BIDDING DOCUMENTS

PROCUREMENT OF TEXTBOOKS
FOR THE ACADEMIC SESSION 2016-17

Sindh Textbook Board, Jamshoro.

Price Rs. 2000/-

Summary Description

The use of this Standard Bidding Documents (SBD) for Procurement of Textbooks applies when a prequalification process has not taken place before bidding. A brief description of these documents is given below:

SDB FOR PROCUREMENT OF TEXTBOOKS

PART 1 – BIDDING PROCEDURES

Section I: **Instruction to Bidders (ITB)**

This section provides relevant information to help Bidders prepare their bids. Information is also provided on the submission, opening and evaluation of bids and on the award of Contracts. **Section I contains provisions that are to be used without modifications.**

Section II: **Bid Data Sheet (BDS)**

This section consists of provisions that are specific to each procurement and that supplement the information or requirements included in Section I, Instructions to Bidders

Section III: **Evaluation and Qualification Criteria**

This section contains the criteria to determine the lowest evaluated bid and the qualifications of the bidders to perform the contract.

Section IV: **Bidding Forms**

This section contains the forms for the **Bid Submission Sheet, Price Schedules, Bid Security and the copyrights** to be submitted with the Bid.

PART 2 – SUPPLY OF REQUIREMENTS

Section V: **Schedule of Requirements**

This section contains the list of Textbooks and Related Services, the Delivery and Completion Schedules, the Technical Specification that describe the Textbooks and Related Services to be procured.

PART 3 – CONTRACT

Section VI: **General Condition of Contract (GCC)**

This section contains the general clauses to be applied in all contracts. **The text of the clauses in this section shall not be modified.**

Section VII: **Special Conditions of Contract (SCC)**

This section contains classes specific to each contract that modified or supplement Section VII, General Condition of Contract.

Section VIII: **Contract Forms**

This section contains the form for the **Agreement**, which, once completed, incorporates any correction or modifications to the accepted bid relating to amendments permitted by the Instruction to Bidders, the General Conditions of Contract and the Special Conditions of Contract.

The proforma for **Performance Security,** when required, shall only be completed by the successful Bidders after contract award.

PART 1 – BIDDING PROCEDURES

Section I. Instructions to Bidders

A. General

1. Scope of Bid **1.1** **STB** invites bids from publishers, printers in the form of sole proprietor, company, consortium, association of persons (AOP) and joint venture (JV), group etc. for supply of Textbooks for the Academic Session 2016-2017.

2. Eligible Bidders **2.1** All publishers and printers etc. registered with Income Tax/ Sales Tax Department and Sindh Board of Revenue who fulfill the criteria as per Technical Bid and their paper samples (s) are as per specifications given in Section V, Supply Requirement will stand eligible for the bidding, However, failure to furnish copies if Income Tax/ Sales Tax returns for the previous **Five** years evidence attached income tax paid / deducted on book publishing shall render the firm ineligible.

2.2 The bidding firm or their sister concern should not have been blacklisted by any government, semi-government organization.

2.3 Any Government or Semi-Government or Autonomous body intending to participate in bidding should have "NOC" from their competent authority.

B. Contents of Bidding Document

3. Section of Bidding Document **3.1** The Bidding Documents consist of parts 1, 2 and 3, which include all the sections indicated below, and should be read in conjunction with any addenda issued in accordance with ITB Clause 5.

PART 1 Bidding Procedures

- Section I, Instruction to Bidders (ITB)
- Section II, Bid Data Sheet (BDS)
- Section III, Technical Evaluation & Qualification Criteria.
- Section IV, Bidding Forms including Financial Bid Performa.

PART 2 Supply Requirements

- Section V. Schedule of requirement including Annexure "A" an

PART 3 Contracts

- Section VI. General Conditions of Contract (GCC)
- Section VII. Special Conditions of Contract (SCC)
- Section VIII. Contract Forms.

3.2 The Invitation for Bids issued by the Purchaser "Sindh Textbook Board" (STB) is not part of contract agreement.

3.3 The STB is not responsible for the completeness of bidding documents and their addenda, if they were not purchased directly from the STB on payment of **Rs. 2000/-** (non refundable).

