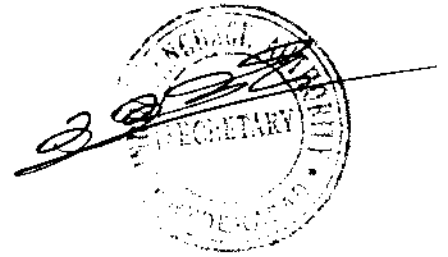




# **TENDER DOCUMENTS**



## **PRINTING OF BOOK**



**SINDHI LANGUAGE AUTHORITY  
HYDERABAD, SINDH**

Rs.2000/=

## **SECTION-I**

# **INSTRUCTIONS TO BIDDERS**

### **Preparation of Bid**

#### **1. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of the bid, and the Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **2. Documents Comprising the Bid:-**

The Bid shall comprise the following

- (a) Bid Submission Sheet and the Financial Bid in accordance with ITB Clause 8.
- (b) Bid Security

#### **3. Bid Submission Sheet & Price Schedules:-**

3.1 The Bidder shall submit the Bid Submission Sheet using the form furnished in Section-II, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

3.2 The Bidder shall submit the Financial Bid for pasting, printing, binding and supply of book.

#### **4. Alternate Bids**

Unless otherwise indicated in Section-II, alternative bids shall not be considered.

#### **5. Period of Validity of Bids:-**

Bids shall remain valid for the period of 90 days from the date of opening of Bid i.e 26. 03. 2015. A bid valid for a shorter period shall be rejected by the Authority as non responsive.

#### **6. Bid Security:-**

6.1 Bid Security @ 2% of total value of bid in favour of Chairperson, Sindhi Language Authority, Hyderabad in the shape of Pay Order/Bank Draft or CDR issued by any scheduled bank should be attached.

6.2 Any bid not accompanied by a substantially responsive Bid Security in accordance with rules shall be rejected by the Authority as non-responsive.

6.3 The Bid Security of successful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security.

6.4 The Bid Security may be forfeited: If a Bidder withdraws its bid during the period of bid validity.



6.5 The Bid Security of Sole Proprietor/ Company/JV/Consortium/AOP/Group must be in the name of sole proprietor, company & as group leader or one or more than one of its members of the JV/Consortium/AOP/Group that submits the bid. If the JV/Consortium/AOP/Group have not been legally constituted at the time of bidding, the Bid Security may be on behalf of names of one or more than one or all future partners as named in the letter of intent or deed of JV/Consortium/AOP/Group.

#### **7. Format & Signing of Bid:-**

7.1 The Bidder shall prepare one original of the documents comprising the bid as described in Section-II and clearly mark it "ORIGINAL".

7.2 The original bid shall be typed or written in indelible ink & shall be signed by a person duly authorized to sign on behalf of the Bidder.

7.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by the person signing the bid.

#### **8. Sealing & Making of Bids:-**

8.1 Bidders may submit their bids by hand.

(a) The Bidder shall enclose the Financial Bid along with all relevant attachments in sealed envelope, duly marking the envelope as "FINANCIAL BID".

8.2 The envelope shall.

(a) Bear the name & address of the Bidder;

(b) be addressed to the Authority.

8.3 If the envelope is not sealed and marked as required, the Authority will assume no responsibility for misplacement or premature opening of the bid.

#### **9. Deadline for submission of Bids:-**

9.1 Bids must be received by the Authority at the address and no later than the date and time indicated in the Tender Notice.

9.2 The Authority may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with rules, in which case all rights and obligations of the Authority and Bidders previously subject to deadline shall thereafter be subject to the deadline as extended.

#### **10 Late Bids**

10.1 The Authority shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Authority after the deadline for submission of bids shall be declared later, rejected, and returned unopened to Bidder



### **11 Confidentially:-**

- 11.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other person (s) not officially concerned with such process until information on Contract award is communicated to all bidders.
- 11.2 Any effort by a Bidder to influence the Authority in the examination, evaluation, comparison, and post qualification of the bids or Contract award decisions may result in the rejection of its bid.
- 11.2 Notwithstanding ITB from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Authority, on any matter related to the bidding process, it should do so in writing.

