



Rs. 100/-

SECRETARIAT  
PROVINCIAL  
OMBUDSMAN (MOHTASIB)  
SINDH, KARACHI

Shahrah-e-Kamal Ataturk, Opposite Sindh Secretariat,  
Karachi

Ph: 021-99211025- 9921031

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**Tender Document  
for  
Publication of  
Annual Report  
2013**

**SECRETARIAT**  
**PROVINCIAL OMBUDSMAN (MOHTASIB)**  
**SINDH, KARACHI**

Shahrah-e-Kamal Atatürk, Opposite Sindh Secretariat,  
Karachi

DATED: \_\_\_\_\_

From,

The Secretary,  
Secretariat Provincial  
Ombudsman (Mohtasib)  
Sindh, Karachi

To,

M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Invitation to Tender No. POS/Coord./A.Report-13/2014

Dear Sir / Sirs,

You are invited to submit tender for printing of Provincial Ombudsman Sindh Annual Report 2013 subject to the conditions as laid down in the instructions. The tenderer quoting against this Invitation shall be deemed to have read and understood the conditions and specifications for this assignment.

2. The tenderer shall quote on the prescribed schedule attached to this invitation on the basis of specifications indicated therein and shall sign the certificate given therein to the effect that the Annual Report 2013 shall be supplied exactly in accordance with the requirements specified in the schedule. In case there is any deviation, the same should be clearly stated by tenderer; otherwise it shall be presumed that the offer is strictly in accordance with the requirements of the tender notice.

3. The Ombudsman, Sindh requires the delivery as stated in the schedule. This purchase shall be governed by the Sindh Public Procurement Regulatory Authority Rules, 2010 a copy of which may be obtained from the URL <http://pprasindh.gov.pk/>

4. The procuring agency may reject all or any bids or proposals at any time prior to the acceptance of a bid or proposal, subject to the relevant provision of SPPRA Rules 2010.

Yours faithfully,

(SAYED AMIR ALI SHAH)  
Director General (Finance)

**SECRETARIAT**  
**PROVINCIAL OMBUDSMAN (MOTAHSIB)**  
**SINDH, KARACHI**

Shahrah-e-Kamal Ataturk, Opposite Sindh Secretariat,  
Karachi

**SCHEDULE TO INVITATION TO TENDER NO. POS/Coord./A.Report-13/2014**

- Date of Opening of Tender : 11.02.2014
- Time of Receipt of Tender : 02.30 p.m
- Time of Opening of Tender : 03.00 p.m

As per above mentioned schedule tenders shall be opened before the tenderers present at the Conference Room, Secretariat Provincial Ombudsman (Mohtasib) Sindh, Shakra-e-Kamal Ataturk, Opp: Sindh Secretariat Karachi.

Offer shall remain open for 90 days from the date of opening of Tender. Tenderers should quote their price clearly on the basis of free delivery to consignee at Karachi, **inclusive of all taxes.**

Data Sheet

Item #	Specification	Quantity	Price per Unit both In figures & words (in Pakistani Rupees) free delivery to consignee's end (inclusive all taxes)
01.	<p><b><u>Annual Report 2013</u></b></p> <p>(i) Pages: 172</p> <p>(ii) Printing of Annual Report 2013 on computer to plate (CTP) Technology.</p> <p>(iii) Copies: Best quality white envelope with single color printing.</p> <p>(iv) Composing, Designing, Graphics &amp; Formatting of Annual Report</p> <p>(v) Size : 23" x 36" / 8</p> <p>(vi) Paper: 135gms Matt finish</p> <p>(vii) Title Cover: Art card 300gm with lamination, Designing and 04 color printing as well as foil printing of golden/silver color on the title.</p> <p>(viii) Copy Binding: Perfect hard glue machine binding.</p> <p><b><u>Note:</u></b></p> <p>a. A dummy of complete book with spiral binding shall be provided before final printing.</p> <p>b. Finished book 172 pages (as per specification prescribed above), please mention the rate.</p> <p>c. In case of additional pages required, the payment of additional pages shall be made after calculation based on per 08/16 pages rate, please mention the rate.</p> <p>(i) per 08 pages 04 color</p> <p>(ii) per 16 pages 04 color</p>	500 Nos.	<p>_____</p> <p>_____</p> <p>_____</p>

