



NO.F.D (CTC-I)/04(07)/ Computer & Photocopier Papers/2013-2014
GOVERNMENT OF SINDH
FINANCE DEPARTMENT

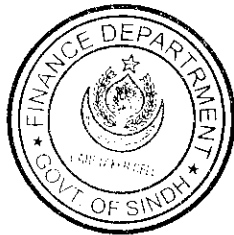
Karachi dated the 20th February, 2014

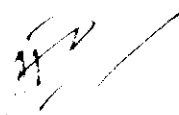
Ph No: 021-99222113

ADDENDUM

In continuation of this department advertisement No. F.D (CTC-I) 04(07)/ 2013-2014 for NIT (Notice Inviting Tender) dated 19th February, 2014, following para may be added:

“The Bidders may submit Bids on the Bidding Documents issued by Finance Department, Government of Sindh or also downloaded from the SPPRA as well as Finance Department Official websites along with Fee of Rs.2000/- (amount and manner of payment of Tender Fee) by mail or by hand”.




(Aamir Zia Isran)
Section Officer (B&A)

Address: Room No. 171, Care Taker Cell-I, Ground Floor Finance Department,
Government of Sindh, Building No. 06, Sindh Secretariat A.K Lodhi
Block, Shah-re-Kamal Attaturk, Karachi.



FINANCE DEPARTMENT GOVERNMENT OF SINDH

TENDER INQUIRY NO. FD (CTC-I) 04 (07) / 2013-2014

BIDDING DOCUMENTS

Name of Tender: Purchase of Papers for Printers & Photocopier Machines

Official Address: Room No. 171, Care Taker Cell,
Finance Department, Building No. 06,
A.K Lodhi Block, Sindh Secretariat,
Shah-r-Kamal Attaturk, Karachi.

Phone No: 021-99222113

**Closing Day, Date & Time
For Collecting of RFQ:** Friday, 07th March, 2014 at 05:00 p.m

**Tender Opening Day, Date
& Time:** Monday, 10th March, 2014 at 1:00 p.m

Cost of Documents: Rs. 2,000/- (Rupees Two Thousand) Only

Photocopy of this RFQ is not acceptable at any reason

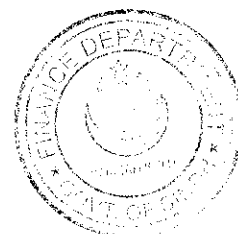
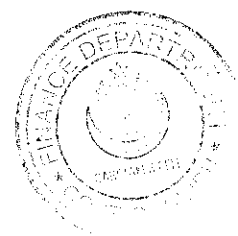


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GOVERNMENT OF SINDH
FINANCE DEPARTMENT

Karachi dated the 19th February, 2014

To,
M/s. _____

**Subject: Invitation of the Tender Inquiry No. FD (CTC-I) 04 (07)/2013-14,
for Purchasing of Printers & Photocopier Papers**

I am directed to hereby invite your Firm to submit your Bid for the Tender of Purchasing of Printers & Photocopier Papers as per details in Schedule (Annexure-C) through this invitation letter. The contract resulting from this invitation to tender shall be governed by conditions of contract as contained on Annexure-A.

2. The Bidder shall submit the Bid in two separate sealed envelopes clearly marked as "**Technical Proposal**" and "**Financial Proposal**".

3. The Departmental Purchase Committee (DPC) of Finance Department will open the Technical Proposals (Annexure-C) in the first instance for evaluation per criteria given at (Annexure-A) & (Annexure-B), on **Monday, 10th March, 2014** at 01:00 P.m in the presence of Bidders or their authorized representatives, who may like to be present.

4. The Departmental Purchase Committee (DPC) will open the Financial Proposal (Annexure-D) of the bidders whose Technical Proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives who may like to be present. The Final decision of the contract would also depend on the overall Budgetary Allocations.

5. Failure to submit the Tender in the manner prescribed in the invitation to the Tender and it's related scheduled and Annexure will render the same liable to be ignored / rejected.

6. The Finance Department does not pledge to accept the lowest or any tender and reserve the rights in accordance of SPPRA Rule-25 to cancel the Bidding Process at any time prior to the acceptance of a Bid or Proposals.

(Amir/Zia Isran)
Section Officer (B&A)
For Secretary to Government of Sindh



GENERAL TERMS & CONDITIONS:-

A. Selection Method:

1. Selection Method of Bid is being involved on the basis of *Single-Stage Two-Envelopes Procedure*.
2. The Technical Proposals would be scrutinized by the "Departmental Purchase Committee" and "Financial Proposals" of only technically qualified firms will be considered and opened on the date as announced/conveyed by the DPC/Finance Department and the rest of will be returned unopened.
3. Only one authorized representative per bidder will be allowed to attend the opening of Bids. A representative from a bidder will be required to submit an authority letter in his/her favor by the respective bidders for attending the opening of Bids.
4. The Finance Department will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of bid. Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered.

