |
| --- | --- | --- |
| SUMMARY OF TURN-OVER OF LAST THREE YEARS | | |
| Year 2019 | Year 2020 | Year 2021 |
|  |  |  |
| TOTAL: | | |

C E R T I F I C A T E

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the Bidding Documents and abide to the same.

I/We have briefly seen all the printable material and ensure that our rates for each and every item are inclusive with all involved operations such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc. and all Taxes, Transportation, Material and Labour charges involved therein i.e Complete in all respects.

I/We guarantee to print/supply/deliver/serve the items exactly in accordance with the requirements and enclosed the Bid Security (Refundable) payable to University of Sufism & Modern Sciences, Bhitshah.

SIGNATURE WITH DATE:

NAME OF FIRM:

ADDRESS OF FIRM:

FULL NAME OF CONCERNED PERSON:

CNIC NUMBER:

POSITION HELD IN:

PHONE NUMBER(S):

MOBILE NUMBER(S):

FAX NUMBER(S):

NATIONAL TAX NUMBER:

GENERAL SALES TAX NUMBER:

STAMP OF THE FIRM:

PAY ORDER NUMBER:

BANK & BRANCH NAME:

DATED:

FOR RUPEES:

DRAWN:

as Bid Security is enclosed herewith.