



POS/COOP/PA-Report-17/18  
No.

**SECRETARIAT 8174**  
**PROVINCIAL OMBUDSMAN (MOHTASIB)**  
**SINDH**

Shahrah-e-Kamal Atatürk, Opp: Sindh Secretariat, Karachi

Karachi, dated the 17-04-2018

M/s. Al-Hamd Printers,  
9/12/6, Noor Terrace,  
Aslam Road, Off: Chand Bibi Road,  
Karachi.

Sub: **WORK ORDER.**

This is with reference to your bid/tender and subsequent acceptance letter dated 29.03.2018. Your bid after completion of formalities has finally been approved by the Competent Authority for printing and supply of Annual Report 2017 alongwith envelop in accordance with the terms and conditions mentioned in tenders document.

Item No.	Description	Rate for finished book of 140 pages four color (04) printing	Quantity order	Total Value in figure / words
1	2	3	4	5
1.	<b>Annual Report 2017</b> Printing of Annual Report 2017 on computer to plate technology (CTP) with Composing, Designing, Graphics and Formatting Size: 23"x36"/8 Paper: 135 gms Matt finish. Title Cover: Designing, 04 colour Printing, Art Card 300 gm with lamination and foil printing golden / silver colour.(if required). Copy binding: Perfect hard glue machine binding Envelope: As per size of Annual Report 2017 printed single colour and prepared by good quality paper with net cloth lining.	Rs.672/- per copy	600 Nos.	Rs.403,200/- (Rupees: Four lacs three thousand and two hundred only)

**Terms and Conditions**

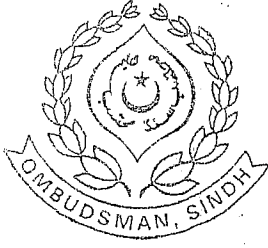
1. Delivery : Within 30 days.
2. Consignee : Secretariat Provincial Ombudsman Sindh. Karachi.
3. Payment : Payment will be processed through Accountant General Sindh on submission of the following documents:-
  - a) Invoice/Bill (original)
  - b) Delivery Challan duly signed by the recipient.

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No. Pos/Coord/A.Report-17/18

SECRETARIAT  
PROVINCIAL OMBUDSMAN (MOHTASIB)  
SINDH

Shahrah-e-Kamal Ataturk, Opp: Sindh Secretariat, Karachi

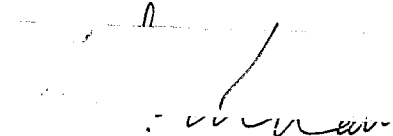


Karachi, dated the 17.04.2018

Note: In case of additional pages required the payment of additional pages shall be made at the following rates.


- (i) Per leaf both side printed in 04 colour Rs. 10.50

You are advised to please ensure supply of the above work within 30 days from the receipt of this work order to this Secretariat during the office hours.

  
(FIROZ AKHTAR KHAN)  
Director General (Finance)

Copy to:

- ✓ 1. M.D., SPPRA Govt. of Sindh, Karachi. (EV.ID 523/2018 Bid Evolution Report)  
2. Incharge, Computer Section, Sectt. Provincial Ombudsman Sindh to upload the result of work order on the website of this Sectt.

  
(MOHAMMAD ZAFAR)  
Assistant Director (PR)

**SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY**

**CONTRACT EVALUATION FORM**

**TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS**

- 1) NAME OF THE ORGANIZATION / DEPTT. Secretariat Provincial Ombudsman Sindh
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Provincial
- 3) TITLE OF CONTRACT Printing of Annual Report-2017
- 4) TENDER NUMBER Pos/Coord./A-Report-17/18
- 5) BRIEF DESCRIPTION OF CONTRACT Printing of Annual Report-2017
- 6) FORUM THAT APPROVED THE SCHEME Secretary/ Provincial Ombudsman Sindh.
- 7) TENDER ESTIMATED VALUE Rs. 450000/=
- 8) ENGINEER'S ESTIMATE (For civil works only) N/A
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 30 days
- 10) TENDER OPENED ON (DATE & TIME) 10.01.2018 at 3:30 p.m
- 11) NUMBER OF TENDER DOCUMENTS SOLD (Attach list of buyers) 01 NO
- 12) NUMBER OF BIDS RECEIVED 01 NO
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS one
- 14) BID EVALUATION REPORT (Enclose a copy) copy of bid evaluation report enclosed
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. AL HAMD Printers, 9/12/6  
No. 05 Texace Aslam Road off, Chand  
Bibi Road  
Karachi
- 16) CONTRACT AWARD PRICE Rs= 403200/=
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). 1st

18) METHOD OF PROCUREMENT USED : - (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE  Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE
- c) TWO STAGE BIDDING PROCEDURE
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS:

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT Provincial Ombudsman Sindh,

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

i) SPPRA Website  
(If yes, give date and SPPRA Identification No.)

