TENDER FORM NO. STRY/2013-14/4149/01/ DATED: 17.03.2014



GOVERNMENT OF SINDH PRINTING & STATIONERY DEPARTMENT

TENDER FORM

FOR

SUPPLY OF STATIONERY AND STORES ITEMS

AS LISTED IN THE ENCLOSED SCHEDULE.

Ref: INVITATION TO TENDER NO. CP&S/AO/TENDER/PROC/2013-2014/4149 DATED: 17.03.2014.

DATE OF OPENING OF TENDER

08.04.2014

LAST DATE OF SUBMISSION OF TENDER 08.04.2014 UPTO 10:30 a.m.

DATE OF OPENING OF TENDER

08.04.2014 AT 11:00 a.m.

Gate No.4, Governor House Compound Abdullah Haroon Road, Karachi-75530 Phone: 99206341 - Fax: 99206340

TOTAL COST OF TENDER

Rs. 250/- (Non Refundable)



PRINTING & STATIONERY DEPARTMENT GOVERNMENT OF SINDH, KARACHI

FROM:	TO:
Office of the Controller	M/S
Printing & Stationery Department	
Government of Sindh	
Gate No.4, Governor House Compound	
Abdullah Haroon Road, Karachi-75530	
Phone: 99206341 - Fax: 99206340	•

TENDER NO.4149/STRY/2013-2014/387/01 DATED: 17.03.2014

TENDER FORM

Dear Sir,

- 1. The last date for the submission of the Sealed Tender is fixed on <u>Tuesday</u>, 08.04.2014 upto 10:30 a.m. The Tender should be dropped in the Tender Box kept in the office of the Controller, Printing & Stationery Department, Near Gate No.4, Governor House Compound, Abdullah Haroon Road, Karachi-75530 which will be opened on the same day and date i.e. <u>Tuesday</u>, 08.04.2014 at 11:00 a.m. before the PURCHASE COMMITTEE in the presence of the Tenderers or their authorized representatives who wish to be present.
- 2. The Tenderer shall quote on the prescribed schedule to this Invitation to Tender, on the basis indicated therein and shall sign the Certificate given therein to the effect that the store shall be supplied exactly in accordance with the requirement specified in the schedule. In case there is any deviation, it should be clearly stated by Tenderers otherwise it will be resumed that offer is strictly in accordance with the requirement of the Tender Notice.
- The quoted supply price for supply of stores both imported and indigenous items shall be inclusive of all taxes, duties and charges for packing, marking, handling, etc. and free delivery to consignee premises.
- Offer for supply of stores subject to prior sale shall not be entertained.
- The store is required for delivery as stated in the schedule.
- 6. Failure to submit the Tender in the manner prescribed in the Invitation to Tender then the Tender is liable to be ignored.
- 7. The Purchase does not pledge himself to accept the lower or any Tender and reserves the right of accepting the full or part quantity offered increase or decrease the quantity and the Tenderer shall supply the rate quoted. The Tenderer is at a liberty to quote for the full or part quantity.

Yours faithfully,

ACCOUNTS OFFICER
For Printing & Stationery Department

TERMS AND CONDITIONS

- The Firms registered with the General Sales Tax, Income Tax and Excise & Taxation Departments only are liable to quote Tenders.
- Copy of valid G.S.T., N.T.N., Professional Tax certificates and documentary proof of payment of all dues of Provincial Tax duly stamped by concerned participating Firm must be attached with the Tender documents, otherwise offer will not be entertained and will be rejected.
- Tenderers shall purchase separate tender documents and furnish Original Receipt (Issued by the office of the Manager Book Depot, Near Gate No.4, Governor House Compound, Abdullah Haroon Road, Karachi) as token for each alternate offer in case they want to submit alternate offer for any item(s) else the choice to select/ignore any of the alternate offer shall rest with the Purchaser.
- Tenderers are required to quote the amount separately against each item both in figures and words on their Letter Head or on Tender Documents only duly sealed and signed.
- 5. All duty and taxes including G.S.T. at the prescribed rate should be included in offer where applicable. The quoted price for supply of stores shall be inclusive of all charges for packing, making, handling etc. and free delivery to consignee premises.
- Tenders should be properly sealed with wax.
- The first lowest rates quoted by the Firm will be considered acceptable subject to approval
 of Tender Sample by the Quality/Standardization Committee as per TOR.
- 8. Complete **Delivery of Stores** is required within the stipulated time as mentioned in the Supply Order.
- 9. Bid Security : All The Firms shall submit Bid Security amounting to Rs.250,000/@ two & half percent (2.5%) for this tender value assessed by the Procuring Agency in shape of Pay Order or Demand Draft issued from any scheduled Bank of Pakistan in the name of "Assistant Controller, Stationery & Forms Office, Government of Sindh, Karachi". Cheques are not acceptable. The offer without Bid Security will not be entertained and will be ignored.
- 10. Performance Security : The successful tenderers will have to deposit Performance Security in the form of Pay order or Demand draft from any scheduled Bank of Pakistan, in the name of "Assistant Controller, Stationery & Forms Office, Government of Sindh, Karachi". provided that the amount shall be within ten percent (10%) of contract price.
- 11. Fee for Stamp Duty: Stamp Duty @ 0.30% of the value of the contract will be charged by the Accountant General Sindh, Karachi while payment to the contractor forward of each contract.
- 12. Before making any payment the successful bidders will have to submit:
 - (i) One fifth of the total value of Sales Tax admissible on the supplies shown in the Invoice issued by the supplier will be deducted by the A.G. Sindh. A copy of Monthly Return deposited by the supplier to FBR must be provided along with Annexure-C and Computerized Payment Receipt (CPR) on monthly basis.
 - (ii) a copy of paid challan of Professional Tax for the year 2013-2014.
 - (iii) a Certificate of the concerned District Excise and Taxation Officer that the tax has been paid

