



Rs. 100/-

*Annual Report 2014*

SECRETARIAT  
PROVINCIAL  
OMBUDSMAN (MOHTASIB)  
SINDH, KARACHI

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

Ph: 021-99211025 - 9921031

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**Tender Document  
for Printing of  
Annual Report  
2014**

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

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

Dated: 22-1-15

From,

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

To,

M/s. AL HAMD PRINTERS

Invitation to Tender No. POS/Coord./A.Report-14/2015

Dear Sir / Sirs,

You are invited to submit tender for printing of Provincial Ombudsman Sindh Annual Report 2014 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 2014 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,

**AL HAMD PRINTERS**  
Proprietor

  
(SAYED AMIR ALI SHAH)  
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-14/2015**

- Date of Opening of Tender : 22.01.2015
- Time of Receipt of Tender : 02:30 p.m.
- Time of Opening of Tender : 03.00 p.m.

As per above mentioned schedule tenders shall be opened before the tenderers present at the Conference Room, Secretariat Provincial Ombudsman (Mohtasib) Sindh, Shahra-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.

AL HAMD PRINTERS  
Proprietor

Data Sheet

Item #	Specification of Annual Report-14	Quantity	Price per Unit both figures & words (Pakistani Rupee: free delivery consignee's or (inclusive all taxes)
01.	<p><b><u>Annual Report 2014</u></b></p> <p>(i) Pages: 172</p> <p>(ii) Printing 04 color on computer to plate (CTP) Technology.</p> <p>(iii) Copies: In best quality cream color envelope, mat laminated &amp; single color printed.</p> <p>(iv) Composing, Designing, Graphics &amp; Formatting of Annual Report</p> <p>(v) Size : 23" x 36" / 8</p> <p>(vi) Paper: 135gms Matt finish</p> <p>(vii) Title Cover: Art card 300gm with lamination, Designing and 04 color printing as well as foil printing of golden/silver color on the title.</p> <p>(viii) Copy Binding: Perfect hard glue machine binding.</p> <p><b>Note:</b></p> <p>a. A dummy of complete book with spiral binding shall be provided before final printing.</p> <p>b. Rate of finished book of 172 pages alongwith envelope (as per specification mentioned above)</p> <p>c. In case of additional pages required, the payment of additional pages shall be made after calculation based on per 08/16 pages rate, please mention the rate.</p> <p>(i) per 08 pages 04 color</p> <p>(ii) per 16 pages 04 color</p>	500 Nos.	<p>Rs: 602/- Each</p> <p>Rs 34/- each</p> <p>Rs 80/-</p> <p>AL HAND PRINTERS</p> <p>1-2-2014</p>

**TERMS & CONDITIONS:**

Interested parties are request to submit following information / documents

- i. Company profile alongwith turnover of at least last three years.
- ii. Income tax and GST certificate.
- iii. At least two specimens of their publications 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 in specified envelope.
- vi. Tender documents to be received up to 2:30 p.m. on 22/01/2015 and to be opened on the same date at 3:00 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 PUBLICATION OF ANNUAL REPORT 2014 TO BE OPENED ON 22/01/2015."
- viii. The printer should be registered with Income Tax & Sales Tax Department.
- ix. National Competitive Bidding Method will be used for printing of Annual Report as per SPPRA Rules 2010 by following single stage one envelop procedure.
- x. Delivery time shall be within 30 days from the date of award of contract.
- xi. **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.
- xii. **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.
- xiii. Payment will be released/made on completion of supply/work in all respects subject to inspection and submission of original paid G.S.T Invoice to the Cashier, Secretariat Provincial Ombudsman, Sindh.
- xiv. The performance security shall be released subject to submission of GST paid challan by the vendor.
- xv. The vendor alongwith the bill shall enclose copy of GST invoice for the amount due on goods/materials supplied.
- xvi. In case of any holiday or uncertainty in the city tenders/ bids will be opened on next working day



**SPECIAL CONDITIONS:**

- 01 Tenders should be properly sealed.
- 02 Tenderer are required to quote the amount of finished book both in figures and words their letter head or on tender documents duly sealed and signed.
- 03 Tender shall also mention separate per 8/16 pages rate of 04 color printing.
- 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 execute contract within 7 days. In case of failure the bid security shall be liable to forfeited.
- 07 After completion of job PDF format of Annual Report 2014 shall be required in any storage device.
8. In case of dispute, if any between the parties, the same shall be settled as per Arbitration laws being in force in Pakistan.

