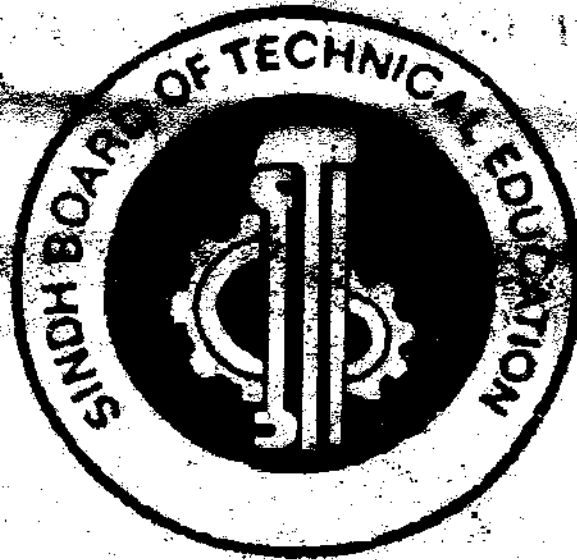


Bidding Document # \_\_\_\_\_  
M/S \_\_\_\_\_

**STANDARD BIDDING DOCUMENTS**  
**FOR**  
**PROCUREMENT FOR PRINTING AND**  
**SUPPLY OF BLANK COMPUTERIZED**  
**MARKSHEETS**

Date of Receipt of bid  
Date of Opening of bid

24-09-2014  
24-09-2014



**SINDH BOARD OF TECHNICAL EDUCATION**

ST-22, BLOCK-6, MAIN UNIVERSITY ROAD, GULSHAN-E-JOBAL, KARACHI  
[www.sbtte.edu.pk](http://www.sbtte.edu.pk) ☎: 99243329 - 30 EXT: 309 FAX 99244166



## **BID DATA SHEET**

<b>INTRODUCTION</b>		
ITB 1.1	Name of Contract	Procurement for Printing and Supply of Blank Computerized Marksheets.
ITB 4.1	Name of Procuring Agency	Sindh Board of Technical Education Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi Tel: 99243325 Tel: 99243329-30 Fax: 99244166
ITB 8.1	Language of the bid	English

<b>BID PRICE AND CURRENCY</b>	
ITB 11.2	The price shall be inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
ITB 11.5	The price shall be fixed and the bidder will have to supply the required items as per quoted rates.

<b>PREPARATION AND SUBMISSION OF BIDS</b>		
ITB 13.3 (d)	Qualification Requirements	<ul style="list-style-type: none"><li>• 03 years experience in the related field</li><li>• Assessment orders of Income of at least last three years showing a turnover of minimum 1.5 Million PKR per annum</li><li>• Registration with Income Tax and Sales Tax Department</li><li>• An Affidavit on Stamp Paper (Rs.20/-) that the firm has never been Blacklisted since last 03 years</li><li>• Press Declaration Certificate should be submitted by the Bidder for Printing items.</li></ul>
ITB 15.1	Amount of bid security	<ul style="list-style-type: none"><li>• Bid Security amounting up to 5% of the total amount of Tender, in shape of Pay Order in the name of <i>Secretary</i>, Sindh Board of Technical Education Karachi.</li></ul>
ITB 16.1	Bid Validity Period	The validity period of the bid shall remain valid up to 90 days from the date of opening of the Tender
ITB 17.1	Number of copies	01 original copy of the sealed bid, supported with required documents & bid security shall be submitted by the bidder



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<b>PREPARATION AND SUBMISSION OF BIDS</b>		
ITB 18.2 (a)	Address for bid submission	The office of the Assistant Secretary (General) Room No. 208-B, 1 <sup>st</sup> Floor, Secretariat Block, Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi.
ITB 18.2 (b)	IFB title and number	Title: Procurement for Printing and Supply of Blank Computerized Marksheets.  IFB No: <i>SBTE/STORE/2014-184</i> <i>dated 26-08-2014</i>
ITB 19.1	Deadline for bid submission	Wednesday <u>24-09-2014</u> upto 01:00 P.M. Sealed bids duly filled-in, mentioning on top of the envelope " <i>Procurement for Printing and Supply of Blank Computerized Marksheets</i> "
ITB 22.1	Time, date, and place for bid opening	Bids must be submitted in the office of the Assistant Secretary (General) Room No. 208-B, 1 <sup>st</sup> Floor, Secretariat Block, Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi, in a sealed cover up to <u>01:00 P.M</u> and will be opened on <u>24-09-2014</u> at <u>02:00 P.M</u> in the presence of bidders' representatives who choose to attend the office.

<b>BID EVALUATION</b>		
ITB 25.3	Criteria for bid evaluation	The bid found to be the lowest or best evaluated bid shall be accepted.
ITB 25.4 (b)	Delivery schedule	The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least two weeks which may be variable.

<b>CONTRACT AWARD</b>		
ITB 29.1	Percentage for quantity increase or decrease	The Competent Authority reserves the right to increase or decrease the quantity of the required goods subject to provisions of SPPRules-2010.