- (iv) Any other Tax/Fee announced by the Govt. will be charged as admissible.
- 13. Tenderers are requested to mention full specifications along with the make, manufacturer name and country of origin etc. in their offer, failing which offer will not be entertained.
- Indenting Officer's required sample in respect of "Stationery Items" can be seen at Stationery Branch of Stationery & Forms Office, Karachi, during office hours.
- 15. The Procuring Agency reserves the right to increase or decrease the quantity and accept or reject any of the tenders under the provisions of the Sindh Public Procurement Rules-2010.
- 16. Representatives of the firms should produce "Authority Letter" of their firm at the time of attending the opening of tender.
- The Tenderers shall fill in the certificate below failing which the Tender will liable to be considered non-responsive.

CERTIFICATE

We guarantee to supply the stores exactly in accordance with the requirements specified in the Invitation to Tender. The quoted rates will remain valid during entire financial year 2013-2014 ending on 30.06.2014.

Name	of the Tenderer	_ Signature
Designa	ation	Address

Official Seal

Dated the day of 2014.

<u>N.B.</u>

- Tenderers are requested to submit Tender Samples <u>02</u> No.(s) against each Item along with the offer before the Procurement Committee failing which offer will be ignored.
- Tenderers should submit Tender Sample upto 10:30 hours of <u>07.04.2014</u>, in respect of Stationery & Stores items to the Manager, Provincial Stationery Office Karachi and in respect of Printing & Binding Materials to the Superintendent, Sindh Government Press Karachi failing which, offer will be rejected
- 3. Tenderers are requested to mention Make and Country of Origin in their offer.
- In case validity offered by the bidders shorter than the validity required in the Tender such tender/offer will be ignored under provision of the Sindh Public Procurement Rules 2010.
- Original tender Purchase receipt must be enclosed along with the offer.

PRICE OF TENDER RS.250/-

Dated the day of

2014.

NOT TRANSFERABLE / NOT REFUNDABLE

Ref: INVITATION TO TENDER NO. CP&S/TENDER/PROC/2013-2014/ DT: 17.03.2014.

THE SCHEDULE REFERRED TO IN THE TENDER

Offer shall remain valid till 30.06.2014 from the date of opening of Tender. Tenderer should quote their price on free delivery to consignee's end at Karachi basic, both in figures and words, inclusive all taxes, Stores required immediately.

, (FFSET PAPER (IMPORTED) 80-0	SSM	Dath to Cinuma & Words Free Delivery to
	Description of Stores	Drice ner 4/() (Both in Figures & Words Free Delivery to e's end (Inclusive All Taxes/Duties)
ke Description of Stores m#		In figures	In words
11 17	Offset Paper (Imported) White Colour A-4 Size	Rs	
^4	White Colour A-4 Size (8.27"x11.69") 80.Gsm.	Per Ream	Rupees
01_	Offset Paper (Imported) White	100 100	
		Rs	
00	Of Cem	Per Ream	Rupees
₹ea	m therein		dicating size, substance and quality of paper
CC No	ontract(s). o tolerance in substances is allowed		ality/Standardization Committee before placing
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attis 30.0	DERERS ARE REQUESTED ACHED WITH THE TENDER EN	ro STRICTLY F NQUIRY. Il remain valid dur Signature of Name of th Name & Add Telephone	ing entire financial year 2013-2014 ending Tenderer (S) Tenderer dress in full

TENDER FORM NO. PRTG/2013-14/4149/02/____

DATED: 17.03.2014



GOVERNMENT OF SINDH PRINTING & STATIONERY DEPARTMENT

TENDER FORM FOR SUPPLY OF

PAPER, PRINTING & BINDING MATERIALS AS LISTED IN THE ENCLOSED SCHEDULE.

Ref: INVITATION TO TENDER NO. CP&S/AO/TENDER/PROC/2013-2014/4149 DATED: 17.03.2014.

DATE OF OPENING OF TENDER

08.04.2014

LAST DATE OF SUBMISSION OF TENDER 08.04.2014 UPTO 10:30 a.m.

