



**INFORMATION & ARCHIVES DEPARTMENT
GOVERNMENT OF SINDH**

BIDDING DOCUMENTS

**PRINTING OF DEPARTMENTAL MAGAZINES
MONTHLY "IZHAR" (URDU),
MONTHLY "PAIGHAM" (SINDHI) &
WEEKLY "SINDH MANZAR"
(COMBINED IN URDU & SINDHI)
FOR THE FINANCIAL YEAR 2015-16**

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**GOVERNMENT OF SINDH
INFORMATION & ARCHIVES DEPARTMENT
(DIRECTORATE OF PUBLICATION)**

NOTICE INVITING TENDERS

Sealed Bids are invited from reputed printers registered with Tax Authorities for composition, layout, designing, film making, title designing, binding and supply of Department's magazines i.e. Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi) and Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) through offset process during the financial year 2015-16.

TERMS AND CONDITIONS:-

1. Bidding Documents, specifications and other terms and conditions in respect of the magazines can be had from this office of Director Information (Publication), Information Department, Barrack No.84, Sindh Secretariat No.4-B, Court Road, Karachi Telephone No. 021-99202610, from 03-06-2015 to 22-06-2015 on any working day during the office hours on payment of Rs.1000/- (One Thousand Only) in the shape of pay order / demand draft, as document fees (Non-refundable) (separately for each magazine).
2. Bidding Documents can also be downloaded from SPPRA Website i.e. www.pprasindh.gov.pk for which bidders have to pay above mentioned documents fees.
3. The tenders in sealed covers will be received back on 22-06-2015 at 11.00 PM and will be opened on the same day at 11:30 PM in the presence of Procurement Committee and the bidders or their authorized representatives who wish to be present.
4. Bid Security amounting to 5% of the bid price (Refundable) separately for each magazine should be submitted along with bid in shape of Pay Order in favour of Director Information (Publication) issued by any scheduled Bank of Pakistan.
5. The Bid Security will be forfeited to the Government, if the bidder withdraws his bid after opening or fails to sign the contract if the bid is accepted as per provisions of SPP Rules 2010 (Amended 2013)
6. The word "Tender for Printing of Department's Magazines Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi)" and Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) should be written on the separately sealed cover. Bidders are advised to quote workable rates. Conditional tenders will not be accepted.
7. Income-tax, Sindh Revenue Tax and other Taxes as prescribed by the government shall be paid by the Printer.
3. The Procuring agency may reject all or any bid at any time prior to the acceptance of a bid or proposal, subject to the relevant provisions of SPP Rules, 2010 (Amended 2013).

**DIRECTOR INFORMATION
(PUBLICATION)**

**BIDDING DOCUMENTS / SPECIFICATIONS
AND OTHER TERMS & CONDITIONS FOR THE PRINTING OF
MONTHLY "IZHAR (URDU)" FOR THE FINANCIAL YEAR 2015-16**

To,

The Director Publications,
Information & Archives Department,
Government of Sindh,
Karachi.

PARTICULARS OF PRINTING PRESS / PRINTER:

1. Name _____
2. Address _____

3. Phone No. _____ Fax No. _____ E-mail: _____
(Photo copy of NTN Certificate from Income Tax Department for current year)
4. N.T.N.No. _____
(Photo copy of NTN Certificate from Income Tax Department for current year)
5. Years of experience in printing / publication work: _____
6. Important Printing work of any reputed institution / organization carried out during last five years may be detailed below:

Sr. No.	Name of Publication	Organization / Institution for which it was published	Year of Printing
1.			
2.			
3.			
4.			
5.			

INSTRUCTIONS TO BIDDERS:

Preparation of Bids

- a) **Letter of Invitation:** is attached.
- b) **Assignment:** Composition (Three Proofs including Dummy), Layout designing, film making, title designing, binding, stitching and supply within stipulated time of the magazine for the financial year 2015-16.
- c) **Bids:** should be prepared in accordance with the SPP Rules 2010 (Amended 2013) and submitted along with prescribed Bid Security at the place, date and time mentioned in the Notice Inviting Tenders.
- d) **Method of Procurement:** National Competitive Bidding **Single Stage One Envelop Procedure** as per SPP Rules 2010 (Amended 2013).
- e) **Evaluation Criteria:** Bidding is open to all eligible Printers, who possesses following qualification requirements:
1. Bidders must have at least five (05) years experience in relevant field.
 2. Valid registration with tax authorities including Income Tax, Sales Tax and Sindh Revenue Board.
 3. They should have at least Rs.5.0 million turnover per Annum during last 3 years.
 4. Sound financial position (Bank Certificate should be attached) for last 3 years.
 5. Selection will be made on the basis of lowest evaluated bid.
- (DOCUMENTARY PROOF SHOULD BE PROVIDED WHERE APPLICABLE)**
- f) Terms and Conditions of Contract Form are attached.
- g) **Specifications:** are attached.
- h) Rate should be quoted in figures and words in PAK Rupees including Income Tax, Sales Tax, Sindh Revenue Tax and Other Taxes (If applicable).