### **12. Clarification of Bids:-**

To assist in the examination, evaluation, comparison and post qualification of the bids, the Authority may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder in respect of its bid and that is not in response to a request by Authority shall not be considered. The Authority's request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Authority in the evaluation of the bids.

### **13. Authority's Right to Accept Any Bid, and to Reject Any or All Bids:-**

The Chairperson, Sindhi Language Authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

### **14. Award Criteria:-**

The Authority shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactory.

### **15. Authority's Right to Vary Quantities at Time of Award.**

At the time the Contract is awarded, the Chairperson, Sindhi Language Authority, reserves the right to increase or decrease the quantity of pages of a book or number of book originally specified in Schedule of Requirements, without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

### **16. Notification of Award:-**

- 16.1 Prior to the expiration of the period of the bid validity, the Authority shall notify the successful Bidder, in writing that its bid has been accepted.
- 16.2 Until a formal contract is prepared and executed, the notification of award shall constitute a Binding Contract.



### **17. Signing of Contract**

17.1 The successful bidders, within three days of issuance of "Notification of Award", shall sign an agreement as per Contract Agreement given in Section IX with the Sindhi Language Authority on a stamp paper of the requisite value which shall be paid by the bidder.

17.2 The bidder shall enter into a contract agreement mentioning in it the specification of each book offered and other required details.

### **18. Bid Security:-**

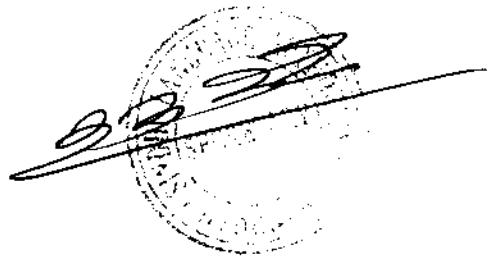
18.1 Within Seven (7) days of the issue of notification of award from the Authority, the successful Bidder shall furnish the Bid security @ 5% of the total cost of Bid using for that purpose the Bid Security Form included with Contract Form.

18.2 Failure of the successful Bidder to submit the above mentioned Bid Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Authority may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Authority to be qualified to perform the Contract satisfactorily.

### **19. Incom tax and SST:-**

19.1 6 % on the total bill shall be deducted as source as income tax.

19.2 6 % on the service cost shall be deducted as source as sindh sales tax.



## SECTION-II

### FINANCIAL BID PROFORMA SINDHI LANGUAGE AUTHORITY, HYDERABAD TENDER FORM FOR PRINTING AND BINDING

1. Name of the firm \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone No. \_\_\_\_\_ Fax No./E-mail: \_\_\_\_\_
4. National Tax Number (if any): \_\_\_\_\_
5. Sale Tax Number (if any): \_\_\_\_\_
6. Capacity offered by the bidder \_\_\_\_\_
7. Rate per copy inclusive of all inputs/taxes offered are as under;
8. Bid Security: Pay order/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_  
Drawn on (Bank name) \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

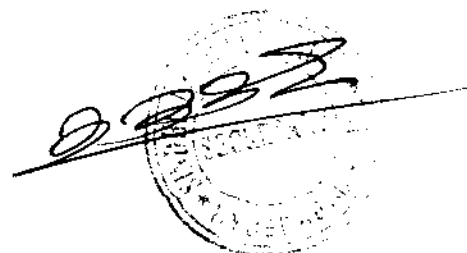
Name of Firm: \_\_\_\_\_ Name of Proprietor/Director \_\_\_\_\_

CNIC No. \_\_\_\_\_ Seal of the Firm \_\_\_\_\_

S.No.	Name of Book	Size	Pages	Paper	Title	Quantity	Material cost (per copy)	Service cost (per copy)	Rate copy	Per
1.	Evolution of Sindhi Language	20x30/8	480	75 gm Indonesia	Four colour Hard binding dust cover (115 gm) mat laminated	1000				

### STATEMENT REGARDING NATURE OF BINDING OF BOOK

S.No.	Name of Book	Size	Nature of Binding
1.	Evolution of Sindhi Language	20x30/8	Hard Binding