3.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

4 Clarification of Bidding Documents

4.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser's address indicated in the BDS. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than five days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have acquired the Bidding Document directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB Clause 5 and Sub-Clause 15.2.

5. Amendment of Bidding Documents

5.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addenda.

5.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Purchaser.

5.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 15.2

C. Preparation of Bids

6.	**Cost of Bidding**	6.1	The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
7.	**Documents Comprising the Bid**	7.1	The Bid shall comprise the following: **Technical Bid** Bid Submission Sheet (BSS), Technical Bid Proforma Bid Data Sheet (BDS), Bid Information Sheet (BIS), GCC, SCC, Paper & Bleach Board Samples testing Fee, Copy of CNIC, Income Tax Return / NTN & Financial statement and Paper & Bleach Board Samples, Registrations certificate of Sindh Revenue Board. **Financial Bid** The Financial Bid Comprises Financial Bid Proforma and Supply Requirement Section –V Bid Security.
8.	**Bid Submission Sheet and Price Schedules**	8.1	The Bidder shall submit the Bid Submission Sheet using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted.
		8.2	The Bidder shall submit the Financial Bid for printing, binding and supply of Textbooks and inclusive of all taxes and inputs etc. on the attached proforma.
		8.3	Financial Bid furnished on proforma other than the original shall not be considered.
9.	**Alternative Bids**	9.1	Unless otherwise indicated in the BDS, alternative bids shall not be considered.
10.	**Documents Establishing the Qualifications of the Bidder**	10.1	To establish its qualifications to perform the Contract, the Bidder shall submit the evidence indicated in Section III, Technical Evaluation and Qualification.
11.	**Period of Validity of Bids**	11.1	Bids shall remain valid for the period specified in the BDS after the bid submission deadline date i.e. 90 days from the opening of Technical Bid. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

12. **Bid Security**

12.1 Bid Security **@ 5%** of total value of bid in favour of Secretary STBB Jamshoro in the shape of Pay Order / Bank Draft or CDR issued by any scheduled bank should be attached with the Financial Bid.

12.2 Any bid not accompanied by a substantially responsive Bid Security in accordance with ITB Sub-Clause 12.1 shall be rejected by the Purchaser as non-responsive.

12.3 The Bid Security of successful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 26.

12.4 The Bid Security may be forfeited:

(a) If a Bidder withdraws its bid during the period of bid validity specified in BDS.

(b) if the successful Bidder fails to:

(i) sign the Contract in accordance with ITB Clause 25;Furnish a Performance Security in accordance with 1TB Clause 26.

(ii)

12.5 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 member of the JV/ Consortium /AOP/Group that submits the bid. If the JV/ Consortium /AOP/Group has 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.

13. **Format and Signing of Bid**

13.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 7 & 8 and clearly mark it "ORIGINAL."

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

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

13.4 For Financial Bid, use of white correcting fluid for any of the above, even if attested, shall be considered as invalid

D. Submission and Opening of Bids

14. **Sealing and Marking of Bids**

14.1 Bidders may submit their bids by hand.

14.2 The Bidder shall enclose the Technical & Financial Bid along with all relevant attachments in separate sealed envelopes, duly marking the envelopes as "TECHNICAL BID" and "FINANCIAL BID." These envelopes shall then be enclosed in one single envelope and sealed.

14.3 The inner and outer envelopes shall:

(a) Bear the name and address of the Bidder;
(b) Be addressed to the Purchaser
(c) Sealed properly by self-adhesive paper and signed with stamp.

14.4 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

15. **Deadline for Submission of Bids**

15.1 Bids must be received by the Purchaser at the address and not later than the date and time indicated in the BDS.

15.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 5, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

16. **Late Bids**

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

17. **Bid Opening (Technical Bid)**

17.1 The Tender Documents will be received back up to **17.08.2015** till **10:00 A.M.** in the **Committee Room of Sindh Textbook Board, Camp Office, Karachi** and Technical Bid shall be opened on **17.08.2015** at **11:00 A.M.** in the presence of bidders or their representatives who make them available on that date and time in the **Sindh Textbook Board, Camp Office, Karachi.**

(**Financial Bid)**

17.2 The **Financial Bid** of those bidders who qualify in the technical bids and their paper & bleach board samples (s) are as per specifications shall be opened on the notified date and time. Financial Bids of unqualified Bidders will not be opened and returned un-opened to the respective Bidders.