## **SPECIAL CONDITIONS OF CONTRACT**

The following Special Conditions of Contract shall supplement the General Conditions of Contract as per SPP Rules-2010. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

### **1. DEFINITIONS (GCC CLAUSE 1)**

- 1) **GCC 1.1 (g)** The Procuring agency is: Sindh Board of Technical Education Karachi.
- 2) **GCC 1.1 (h)** The Procuring agency's country is: Islamic Republic of Pakistan.
- 3) **GCC 1.1 (j)** The Project Site is: Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi

### **3. PERFORMANCE SECURITY (GCC CLAUSE 7)**

- 1) **GCC 7.1** The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price.
- 2) **GCC 7.4** After delivery and acceptance of the Goods, the performance security shall be reduced to Two (2) percent of the Contract Price to cover the Supplier's warranty obligations in accordance with Clause GCC 15.2.

### **18. PENALTY**

- 1) Preferred penalties according to the issue/subject may be imposed upon the Supplier(s) such as:
  - i. rejection of the unsatisfactory Supplied material
  - ii. Blacklisting of the firm
  - iii. deduction of amount from 0.5% per day/week (as deem appropriate) of the total value of the bill
  - iv. forfeited whole Security amount

Any one or more then one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the Supplied Item(s)
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material in time or in the required criteria.



**19. THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:**

- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation
- (b) accept or reject all or any bid subject to relevant provisions of SPP Rules-2010.
- (c) increase or decrease quantity subject to relevant provisions of SPP Rules-2010.

**20. SPECIAL CLAUSE**

1. The Bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the Bidder.
2. The Bidders shall quote their final rates (both in figures and words) including all taxes, material and transportation charges at consignee's end.
3. Bidders shall quote all items and quantity specified under contract. Piecemeal Bids shall not be entertained.
4. The successful bidder will have to deposit performance security @ 10% of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of supplies.
5. Representative of the bidding firms are required to produce authority letter of their respective firm for attending the opening of bids.
6. The bidders shall enclose a certificate as under, failing which the bid will be liable to be rejected.
7. Placement of purchase order will be subject to payment of Performance Security.
8. Bidders shall have to submit samples/specimen on demand.
9. All Taxes of the billed amount will be deducted at source as per rules.
10. The materials shall be delivered to Store Keeper against delivery challan (in triplicate). Two copies of the challan shall be retained by the Store Keeper to utilize the same at the time of the disposal of the bill while the third copy shall be returned to the suppliers for the record.



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11. Deposit Performance Security equivalent to 10% of the amount mentioned in Contract Award, in shape of Pay Order in favour of the Secretary, Sindh Board of Technical Education, Karachi.
12. Print Line must be given by the Printer on every Printed material.
13. All odd size Forms will be covered by the nearest possible regular size for applicability of rates.
14. The Forms/Printed material shall be numbered and packed in lot containing 100 to 1000 (as may be required) shall be supplied in proper sequence with file cover or tagging or stapling properly, in required numbers, where required/necessary.
15. Before start of final printing the Supplier should get the specimen and final proof approved by the Concerned Officer(s), within one week of acknowledgement of the Award of Contract.
16. SPP Rules-2010 will strictly be followed.

### **21 EQUIVALENCY OF STANDARDS AND CODES**

Reference to brand name and catalogue number where used, they should always be read with followed by the words "or at least equivalent."

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.

COST OF TENDER FORM RS. 250/-  
(NON REFUNDABLE)



**COST OF TENDER FORM RS:250/=**  
**(Non Refundable)**

# **TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENTS**

## **PROCUREMENT FOR PRINTING AND SUPPLY OF BLANK COMPUTERIZED MARKSHEETS**

### **SCHEDULE FOR INVITATION OF TENDER**

1. Date & Time of Receipt of the Tender 24<sup>th</sup> September, 2014 at 01:00 P.M
2. Date & Time of Opening of the Tender 24<sup>th</sup> September, 2014 at 02:00 P.M.
3. Validity of the Tender Three Months.

S. NO.	SPECIFICATIONS	QUANTITY	RATES INCLUDING ALL TAXES	TOTAL
1.	Blank Computerized Marks sheets on the offset security paper, weight 110 gramme, size A4 with water mark, back ground U/V monogram in light green color (Sindh Board of Technical Education) visible under ultra violet lights  (As per sample specimen)	140,000 Nos.	Rs. _____ Per Thousand	Rs. _____

### **GRAND TOTAL AMOUNT OF THE OF BID**

**Rs. 8,50,000/-**

**Rupees Eight Lacs Fifty Thousand Only.**  
**(Approximate amount)**



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## CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Secondary Education, Karachi.

SIGNATURE WITH DATE:

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NAME OF FIRM:

---

FULL NAME OF CONCERNED PERSON:

---

POSITION HELD IN:

---

PHONE NUMBER(S):

---

FAX NUMBER(S):

---

NATIONAL TAX NUMBER:

---

GENERAL SALES TAX NUMBER:

---

STAMP OF THE FIRM:

---

PAY ORDER NUMBER:

---

BANK & BRANCH NAME:

---

DATED:

---

FOR RUPEES:

---

DRAWN:

---

as Bid Security is enclosed herewith.