  
(SAYED AMIR ALI SHAH)  
Director General (Finance)

**CERTIFICATE**

WE GUARANTEE THAT WE SHALL SUPPLY THE REQUIRED ANNUAL REPORT 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 Muhammad Abdullah  
DESIGNATION Proprietor  
ADDRESS 9/14/6 Near Tarvace Adam Road Karachi  
OFFICE SEAL.

## Bid Evaluation Report

1. Name of Procuring Agency: Secretariat Provincial Ombudsman Sindh
2. Tender Reference No: POS/Coord./Annual Report-14/15
3. Tender Description/Name of work/item: Printing of Annual Report 2014
4. Method of Procurement: Single Stage - One Envelop Procedure
5. Tender Published: Tender hoisted at the website of Provincial Ombudsman Sindh and SPPRA (S.No. 23367/2015)
6. Total Bid documents Sold: 01 No
7. Total Bids Received: 01 No
8. Technical Bid Opening date: (if applicable) N.A.
9. No. of Bid technically qualified (if applicable): N.A.
10. Bid(s) Rejected: Nil
11. Financial Bid Opening date: 22.01.2015
12. Bid Evaluation Report: Given below:

S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6
1.	M/s. Al-Hamd Printers	Qty: 500 Nos. Rs. 602/- (finished book 172 pages)  Additional pages (i) per 08 pages 4 color Rs.34/- (ii) per 16 pages 4 color Rs.80/-	1st	Within budget.	Rates found compatible with last year rates thus accepted.	The bid of M/s Al Hamd Printers was examined/compared with last year approved rates and observed an increase of 7.11% which was less than the normal 10% increase. The Procurement Committee also considered the tender in light of Rule-48 of SPPRules-2010 and agreed/recommend for acceptance of bid.

  
(Abdul Mannan Khan)  
E. O. S/  
Member of Procurement Comm.  
Industries Department, GOS.

  
(Yasir Khan Yousufi)  
Project Director/  
Member of Procurement Comm.  
Inf. Science & Tech Deptt. GOS.

  
(Afzal Ahmed)  
Director (Fin)/  
Member of Procurement Comm.  
Secretariat P.O.S.

  
(Sayed Amir Ali Shah)  
Director General (Fin.) / Chairman  
Procurement Comm. Secretariat  
Secretariat P.O.S.

BER Relieved  
L Finish original  
with signatures  
of all members  
Name of Afzal Ahmed  
Assistant  
POS



## Bid Evaluation Report

1. Name of Procuring Agency: Secretariat Provincial Ombudsman Sindh
2. Tender Reference No: POS/Coord./Annual Report-14/15
3. Tender Description/Name of work/item: Printing of Annual Report 2014
4. Method of Procurement: Single Stage - One Envelop Procedure
5. Tender Published: Tender hoisted at the website of Provincial Ombudsman Sindh and SPPRA (S.No.22307/2015)
6. Total Bid documents Sold: 01 No.
7. Total Bids Received: 01 No.
8. Technical Bid Opening date: (if applicable) N.A
9. No. of Bid technically qualified (if applicable): N.A
10. Bid(s) Rejected: Nil
11. Financial Bid Opening date: 22.01.2015

12. Bid Evaluation Report: Given below

S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6
1.	M/s. Al-Hamd Printers	Qty: 500 Nos. Rs. 602/- (finished book 172 pages) Additional pages (i) per 08 pages 4 color Rs. 24/- (ii) per 16 pages 4 color Rs. 80/-	1st	Within budget.	Rates found compatible with last year rates thus accepted.	The bid of M/s. Al-Hamd Printers was examined/compared with last year approved rates and observed an increase of 7.11% which was less than the normal 10% increase. The Procurement Committee also considered the tender in light of Rule-48 of SPP Rules-2010 and agreed/recommended for acceptance of bid.

  
(Abdul Mannan Khan)

E.O.S./

Member of Procurement Comm.  
Industries Department, GOS.

  
(Yasir Khan Yousufi)

Project Director/

Member of Procurement Comm.  
Inf. Science & Tech. Deptt., GOS.

  
(Afzal Ahmed)

Director (Fin)/

Member of Procurement Comm.  
Secretariat P.O.S.

  
(Firoz Akhtar Khan)

Addl. D.G (Finance)/  
Member of Procurement Comm.  
Secretariat P.O.S.

  
(Sayed Amir Ali Shah)

Director General (Fin.) / Chairman  
Procurement Comm.  
Secretariat P.O.S.



A meeting of Procurement Committee was convened to examine and decide the tender opened on: 22.01.2015 for printing of Annual Report-2014. Following were present in the meeting.