B. BID SECURITY:

1. A Bid Security, in the shape of a Bank Draft/ Pay order in favor of Section Officer (B&A), Finance Department, Government of Sindh.
2. Equivalent to 3.5% of the total value as earnest money.

C. VALIDITY OF THE PROPOSAL:

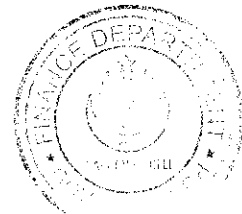
The Bid validity period will be (02) months, starting from the last date for receipt of bid submission and all prices shall remain valid for (02) months, however, the responding organization is encouraged to state a longer period of validity for the proposals.

D. CURRENCY:

The Financial Proposals shall be quoted in Pakistani Rupees (PKR) Only.

E. WITH-HOLDING TAX, SALES TAX & OTHER TAXES:

1. The responding Organization is hereby informed that the Government shall deduct Taxes at the rate prescribed under the Tax Laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and /or income which may be levied by Government. If responding organization is exempted from any specific taxes, then it is advised to provide the relevant documents with the proposal.



2. The firm should be registered with Income Tax, Sales Tax (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).

F. WITH DRAWAL OR QUALIFYING OF TENDER:

The last tender received shall supersede and invalidate all tenders previously submitted by the bidder. A tender may be withdrawn at any time up to the Official tender closing date & time.

G. VALIDITY OF TENDER:

Validity of tender will be based on the following:-

1. Late Tender -Must be rejected.
2. Form of Tender & Envelopes improperly Marked or not used. -Must be rejected.
3. Tender not completed in ink or type writer -Must be rejected.
4. Restrictions, Qualifications, Omissions or additions made to Tender. -Must be rejected.
5. Tender not properly signed. -Must be rejected.
6. Arithmetic Errors. -Must be rejected.
7. Erasures, overwriting or strike-outs may be accepted, provided that they are clear, prices are legible and any such changes are initiated by the Bidder.
8. Despite any other provision in this Tender documents, the Finance Department shall have the right to:
 - a) Accept or Reject any Tender or Portion thereof;
 - b) Reject all Tenders;
 - c) The lowest or any Tender will not necessarily be accepted.

H. MODE OF PAYMENT:

Payment will be received to the Firm against the supply through a Cross Cheque from Accountant General Sindh (AG Sindh).

I. COMMUNICATION:

Inquiries regarding this RFQ shall be submitted in writing to:

"SECTION OFFICER (B&A), ROOM NO. 171, GROUND FLOOR, FINANCE DEPARTMENT, A.K LODHI BLOCK, SINDH SECRETARIAT SHAH-R-KAMAL ATTATURK, KARACHI".
Ph No. 021-99222113

J. MODE OF DELIVERY:

Bids must be submitted in two separate envelopes clearly marked as "Technical Proposal" & "Financial Proposal" by 12:00 Noon on Monday, 10th March, 2014 on the address given at above serial "I".



The Bidders should examine carefully the terms & conditions of the Tender. They should also visit the Office of Finance Department at any time during working hours at their own expenses and obtain all necessary information prior to submitting the tender. Clarification if any, about the job may be obtained from the Section Officer (B&A) or Caretaker Cell at any time during working hours before submitting tenders. Once the Tender is submitted, it will be assumed that no further clarification is required.

Finance Department reserves the rights to extend the opening date of the Bids, cancel the Tender or accept/reject any or all Bids without assigning any reasons.

NOTE:-

- Any effort by a bidder to influence the contract in DPC's decision in respect of Bid Evaluation or contract award will result in the rejection of the Bidder's Bid.
- Bidders are required to demonstrate their Papers samples in their "**Technical Proposal**".
- No tolerance will be allowed in Tender sample, sample should be demonstrated at the time of opening of Technical Bids or when desired by the DPC.
- Bidders shall be submitted the Paper Samples in Technical proposal with the firm printed stamp on each & every sample and also attached the rapper of brand which they willing to supply to this department.