DATE OF OPENING OF TENDER

08.04.2014 AT 11:00 a.m.

Gate No.4, Governor House Compound Abdullah Haroon Road, Karachi-75530 Phone: 99206341 - Fax: 99206340

TOTAL COST OF TENDER

Rs. 250/- (Non Refundable)

NOT TRANSFERABLE / NOT REFUNDABLE PRICE OF TENDER RS.250/-



PRINTING & STATIONERY DEPARTMENT GOVERNMENT OF SINDH, KARACHI

FROM:	TO:
Office of the Controller Printing & Stationery Department	M/S
Government of Sindh Gate No.4, Governor House Compound	
Abdullah Haroon Road, Karachi-75530 Phone: 99206341 – Fax: 99206340	

TENDER NO. <u>PRTG/2013-2014/4149</u>

DATED: <u>17.03.2014</u>

TENDER FORM

Dear Sir,

- 1. The last date for the submission of the Sealed Tender is fixed on Tuesday, 08.04.2014 upto 10:30 a.m. The Tender should be dropped in the Tender Box kept in the office of the Controller, Printing & Stationery Department, Near Gate No.4, Governor House Compound, Abdullah Haroon Road, Karachi-75530 which will be opened on the same day and date i.e. Tuesday, 08,04,2014 at 11:00 a.m. before the PURCHASE COMMITTEE in the presence of the Tenderers or their authorized representatives who wish to be present.
- 2. The Tenderer shall quote on the prescribed schedule to this Invitation to Tender, on the basis indicated therein and shall sign the Certificate given therein to the effect that the store shall be supplied exactly in accordance with the requirement specified in the schedule. In case there is any deviation, it should be clearly stated by Tenderers otherwise it will be resumed that offer is strictly in accordance with the requirement of the Tender Notice.
- 3. The quoted supply price for supply of stores both imported and indigenous items shall be inclusive of all taxes, duties and charges for packing, marking, handling, etc. and free delivery to consignee premises.
- 4. Offer for supply of stores subject to prior sale shall not be entertained.
- 5. The store is required for delivery as stated in the schedule.
- 6. Failure to submit the Tender in the manner prescribed in the Invitation to Tender then the Tender is liable to be ignored.
- 7. The Purchase does not pledge himself to accept the lower or any Tender and reserves the right of accepting the full or part quantity offered increase or decrease the quantity and the Tenderer shall supply the rate quoted. The Tenderer is at a liberty to quote for the full or part quantity.

Yours faithfully,

ACCOUNTS OFFICER For Printing & Stationery. Department

TERMS AND CONDITIONS

- The Firms registered with the General Sales Tax, Income Tax and Excise & Taxation 1. Departments only are liable to quote Tenders.
- Copy of valid G.S.T., N.T.N., Professional Tax certificates and documentary proof of duly stamped by concerned 2. payment of all dues of Provincial Tax participating Firm must be attached with the Tender documents, otherwise offer will not be entertained and will be rejected.
- Tenderers shall purchase separate tender documents and furnish Original Receipt (Issued by the office of the Manager Book Depot, Near Gate No.4, Governor House 3. Compound, Abdullah Haroon Road, Karachi) as token for each alternate offer in case they want to submit alternate offer for any item(s) else the choice to select/ignore any of the alternate offer shall rest with the Purchaser.
- Tenderers are required to quote the amount separately against each item both in figures and words on their Letter Head or on Tender Documents only duly sealed and signed. 4.
- All duty and taxes including G.S.T. at the prescribed rate should be included in offer where applicable. The quoted price for supply of stores shall be inclusive of all charges 5. for packing, making, handling etc. and free delivery to consignee premises.
- Tenders should be properly sealed with wax. 6.
- The first lowest rates quoted by the Firm will be considered acceptable subject to approval of Tender Sample by the Quality/Standardization Committee as per TOR. 7.
- Complete Delivery of Stores is required within the stipulated time as mentioned in the 8. Supply Order.
- amounting to Rs.25,000/2 Bid Security 2 2 All The Firms shall submit Bid Security @ two & half percent (2.5%) for this tender value assessed by the Procuring Agency in 9. shape of Pay Order or Demand Draft issued from any scheduled Bank of Pakistan in the name of "Superintendent, Sindh Government Press, Karachi". Cheques are not acceptable. The offer without Bid Security will not be entertained and will be ignored.
- Performance Security . . The successful tenderers will have to deposit Performance Security in the form of Pay order or Demand draft from any scheduled Bank of 10. Pakistan, in the name of "Superintendent, Sindh Government Press, Karachi" provided that the amount shall be within ten percent (10%) of contract price.
- Fee for Stamp Duty: Stamp Duty @ 0.30% of the value of the contract will be charged by the Accountant General Sindh, Karachi while payment to the contractor forward of 11. each contract.
- Before making any payment the successful bidders will have to submit: 12.
 - One fifth of the total value of Sales Tax admissible on the supplies shown in the Invoice issued by the supplier will be deducted by the A.G. Sindh. A copy of Monthly Return deposited by the supplier to FBR must be provided along with Annexure-C and Computerized Payment Receipt (CPR) on monthly basis.
 - (ii) a copy of paid challan of Professional Tax for the year 2013-2014.
 - (iii) a Certificate of the concerned District Excise and Taxation Officer that the tax has Stranger Belle
 - (iv) Any other Tax/Fee announced by the Govt. will be charged as admissible.