E. Evaluation and Comparison of Bids

18. **Confident-iality**

18.1 Information relating to the examination, evaluation, comparison, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all bidders.

18.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or Contract award decisions may result in the rejection of its bid.

18.3 Notwithstanding ITB from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser, on any matter related to the bidding process, it should, do so in writing.

19. **Clarification of Bids**

19.1 To assist in the examination, evaluation, comparison the Purchaser may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser'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 Purchaser in the evaluation of the bids.

20. **Examination of Terms and Conditions Technical Evaluation**

20.1 The Purchaser shall examine the bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.

20.2 The Purchaser shall evaluate the technical aspects of the bidder.

20.3 If, after the technical evaluation, the Purchaser determines that the bid is not substantially responsive it shall reject the bid.

20.4 A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission.

21. **Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids**

21.1 The Chairman, Sindh Textbook Board 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, subject to the relevant provisions of SPPRA rules.

F. Award of Contract

22.	Award Criteria	22.1	The Purchaser 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 satisfactorily.
23.	**Purchaser's Right to Vary Quantities at Time of Award**	23.1	At the time the Contract is awarded, the Chairman, STB reserves the right to increase or decrease the quantity of Textbooks originally specified in section V, Schedule of Requirements, without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.
24.	**Notification of Award**	24.1	Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its bid has been accepted.
		24.2	Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.
		24.3	The successful bidder's furnishing of the performance security, the Purchaser shall promptly notify each successful bidder and shall discharge its bid security.
25.	**Signing of Contract**	25.1	The successful bidders shall sign an agreement as per schedule of activities (Annexure-D) **Contract Agreement** given in **Section VIII Contract Forms** with the Sindh Textbook Board on a judicial stamp paper of the requisite value which shall be paid by the bidder with service Stamps of 0.3% of bid cost.
26.	**Performance Security**	26.1	Within ten (10) days of the receipt of notification of award from the Purchaser, in accordance with the GCC clause 14, the bidder shall submit the performance Security @ 10 % value of contract in shape of bank Guarantee/pay order/ C.D.R issued by a Schedule Bank, However, on written request of the successful bidder time period may be extended for another 5 days subject to payment of penalty as specified in sub clause 20.0 (2) of GCC.
		26.2	Failure of the successful Bidder to submit the above-mentioned Performance 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 Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

26.3 With reference to a particular award the Performance 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 member of the JV / Consortium / AOP / Group that submits the bid. If the JV / Consortium / AOP / Group has not been legally constituted at the time of bidding, the Performance Security may be on behalf of names of one or more than one or all future members as named in the letter of intent or deed of JV / Consortium / AOP / Group.

27. Limitation on of Negotiations

27.1 Negotiations may not relate to the price or substance tenders or proposals specified by the supplier in his tender, but only to minor Technical, Contractual or logistical details. Provided the negotiation shall not be used to reduce unit rates, unless in case of exceptional circumstances like exorbitant rate.

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Section II. Bid Data Sheet

The following specific data for the printing, binding and supply shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in 1TB.