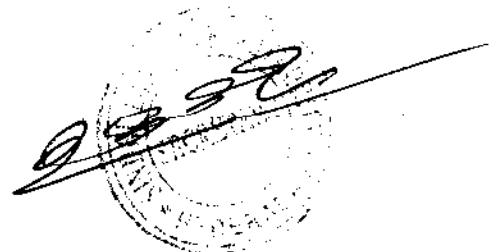


### SECTION III – GENERAL CONDITIONS OF CONTRACT

1. Bid Security @ 2% of value of bid in favour of Chairperson Sindhi Language Authority, Hyderabad in the shape of Pay Order/Bank Draft issued by any scheduled bank should be attached with the Bid.
2. The successful bidder while entering into agreement with Sindhi Language Authority shall also furnish for faithful performance of contract, Pay Order/CDR/Bank Guarantee having validity up to 120 days issued by a scheduled bank equivalent to 05% of the value of the contract amount, in favour of Chairperson, Sindhi Language Authority and thereafter earnest money would be released in favour of the successful bidder. The successful bidder will be required to submit a fresh Pay Order/CDR/Bank Guarantee of the of the amount equivalent to 5% of the value for every additional award within 15 days of the issuance of letter of intent, however, no additional agreement will be required and every additional work order will be deemed a part of the present agreement.
3. The contract shall be governed by and interpreted in accordance with the Laws of Pakistan.
4. The rate should be inclusive of cost of printing paper, coated plates, printing, binding and book delivery at Hyderabad as per prescribed specifications and all taxes levied by the Government in that regard.
5. The rate per copy (per unit) is to be quoted for the total mentioned quantity.
6. The quantities mentioned in Schedule of Requirements with Financial Bid Proforma are tentative which may vary at the time of award of supply order.
7. In case of any increase or decrease in number of pages of book, their rate shall be calculated on proportionate basis.
8. Prices charged by the Printer for the book delivered and performed under the contract shall not vary from the prices quoted by the Supplier in its bid.
9. The contract Price shall be paid in 2 installments on completion of 50% supply of book each time.
10. The Printer's request for payment shall be made to the Authority in writing, accompanied by invoices describing, as appropriate for book etc. delivered at warehouse (s) in Hyderabad.
11. The printer shall be entirely responsible for all taxes, duties, license fees, etc. leviable at the time of submission of bid and incurred until delivery of the contracted. Book etc. to the Authority at the specified destinations.
12. The proceeds of the Bid security shall be payable to the Authority as compensation for any loss resulting from the Printer's failure to complete its obligations under the Contract.
13. The Bid security shall be discharged by the Authority and returned to the Printer after satisfactory completion of supply.
14. The Printer shall abide by the packing instructions of Sindhi Language Authority.



15. The inspections can be conducted on at the premises of the printer or its Printer/Binder, at point where work is carried out.
16. In addition the printer shall arrange 0.1% of the total consignment as replacement of defective copies without any charges.
17. The period for repair or replacement shall be 15 days after issuance of notice.
18. In particular and without prejudice, the following penalties may be imposed judiciously by the Chairperson Sindhi Language Authority for irregularities committed by the successful bidder in execution of work awarded to him/her by the Authority. Any decision with this regard to imposition of penalty/penalties will be enforced only after service of show cause notice (s) on the bidder and providing an opportunity of being heard.
19. The Authority, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Printer, may terminate the Contract in whole or in part:
  - (i) If the Printer fails to deliver any or all of the book within the period specified in the Contract, or within any extension thereof granted by the Authority.
  - (ii) If the Printer fails to perform any other obligation under the Contract.
  - (iii) If the printer, in the judgment of the Authority has engaged in fraud, misrepresentation and corruption, in competing for or in executing the Contract.
20. The successful bidder shall neither sublet, nor transfer his rights or obligations to any body else whatsoever the case may be.
21. Printing will be done on imported pre-sensitized Coated plates, superior quality imported ink will be used in the printing of book. The successful bidder shall prepare pre-sensitized coated plates at his own expense and no extra cost will be paid by the Authority.
22. The printing of text, illustrations & pictures/maps etc. must be of high quality, free from specks/errors and legible to the readers.
23. The bidder must follow the under-noted standards of binding: The bidder shall make sure that the binding of book is accurate in all respects and properly trimmed as specified/given in the work order by the Authority.
24. The successful bidder shall on completion of printing of the inner text submit three dummy copies of the book to the authorized officer of Sindhi Language Authority.