- Tenderers are requested to mention full specifications along with the make, manufacturer name and country of origin etc. in their offer, failing which offer will not be entertained. 13.
- Indenting Officer's required sample in respect of "Paper, Printing & Binding Materials" can be seen at Ware-house Section of Sindh Government Press Karachi, during office 14. hours.
- The Procuring Agency reserves the right to increase or decrease the quantity and accept or reject any of the tenders under the provisions of the Sindh Public Procurement Rules-15. 2010.
- Representatives of the firms should produce "Authority Letter" of their firm at the time of 16. attending the opening of tender.
- The Tenderers shall fill in the certificate below failing which the Tender will liable to be 17. considered non-responsive.

<u>CERTIFICATE</u>

We guarantee to supply the stores exactly in accordance with the requirements specified in the Invitation to Tender. The quoted rates will remain valid during entire financial year 2013-2014 ending on 30.06.2014.

Name of the Tenderer	Signature
Designation	Address

Official Seal

2014. day of Dated the

- Tenderers are requested to submit Tender Samples <u>02</u> No.(s) against each Item <u>N.B.</u> along with the offer before the Procurement Committee failing which offer will be 1. ignored.
- Tenderers should submit Tender Sample upto 10:30 hours of 07.04.2014, in respect of Stationery & Stores items to the Manager, Provincial Stationery Office 2. Karachi and in respect of Printing & Binding Materials to the Superintendent, Sindh Government Press Karachi failing which, offer will be rejected
- Tenderers are requested to mention Make and Country of Origin in their offer. 3.
- In case validity offered by the bidders shorter than the validity required in the Tender such tender/offer will be ignored under provision of the Sindh Public 4. Procurement Rules 2010.
- Original tender Purchase receipt must be enclosed along with the offer. 5.

PRICE OF TENDER RS.250/-

NOT TRANSFERABLE / NOT REFUNDABLE

Ref: INVITATION TO TENDER NO. CP&S/TENDER/PROC/2013-2014/4000 DATED: 17.03.2014.

THE SCHEDULE REFERRED TO IN THE TENDER

Offer shall remain valid till 30.06.2014 from the date of opening of Tender. Tenderer should quote their price on free delivery to consignee's end at Karachi basic, both in figures and words, inclusive all taxes, Stores required immediately.

List of items to be procured during the current financial year 2013-2014

COLOURED PULP BOARD LOCAL MADE Price per A/U Both in Figures & Word Price per A/U Both in Figures & Word Delivery to Consignee's end (Inclusive A		onsignee's end (Inclusive All Taxes)	
Item #	Description of Breeze	In figures In words	
01	GREEN PULP BOARD local made, size 22" x 28" -	Rs Per Packet	Rupees
		l	sufficiently strong, free specks and

Machine finished Machine glazed. One side glazed, sufficiently strong, free specks and Blemishes, suitable for printing purpose.

To be supplied in Mill's original packing and in packets of 100 sheets each, duly packed in strong wrapping paper to avoid mishandling in storage and transportation and labeled indicating size, substance and quality of paper packed therein.

Allowing plus and minus 5% tolerance in substance only on bulk supplies and to be supplied in the size and substances.

	TON TOWELS, BATH SOAP Description of Stores	Delivery to Consignee's end (Inclusive All Taxes)	
Item #	Description of Stores	In figures In words	
02	COTTON TOWELS Size 27" x 54" Superior quality and of suitable designs	RsPer Dozen	Rupees
03	BATH SOAP Large Size (125 grams)	Rs Per Dozen	Rupees
04	NAIL BRUSHES Size 2" x 6" SWAN, FARRI, MERCO Brands or similar	Rs Per Dozen	Rupees

Continued...

MECHNICAL PAPER 52-GSM, L	OCAL MADI	<u>6</u>
05 MECHANICAL FAI DR. 34"	Rs	Rupees
made, 52 Grams, Size 27"x 34"	Per Ream ood-free. Mach	ine finished suitable for printing and

in substance local made in sheets. Wood-free. Machine finished suitable for printing and writing on both the sides. Ink may not spread out on the paper while writing on it on both the sides. Paper shall be free from specks and blemishes, having good opacity and uniform texture. To be supplied in original Mill packing in reams of 500 sheets each duly packed in strong wrapping paper to avoid mishandling in transportation and shortage and labled indicating size, substance and quality of paper ream therein.

- The first lowest rates quoted by the Firm will be considered acceptable subject to approval of Note: Tender Sample by the Quality/Standardization Committee as per TOR.
- Tender sample (s) should be got approved from the Quality/Standardization Committee before placing of contract(s).
- No tolerance in substances is allowed to tender sample(s).

TENDERERS ARE REQUESTED TO STRICTLY FOLLOW THE TERMS AND CONDITIONS ATTACHED WITH THE TENDER ENQUIRY.

It is certified that the quoted rates will remain valid during entire financial year 2013-

2014 ending on 30.06.2014.	Signature of Tenderer (S)
	Name of the Tenderer
•	Name & Address in full
	Telephone Nos. Office
Official Seal	Telephone Nos. Residential
	Mobile No.
201	4.