RATE / COST

Rate offered for the printing of 1000 copies of Monthly "IZHAR" (URDU), as per approved specifications:

Total Cost Rs. _____ (In words) _____

ACCEPTANCE

I/we, on behalf of _____
declare that I/we accept all the terms and conditions of the tender as provided to us/me
with tender form. All the information provided as above is true and correct to the best of
our knowledge. I/we have no objection, if to be declared ineligible for the tender, if any of
the above required information or documents are not provided by us along with the
tender forms.

SIGNATURE OF THE _____
PROPRIETOR

OFFICIAL SEAL _____

DATED: _____

**BIDDING DOCUMENTS / SPECIFICATIONS
AND OTHER TERMS & CONDITIONS FOR THE PRINTING OF
MONTHLY "PAIGHAM (SINDHI)" FOR THE FINANCIAL YEAR 2015-16**

To,

The Director Publications,
Information & Archives Department,
Government of Sindh,
Karachi.

PARTICULARS OF PRINTING PRESS / PRINTER:

1. Name _____
2. Address _____

3. Phone No. _____ Fax No. _____ E-mail: _____
(Photo copy of NTN Certificate from Income Tax Department for current year)
4. N.T.N.No. _____
(Photo copy of NTN Certificate from Income Tax Department for current year)
5. Years of experience in printing / publication work: _____
6. Important Printing work of any reputed institution / organization carried out during last five years may be detailed bellow:

Sr. No.	Name of Publication	Organization / Institution for which it was published	Year of Printing
1.			
2.			
3.			
4.			
5.			

INSTRUCTIONS TO BIDDERS:

Preparation of Bids

- a) **Letter of Invitation:** is attached.
- b) **Assignment:** Composition (Three Proofs including Dummy), Layout designing, film making, title designing, binding, stitching and supply within stipulated time of the magazine for the financial year 2015-16.
- c) **Bids:** should be prepared in accordance with the SPP Rules 2010 (Amended 2013) and submitted along with prescribed Bid Security at the place, date and time mentioned in the Notice Inviting Tenders.
- d) **Method of Procurement:** National Competitive Bidding **Single Stage One Envelop Procedure** as per SPP Rules 2010 (Amended 2013).
- e) **Evaluation Criteria:** Bidding is open to all eligible Printers, who possesses following qualification requirements:
1. Bidders must have at least five (05) years experience in relevant field.
 2. Valid registration with tax authorities including Income Tax, Sales Tax and Sindh Revenue Board.
 3. They should have at least Rs.5.0 million turnover per Annum during last 3 years.
 4. Sound financial position (Bank Certificate should be attached) for last 3 years.
 5. Selection will be made on the basis of lowest evaluated bid.
- (DOCUMENTARY PROOF SHOULD BE PROVIDED WHERE APPLICABLE)**
- f) Terms and Conditions of Contract Form are attached.
- g) **Specifications:** are attached.
- h) Rate should be quoted in figures and words in PAK Rupees including Income Tax, Sales Tax, Sindh Revenue Tax and Other Taxes (If applicable).

RATE / COST

Rate offered for the printing of 1000 copies of Monthly "**PAIGHAM**" (**SINDHI**), as per approved specifications:

Total Cost Rs. _____ (In words) _____

ACCEPTANCE

I/we, on behalf of _____
declare that I/we accept all the terms and conditions of the tender as provided to us/me
with tender form. All the information provided as above is true and correct to the best of
our knowledge. I/we have no objection, if to be declared ineligible for the tender, if any of
the above required information or documents are not provided by us along with the
tender forms.

SIGNATURE OF THE _____
PROPRIETOR

OFFICIAL SEAL _____

DATED: _____

**BIDDING DOCUMENTS / SPECIFICATIONS
AND OTHER TERMS & CONDITIONS FOR THE PRINTING OF
WEEKLY "SINDH MANZAR (COMBINED IN URDU & SINDHI)"
FOR THE FINANCIAL YEAR 2015-16**

To,

The Director Publications,
Information & Archives Department,
Government of Sindh,
Karachi.