Particulars	Description	Remarks
Name of the Firm		
ADDRESS <i>(Telephone, Fax & E-mail)</i>		
YEAR OF ESTABLISHMENT <i>(attach any documentary evidence or furnish a statement on Oath)</i>		
NATIONAL TAX NO & SALES TAX NUMBER <i>(attach documentary evidence)</i>		
Whether Pay order as Earnest Money equal to 3.5% of the total value of bid is enclosed in Financial Proposal.	Yes () No ()	
Banker's Name & Contact Details		
Experience related to the similar assignments		
Annual Turnover supported by sales or Income Tax return		
ENLISTMENT CERTIFICATE <i>(Copy of certificate enlisted with Govt./Semi Govt. organizations, if any)</i>		
CLIENTAGE <i>(Attach as separate Annexure (if Necessary))</i>		
AFFIDAVIT <i>(that the firm has not been blacklisted by private, Govt, Semi Govt, and Autonomous Body)</i>		
Contact Person Date: _____	_____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i>	



ANNEXURE-B:

➤ **ASSESSMENT CRITERIA:**

The bids will be evaluated as per the following criteria:-

Sr. No	Grading	Marks
1.	Quality of Papers	80
2.	Annual Turnover supported by Income Tax return	05
3.	Assignments in Hand	05
4.	Clientage	05
5.	Experience in related assignment	05

Note: Minimum score required to pass for Technical Proposal is 95%



SCOPE OF WORK

PRINTER PAPERS A-4 SIZE WHITE TOP QUALITY (82-GRAM) APPROXIMATELY 500 PAPERS PER REAM

Sr. No	Description of Paper	Unit Required	Quantity	Unit Offer by the Firm
	b	c	d	e
1.	Size (mm x mm)	A4 (210 x 297)	3,000 Reams	
	Basis Weight	82 gsm		
	Thickness	112 um		
	Whiteness	167 CIE		
	Brightness	98 %		
	Opacity	95 %		
	Surface roughness, Bendtsen	143 ml/min		

PHOTOCOPIER MACHINE PAPERS A-4 SIZE WHITE TOP QUALITY (72-GRAM) APPROXIMATELY 500 PAPERS PER REAM

Sr. No	Description of Paper	Unit Required	Quantity	Unit Offer by the Firm
	b	c	d	e
2.	Size (mm x mm)	A4 (210 x 297)	3,000 Reams	
	Basis Weight	72 gsm		
	Thickness	110 um		
	Whiteness	148-151 CIE		
	Brightness	98 %		
	Opacity	95 %		
	Surface roughness, Bendtsen	140 ml/min		

PRINTER PAPERS A-4 (LEGAL) SIZE WHITE TOP QUALITY (82-GRAM) APPROXIMATELY 500 PAPERS PER REAM

Sr. No	Description of Paper	Unit Required	Quantity	Unit Offer by the Firm
	b	c	d	e
3.	Size (mm x mm)	A4 (Legal Size)	500 Reams	
	Basis Weight	82 gsm		
	Thickness	112 um		
	Whiteness	167 CIE		
	Brightness	98 %		
	Opacity	95 %		
	Surface roughness, Bendtsen	143 ml/min		

Note: *Less than above units as required for A-4 Size (82 gram), legal size (82 gram), A-4 Size (72 gram) papers will not be considered for qualifying in Financial Proposals.*



UNDERTAKING

We guarantee to supply the Papers exactly in accordance with the requirement specified in the invitation to tender, schedule **(Annexure-C)**. We do undertake that the certified copies of the different certificates as required by the purchaser are enclosed herewith. We also undertake that the supply of Papers will be made immediately or on specific date mentioned in Purchase order issued against successful bid.

Signatures:

Firm Name and Stamp / Seal:



FINANCIAL PROPOSAL

Name of the Firm and Address

.....

.....

2. The rates for provision of Papers for Printers & Photocopier Machines mentioned at Sr No.01 (d), 02(d), and 03(d) of Annexure-C (Technical Proposal) are:-

01 (d): 3,000 Reams amount Rs. _____ Rupees _____

02 (d): 3,000 Reams amount Rs. _____ Rupees _____

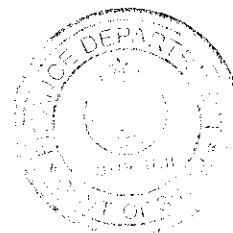
03 (d): 500 Reams amount Rs. _____ Rupees _____

Total Amount: *01 (d) + 02 (d) + 03(d) =* _____

Authorized Signature with Stamp

Name: _____

Date: (_____)



حکومت سندھ، فنانس ڈپارٹمنٹ

نمبر F.D(CTC-1)/04(07)/Computer & Photocopier Papers/2013-2014

کراچی مورخہ 20 فروری 2014

فون: 021-99222113



Jawg

اضافہ

23/02/14

بلسلسہ محکمہ ہذا کا اشتہار نمبر F.D(CTC-I)04(07) / 2013-2014 برائے NIT (نوٹس طلبی