	General
1.	No: STBB/PUB/ / , Dated:
2.	The Purchaser is: SINDH TEXTBOOK BOARD, ALLAMA I.I QAZI CAMPUS, JAMSHORO, SINDH.
3.	The name of the project is : Sindh Education Reform Program Government of Sindh
	Contents of Bidding Document
4.	For **clarification of bids purposes** only, the Purchaser's address is: Attention: Secretary. Address: Sindh Textbook Board. Jamshoro Country: Pakistan Telephone: 022-9213417
	Preparation of Bids
5.	The Bidder shall submit with its bid the following additional documents: 23.1.1 Copy of CNIC 23.1.2 Copy of NTN 23.1.3 Copy of Sales Tax Number 23.1.4 Copy of Bank Statement of last three years 23.1.5 Copies of Income Tax deduction of last four years. 24.1.6 Specimen of books
6	Alternative bids *shall not* be considered.
7.	"Final destination/site": Sindh Textbook Board, Allama I.I Qazi Campus, Jamshoro, Sindh, Pakistan. The Bidder shall quote the price inclusive of the inland transportation and other local services required to deliver the supplies at warehouse(s) in Jamshoro / Karachi and all such taxes levied by the Government in this regard.
8.	Prices quoted by the Bidder shall be: "**fixed**" as per tentative number of pages (Annexure "A"). However, in case of increase or decrease in number of pages its price will be calculated on proportionate basis.
9.	The bid validity period shall be: 90 days from the opening of Technical Bid

10.	17.1.1 An tairgeoir gabháil Pá Ordú / Dréacht Bainc / CDR i bhfabhar Rúnaí, Bord téacsleabhar Sindh 5% de luach tairisceana iomlán (i Rupees Pacastáine mar Bid Slándála, le Bid Airgeadais. 17.1.2 Cuirfidh an tairgeoir freisin a chur isteach d'fhonn a íoc arb ionann RS. 20,000 / - an ceann (Neamh-inaisíoctha) le haghaidh páipéir agus Bord Bleach samplaí i bhfabhar bhord Rúnaí Sindh téacsleabhar, Jamshoro mar tástála-táille de shamplaí chomh maith leis an Bid Teicniúil.
11.	Ba cheart Bid a chur isteach i bunaidh agus fótachóip amháin.
	Submission and Opening of Bids
12.	Déanfar na clúdaigh istigh iompróidh na marcanna aitheantais breise seo a leanas: (1) Teicniúil Bid (2) Bid Airgeadais.

(1) <u>Tairiscint Teicniúil:</u>

Sr. No.	Particulars of documents	Yes/No
1.	Bileog Aighneacht Bid (BSS)	
2.	Teicniúil Bid Proforma (TBP)	
3.	Bidder Information Sheet (BIS)	
4.	Bileog Eolais tairgeoir (BIS)	
5.	Bileog eolais JV / Cuibhreannas / AOP / Grúpa (más infheidhme)	
6.	Coinníollacha Ginearálta an Chonartha (GCC)	
7.	Coinníollacha Speisialta Conartha (SCC)	
8.	Bileog Bid Sonraí (BDanna)	
9.	Páipéar & Bord Bleach Samplach Tástáil Táille Rs.20,000 / -	
10.	Cóip de CNIC & caite 4 (ceithre) bliana Cáin Ioncaim Tuairisceán / NTN.	
11.	Ráitis Bainc & Ráitis Airgeadais Last trí bliana.	
12.	Aon deimhniú Dleachtanna ó Sindh mBord leabhar téacs.	
13	Teastas Chlárú Bord na gCoimisinéirí Ioncaim Sindh..	
14.	Eiseamal de leabhair.	
15.	Rs.2000 Admháil / = Ceannach Bidding Document (Bunaidh).	

(2) Tairiscint airgeadais:

I ndiaidh doiciméid a bheith ceangailte

Sr. No	Particulars of documents	Yes/No
1.	Financial Bid Proforma (original)	
2.	Bid Financial Proforma (bunaidh)	
3	Bid Slándála i gcruth Pá Ordú / Banc	

13.	For **bid submission purposes** only, the Purchaser's address is: Attention: Secretary Address: Sindh Textbook Board, Camp Office, D.J Science College City: Karachi Country: Pakistan Telephone: 0229213417-02132623545 The deadline for the submission of bids is: Date: Time:
14.	The bid opening shall take place at: Address: Sindh Textbook Board, Camp Office, D.J Science College City: Karachi Country: Pakistan Date: Time:
	Evaluation and Comparison of Bids
15.	The currency that shall be used for bid evaluation and comparison purposes is: Pak Rupees
16.	An evaluation methodology to determine the lowest-evaluated-bid of textbooks shall be applied as specified in Section III, Evaluation and Qualification Criteria.
	Award of Contract
17.	The maximum percentage by which quantities may be increased or decreased of each textbook respectively is: 15%.