Yes	N.I.T. appeared on 15.12.17 SY. NO. 35735
No	

ii) News Papers  
(If yes, give names of newspapers and dates)

Yes	-
No	

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A  
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED  
BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY  
COMPLIANT?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT  
THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF  
CONTRACT?

(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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31) ANY COMPLAINTS RECEIVED  
(If yes, result thereof)

Yes	
No	✓

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS  
(If yes, give details)

Yes	
No	✓

33) WAS THE EXTENSION MADE IN RESPONSE TIME?  
(If yes, give reasons)

Yes	NA
No	✓ NA

34) DEVIATION FROM QUALIFICATION CRITERIA  
(If yes, give detailed reasons.)

Yes	
No	✓

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT  
BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE  
SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO  
BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:  
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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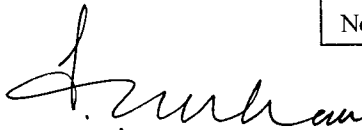
37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN  
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

Yes	
No	✓

Signature & Official Stamp of  
Authorized Officer



**FIROZ AKHTAR KHAN**  
Consultant & Director General  
(Finance)

Secretariat Provincial Ombudsman  
(Mohtasib) Sindh Karachi

FOR OFFICE USE ONLY

**SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi**

Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Print

Save

Reset



Muhammad Adeel Aini Stamp Vendor

Licence No. 143 High Court Of Sindh

Karachi

27 MAR 2018

No. 6307 Date

Used To With Address

Through With Address: TAMA SIDDIQUI

Occupation: ADVOCATE

At Post Office: 26/LC/KHI

27 MAR 2018

RUPEES FIFTY ONLY

### CONTRACT FORM

This agreement is made on the 23th day of March, 2018 between **Secretariat Provincial Ombudsman (Mohtasib) Sindh, Karachi, Pakistan** (hereinafter called the procuring agency of the one part and **AL HAMD PRINTERS** supplier of the other part.

WHEREAS the Procuring agency invited for certain goods and ancillary services, viz. printing of annual report 2017 has accepted a bid by the supplier for the supply of those goods and services in the sum of Rs. 4,03,200/- (Rupees Four Hundred three Thousand and Tow Hundred only for 600 copies per copy of Rs. 672/- each, including envelopes.

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

1. In this agreement words and expression shall have the same meanings as are respectively assignment to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.
  - (a) Form and the Price Schedule submitted by the Bidder;
  - (b) The Schedule of Requirements;
  - (c) The Technical Specification;
  - (d) The General Conditions of Contract;
  - (e) The Special Conditions of Contract; and
  - (f) The procuring agency's Notification of Award.
3. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and to remedying of defects therein, the Contract Price or Such other sum as may become payable under the provisions of the contract at the times and manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by FIROZ AKHTAR KHAN for the Procuring agency

Consultant & Director General

(Finance)

Secretariat Provincial Ombudsman

(Mohtasib) Sindh Karachi

Signed, sealed, delivered by \_\_\_\_\_ (for the Supplier)





Rs. 100/-

*Amir*

*IST deptt.*

SECRETARIAT  
PROVINCIAL  
OMBUDSMAN (MOHTASIB)  
SINDH, KARACHI

*[Handwritten signature]*

Shahrah-e-Kamal Ataturk, Opposite Sindh Secretariat, Karachi

Ph : 021-99211025 - 9921031  
Fax : 021-99211207  
Email : adpr@mohtasibsindh.gov.pk

