

NOTICE INVITING TENDERS

FOR Designing, Production, Printing and Supply of SMBBMU Prospectus of Postgraduate Studies 2015

Sealed tenders are invited from reputable printing firms registered with GST, income Tax and sindh revenue board for designing, production printing & supply of 300 (three hundred copies) of prospectus for admission in postgraduate courses session 2015,2016 of Shaheed Mohtarma Benazir Bhutto Medical University (SMBBMU), Larkana

ELIGIBILITY FOR FIRMS

- Reputable printing firms must be registered with sales tax & income tax department having at least five year experience in related field for photography, designing, printing and publishing such documents (Prospectus).

SPECIFICATION OF PROSPECTUS

- No of pages 40
- Size of prospectus 8 " x12" Gum binding
- Paper quality 135G Mat paper
- Front & back (title paper) 260 G Card with mat lamination
- Printing high quality 4x4 Colour offset printing with appropriate Colour Combination of printing & photographs

TENDER SHALL BE SUPPORTED BY

- Profile of the firms along with specimens of previous work.
- Detail of equipment /machinery (preferably four colour printing machine)
- Names and bio-data of professionals involved in photography, designing & printing

SUBMISSION OF TENDERS

- Prescribed tender proforma along with terms and conditions can be obtained personally from Directorate of Postgraduation @CMC, Larkana or can be downloaded from university website (www.SMMMMBU.edu.pk) or sppra website (www.pprasindh.gov.pk) on payment of Rs. 2000/ (rupees two thousand only) which is non – refundable in the form of DD/ pay order in favour of Vice Chancellor SMBBMU larkana from the date of publication dated: 18-09-2015.
- The bidding shall be on single stage –two envelopes procedure. First envelope should contain technical proposal only and be clearly marked TECHNICAL PROPOSAL. Second Envelope should contain financial proposal and be clearly marked as financial proposal. Both envelopes should be sealed separately and be placed in the third envelop. Name of bidder /firm be clearly marked on all the envelopes
- Tender complete in all respect including the necessary information along with 5% earnest money of total bid in shape of bank draft/ pay order (refundable to registrar SMBBMU larkana before 12:00 noon on dated: 05-10-2015.
- Tender will be opened within one hour of the closing time in the presents of bidders or there authorized representative who may wish to be present.
- The validity of offer/ quoted rates will be for 90 days.
- The procuring agency may reject any or all bids subject to relevant provisions of SPPRA rules.
- The committee may cancel/ delete any item or decrease or increase quantity or number of pages as per need

Registrar
SMBB Medical University
Larkana

By orders of the Honorable Vice Chancellor.

Shaheed Mohtarma Benazir Bhutto Medical University, (SMBBMU) Larkana

TECHNICAL PROPOSAL FORM FOR

Postgraduate Prospectus OF SMBBMU (2015, 2016)

SCHEDULE OF REQUIREMENT & PRICE

PRICE Rs.2,000/= (NOT REFUNDABLE / TRANSFERABLE)

TENDER ENQUIRY DUE ON ----- 05-10-2015

TIME OF RECEIPT OF TENDER ----- 11:00 am

TIME OF OPENING OF TENDER ----- 1:00 PM

Offers shall remain open for 90 days from the date of opening. The tenderers shall quote their prices, inclusive of all duties / Taxes / Oetroi Transportation / Demonstration etc. and all other expenses on free delivery to consignee's and at Shaheed Mohtarma Benazir Bhutto Medical University, Larkana. Price should be quoted in figures & words both, in **single stage double envelope (Financial & Technical (System))**.

S. No.	Name of Items	Qty	Specification
01	POSTGRADUATE PROSPECTUS OF THE UNIVERSITY	300 Nos.	<ol style="list-style-type: none">1. About 40 Pages2. Size : "8 x 12" with Gum Binding3. Paper Quality : 135 gm Mat Paper4. Front & Back (Title Paper) : Art Paper 260gm With Mat Lamination5. Printing High Quality: 4x4 Color offset printing with appropriate colour combination of printing & Photographs