## **TERMS & CONDITIONS**

Interested parties are requested to submit the following information / documents

- i. Company profile alongwith turnover of at least last three years.
- ii. Income tax and GST certificate.
- iii. At least two specimens of their publications be provided at the time of opening of tender.
- iv. The Printer should own graphics, processing, printing, cutting and binding units etc.
- v. After placement of contract the firm shall bound to supply finished copies in white printed envelope.
- vi. Tender documents to be received up to 2:30 p.m. on 11-02-2014 and to be opened on the - same date at 3:00 p.m. in presence of bidders or their representatives at Conference Room, Secretariat Provincial Ombudsman (Mohtasib) Sindh, Karachi.
- vii. Sealed tenders should be addressed to Director-General (Finance), Secretariat Provincial Ombudsman (Mohtasib) Sindh, Shahrah-e-Kamal Attaturk Opp: Sindh Secretariat by clearly marking on the top of the envelope "TENDER FOR PUBLICATION OF ANNUAL REPORT 2013 TO BE OPENED ON 11-02-2014"
- viii. The printer should be registered with Income Tax & Sales Tax Department.
- ix. National Competitive Bidding Method will be used for printing of Annual Report as per SPPRA Rules 2010 by following single stage one envelop procedure.
- x. Delivery time shall be within 30 days from the date of award of contract.
- xi. **BID SECURITY:-**
  - 1) Bid Security (refundable) at five percent of the bid price in shape of pay order / demand draft or bank guarantee in favor of Secretariat Provincial Ombudsman, Sindh Karachi shall be deposited with the offer otherwise offer will be ignored/rejected.
  - 2) Bid security shall remain valid for a period of 28 days beyond the validity period for bids. Bids security shall be released to the unsuccessful bidders once the contract signed with the successful bidder.
- xii. **PERFORMANCE SECURITY:-**
  - 1) Successful bidder will have to deposit Performance Guarantee @ 10% of the contract amount in shape of Pay order / Demand Draft / Bank Guarantee in favour of Secretariat Provincial Ombudsman, Sindh Karachi. (Performa enclosed).
  - 2) Validity of performance security shall extend at least ninety days beyond the date of completion of contract to cover defects liability period or maintenance period subject to final acceptance by the procuring agency.
- xiii. Payment will be released/made on completion of supply/work in all respects subject to inspection and submission of original paid G.S.T Invoice to the Cashier, Secretariat Provincial Ombudsman, Sindh.
- xiv. The performance guarantee shall be released subject to submission of GST paid challan by the vendor.
- xv. The vendor alongwith the bill shall enclose copy of GST invoice for the amount due on goods/materials supplied.
- xvi. In case of any holiday or uncertainty in the city tenders/ bids will be opened on next working day

**SPECIAL CONDITIONS:**

- 01 Tenders should be properly sealed.
- 02 Tenderer are required to quote the amount per book both in figures and words on their letter head or on tender documents only duly sealed and signed.
- 03 Tender shall also mention separate per 8/16 pages rate of 04 color printing.
- 04 Secretariat Provincial Ombudsman (Mohtasib) Sindh, Karachi reserves the right to increase or decrease the quantity without assigning any reason.
- 05 Supply will be accepted subject to inspection according to specifications.
- 06 After acceptance of offer, the firm shall be required to submit performance guarantee and execute contract within 7 days. In case of failure the bid security shall be liable to the forfeited.
- 07 After completion of job PDF format of Annual Report 2013 shall be required in any storage device.
08. In case of dispute, if any between the parties, the same shall be settled as per Arbitration laws being in force in Pakistan.

(SAYED AMIR ALI SHAH)  
Director General (Finance)

**CERTIFICATE**

WE GUARANTEE THAT WE SHALL SUPPLY THE REQUIRED MATERIAL EXACTLY IN ACCORDANCE WITH THE REQUIREMENT SPECIFIED IN THE INVITATION TO TENDER & AGREED ACCORDING TO ABOVE TERMS AND CONDITIONS

Name (in Block Letter) \_\_\_\_\_ SIGNATURE\_\_\_\_\_

DESIGNATION\_\_\_\_\_

ADDRESS\_\_\_\_\_

OFFICE SEAL.

## Contract Form

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ between *(name of Procuring Agency)* of *(country of Procuring agency)* (hereinafter called "the Procuring agency") of the one part and *(name of Supplier)* of *(city and country of Supplier)* (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *(brief description of goods and services)* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *(contract price in words and figures)* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring agency's Notification of Award.

3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

Performance Security Form

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 19\_\_\_\_ to supply *[description of goods and services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*