2014. Dated the day of

TENDER FORM NO. PRTG/2013-14/4149/01/_____

DATED: 17.03.2014



GOVERNMENT OF SINDH PRINTING & STATIONERY DEPARTMENT

TENDER FORM

FOR SUPPLY OF PAPER, PRINTING & BINDING MATERIALS AS LISTED IN THE ENCLOSED SCHEDULE.

Ref: INVITATION TO TENDER NO. CP&S/AO/TENDER/PROC/2013-2014/4149 DATED: 17.03.2014.

DATE OF OPENING OF TENDER

08.04.2014

LAST DATE OF SUBMISSION OF TENDER 08.04.2014 UPTO 10:30 a.m.

DATE OF OPENING OF TENDER

08.04.2014 AT 11:00 a.m.

Gate No.4, Governor House Compound Abdullah Haroon Road, Karachi-75530 Phone: 99206341 - Fax: 99206340

TOTAL COST OF TENDER

Rs. 250/- (Non Refundable)

NOT TRANSFERABLE / NOT REFUNDABLE PRICE OF TENDER RS.250/-



PRINTING & STATIONERY DEPARTMENT GOVERNMENT OF SINDH, KARACHI

	то:
FROM:	
	M/S
Office of the Controller	
Printing & Stationery Department	
Government of Sindh	
Gate No.4, Governor House Compound	
Abdullah Haroon Road, Karachi-75530 Phone: 99206341 – Fax: 99206340	
Phone: 99206341 - Fax: 99200340	

DATED: <u>17.03.2014</u> TENDER NO. <u>PRTG/2013-2014/4149</u>

TENDER FORM

Dear Sir,

- 1. The last date for the submission of the Sealed Tender is fixed on Tuesday, 08.04.2014 upto 10:30 a.m. The Tender should be dropped in the Tender Box kept in the office of the Controller, Printing & Stationery Department, Near Gate No.4, Governor House Compound, Abdullah Haroon Road, Karachi-75530 which will be opened on the same day and date i.e. Tuesday, 08.04.2014 at 11:00 a.m. before the PURCHASE COMMITTEE in the presence of the Tenderers or their authorized representatives who wish to be present.
- 2. The Tenderer shall quote on the prescribed schedule to this Invitation to Tender, on the basis indicated therein and shall sign the Certificate given therein to the effect that the store shall be supplied exactly in accordance with the requirement specified in the schedule. In case there is any deviation, it should be clearly stated by Tenderers Otherwise it will be resumed that offer is strictly in accordance with the requirement of the Tender Notice.
 - 3. The quoted supply price for supply of stores both imported and indigenous items shall be inclusive of all taxes, duties and charges for packing, marking, handling, etc. and free delivery to consignee premises.
 - Offer for supply of stores subject to prior sale shall not be entertained.
 - The store is required for delivery as stated in the schedule.
 - 6. Failure to submit the Tender in the manner prescribed in the Invitation to Tender then the Tender is liable to be ignored.
 - 7. The Purchase does not pledge himself to accept the lower or any Tender and reserves the right of accepting the full or part quantity offered increase or decrease the quantity and the Tenderer shall supply the rate quoted. The Tenderer is at a liberty to quote for Yours faithfully, the full or part quantity.

ACCOUNTS OFFICER For Printing & Stationery Department

TERMS AND CONDITIONS

- The Firms registered with the General Sales Tax, Income Tax and Excise & Taxation 1. Departments only are liable to quote Tenders.
- Copy of valid G.S.T., N.T.N., Professional Tax certificates and documentary proof of participating Firm must be attached with the Tender documents, otherwise offer will not 2. be entertained and will be rejected.
- Tenderers shall purchase separate tender documents and furnish Original Receipt (Issued by the office of the Manager Book Depot, Near Gate No.4, Governor House Compound, Abdullah Haroon Road, Karachi) as token for each alternate offer in case 3. they want to submit alternate offer for any item(s) else the choice to select/ignore any of the alternate offer shall rest with the Purchaser.
- Tenderers are required to quote the amount separately against each item both in figures and words on their Letter Head or on Tender Documents only duly sealed and signed. 4.
- 'All duty and taxes including G.S.T. at the prescribed rate should be included in offer where applicable. The quoted price for supply of stores shall be inclusive of all charges 5. for packing, making, handling etc. and free delivery to consignee premises.
- Tenders should be properly sealed with wax. 6.
- The first lowest rates quoted by the Firm will be considered acceptable subject to approval of Tender Sample by the Quality/Standardization Committee as per TOR. 7.
- Complete Delivery of Stores is required within the stipulated time as mentioned in the 8. Supply Order.
- amounting to Rs.75,000/-Bid Security All The Firms shall submit Bid Security @ two & half percent (2.5%) for this tender value assessed by the Procuring Agency in shape of Pay Order or Demand Draft issued from any scheduled Bank of Pakistan in the 9. name of "Superintendent, Sindh Government Press, Karachi". Cheques are not acceptable. The offer without Bid Security will not be entertained and will be ignored.
- Performance Security : The successful tenderers will have to deposit Performance in the form of Pay order or Demand draft from any scheduled Bank of Pakistan, in the name of "Superintendent, Sindh Government Press, Karachi" provided 10. that the amount shall be within ten percent (10%) of contract price.
- Fee for Stamp Duty: Stamp Duty @ 0.30% of the value of the contract will be charged by the Accountant General Sindh, Karachi while payment to the contractor forward of 11. each contract.
- Before making any payment the successful bidders will have to submit: 12.
 - One fifth of the total value of Sales Tax admissible on the supplies shown in the Invoice issued by the supplier will be deducted by the A.G. Sindh. A copy of Monthly Return deposited by the supplier to FBR must be provided along with Annexure-C and Computerized Payment Receipt (CPR) on monthly basis.
 - (ii) a copy of paid challan of Professional Tax for the year 2013-2014.
 - (iii) a Certificate of the concerned District Excise and Taxation Officer that the tax has
 - (iv) Any other Tax/Fee announced by the Govt. will be charged as admissible.

