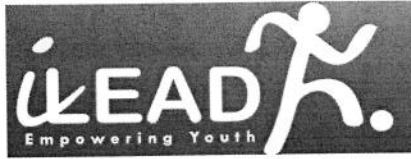




Sports & Youth Affairs Department  
Government of Sindh



Habib University Foundation

**Bidding Document**  
**Invitation for Submission of Bids for**  
**Printing/Publishing EnergActive Program Booklet (Curriculum and Activity)**

Through this Bidding document, all interested and relevant parties are invited to submit their sealed bid as per the following details.

**Details of the Bidder**

Date of submission: \_\_\_\_\_ Ref. Code \_\_\_\_\_

Name of Vendor: \_\_\_\_\_ NTN/GST # \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

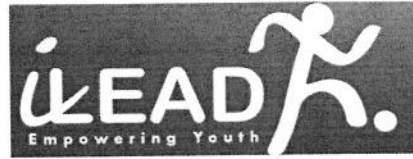
Security Deposit amount: \_\_\_\_\_

DD/Pay order number: \_\_\_\_\_ Bank/Branch name \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_



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**Bill of Quantities for the EnerActive Program Booklet (Curriculum and Activity)**  
**(Data and Specification of the Assignment)**

#	Item	Unit Rate (PKR)	Total
A	EnerActive Program Booklet (Curriculum and Activity)		
1	<b>EnerActive Curriculum - total 52 pages</b>  Title + back - (4 pages) = 310 grams art card (matt laminated) and 4 color process Book (inside) = 48 pages (40 pages black and white and 8 pages color) - 150gms art paper  OR  Equivalent		
2	<b>EnerActive Activity Booklet - total 256 pages</b>  Title + back - (4 pages) = 310 grams art card (matt laminated) and 4 color process Book (inside) = 256 pages - 4 color process - 150 grams art paper  OR  Equivalent		
	<b>Total Amount</b>		

Bidder Seal / Stamp

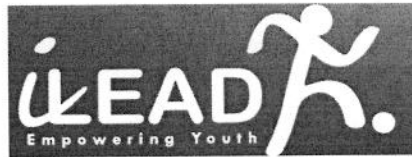
\_\_\_\_\_

Signature

\_\_\_\_\_



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## **Important Information for Bidders**

### **Submitting the Bids**

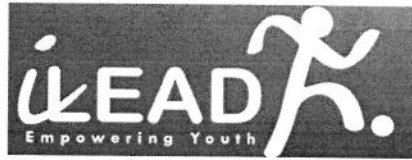
1. All bids should be submitted on the **Bidding Document** attached with this notice. Bidding Document can also be obtained from the Administration Department of Institute for Advancing Careers and Talents (iACT) - Habib University Foundation, Opposite Bhattai Rangers Unit, Near Saudabad Chorangi, Malir, Karachi upto 9<sup>th</sup> April 2014 between 10:00 a.m. to 5:00 p.m.
2. Bids may be submitted to the undersigned in SEALED ENVELOPES at the address given below latest by 2pm on 10<sup>th</sup> April 2014.
3. Tenders/Bids submitted after the deadline will not be accepted and will be returned unopened.
4. Bids will be opened in the presence of tender opening committee and bidders' representatives who choose to attend the meeting at 3pm on 10<sup>th</sup> April 2014 at Institute for Advancing Careers and Talents (iACT) - Habib University Foundation, Opposite Bhattai Rangers Unit, Near Saudabad Chorangi, Malir, Karachi.
5. The bidder must quote rates including all the taxes and other charges if there are any.
6. All bids should be submitted along with a pay order of 2.5% (Bid Security) of the total tendered cost in the name of "Secretary Youth Affairs Department Government of Sindh". Any offer without the bid security will be rejected.
1. The provisions in the instruction to bidders and in the General Condition of Contract are the provisions of the Sindh Public Procurement Ordinance.
2. Sports & Youth Affairs Department, Government of Sindh reserves the right to reject any bid without assigning any reason.
3. The bidders are requested to give their best and final bids as no negotiations are expected
4. The rates quoted in the Bill of Quantities represent the maximum rates chargeable by the Bidder for such items and are not subject to any escalation for any reason.

### **Method of Procurement**

1. After the finalization of the tender, purchase order will be issued to the vendor.
2. Vendor will be responsible to supply all the items within one week after the receipt of the Purchase Order.
3. Upon receiving the equipment, Good Receive Note will be issued.
4. Payment will be made within 10 days of receiving and satisfactory inspection of all assignment.
5. All payments will be made through financial instruments (cheque, pay order etc.) in the name of the Bidder only and are subject to applicable tax deductions.



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### **Evaluation Criteria**

1. All the tender prices will be assessed vis-à-vis the specifications mentioned in the Bid Document and the specification quoted in the tender as well as general market rates.
2. After the selection of the tender, physical verification of the required specification (paper & printing quality/size/grams). If on Physical examination, the quoted and agreed specifications are not met, tender will be disqualified.