ٹینڈر) مورخہ : 19 فروری 2014، مندرجہ ذیل پیراگراف کا اضافہ کر لیا جائے :

”پیشکش دہندگان اپنی پیشکشیں بڈنگ دستاویزات پر پیش کریں جو فنانس ڈپارٹمنٹ، حکومت سندھ کی جانب سے جاری کی گئی ہیں یا SPPRA نیز فنانس ڈپارٹمنٹ کی آفیشل ویب سائٹس سے ڈاؤن لوڈ کی گئی ہیں جن کے ساتھ -/2000 روپے فی (ٹینڈر فیس کی ادائیگی کی رقم اور طریقہ) موجود ہو اور یہ بذریعہ ڈاک یا دستی طور پر پیش کی جائیں۔“

و سنخا: **سیکشن آفیسر (B&A)**

پتہ: کمرہ نمبر 171، کیئر ٹیکر سیل I، گراؤنڈ فلور فنانس ڈپارٹمنٹ

حکومت سندھ، بڈنگ نمبر 06، سندھ سیکرٹریٹ اے کے، لودھی بلاک، شاہراہ کمال اتاترک، کراچی

(INF-KRY-524/14)

سندھ حڪومت
فنانس ڊپارٽمينٽ، ڪراچي



فون نمبر: 021-99222113

اضافو

هن ڊپارٽمينٽ جي اشتهار نمبر 2013/14 NO.FD(CTC-1)04(07) جي حوالي سان ٽينڊر گهرائڻ لاءِ نوٽيس، تاريخ 19 فيبروري، 2014 ۾ هيٺ ڄاڻايل پيرا جو اضافو ڪجي ٿو ”واڪ ڏيندڙن کي فنانس ڊپارٽمينٽ سنڌ حڪومت جاري ڪيل يا ايس پي پي آر-اي گڏوگڏ فنانس ڊپارٽمينٽ جي ويب سائيٽس تان ڊائون لوڊ ڪيل واڪ دستاويزن تي سندن واڪ جمع ڪرائڻ گهرجن، جيڪي 2000 روپيا في (ٽينڊر في) سان ميل يا هٿو هٿ پهچائڻ گهرجن“

Threat 23.02.14

سيڪشن آفيسر (بي اينڊ اي)

پتو: ڪمره نمبر: 17، ڪيئر ٽيڪر سيل-1، گرائونڊ فلور، فنانس ڊپارٽمينٽ، حڪومت سنڌ، بلڊنگ نمبر 06، سنڌ سيڪريٽريٽ، اي ڪي لوڊي بلاڪ، شاهراهه ڪمال اتاترڪ، ڪراچي

INF-KRY.NO.524/2014

ان سان تعلق رکي ٿو ۽ ان جي ڪري ڪو به نقصان نه ٿو پهچي ۽ ان جي ڪري ڪو به نقصان نه ٿو پهچي ۽ ان جي ڪري ڪو به نقصان نه ٿو پهچي

سومر 24 في

گورنمينٽ آف سنڌ

فنانس ڊپارٽمينٽ



No.F.D(CTC_1)/04(07)/Computer & Photocopier Papers/2013_2014
Dated 20th February, 2014. فون: 021_99222113

اضافو

اين آءِ ٽي (ٽينڊرن گھرائڻ لاءِ نوٽيس) تاريخ 19 فيبروري 2014 لاءِ هن
کاتي جي اشتھار نمبر 2013_2014 F.D (CTC_1)04(07)/2013_2014 جي تسلسل ۾
هينين پيرا شامل ڪئي وڃي: **Kawish 24.02.14**
"واڪ ڏيندڙ پنهنجا واڪ فنانس ڊپارٽمينٽ، حڪومت سنڌ پاران جاري ڪيل واڪ ڪاغذن تي يا ايس
بھي ھي آراي توڙي ناٿي کاتي جي سرڪاري ويب سائٽس تان پڻ ڄاڻون لوڊ ڪري 2000 رپين جي في
سان گڏ (رقم ۽ ٽينڊر في جي ادائگي جي طريقيڪار مطابق) تپال ذريعي يا هٿوٿ موڪلين."

سيڪشن آفيسر (بي اينڊ اي)

اٿڊريس: روم نمبر 171 ڪيٿو ٽيڪرسيل-I، گرائونڊ فلور فنانس ڊپارٽمينٽ گورنمينٽ آف سنڌ، بلڊنگ
نمبر 06، سنڌ سيڪريٽريٽ اي ڪي لوڏي بلاڪ، شاهراه ڪمال اتاترڪ ڪراچي
INF/KRY No:524/2014