Continued...

- Tenderers are requested to mention full specifications along with the make, manufacturer name and country of origin etc. in their offer, failing which offer will not be entertained. 13.
- Indenting Officer's required sample in respect of "Paper, Printing & Binding Materials" can be seen at Ware-house Section of Sindh Government Press Karachi, during office 14.
- The Procuring Agency reserves the right to increase or decrease the quantity and accept or reject any of the tenders under the provisions of the Sindh Public Procurement Rules-15.
- Representatives of the firms should produce "Authority Letter" of their firm at the time of 2010. attending the opening of tender. 16.
- The Tenderers shall fill in the certificate below failing which the Tender will liable to be 17. considered non-responsive.

CERTIFICATE

We guarantee to supply the stores exactly in accordance with the requirements specified in the Invitation to Tender. The quoted rates will remain valid during entire financial year 2013-2014 ending on 30.06.2014.

	Signature
Name of the Tenderer	Address
Designation	_

Official Seal

2014. Dated the day of

- Tenderers are requested to submit Tender Samples 02 No.(s) against each Item along with the offer before the Procurement Committee failing which offer will be <u>N.B.</u> 1. ignored.
- Tenderers should submit Tender Sample upto 10:30 hours of 07.04.2014, in respect of Stationery & Stores items to the Manager, Provincial Stationery Office Karachi and in respect of Printing & Binding Materials to the Superintendent, 2. Sindh Government Press Karachi failing which, offer will be rejected
- Tenderers are requested to mention Make and Country of Origin in their offer. 3.
- In case validity offered by the bidders shorter than the validity required in the Tender such tender/offer will be ignored under provision of the Sindh Public 4. Procurement Rules 2010.
- Original tender Purchase receipt must be enclosed along with the offer. 5.

PRICE OF TENDER R\$250/-

NOT TRANSFERABLE / NOT REFUNDABLE

Ref: INVITATION TO TENDER NO. CP&S/TENDER/PROC/2013-2014/ DATED: 17.03.2014.

THE SCHEDULE REFERRED TO IN THE TENDER

Offer shall remain valid till 30.06.2014 from the date of opening of Tender. Tenderer should quote their price on free delivery to consignee's end at Karachi basic, both in figures and words, inclusive all taxes, Stores required immediately.

List of items to be procured during the current financial year 2013-2014

ISL 01	items to be procured during th	TYTRA WHIT	E. IMPORTED & Words Free
<u>OFF</u>	WANTER, VICE DISC	Price per A	U Both in Figures & Worts Towes) onsignee's end (Inclusive All Taxes) In words
Ite	Description of Stores	In figures	
m#	OFFSET PAPER	Rs	Rupees
	Imported, 80 Grams Size 23" x 36"	Per Ream.	Rupees
02	OFFSET PAPER Imported, 80 Grams	Rs Per Ream	
03	Size 17" x 27"	Rs	Rupees
0.5	Imported, 80 Grams Size 27" x 34"	Per Ream	g purposes on both the sides both the sides, and in uniform texture.

Machine finished, suitable for printing and writing purposes on both the sides both the sides. Paper shall be gree from specks and blemishes, and in uniform texture.

To be supplied in original Mill/manufacture's packets of 250 sheets/reams of 500 sheets each and labeled indicating sixe, substance of paper supplies. To be supplied in the size and substances

The first lowest rates quoted by the Firm will be considered acceptable subject to approval of

Tender Sample by the Quality/Standardization Committee as per TOR. Tender sample (s) should be got approved from the Quality/Standardization Committee before

No tolerance in substances is allowed to tender sample(s).

TENDERERS ARE REQUESTED TO STRICTLY FOLLOW THE TERMS AND CONDITIONS ATTACHED WITH THE TENDER ENQUIRY.

It is certified that the quoted rates will remain valid during entire financial year 2013-2014 ending on 30.06.2014.

Signature of Tenderer (S) Name of the Tenderer Name & Address in full Telephone Nos. Office Telephone Nos. Residential Mobile No.
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Official Seal

TENDER FORM NO. PRTG/2013-14/4149/02/____

DATED: 17.03.2014



GOVERNMENT OF SINDH PRINTING & STATIONERY DEPARTMENT

TENDER FORM

FOR SUPPLY OF PAPER, PRINTING & BINDING MATERIALS AS LISTED IN THE ENCLOSED SCHEDULE.