25. (i) The successful bidder may submit bill of supplied book of not less than 50% of the book under this agreement. However, the payment of last bill will be made after deduction of all the penalties. The payment to the bidder will be made within ten days of the submission of bill complete in all respect.
- (ii) In case of additional allocation, bill for payment shall be submitted after completion of supply of 100% additional award.
26. Any serious and negligent violation of the terms & conditions of the agreement shall lead to black listing of firm, forfeiture of the security deposit in shape of Pay Order/CDR/Bank Guarantee and cancellation of the contract.
27. Other instructions issued by the Authority from time to time for printing of the book, will be binding on the successful bidder.
28. In case the successful bidder fails to perform the contract in accordance with the terms and conditions as laid down in the agreement, and instructions issued by the Sindhi Language Authority, the security amount deposited by him shall be got encashed/forfeited in addition to cancellation of contract.
29. If any tax is levied by the Government or is changed during the currency of the agreement, separate instructions will be issued to the bidder. Such instructions will be deemed to be a part of the agreement.
30. If any question/difference or dispute whatsoever with regard to the matters connected with or arising out of this agreement, then every such matter shall be referred to the Chairperson, Sindhi Language Authority, and if not resolved, will be settled in light of relevant Clause (s) of SPPRA 2010.



A handwritten signature in black ink, appearing to be '9332', is written over a horizontal line.

## AFFIDAVIT

I, Mr. \_\_\_\_\_ S/O \_\_\_\_\_ Proprietor  
the firm M/s. \_\_\_\_\_  
do hereby solemnly affirm and declare that my firm \_\_\_\_\_  
or its sister concern or any of its partners in individual capacity has not been blacklisted by  
any Government/Semi-Government or any Autonomous Body under the control of the  
\_\_\_\_\_ Government.

Deponent \_\_\_\_\_

N.I.C # \_\_\_\_\_

### **Verification**

Verified on Oath at \_\_\_\_\_ on this day \_\_\_\_\_ that the  
contents of the above statement are true to the best of my knowledge and belief and  
nothing of importance has been omitted or concealed.

Deponent \_\_\_\_\_

NIC # \_\_\_\_\_



## **PROFORMA OF CONTRACT AGREEMENT**

The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_  
by and between Mr. \_\_\_\_\_

Owner/Representative of M/s. \_\_\_\_\_  
address \_\_\_\_\_

\_\_\_\_\_ hereinafter referred to as the bidder, which term (unless the context otherwise requires) shall include his successors executors, administrators and assignees, etc. of the one part, and the Secretary of the Sindhi Language Authority, Hyderabad hereinafter referred to as the Authority which term (unless the context otherwise requires) shall include his/her successors in the office, assignees etc. WHEREAS THE Sindhi Language Authority requires that \_\_\_\_\_ copies of book \_\_\_\_\_ (hereinafter referred to as the said book) to be printed and bound for supply and the Bidder has agreed to print, bind and supply the book of the quantity, specifications and rates as under:-

Name of Book	Quantity	Rate per copy	Total amount	Details of dates (tentative)				Total

### **NOW THIS AGREEMENT WITNESS AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract Agreement viz:
  - (a) The Authority's Notification to the Printer of Award of Contract.
  - (b) The Bid Submission Sheet and the Price Schedules submitted by the Printer.
  - (c) The General Conditions of Contract.This contract shall prevail over all other contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
3. In consideration of the payments to be made by the Authority to the Printer as indicated in this Agreement, the Printer hereby covenants with the Authority to provide the book and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Authority hereby covenants to pay the Printer in consideration of the provisions of the printed book and/or the remedying the defects therein,



the Contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

5. This agreement shall take effect from \_\_\_\_\_ and expire on \_\_\_\_\_.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the prevailing rules/laws on the day, month and year indicated above.

**Owner/Representative of Firm**

**Secretary  
Sindhi Language Authority**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

NIC: \_\_\_\_\_

NIC: \_\_\_\_\_

**Witness-I**

**Witness -II**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

NIC: \_\_\_\_\_

NIC: \_\_\_\_\_

A handwritten signature in dark ink is written over a circular official stamp. The stamp contains text in a circular border, likely identifying the Secretary of the Sindhi Language Authority.