

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)

PRICE OF TENDER RS.250/-

NOT TRANSFERABLE / NOT REFUNDABLE



PRINTING & STATIONERY DEPARTMENT
GOVERNMENT OF SINDH, KARACHI

FROM :

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

TO :

M/S _____

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 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

1. 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.
4. 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.
6. 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.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.
 14. 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.
 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.

N.B.

1. 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 ignored.
2. 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, 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.

PRICE OF TENDER RS.250/-

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.

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

• OFFSET PAPER (IMPORTED) 80-GSM			
Item #	Description of Stores	Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes/Duties)	
		In figures	In words
01	Offset Paper (Imported) White Colour A-4 Size (8.27"x11.69") 80.Gsm.	Rs. Per Ream	Rupees
02	Offset Paper (Imported) White Colour Legal Size: 8½"x13½" 80.Gsm.	Rs. Per Ream	Rupees

To be supplied in original Mill Packing in reams of 500 sheets each duly packed (5 Ream in box) to avoid mishandling in transportation and storage and labeled indicating size, substance and quality of paper Ream therein

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.

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. _____

Official Seal

Dated the _____ day of _____ 2014.

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)

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



**PRINTING & STATIONERY DEPARTMENT
GOVERNMENT OF SINDH, KARACHI**

FROM :

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

TO :

M/S _____

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

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

1. 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.
4. 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.
6. 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/- @ 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.

N.B.

1. 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 ignored.
2. 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, 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.

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

Ref: INVITATION TO TENDER NO. CP&S/TENDER/PROC/2013-2014/4649
 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
<p>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.</p>			

COTTON TOWELS, BATH SOAP, NAIL BRUSHES			
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
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, MERC O Brands or similar	Rs. Per Dozen	Rupees

Continued...

MECHANICAL PAPER 52-GSM, LOCAL MADE			
05	MECHANICAL PAPER local made, 52 Grams, Size 27"x 34"	Rs. <i>Per Ream</i>	Rupees
<p>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.</p>			

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.

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. _____

Official Seal

Dated the _____ day of _____ 2014.

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)

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



**PRINTING & STATIONERY DEPARTMENT
GOVERNMENT OF SINDH, KARACHI**

FROM :

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

TO :

M/S _____

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

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

1. 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.
4. 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.
6. 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.75,000/- @ 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 "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.

N.B.

1. 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 ignored.
2. 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, 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.

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

Ref: INVITATION TO TENDER NO. CP&S/TENDER/PROC/2013-2014/129
 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**

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	OFFSET PAPER, VRG. BRAND EXTRA WHITE, IMPORTED Imported, 80 Grams Size 23" x 36"	Rs. Per Ream.	Rupees
02	OFFSET PAPER Imported, 80 Grams Size 17" x 27"	Rs. Per Ream	Rupees
03	OFFSET PAPER Imported, 80 Grams Size 27" x 34"	Rs. Per Ream	Rupees

Machine finished, suitable for printing and writing purposes on both the sides both the sides. Paper shall be free 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 size, substance of paper supplies. To be supplied in the size and substances

- 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.

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

Official Seal

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

Dated the _____ day of _____ 2014.

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)

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



**PRINTING & STATIONERY DEPARTMENT
GOVERNMENT OF SINDH, KARACHI**

FROM :

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

TO :

M/S _____

TENDER NO. PRTG/2013-2014/4149

DATED: 17.03.2014

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

1. 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.
4. 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.
6. 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/- @ 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.

N.B.

1. 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 ignored.
2. 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, 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.

PRICE OF TENDER RS.250/-

NOT TRANSFERABLE / NOT REFUNDABLE

Ref: INVITATION TO TENDER NO. CP&S/TENDER/PROC/2013-2014/113
 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
<p>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.</p>			

COTTON TOWELS, BATH SOAP, NAIL BRUSHES			
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
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, MERCOS Brands or similar	Rs. Per Dozen	Rupees

Continued...

MECHANICAL PAPER 52-GSM, LOCAL MADE			
05	MECHANICAL PAPER local made, 52 Grams, Size 27"x 34"	Rs. <i>Per Ream</i>	Rupees
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.			

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.

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. _____

Official Seal

Dated the _____ day of _____ 2014.