Ref: INVITATION TO TENDER NO. CP&S/AO/TENDER/PROC/2013-2014/4149 DATED: 17.03.2014.

DATE OF OPENING OF TENDER

08.04.2014

LAST DATE OF SUBMISSION OF TENDER 08.04.2014 UPTO 10:30 a.m. 08.04.2014 AT 11:00 a.m.

DATE OF OPENING OF TENDER

Gate No.4, Governor House Compound Abdullah Haroon Road, Karachi-75530 Phone: 99206341 - Fax: 99206340

TOTAL COST OF TENDER

Rs. 250/- (Non Refundable)

NOT TRANSFERABLE / NOT REFUNDABLE PRICE OF TENDER RS.250/-



PRINTING & STATIONERY DEPARTMENT GOVERNMENT OF SINDH, KARACHI

	TO:
FROM:	
	M/S
Office of the Controller	
Printing & Stationery Department	·
Corremment of Sindh	
Gate No.4, Governor House Compound	
Aladallah Haroon Road, Karacm-1999	_
Phone: 99206341 - Fax: 99206340	

DATED: <u>17.03.2014</u> TENDER NO. <u>PRTG/2013-2014/4149</u>

TENDER FORM

Dear Sir,

- 1. The last date for the submission of the Sealed Tender is fixed on Tuesday. 08.04.2014 upto 10:30 a.m. The Tender should be dropped in the Tender Box kept in the office of the Controller, Printing & Stationery Department, Near Gate No.4, Governor House Compound, Abdullah Haroon Road, Karachi-75530 which will be opened on the same day and date i.e. Tuesday, 08.04.2014 at 11:00 a.m. before the PURCHASE COMMITTEE in the presence of the Tenderers or their authorized representatives who wish to be present.
- 2. The Tenderer shall quote on the prescribed schedule to this Invitation to Tender, on the basis indicated therein and shall sign the Certificate given therein to the effect that the store shall be supplied exactly in accordance with the requirement specified in the schedule. In case there is any deviation, it should be clearly stated by Tenderers otherwise it will be resumed that offer is strictly in accordance with the requirement of the Tender Notice.
- 3. The quoted supply price for supply of stores both imported and indigenous items shall be inclusive of all taxes, duties and charges for packing, marking, handling, etc. and free delivery to consignee premises.
- 4. Offer for supply of stores subject to prior sale shall not be entertained.
- 5. The store is required for delivery as stated in the schedule.
- 6. Failure to submit the Tender in the manner prescribed in the Invitation to Tender then the Tender is liable to be ignored.
- 7. The Purchase does not pledge himself to accept the lower or any Tender and reserves the right of accepting the full or part quantity offered increase or decrease the quantity and the Tenderer shall supply the rate quoted. The Tenderer is at a liberty to quote for the full or part quantity. Yours faithfully,

ACCOUNTS OFFICER For Printing & Stationery Department

TERMS AND CONDITIONS

- The Firms registered with the General Sales Tax, Income Tax and Excise & Taxation Departments only are liable to quote Tenders.
- 2. Copy of valid G.S.T., N.T.N., Professional Tax certificates and documentary proof of payment of all dues of Provincial Tax duly stamped by concerned participating Firm must be attached with the Tender documents, otherwise offer will not be entertained and will be rejected.
- 3. Tenderers shall purchase separate tender documents and furnish Original Receipt (Issued by the office of the Manager Book Depot, Near Gate No.4, Governor House Compound, Abdullah Haroon Road, Karachi) as token for each alternate offer in case they want to submit alternate offer for any item(s) else the choice to select/ignore any of the alternate offer shall rest with the Purchaser.
- Tenderers are required to quote the amount separately against each item both in figures and words on their Letter Head or on Tender Documents only duly sealed and signed.
- 5. All duty and taxes including G.S.T. at the prescribed rate should be included in offer where applicable. The quoted price for supply of stores shall be inclusive of all charges for packing, making, handling etc. and free delivery to consignee premises.
- Tenders should be properly sealed with wax.
- 7. The first lowest rates quoted by the Firm will be considered acceptable subject to approval of Tender Sample by the Quality/Standardization Committee as per TOR.
- 8. Complete **Delivery of Stores** is required within the stipulated time as mentioned in the Supply Order.
- 9. Bid Security All The Firms shall submit Bid Security amounting to Rs.25,000/_± (a) two & half percent (2.5%) for this tender value assessed by the Procuring Agency in shape of Pay Order or Demand Draft issued from any scheduled Bank of Pakistan in the name of "Superintendent, Sindh Government Press, Karachi". Cheques are not acceptable. The offer without Bid Security will not be entertained and will be ignored.
- 10. Performance Security: The successful tenderers will have to deposit Performance Security in the form of Pay order or Demand draft from any scheduled Bank of Pakistan, in the name of "Superintendent, Sindh Government Press, Karachi" provided that the amount shall be within ten percent (10%) of contract price.
- 11. Fee for Stamp Duty: Stamp Duty @ 0.30% of the value of the contract will be charged by the Accountant General Sindh, Karachi while payment to the contractor forward of each contract.
- 12. Before making any payment the successful bidders will have to submit:
 - (i) One fifth of the total value of Sales Tax admissible on the supplies shown in the Invoice issued by the supplier will be deducted by the A.G. Sindh. A copy of Monthly Return deposited by the supplier to FBR must be provided along with Annexure-C and Computerized Payment Receipt (CPR) on monthly basis.
 - (ii) a copy of paid challan of Professional Tax for the year 2013-2014.
 - (iii) a Certificate of the concerned District Excise and Taxation Officer that the tax has been paid
 - (iv) Any other Tax/Fee announced by the Govt. will be charged as admissible.

