



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:  
\_\_\_\_\_  
\_\_\_\_\_

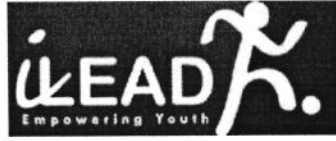
Security Deposit amount: \_\_\_\_\_

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

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



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**Bill of Quantities of EnergActive program Booklet (curriculum and activity)**  
**(Data and Specification of the Assignment)**

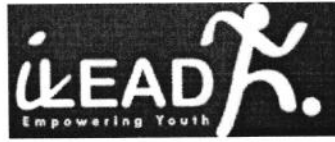
#	Item	Quantity	Unit Rate (PKR)	Total
A	<b>EnergActive program Booklet (Curriculum and Activity)</b>			
1	<b>EnergActive Curriculum – total 52 pages</b> Title + back – (4pages) =310 grams art card (matt laminated) and 4 color process, Book (inside) = 48 pages ( 40 pages black and white and 8 page color) – 150gms art paper  OR <b>Equivalent</b>	1000 Copies		
2	<b>EnergActive Activity Booklet – total 256 pages</b> Title + back – (4 pages) = 310 grams art card (matt laminated) and 4 color process Book (inside) = 256 pages - 4color process – 150 grams art paper  OR <b>Equivalent</b>	1000 Copies		
<b>Total Amount</b>				

\_\_\_\_\_  
Bidder Seal / Stamp

\_\_\_\_\_  
Signature



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## Important Information for Bidders

### Submitting the Bids

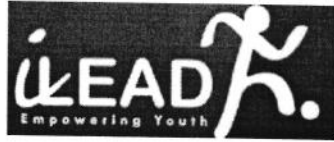
1. All bids should be submitted on the Bidding Document attached with this notice. Bidding Document can also be obtained from the Administration Department of Institute for Advancing Careers and Talents(iACT) within fifteen days from the date of publication of this Tender Notice between 10:00 a.m.to 5:00p.m.
2. Bids may be submitted to the undersigned in **SEALED ENVELOPES** at the address given below latest by **02.00 PM 05-05-2015**
3. Tenders/Bids submitted after the dead line will not be accepted and will be returned unopened.
4. Bids will be opened in the presence of tender opening committee and bidders'
5. representatives who choose to attend the meeting at **03.00 PM on 05-05-2015** at Institute for Advancing Careers and Talents (i-ACT) - Habib University Foundation, Opposite Bhitai Rangers Unit near Saudabad Chorangi, Malir, Karachi
6. The bidder must quote rates including all the taxes and other charges if there are any.
7. 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.
8. The provisions in the instruction to bidders and in the General Condition of Contract are the provisions of the Sindh Public Procurement Ordinance.
9. Sports and Youth Affairs Department, Government of Sindh reserves the right to reject any bid without assigning any reason.
10. The bidders are requested to give their best and final bids as no negotiations are expected
11. 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 20 days 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 equipment.
5. All payments will be made through financial instruments (cheque, payorder etc.) in the name of the Bidder only and are subject to applicable tax deductions.



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### Evaluation Criteria.

1. Procuring agency will proceed under single stage. One envelope method in terms of Rule -46 of SPPRA Rules,2010
2. All the interested bidders are instructed to provide documentary evidence of:-
  - Sample having requisite specification.
  - Turnover of last three years.
  - Relevant experience of similar assignments (up to three )