PARTICULARS OF PRINTING PRESS / PRINTER:

1. Name _____
2. Address _____

3. Phone No. _____ Fax No. _____ E-mail: _____
(Photo copy of NTN Certificate from Income Tax Department for current year)
4. N.T.N.No. _____
(Photo copy of NTN Certificate from Income Tax Department for current year)
5. Years of experience in printing / publication work: _____
6. Important Printing work of any reputed institution / organization carried out during last five years may be detailed bellow:

Sr. No.	Name of Publication	Organization / Institution for which it was published	Year of Printing
1.			
2.			
3.			
4.			
5.			

INSTRUCTIONS TO BIDDERS:

Preparation of Bids

- a) **Letter of Invitation:** is attached.
- b) **Assignment:** Composition (Three Proofs including Dummy), Layout designing, film making, title designing, binding, stitching and supply within stipulated time of the magazine for the financial year 2015-16.
- c) **Bids:** should be prepared in accordance with the SPP Rules 2010 (Amended 2013) and submitted along with prescribed Bid Security at the place, date and time mentioned in the Notice Inviting Tenders.
- d) **Method of Procurement** National Competitive Bidding **Single Stage One Envelop Procedure** as per SPP Rules 2010 (Amended 2013).
- e) **Evaluation Criteria:** Bidding is open to all eligible Printers, who possesses following qualification requirements:
1. Bidders must have at least five (05) years experience in relevant field.
 2. Valid registration with tax authorities including Income Tax, Sales Tax and Sindh Revenue Board.
 3. They should have at least Rs.5.0 million turnover per Annum during last 3 years.
 4. Sound financial position (Bank Certificate should be attached) for last 3 years.
 5. Selection will be made on the basis of lowest evaluated bid.
- (DOCUMENTARY PROOF SHOULD BE PROVIDED WHERE APPLICABLE)**
- f) Terms and Conditions of Contract Form are attached.
- g) **Specifications:** are attached.
- h) Rate should be quoted in figures and words in PAK Rupees including Income Tax, Sales Tax, Sindh Revenue Tax and Other Taxes (If applicable).

RATE / COST

Rate offered for the printing of 1000 copies of Weekly "SINDH MANZAR" (COMBINED IN URDU & SINDHI), as per approved specifications:

Total Cost Rs. _____ (In words) _____

ACCEPTANCE

I/we, on behalf of _____
declare that I/we accept all the terms and conditions of the tender as provided to us/me
with tender form. All the information provided as above is true and correct to the best of
our knowledge. I/we have no objection, if to be declared ineligible for the tender, if any of
the above required information or documents are not provided by us along with the
tender forms.

SIGNATURE OF THE _____
PROPRIETOR

OFFICIAL SEAL _____

DATED: _____

GOVERNMENT OF SINDH
INFORMATION & ARCHIVES DEPARTMENT
(DIRECTORATE OF PUBLICATION)

SPECIFICATION
FOR MONTHLY MAGAZINE IZHAR (URDU)

(i)	Process of Printing	:	Offset with Films
(ii)	Volume	:	64 pages approx including 04 pages (Colour) of Photographs
(iii)	Quantity	:	1000 copies
(iv)	Size	:	23X36/8
(v)	Text	:	Black and White
(vi)	Paper of Text	:	Offset 80 grams paper, specimen of paper should be attached
(vii)	Title	:	Four Colour (front and back)
(viii)	Paper of Title Cover	:	120 grams Art paper (Specimen should be attached)
(ix)	Composition	:	Urdu/Sindhi computerized composing with three proofs
(x)	Binding	:	Central Stitching
(xi)	Time allowed for printing After delivery of final copies	:	One Week
(xii)	Delivery of the magazine	:	The Printer will deliver printed copies at the premises of the Department

Note: *Printer will be bound to submit CD, Films/pasted copies of the magazine to the Department at the time of delivery of magazines.*

**GOVERNMENT OF SINDH
INFORMATION & ARCHIVES DEPARTMENT
(DIRECTORATE OF PUBLICATION)**

**SPECIFICATION
FOR MONTHLY MAGAZINE PAIGHAM (SINDHI)**

(i)	Process of Printing	:	Offset with Films
(ii)	Volume	:	64 pages approx including 04 pages (Colour) of Photographs
(iii)	Quantity	:	1000 copies
(iv)	Size	:	23X36/8
(v)	Text	:	Black and White
(vi)	Paper of Text	:	Offset 80 grams paper, specimen of paper should be attached
(vii)	Title	:	Four Colour (front and back)
(viii)	Paper of Title Cover	:	120 grams Art paper (Specimen should be attached)
(ix)	Composition	:	Urdu/Sindhi computerized composing with three proofs
(x)	Binding	:	Central Stitching
(xi)	Time allowed for printing After delivery of final copies	:	One Week
(xii)	Delivery of the magazine	:	The Printer will deliver printed copies at the premises of the Department