GENERAL CONDITIONS & INSTRUCTIONS

- 1.1 The tenders shall be submitted with all documents and drawings literature & catalogue (in equipment) in sealed envelopes with sealing wax. The envelope must contain tender enquiry No. on the top. The name of manufacturer and the supplier should be affixed on the face of envelope at the left side.
- 1.2 Tenders must be filled in with Blue or Black ink in the columns provided/on separate letter Head duly signed.
- 1.3 The tenders must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it.
- 1.4 The rates of each item should be written in figures as well as in words. In case of discrepancy the price in words will be taken as authenticate and final.
- 1.5 Conditional Tenders will be ignored and will not be considered / entertained / accepted.
- 1.6 Tenders from both Registered and un-registered firms shall be accompanied by Earnest Money @ 5% of the value of stores quoted by them in form of Call Deposit / Pay Order. Registered firm must enclose. Photostat Copy of valid Registration / Renewal Certificate along with their offer.
- 1.7 Original purchase receipt must be enclosed with their offer.
- 1.8 The tendered rate should be inclusive of all taxes, Income & Sales Tax etc payable, to Federal & Provincial Govt. or Local bodies and no claims on this account shall be entertained.
- 1.9 The bidder shall furnish General Sales Tax (GST) Registration Certificate of the firm failing which the offer will be ignored. In case the item is exempted from G.S.T., either documentary evident or certificate from competent authority shall be attached with the offer.
- 1.10 The bidder shall furnish copy of valid Professional Tax (Excise & Taxation) Certificate.

2. SPECIAL CONDITIONS

- 2.1 Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively. No Extension will be granted / accorded for the supply of initial quantity.
- 2.2 Tenders are required to specify make, country of origin and furnish detailed technical. Description literature/catalogue along with their offer.
- 2.3 The Bidders shall quote their firm and final price both in figures & words on "Free Delivery basis to Consignee end.
- 2.4 The choice to select / ignore any their alternate offer shall rest with the purchaser.
- 2.5 No manufacturer shall authorize their distributor / agent / any firm or person to quote the same item which manufacturer is quoting itself in any tender. Failing the offers of both the manufacturer, as well as other bidder shall be ignored.
- 2.6 Tenders shall purchase separate tender documents and furnish purchases receipts for each alternate offer in case they want to submit alternate offer for any item. All the bids with alternate offers without separate purchases receipt (original) are suppose to be rejected.
- 2.7 The bidder shall confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt. / Semi Government institution or Armed Forces in the Province or out side in the same fiscal year.

3. PURCHASER'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD

The Purchaser reserves the right to increase/decrease or delete the quantities of goods etc at the time of award of contract and also reserves the right to enhance the quantity by 25% of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions of goods at any time during the contract period.

4. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Purchaser 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 the affected Bidder or bidders, on the grounds for the Purchaser's action.

5. NOTIFICATION OF AWARD/ADVANCE CONTRACT

- 5.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing, delivery by hand or by registered letter, by cable to be confirmed in writing by registered letter that the bid has been accepted.
- 5.2 The notification of award will constitute the formation of the contract.
- 5.3 Upon the successful bidder furnishing of the performance security pursuant to Sr. No.1.1 of the instructions and Sr. NO.3 of the Advance contract the purchase will promptly notify each unsuccessful bidder and will discharge its bid security on receipt of bidder's request.

6. **AWARD OF CONTRACT & CONTRACT AGREEMENT**

Subject to the fulfillment of all codal formalities, the Purchaser will award the contract to the successful Bidder who's bid has been determined to be qualified to perform the contract satisfactory.

7. **PERFORMANCE SECURITY**

The successful tenderers will have to deposit with the Purchaser Security Deposits as under in shape of Call Deposit/Pay Order:- Registered firms 5% of the value of Contract. Unregistered firms 12.5% of the value of Contract.

8. **CRITERIA FOR EVALUATION OF BIDS**

- Quoted prices.
- Specification compliance
- Quality of the Item.
- After sale service facility
- Operational cost .-
- Delivery schedule
- Authority letter from manufacturer
- Earnest money

9. **FREE FOR AWARD OF CONTRACT**

Service charges @ 0.25% of the value of the Contract will be realized / charged by the A.G. Sindh, while making payment to the contractors for award of each contract.

10. **UNDERTAKING**

- 10.1 That I/we agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We agree to supply and accept the said item at the rates for the supply of contracted quantity with in the stipulated period shown in the contract.
- 10.2 I/We understand and confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt./Semi Govt. institution in the province in the same fiscal year.
- 10.3 I/We undertake that, if any of the information submitted in accordance to this tender enquiry is found incorrect, our contract may be cancelled at any stage at our cost and risk.

CERTIFICATE

We guarantee to supply the stores exactly in accordance with the requirement specified in the invitation to this tender.

Signature of Tenderer _____

Name & Designation _____
With Rubber Stamp

Tender Receipt No. _____ Dated _____

Issued to M/S _____

Signature of Issuing Authority _____

Shaheed Mohtarma Benazir Bhutto Medical University, (SMBBMU) Larkana

FINANCIAL BID PROPOSAL FORM FOR POSTGRADUATE PROSPECTUS OF
SMBBMU (2015, 2016)

SCHEDULE OF REQUIREMENT & PRICE

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S. No.	Name of Items	Qty	Rate	Amount
01	POSTGRADUATE PROSPECTUS OF UNIVERSITY	300		

GENERAL CONDITIONS & INSTRUCTIONS

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