Section III. Evaluation and Qualification Criteria

This section contains all the factors, methods and criteria that the Purchaser shall use to evaluate a bid and determine whether a bidder has the required qualification.

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1. Technical Evaluation Criteria (Annexure “H”)

2. Lowest Evaluated Bid Criteria.

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1. Technical Evaluation Criteria

(a) Technical Bid Proforma

(b) Attachments:

(i) Affidavit of bidding firm regarding blacklisting (Annexure "E").

(ii) Affidavit of Printer (Annexure "F").

(iii) Affidavit of Book Binder (Annexure "G").

(c) Paper & Bleach Board Specifications received from any standard Laboratories after sample testing, should be found as per specifications laid down in Technical Specifications Section V.

(d) Technical Evaluation Report as given in Annexure "H".

2. Lowest Evaluated Bid Criteria.

(a) The Financial Bid of only technically qualified bidders shall be opened.

(b) Comparative Statement

The bidder offering lowest rate in the respective textbook would be the lowest evaluated bidder.

To be furnished in (original)

Technical Bid Proforma

Sindh Textbook Board Jamshoro

Production Capacity Evaluation Form for Publishers/Printers 2016-17

1. Name of Bidder/ Lead Bidder _____

2. Status of the Firm/Company/JV/Group : _____

3. Address: _____

4. NTN _____

5. Sales Tax reg. No. _____

6. Date of Establishment of business. _____

7. Financial Information: (In case of JV/AOP/Group detail of all members to be provided)

(a) Financial Accounts Statement for at least three complete fiscal years.

Financial Period	**Available capital/cash/R.F/L.G Resources**
Total	

(b) Income tax paid/deducted for previous four years (**obligatory**) (attach evidence)

Financial Period	**Income Tax Paid / deducted for previous four years specifically on books**
Total	

(c) Cash flow availability: Attach Bank Statement for the fiscal year (Basis of Annual Turnover- sum of total debits & credits)

Financial Period	**Amount of Turnover**
Total	

8**. Procurement of Paper & Bleach Board**

a) Name of Paper & Bleach Board (1)_____

(2)_____

Manufacturer (s)/ Authorized Dealer (3)_____

(b) Number of Samples of Paper & Bleach Board of given specification attached (one/two/three).

Note: *(The paper & Bleach Board sample should not be more than two folds)*

(c) Specification of the paper to be used by the supplier for printing.

i.	Texture		ii.	Grammage	
iii.	Burst Factor		iv.	Tear Factor	
v.	Brightness		vi.	Opacity	
vii.	Glaze-ness				

(d) Specification of the Bleach Board to be used by the supplier for printing.

Cover	Grammage	Brightness	Opacity	Glaze-ness

(The bidder shall submit 5 paper sheets of each paper & Bleach Board manufacturer as specimen of paper in full size sheets i.e. 22x32", 20x30" & 23x36" and Bleach Board 23x33", 21x31" & 24x37". The bidder shall affix the stamp of his firm on the top right corner alongwith the name and stamp of manufacturer of paper)

Note: Attach pay order of **Rs**. 20,000/- for paper and Bleach board testing fee for each Mill.

(e) The bidder will attach a certificate of specifications from the manufacturer.

(f) The firm must attach original Certificate of manufacture of Paper & Bleach Board at the time of submission of Bill, without which bill will not be entertained.

9. Inputs to be used

(i) Brand of ink _____
and its country of origin _____
(ii) Brand of coated plates _____
and its country of origin _____

10. Book Production Experience

(a) **General Experience**

(Minimum three years in business of publishing or printing.)