*[Handwritten signature]*

**Tender Document  
for Printing of  
Annual Report  
2017**

**SECRETARIAT**  
**PROVINCIAL OMBUDSMAN (MOHTASIB)**  
**SINDH, KARACHI**

Shahrah-e-Kamal Ataturk, Opposite Sindh Secretariat,  
Karachi

Dated: \_\_\_\_\_

From,

The Secretary,  
Secretariat Provincial  
Ombudsman (Mohtasib)  
Sindh, Karachi

To,

M/s AL WAMD PRINTERS  
7, Press Center  
Shahrah-e-Kamal  
Ataturk Karachi

Invitation to Tender No. POS/Coord./A.Report-17/2017

Dear Sir,

You are invited to submit tender for printing of Provincial Ombudsman Sindh Annual Report 2017 subject to the conditions as laid down in the instructions. The tenderer quoting against this Invitation shall be deemed to have read and understood the conditions and specifications for this assignment.

2. The tenderer shall quote on the prescribed schedule attached to this invitation on the basis of specifications indicated therein and shall sign the certificate given therein to the effect that the Annual Report 2017 shall be supplied exactly in accordance with the requirements specified in the schedule. In case there is any deviation, the same should be clearly stated by tenderer; otherwise it shall be presumed that the offer is strictly in accordance with the requirements of the tender notice.

3. The Ombudsman, Sindh requires the delivery as stated in the schedule. This purchase shall be governed by the Sindh Public Procurement Regulatory Authority Rules, 2010 a copy of which may be obtained from the URL <http://pprasindh.gov.pk/>

4. The procuring agency may reject all or any bids or proposals at any time prior to the acceptance of a bid or proposal, subject to the relevant provision of SPPRA Rules 2010.

Yours faithfully,



(FIROZ AKHTAR KHAN)  
Director General (Finance)



SECRETARIAT  
PROVINCIAL OMBUDSMAN (MOTAHSIB)  
SINDH, KARACHI

Shahrah-e-Kamal Ataturk, Opposite Sindh Secretariat,  
Karachi

SCHEDULE TO INVITATION TO TENDER NO. POS/Coord./A.Report-17/2017

- Date of Opening of Tender : 10-01-2018
- Time of Receipt of Tender : 03:00 PM
- Time of Opening of Tender : 03:30 PM

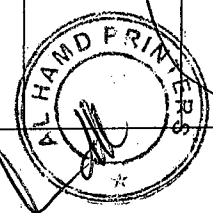
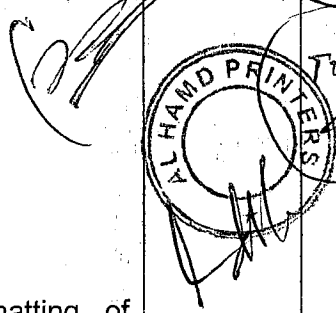
As per above mentioned schedule tenders shall be opened before the tenderers present at the Conference Room, Secretariat Provincial Ombudsman (Mohtasib) Sindh, Shahr-e-Kamal Ataturk, Opp: Sindh Secretariat Karachi.

Offer shall remain open for 90 days from the date of opening of Tender. Tenderers should quote their price clearly on the basis of free delivery to consignee at Karachi, **inclusive of all taxes.**

Data Sheet

#	Specification of Annual Report-17	Quantity	Price per Unit both In figures & words (in Pakistani Rupees) free delivery to consignee's end (inclusive all taxes)
1.	<b><u>Annual Report 2017</u></b>	600 Nos.	@ 672/=
	(i) Printing : Four (04) colors on computer to plate Technology		
	(ii) Paper : 135 gms Matt Finish		
	(iii) Size : 23" x 36" / 8		
	(iv) Pages : 140		
	(v) Composing : Designing, Graphic & Formatting of complete Annual Report.		
	(vi) Title Cover : Art card 300 gm with lamination, Designing, 04 color printing as well as single color foil printing in Golden or Silver color. (if required)		
	(vii) Envelope : As per size of Annual Report-2017, single color printed & prepared by good quality paper with net cloth lining.		
	(viii) Copy Binding : Perfect hard glue machine binding		
	<b><u>Note:</u></b>		
	a. Before final printing a 04 color (Computer print) complete book's dummy with spiral binding shall be required before the final printing.		
	b. Rate of finished book of 140 pages alongwith envelope (as per specification mentioned above)		
	c. In case of additional pages required, the payment of additional pages shall be made after calculation.		
	(i) Per Single leaf rate (both side four color printed)		Rs, 10.50 Each Leaves

