

TENDER NOTICE

The **Shaheed Mohtarma Benazir Bhutto Medical University, Larkana** invites sealed tenders from Printers registered with Sales Tax and Income Tax Departments for the following:

S.No.	Description	Tender #	Tender Fees
01	Printing & Supply of Annual Report 2014-15.	PS/02/2015-16	Rs. 1000/-

Tender Documents can be obtained from the <http://smbbmu.edu.pk/announcements/tender>. The tender fees Rs. 1000/- shall be paid through Demand Draft/ Pay Order in favor of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana**. The copy of D.D/P.O should be attached with the Tender Documents.

Bidding will be conducted under the provision of SPP Rules- 46(2) **Single Stage – Two envelop procedure.**

The Tender Document should be submitted at the **“Vice Chancellor Secretariat at the Office of Procurement & Logistics Office”** up to **March 01, 2016** till **10:30 am** and will be opened on the same date and venue at **11:00am** in the presence of representatives who may wish to attend.

Kindly submit 5% Earnest Money (Bid Security) of the total cost in the shape of Pay Order or Demand Draft along with the Tender Documents. Kindly mention the tender number on the top left corner of the envelope.

SMBB Medical University, Larkana reserves the right to accept or reject any or all tender(s) or terminate the proceedings at any stage as per the rules and regulations framed by SPPRA.

PLANNING, PROCUREMENT & LOGISTICS OFFICER

Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.

Phone # 074-9410908, Email: suhail.abbasi@smbbmu.edu.pk Website www.smbbmu.edu.pk

(This issues with the approval of the Vice Chancellor)



**SHAHEED MOHTARMA BENAZIR BHUTTO
MEDICAL UNIVERSITY LARKANA, SINDH, PAKISTAN**

Phone: (92)-074-9410715, 9410908, Fax 9410511, PABX: 9410750
www.smbbmu.edu.pk, Email: info@smbbmu.edu.pk



No. SMBBMU/Asst.Regt(Admin)/@V.C Secretariat/ 285

Dated: /02/2016

OFFICE ORDER

With the approval of Competent Authority of Shaheed Mohtarma Benazir Bhutto Medical University, Larkana, following Procurement Committee is hereby constituted for printing of Annual Report of SMBBMU, Larkana:

PROCUREMENT COMMITTEE

1. Mr. Ayaz Ali Rajpar, Deputy Director Finance, SMBBMU, Larkana. Member
2. Dr. Abdul Fatah Shaikh, Statistical Officer, Bureau of Statistics, Planning & Development Department, Divisional Office, Larkana. Member
3. Mr. Suhail Ahmed Abbasi, Planning, Procurement and Logistics Officer. Member/Convener

TORs

- Facilitating and recommending approval or rejection for Purchasing Authority.
- Ensure compliance with Sindh Public Procurement Rules 2010 and SMBBMU Larkana Policy.
- Recommend procurement method in case of emergency and direct contracting etc.
- Declaring award of contracts to the lowest evaluated responsive bidders.
- Approval/preparation of bidding documents.
- Approval/preparation of evaluation report.
- Responsible for technical and financial evaluation of the bid(s).
- Provide views and suggestion on how procurement should be taken forward and may set general rules in advance for certain types of procurement and
- Act as source of advice on contract guidance and for specific cases raised by end user.


Assistant Registrar (Admin)@
V.C Secretariat

Copy forwarded for information to:

- Registrar, SMBBMU, Larkana.
- Director Finance, SMBBMU, Larkana.
- The Members of Committee.
- P.S to Vice Chancellor, SMBBMU, Larkana.



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No. SMBBMU/Asst.Regt(Admin)/@V.C Secretariat/

287

Dated: /02/2016

OFFICE ORDER

With the approval of Competent Authority of Shaheed Mohtarma Benazir Bhutto Medical University, Larkana, following Complaint Redressal Committee (CRC) is hereby constituted regarding the printing of Annual Report of SMBBMU, Larkana:

COMPLAINT REDRESSAL COMMITTEE

1. Prof. Dr. Riaz Ahmed Shaikh, Dean Faculty of Basic Medical Sciences, SMBBMU.
2. Mr. Zahid Hussain Dharejo, Director Finance, SMBBMU, Larkana.
3. Dr. Khalil Katpar, Additional Medical Superintendent CMC Hospital Larkana.

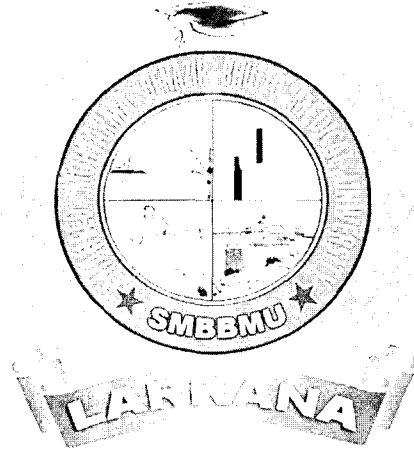
TORs

- The purpose of this Committee is to review and give its deliberations on the compliance/objections raised by the contesting vendors/bidders on SMBBMU tendering.

