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**SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB)
SINDH**

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

Karachi, dated the 15.01.2016

✓ The Managing Director,
Sindh Public Procurement Regulatory Authority,
Government of Sindh,
Karachi.

SUB: UPLOADING THE NOTICE INVITING TENDER.

Enclosed please find "Notice inviting Tender" and its CD-R for uploading on the Website of SPPRA as per clause-17 (1), SPPRA Rules 2010. Keeping in view of the facts that the cost of tender item is estimated around Rs.3,75,000/- which is below Rs. 1.00 Million.

2. It is requested that the above Notice Inviting Tender may be hoisted on the website of SPPRA on or before 18.01.2016. Copy of notification of Procurement Committee and bidding documents for Printing of Annual Report 2015 are enclosed herewith.

**(FIROZ AKHTAR KHAN)
DIRECTOR GENERAL (FINANCE)**

Encl: as Above

C.C. to:

- i) The Secretary, Information Science & Technology Department, Government of Sindh, Karachi (copy of Advertisement & CD-R enclosed), with request to upload the above notice on the website of I.T. Department.
- ii) Mr. Zeeshan Ovaisi, Networking Incharge Secretariat Provincial Ombudsman Sindh is advised to upload the above Notice Inviting Tender on the Website of this Secretariat.
- iii) P.S. to Hon'ble Ombudsman.
- iv) P.S. to Secretary.

7022
15-01-16

/

**(MUHAMMAD ZAFAR)
ASSISTANT DIRECTOR (P.R)**



**SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB)
SINDH**

Shahra-e-Kamal Ataturk, Opp: Sindh Secretariat, Karachi.

Dated : 15.01.2016

NOTICE INVITING TENDER

As per provision of the Establishment of the office of Ombudsman for the Province of Sindh, the Provincial Ombudsman Secretariat provide redressal to the general public/person aggrieved by mal-administration/decision contrary to law, rules or regulations of any department of the Government of Sindh without involving any financial burden upon the complainant. During the year 2015, the Provincial Ombudsman Secretariat dealt with thousand of cases and provided relief in majority of cases. Accordingly, an Annual Report for the year 2015 is required to be published as per provisions of the Act. 1991.

Tenders are, therefore, invited from the reputed and well experienced companies/publishers for the printing of Annual Report-2015 as per following terms and conditions:

1. Bidding documents shali be available immediately after up loading of Tender Notice on the website of SPPRA and Provincial Ombudsman Sindh, Karachi.
2. Bidding documents shall be issued by Accounts Section, Secretariat Provincial Ombudsman upto 03.02.2016 against cash payment of Rs.100/- only.
3. The bidder shall drop bid in the Tender Box available in the office of Director General (Finance). Secretariat Provincial Ombudsman Sindh, Karachi. However bids can also be submitted through mail but to reach in time.
4. The bidder shall be required to enclose 5 (five) percent Bid Security of Bid amount in the shape of Pay order/Bank Draft/Bank Guarantee along with the bid in favor of Secretariat Provincial Ombudsman (Mohtasib) Sindh Karachi. In case of failure, the bid shall liable to be ignored.
5. The bid shall be submitted up to 2.30 P.M. on 03.02.2016 which will be opened at 3.00 P.M. on the same day/date in presence of bidders who wish to be present.
6. Bid submitted late due to any reason whatsoever shall not be considered.

Director General
(Finance)

Rs. 100/-



SECRETARIAT
PROVINCIAL
OMBUDSMAN (MOHTASIB)
SINDH, KARACHI

Shahrah-e-Kamal Ataturk, Opposite Sindh Secretariat,
Karachi
Ph: 021-99211025 - 9921031
Fax: 021-99211091

**Tender Document
for Printing of
Annual Report
2015**

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 _____

Invitation to Tender No. POS/Coord./A.Report-15/2016

Dear Sir / Sirs,

You are invited to submit tender for printing of Provincial Ombudsman Sindh Annual Report 2015 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 2015 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-15/2016

- Date of Opening of Tender : 03.02.2016
- 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, Shakra-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

Item #	Specification of Annual Report-15	Quantity	Price per Unit both In figures & words (in Pakistani Rupees) free delivery to consignee's end (inclusive all taxes)
01.	<p><u>Annual Report 2015</u></p> <p>(i) Printing : Four (04) colors on computer to plate technology.</p> <p>(ii) Paper : 135 gms Matt Finish</p> <p>(iii) Size : 23" x 36" / 8.</p> <p>(iv) Pages : 172 Nos.</p> <p>(v) Composing : Designing, Graphic & Formatting of complete Annual Report.</p> <p>(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.</p> <p>(vii) Copy Binding: Perfect hard glue machine binding.</p> <p>(viii) Envelop : As per size of Annual Report-2015, printed single color & prepared by good quality paper with matt laminated.</p> <p>Note:</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 of 04 color printing</p> <p>(ii) per 16 pages of 04 color printing</p>	500 Nos.	

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 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 be bound to supply finished copies as per specification mentioned in tender documents.
- vi. Tender documents to be received up to 2.30 p.m. on 3.2.2016 and shall 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 envelope "TENDER FOR PUBLICATION OF ANNUAL REPORT 2015 TO BE OPENED ON 3.2.2016."
- 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 favour 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 GST 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.

SPECIAL CONDITIONS:

- 01 Tenders should be sealed properly.
- 02 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.
- 03 Tenderer shall also mention separate per 8/16 pages rate of 04 color printing.(for additional pages 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 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 2015 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.

(FIROZ AKHTAR KHAN)
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) _____ SIGNATURE _____

DESIGNATION _____

ADDRESS _____

OFFICE SEAL.