Note: *Printer will be bound to submit CD, Films/pasted copies of the magazine to the Department at the time of delivery of magazines.*

**GOVERNMENT OF SINDH
INFORMATION & ARCHIVES DEPARTMENT
(DIRECTORATE OF PUBLICATION)**

**SPECIFICATION
FOR WEEKLY MAGAZINE SINDH MANZAR
(COMBINED IN URDU & SINDHI)**

(i)	Process of Printing	:	Offset with Films
(ii)	Volume	:	40 pages approx including 04 pages (Colour) of Photographs
(iii)	Quantity	:	1000 copies
(iv)	Size	:	23X36/8
(v)	Text	:	Black and White
(vi)	Paper of Text	:	Offset 80 grams paper, specimen of paper should be attached
(vii)	Title	:	Four Colour (front and back)
(viii)	Paper of Title Cover	:	120 grams Art paper (Specimen should be attached)
(ix)	Composition	:	Urdu/Sindhi computerized composing with three proofs
(x)	Binding	:	Central Stitching
(xi)	Time allowed for printing After delivery of final copies	:	2 Days
(xii)	Delivery of the magazine	:	The Printer will deliver printed copies at the premises of the Department

Note: *Printer will be bound to submit CD, Films/pasted copies of the magazine to the Department at the time of delivery of magazines.*

**GOVERNMENT OF SINDH
INFORMATION & ARCHIVES DEPARTMENT
(DIRECTORATE OF PUBLICATION)**

CONTRACT FORM

This agreement is made between Director Information (Publications), Information & Archives Department, Government of Sindh, Karachi and M/s. _____

The terms and conditions of the agreement will be as under:-

1. The Director Information (Publications) will be called as publisher of the Departmental Magazines viz. Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi) Weekly "Sindh Manzar" (Combined in Urdu & Sindhi).
2. Messrs _____ Karachi will be the "Printer" of both the above stated Magazines.
3. One thousand copies each of Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi) and Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) will be printed.
4. The Magazines will be printed through offset process with Films and each Magazine will contain not less than 64 pages including 04 pages of photographs (Four Colour). Tracing paper will not be allowed for printing.
5. The Size of the Magazines will be 23X26/8 with title (Main and back pages including inner of both) in four colours and the text in black and white.
6. Paper for title will be 120 Grams Art paper, while offset paper of 80 grams will be used for text.
7. Printer will be responsible for composition (three proofs), layout/designing, Film making, Title designing, Binding and supply of the Magazines, whereas photographs and raw material will be provided by the publisher.
8. After the final approval of the dummy, the time allowed for printing and supply of 1000 copies of each magazine Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi) will be one week and Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) will be two days respectively. In case of delay, the penalty (at the rate of 1% of the total cost of both magazines) per day will be charged from the Printer or as decided by the Director General Public Relations, Information Department, Government of Sindh, Karachi.
9. The Printer will deliver the printed copies along with CD, films at the office of the publisher.

10. Rates quoted, found lowest and approved by the Secretary Information / Director General Public Relations, Information Department, Government of Sindh, Karachi.
11. The rates for 1000 copies of Monthly "Izhar" (Urdu) will be Rs. _____
(Rupees _____)
12. The rates for 1000 copies of Monthly "Paigham" (Sindhi) will be Rs. _____
(Rupees _____)
13. The rates for 1000 copies of Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) will be Rs. _____ (Rupees _____)
14. The printer will deposit 5% of total cost as Bid Security for each magazine in the shape of Pay Order in the name of Director Information (Publications), Government of Sindh Karachi, which will be refunded after the completion of the project.
15. Any problem or dispute, if arise, will be mutually solved through arbitrator to the satisfaction of the Publisher and Printer.
16. Non-compliance of the above terms and conditions may render the contract liable for rejection and deposited bid security _____ will be forfeited in favour of the Government under the relevant provisions of SPP Rules 2010 (Amended 2013).

Signed on the _____ in the presence of the witnesses whereof.

WITNESSES

Publisher : _____

1. _____

Printer: _____

2. _____