Continued...

- 13. Tenderers are requested to mention full specifications along with the make, manufacturer name and country of origin etc. in their offer, failing which offer will not be entertained.
- 14. Indenting Officer's required sample in respect of "Paper, Printing & Binding Materials" can be seen at Ware-house Section of Sindh Government Press Karachi, during office hours.
- 15. The Procuring Agency reserves the right to increase or decrease the quantity and accept or reject any of the tenders under the provisions of the Sindh Public Procurement Rules-2010.
- 16. Representatives of the firms should produce "Authority Letter" of their firm at the time of attending the opening of tender.
- 17. The Tenderers shall fill in the **certificate** below failing which the Tender will liable to be considered non-responsive.

CERTIFICATE

We guarantee to supply the stores exactly in accordance with the requirements specified in the Invitation to Tender. The quoted rates will remain valid during entire financial year 2013-2014 ending on 30.06.2014.

Name of the Tenderer	Signature
Designation	Address

Official Seal

Dated the day of 2014

<u>N.B.</u>

- 1. Tenderers are requested to submit Tender Samples <u>02</u> No.(s) against each Item along with the offer before the Procurement Committee failing which offer will be ignored.
- Tenderers should submit Tender Sample upto 10:30 hours of <u>07.04.2014</u>, in respect of Stationery & Stores items to the Manager, Provincial Stationery Office Karachi and in respect of Printing & Binding Materials to the Superintendent, Sindh Government Press Karachi failing which, offer will be rejected
- 3. Tenderers are requested to mention Make and Country of Origin in their offer.
- 4. In case validity offered by the bidders shorter than the validity required in the Tender such tender/offer will be ignored under provision of the Sindh Public Procurement Rules 2010.
- 5. Original tender Purchase receipt must be enclosed along with the offer.

Ref: INVITATION TO TENDER NO. CP&S/TENDER/PROC/2013-2014/DATED: 17.03.2014.

THE SCHEDULE REFERRED TO IN THE TENDER

Offer shall remain valid till 30.06.2014 from the date of opening of Tender. Tenderer should quote their price on free delivery to consignee's end at Karachi basic, both in figures and words, inclusive all taxes, Stores required immediately.

List of items to be procured during the current financial year 2013-2014

COLOURED PULP BOARD LOCAL MADE			
Item	Description of Stores	Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)	
#		In figures	In words
01	GREEN PULP BOARD local made, size 22" x 28" – 315 Grams	Rs Per Packet	Rupees

Machine finished Machine glazed. One side glazed, sufficiently strong, free specks and Blemishes, suitable for printing purpose.

To be supplied in Mill's original packing and in packets of 100 sheets each, duly packed in strong wrapping paper to avoid mishandling in storage and transportation and labeled indicating size, substance and quality of paper packed therein.

Allowing plus and minus 5% tolerance in substance only on bulk supplies and to be supplied in the size and substances.

COTTON TOWELS, BATH SOAP, NAIL BRUSHES			
ltem	Price per A/U Boo		VU Both in Figures & Words Free Consignee's end (Inclusive All Taxes)
#		In figures	In words
02	COTTON TOWELS Size 27" x 54" Superior quality and of suitable designs	Rs Per Dozen	Rupees
03	BATH SOAP Large Size (125 grams)	Rs Per Dozen	Rupees
04	NAIL BRUSHES Size 2" x 6" SWAN, FARRI, MERCO Brands or similar	Rs Per Dozen	Rupees

Continued...

·	(2)	
MECHNICAL PAPER 52-GS	M®10CH	
05 MECHANICAL PAPER	local	
made, 52 Grams, Size 27"x	34" Rs Rupees	
sides. Paper shall be free from spec	ts. Wood-free. Machine finished suitable for printing and not spread out on the paper while writing on it on both the eks and blemishes, having good opacity and uniform texture. acking in reams of 500 sheets each duly packed in strong	
 Note: The first lowest rates quoted by the Firm will be considered acceptable subject to approval of Tender Sample by the Quality/Standardization Committee as per TOR. Tender sample (s) should be got approved from the Quality/Standardization Committee before placing of contract(s). No tolerance in substances is allowed to tender sample(s). TENDERERS ARE REQUESTED TO STRICTLY FOLLOW THE TERMS AND CONDITIONS ATTACHED WITH THE TENDER ENQUIRY. 		
	s will remain valid during entire financial year 2013-	
	Signature of Tenderer (S)	
•	Name of the Tenderer	
	Name & Address in full	
Official Seal	Telephone Nos. Office	
	Telephone Nos. Residential	
	Mobile No.	

<u> 2014.</u>