Contract Form

THIS AGREEMENT made the _____ day of _____ 19____ between, *(name of Procuring Agency)* of *(country of Procuring Agency)* (hereinafter called "the Procuring agency") of the one part and *(name of Supplier)* of *(city and country of Supplier)* (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services viz., *(brief description of goods and services)* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *(contract price in words and figures)* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1 In this Agreement words and expressions shall have the same meanings as are respectively assigned 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) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring agency's Notification of Award

3 In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4 The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the 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 in the 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 _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

Performance Security Form

To *(name of Procuring agency)*

WHEREAS *(name of Supplier)* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *(reference number of the contract)* dated _____ 19____ to supply *(description of goods and services)* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *(amount of the guarantee in words and figures)*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *(amount of guarantee)* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 19_____.

Signature and seal of the Guarantors

(name of bank or financial institution)

(address)

(date)



10079
No. 8/1191-Admin

(162)

**SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB)
SINDH**
Shahrah-e-Kamal Ataturk, Opp: Sindh Secretariat, Karachi

Karachi, dated the: 4/6/15

NOTIFICATION

In continuation of Notification of even number dated 11/12/2013, the Hon'ble Ombudsman, Sindh has been pleased to reconstitute the Procurement Committee as under:-

1. Mr. Firoz Akhtar Khan
Director General (Finance) Chairman
Secretariat Provincial Ombudsman, Sindh
2. Mr. Afzal Ahmed, Director (Finance),
Secretariat Provincial Ombudsman, Sindh Member/Secretary
3. ✓ Mr. Muhammad Zafar, Assistant Director (Admn),
Secretariat Provincial Ombudsman, Sindh Member
4. Purchase Officer Nominated by Secretary
Industries Department, Government of Sindh Member
5. Officer nominated by Secretary Information Technology
Department, Government of Sindh. Member


(HASHIM RAZA QAIDI)
SECRETARY

Copy to:-

1. All Concerned Officer.
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, Government 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.


(AFZAL AHMED)
DIRECTOR (FINANCE)

Copy for information to:-

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



No. S/1191-Admin

SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB)
SINDH / 2252 To 12259
Shahrah-e-Kamal Ataturk, Opp Sindh Secretariat, Karachi.

Karachi, dated the 20-10-2015

NOTIFICATION

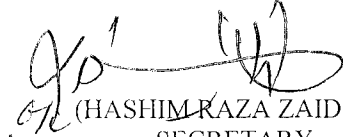
In partial modification of this Secretariat Notification of even number dated 04-06-2015 and with the approval of Competent Authority, following amendment is hereby made in the Procurement Committee:

Existing Member: Mr. Muhammad Zafar,
Assistant Director (Admn.)

Substituted Member: Mr. Ozair Ahmed Siddiqui,
Assistant Director (Admn.)

All other members of the Procurement Committee shall remain the same.

This will take effect immediately.


(HASHIM RAZA ZAIDI)
SECRETARY

Copy to:-

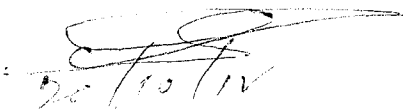
- 01) Accountant General Sindh, Karachi.
- 02) The Managing Director, Sindh Public Procurement Regulatory Authority, Govt. of Sindh, Karachi.
- 03) The Secretary, Industries Department, Govt. of Sindh, Karachi
- 04) The Secretary, Information Technology Department, Government of Sindh, Karachi.
- 05) All concerned Officer,


(AFZAL AHMED)
DIRECTOR (FINANCE)

Copy to:

1. P.S. to Hon'ble Ombudsman, Sindh.
2. P.S. to Secretary.

ISSUED





No.. 8/1/91-Adamm

SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB)
SINDH, 23940 to 23954
Shahrah-e-Kamal Ataturk, Opp Sindh Secretariat, Karachi.

Karachi, dated the 11-12-2013

NOTIFICATION

In continuation of Notification of even number dated 04-06-2013, the Hon'ble Ombudsman, Sindh has been pleased to reconstitute the Committee for Complaint Rederssal as under:

- | | | |
|----|--|----------|
| 1. | Malik Asrar Hussain, Secretary,
Secretariat Provincial Ombudsman, Sindh. | Chairman |
| 2. | Sayed Amir Ali Shah, Director General (Finance)
Secretariat Provincial Ombudsman, Sindh. | Member |
| 3. | Mr. Baqaullah Unar, Director General,
Secretariat Provincial Ombudsman, Sindh. | Member |
| 4. | Representative of Accountant General, Sindh, Karachi. | Member |
| 5. | Representative of Information Technology Department
Government of Sindh, Karachi.(Preferably Deputy Secretary). | 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.

(AFZAL AHMED)
DIRECTOR (FINANCE)

Copy for information to:

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

12/12/13



NO. SO(B)1-12/2015-16
GOVERNMENT OF SINDH
INDUSTRIES AND COMMERCE
DEPARTMENT

Karachi dated the 20th December, 2015

The Director (Finance),
Provincial Ombudsman (Mohtasib) Department,
Government of Sindh,
Karachi.

Sub: NOC FOR PRINTING OF ANNUAL REPORT 2015.

I am directed to refer to your letter No.FGS/COORD/A.REPORT/2015/15(4072) dated 17.08.2015, received from Assistant Director (PR), Provincial Ombudsman (Mohtasib) Department, on the subject noted above.

02. In light of submission of the Printing & Stationery Department vide letter No.CP&S/AO/OS(BS)/Omb/2015/1876 dated 04.12.2015 this department has no objection if the said printing of Annual Report is carried out from local market to cater for their office need during the current financial year 2015-16.

M. Khan
20/12/15

SECTION OFFICER (BUDGET)
FOR SECRETARY TO GOVT. OF SINDH

Copy to:-

- The Controller, Printing & Stationery Department, Government of Sindh, Karachi.