## EVALUATION OF BID

The Procurement Committee observed that the specification of Annual Report-14 was almost the same as that of Annual Report-13 except the change in the envelop (cream color matt laminated and single color printed). M/s. Al-Hamd printers have quoted the rate of Rs. 602/- for finished book and a pay order amounting to Rs.15,050/- being of 5% bid security was also enclosed with the tender.

Since there was only one bidder viz: M/s. Al-Hamd Printers, the Procurement Committee considered the Rule-48 of SPP Rules 2010 mentioned below:

*"Even when only one bid is submitted, the bidding process may be considered valid, if the bid was advertised in accordance with rules, and price are comparable to the prices or rates of the last awarded contract or the market prices"*

The Committee observed an increase of Rs.40.00 as compared to last awarded contract for printing of Annual Report-2013 which works out to increase of 7.11% over the last year rate and is less than 10% of normal escalation. M/s. Al-Hamd Printers were also the approved printers for the Annual Report 2005, 2009, 2011, 2012 and 2013.

## Recommendation

After detailed deliberations the Procurement Committee agreed to make the following recommendations.

- (i) The Committee considered Bid submitted by M/s. Al-Hamd Printer as valid in the light of Rule-48 of SPP Rules 2010 (mentioned above) and agreed to accept the bid as under:
  - a. For finished book of 172 pages Rs.602/- (Six Hundred and Two only)
  - b. Additional Pages
    - (i) Per 08 pages 4 colors Rs. 34/- (Thirty Four)
    - (ii) Per 16 pages 4 colors Rs. 80/- (Eighty )

The meeting ended with vote of thanks to and from the Chair.

  
(Abdul Mannan Khan)

E. O. S./  
Member of Procurement Comm.  
Industries Department, GOS.

  
(Yasir Khan Yousufi)

Project Director/  
Member of Procurement Comm.  
Inf. Science & Tech Deptt. GOS.

  
(Afzal Ahmed)

Director (Fin.)  
Member of Procurement Comm.  
Secretariat P.O.S.

  
(Sayed Amir Ali Shah)  
Director General (Fin.) / Chairman  
Procurement Comm. Secretariat  
Secretariat P.O.S.





(153)  
No. 8/1891-Admin

SECRETARIAT  
PROVINCIAL OMBUDSMAN (MOHTASIB)  
SINDH 23955 to 23969  
Shahrah-e-Kamal Ataturk, Opp Sindh Secretariat, Karachi.

Karachi, dated the 11-12-2013

NOTIFICATION

In continuation of Notification of even number dated 05-04-2013, the Hon'ble Ombudsman, Sindh has been pleased to reconstitute the Procurement Committee as under:

- |   |            |
|---|------------|
| 1. Sayed Amir Ali Shah, Director General (Finance)<br>Secretariat Provincial Ombudsman, Sindh.              | Chairman ✓ |
| 2. Mr. Firoz Akhtar Khan, Additional Director General (Finance)<br>Secretariat Provincial Ombudsman, Sindh. | Member     |
| 3. Mr. Afzal Ahmed, Director (Finance),<br>Secretariat Provincial Ombudsman, Sindh.                         | Member ✓   |
| 4. Purchase Officer Nominated by Secretary<br>Industries Department, Government of Sindh.                   | Member     |
| 5. Officer nominated by Secretary Information Technology<br>Department, Government of Sindh.                | Member     |

(MALIK ASRAR HUSSAIN)  
SECRETARY

Copy to:

1. All Concerned Officers.
2. The Principal Secretary to Hon'ble Governor, Sindh, Karachi.
3. The Principal Secretary to Chief Minister, Sindh, Karachi.
4. The Chief Secretary, Government of Sindh, Karachi.
5. The Secretary, Finance Department, Government of Sindh, Karachi.
6. The Secretary, Industries Department, Government of Sindh, Karachi.
7. The Secretary, Information Technology Department, Govt. of Sindh, Karachi.
8. The Managing Director, Sindh Public Procurement Regulatory Authority,  
Government of Sindh, Karachi.
9. The Accountant General Sindh, Karachi.
10. The Director General, Audit, Sindh, Karachi.
11. P.S. to Minister for Law, Parliamentary Affairs & Criminal Prosecution  
Services, Government of Sindh/Chairman SPPRA Board, Karachi.

Copy for information to:

(AFZAL AHMED)  
DIRECTOR (FINANCE)

ISSUED

1. P.S. to Hon'ble Ombudsman.
- P.S. to Secretary.

Sd/- M7 Gm PL  
05/01