*[Handwritten signature]*



*[Handwritten signature]*

**RMS & CONDITIONS:**

Interested parties are requested to submit following information / documents

- i. Complete Company profile.
- ii. Income tax and GST certificate.
- iii. At least two specimens of their publications shall be provided at the time of opening of tender.
- iv. The Printer should own graphics, processing, printing, cutting and binding units etc.
- v. After placement of contract the firm shall bound to supply finished copies as per specification mentioned in tender documents.
- vi. Tender documents shall be received up to 3:00 p.m. on 10-01-2018 and shall be opened on the same date at 3:30 p.m. in presence of bidders or their representatives at Conference Room, Secretariat Provincial Ombudsman (Mohtasib) Sindh, Karachi.
- vii. Sealed tenders should be addressed to Director-General (Finance), Secretariat Provincial Ombudsman (Mohtasib) Sindh, Shahrah-e-Kamal Attaturk Opp: Sindh Secretariat by clearly marking on the top of the envelope "TENDER FOR PRINTING OF ANNUAL REPORT 2017 TO BE OPENED ON 10-01-2018."
- viii. National Competitive Bidding Method will be used for printing of Annual Report as per SPPRA Rules 2010 by following: single stage one envelop procedure.
- ix. Delivery time shall be within 30 days from the date of award of contract.
- x. **BID SECURITY:**
  - 1) Bid Security (refundable) @ 5% (five percent) of the bid price in shape of pay order / demand draft or bank guarantee in favor of Secretariat Provincial Ombudsman, Sindh Karachi shall be deposited with the offer otherwise offer will be ignored/rejected.
  - 2) Bid security shall remain valid for a period of 28 days beyond the validity period for bids. Bids security shall be released to the unsuccessful bidders once the contract signed with the successful bidder.
- xi. **PERFORMANCE SECURITY:**
  - 1) Successful bidder will have to deposit Performance Guarantee @ 10% of the contract amount in shape of Pay order / Demand Draft / Bank Guarantee in favour of Secretariat Provincial Ombudsman, Sindh Karachi. (Performa enclosed).
  - 2) Validity of performance security shall extend at least ninety days beyond the date of completion of contract to cover defects liability period or maintenance period subject to final acceptance by the procuring agency.
- xii. Payment will be released/made on completion of supply/work and subject to submission of original paid G.S.T Invoice to the Cashier, Secretariat Provincial Ombudsman, Sindh.
- xiii. The performance security shall be released subject to submission of GST paid challan by the vendor.
- xiv. The vendor alongwith the bill shall enclose copy of G.S.T. invoice for the amount due on goods/materials supplied.
- xv. In case of any holiday or uncertainty in the city tenders/ bids will be opened on next working day.
- xvi. The procuring agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-25 of said Rules.

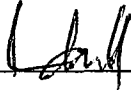
**SPECIAL CONDITIONS:**

- Tenders should be sealed properly.
- Tenderer are required to quote the amount of finished book both in figures and words on their letter head or on tender documents duly sealed and signed.
- Tenderer shall also mention separate per leaf pages rate with 04 color printing both side.
- 04 Secretariat Provincial Ombudsman (Mohtasib) Sindh, Karachi reserves the right to increase or decrease the quantity without assigning any reason.
- 05 Supply will be accepted subject to inspection according to specifications.
- 06 After acceptance of offer, the firm shall be required to submit performance security and execute contract within 7 days. In case of failure the bid security shall be liable to the forfeited.
- 07 After completion of job PDF format of Annual Report 2017 shall be provided in any storage device.
08. In case of dispute, if any between the parties, the same shall be settled as per Arbitration laws being in force in Pakistan.

  
(FIROZ AKHTAR KHAN)  
Director General (Finance)

**CERTIFICATE**

WE GUARANTEE THAT WE SHALL SUPPLY THE REQUIRED ANNUAL REPORT - 2017 EXACTLY IN ACCORDANCE WITH THE REQUIREMENT SPECIFIED IN THE INVITATION TO TENDER & AGREED ACCORDING TO ABOVE TERMS AND CONDITIONS

Name (in Block Letter) MUHAMMAD ABDULLAH SIGNATURE   
DESIGNATION Proprietor  
ADDRESS 7, Press Centre Shahr-e-Kamal Ataturk