*(i)*_____
(ii) _____
(iii) _____

(b) **Specific Experience of Publishing of Textbooks with any Board**

(Minimum Five years experience of Publishing/ developing of textbooks in public/private sector) Mandatory

Sr. No.	Academic year	Name of book	Quantity	Amount (Rs.)	Penalty(s) (if any) on account of delayed supplied beyond 7 days
			-		

11. Working standards/ quality control (if any)

ISO 9001, ISO 14001,ZDS (Zero defects supply system) or any other relating to book production. Please mention and attach copy of certificate.

Signature and Stamp of Bidder

Production Capacity

12. Printing Facilities (Lead bidder & members)

(A Printing Facility /press shall only be considered for three bidders, subject to availability of minimum five units.

(1)
- a) Name of Printing Press: _____
- b) Address of premises: _____
- c) Printing press declaration (attach copy)

(2)
- a) Name of Printing Press: _____
- b) Address of premises: _____
- c) Printing press declaration (attach copy)

(3)
- a) Name of Printing Press:_____
- b) Address of premises:_____
- c) Printing press declaration (attach copy)

(4)
- a) Name of Printing Press:_____
- b) Address of premises:_____
- c) Printing press declaration (attach copy)

(5)
- a) Name of Printing Press: _____
- b) Address of premises:_____
- c) Printing press declaration (attach copy)

13. Single colour Machine (Sheet Fed)

Sr No.	Make & Model	Size	Quantity	Year of manufacture	Output speed

14. Two Colour Machine (Sheet Fed)

Sr. No.	Make & Model	Size	Quantity	Year of manufacture	Output speed

15. Four colour Machine (Sheet fed)

Sr. No.	Make & Model	Size	Quantity	Year of manufacture	Output speed

Note: in case of hiring / engaging any of the printing firm please provide the original agreement duly attested by Civil Judge / Notary Public showing the details of machines & Contractual terms & conditions.

16. Alternate power facilities _____ Yes / No
Capacity of power generator _____ KW

17. Storage capacity for paper/ books (number of reams)._____

i) Location of Godown _____

ii)Size of Godown _____

iii)Temperature and humidity control system _____ Yes / No

iv)Fire alarm and fire fighting equipments _____ Yes / No

v)Number of reams/books to be stored _____

Note: The storage should be exclusively for paper & books. Spaces available at presses & binding houses will not be considered.

18. Binding Facilities

(A binding house facility shall only be considered for four bidders, subject to availability of one mechanical folder and more than one single clamp hot glue machine.

(i)

a) Name of Binding house _____

b) Name of owner _____

c) Address & Telephone _____

d) Covered area of binding house _____

e) Number of automatic paper folding & gathering machines_____

f) Number of average human force available for folding and gathering _____

g) Detail of hot melt glue machines with eight hour binding speed:

Sr.No.	Nature of machine	Quantity	Capacity
i)	Single clamp		
ii)	Three clamp		
iii)	Five clamp		
iv)	Ten clamp		

(ii)

a) Name of Binding house_____

b) Name of owner _____

c) Address & Telephone _____

d) Covered area of binding house _____

e) Number of automatic paper folding & gathering machines _____

f) Number of average human force available for folding and gathering _____

g) Detail of hot melt glue machines with eight hour binding speed:

Sr. No.	Nature of machine	Quantity	Capacity
(i)	single clamp		
(ii)	three clamp		
(iii)	five clamp		
(iv)	Ten clamp		

h) Book Trimmings

i) Single knife _____

ii) Three knife _____

19. Net Capacity of printing & binding facilities _____ (per month)

The bidder shall give the total number of copies of book which can be printed and bound within the capacity of above facilities as per schedule of requirement with the following specifications whichever is applicable.

Books Size	No of pages (tentative)	Colour	Binding	Estimated Total No of Books
22x32/8	380	Four	Hot Glue	
20x30/8	380	Single	Hot Glue	
18x23/8	356	Single	Hot Glue	
18x23/4	116	Single	Hot Glue	

Note: in case of hiring/engaging any of the binding firm please provide the original agreement duly attested by civil judge / Notary public showing the details of machines & Contractual terms & conditions.

Signature and stamp _____

Name of Firm/Bidder _____

Name of Owner / Representative. _____

Dated: _____

CNIC: _____

Note:

i)