Assistant Registrar (Admin)@
V.C Secretariat

Copy forwarded for information to:

- The Respected Members of Committee.
- The Registrar, SMBBMU, Larkana.
- Planning, Procurement and Logistics Officer, SMBBMU, Larkana.
- P.S to Vice Chancellor, SMBBMU, Larkana.



**Tender Fee: Rs.1000/-
(Non-Refundable)**

**Shaheed Mohtarma Benazir Bhutto
Medical University, Larkana.**

**TENDER FORM
TECHNICAL PROPOSAL**

Tender # PS/02/2015-16

PRINTING & SUPPLY OF ANNUAL REPORT 2014-15.

Date of Issue : Thursday February 11, 2016.
Last Date of Submission : March 01, 2016 (10:30 am)
Date of Technical Proposal Opening : March 01, 2016 (11:00 am)
Date of Financial Proposal Opening : March 11, 2016 (10:30am)

Pay Order / Demand Draft #, Drawn on Bank.....

Amount of Rs..... Dated

C O N T E N T S

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1. Introduction

Dear Tenderer,

Thank you the interest you have shown in response to the SMBBMU's advertisement which has floated on website of SMBBMU & SSPRA on **February 11, 2016** for "Printing & Supply of Annual Report 2014-15".

The Shaheed Mohtarma Benazir Bhutto Medical University, Larkana is premiere educational institute in Upper Sindh imparting quality education to the nation. We are interested to print our Annual Report 2014-15 from your esteemed Printing Press.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please feel free to contact on 074-9410908 or sulhallaabbasi@smbbmu.edu.pk for any information and query.

Thank you.

-sd-

Planning, Procurement & Logistics Officer

2. Instructions

- (a) The Shaheed Mohtarma Benazir Bhutto Medical University, Larkana expects that aspirant printers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, **attach required supporting document according to the requirement.**
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write "*Doesn't Apply/Doesn't Arise*". If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) Tender Documents can be obtained from the <http://smu.edu.pk/announcements/tender>. The Tender Fees Rs. 1000/- shall be paid through Demand Draft/ Pay Order in favor of Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.
The copy of D.D/P.O will be attached with the Tender Documents.
- (d) The last date of submit the Tender Document in sealed envelope on **March 01, 2016 by 10:30am** in the **Office of the Planning, Procurement & Logistics Officer, Vice Chancellor Secretariat, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.** The Tender will be opened on same day at 11:00am in the presence of representatives who may care to attend.
- (e) **Bid Security** of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.
- (f) Successful bidder shall provide 10% **Performance Security** of total value of Purchase Order / Work Order in the form of **Pay Order** or **Bank Guarantee** before submission of invoice. The Performance Security shall extend at least **three** months beyond the Date of Delivery/ Completion of work / Contract.
- (g) Separate Envelop of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in envelop & seal of Company should be affix on opening flaps.
- (h) Kindly mentioned "**Tender Number**" at top left corner of the envelope.

Stamp & Signature

3. Evaluation Criteria

- a. Total point for Technical Proposal: 100
- b. Minimum qualifying percentage is 60%. Applicant who secured less than 60% will be categorically disqualified for further process.

1. Technical Qualifications Criterion

- (i) **Years in business:** (please tick appropriate area) Note: Please provide supporting documents of your claims.
- i. 10 + Years: _____ 10 Marks
- ii. 05 - 07 Years: _____ 05 Marks
- iii. 03 - 05 Years: _____ 02 Marks
- (ii) **Clientele List:** (please attach list): (please tick appropriate area) Note: Please provide supporting documents with contact numbers of your claims.
- i. 10 + Clients: _____ 10 Marks
- ii. 05 - 10 Clients: _____ 05 Marks
- iii. 03 - 05 Clients: _____ 02 Marks
- (iii) **Status of business:** (please tick appropriate area) Note: Please provide supporting documents of your claims.
- i. Limited Company: _____ 10 Marks
- ii. Partner: _____ 07 Marks
- iii. Sole Proprietor: _____ 05 Marks
- (iv) **Storage / Warehouse Capacity:** (please tick appropriate area) Note: Please provide supporting documents of your claims.
- Yes: _____ 10 Marks
- No: _____ 02 Marks
- (v) **Status of 05 Color Machine:** Note: Please provide description of machine including origin, make and model of your claims.
- Yes: _____ 15 Marks
- No: _____ Zero Marks

Stamp & Signature

(vi) **Dedicated Designer & Composer:** (please tick appropriate area) Note : The printer is required to depute a dedicated designer & composer at SMBBMU

- i. Full time : _____ 15 Marks
- ii. Part Time: _____ 10 Marks
- iii. In-House: _____ 02 Marks

(vii) **Printing Process:** (please tick appropriate area) Note: Please provide supporting documents of your claims.

- i. In house / Under One Roof: _____ 10 Marks
- ii. Partial: _____ 07 Marks
- iii. Sublet: _____ 05 Marks

(viii) **Number of contracts/orders currently in hand:** (please tick appropriate area) Note: Please provide supporting documents of your claims.

- i. Greater than 10: _____ 10 Marks
- ii. Between 06-10: _____ 07 Marks
- iii. Less than 05: _____ 05 Marks

(ix) **Manpower / Human Resources:** (Each Manpower carries TWO marks)

Maximum 10 Marks Note: Please provide description of manpower/human resources of your claims that include education, experience, age etc.)

S. #	Manpower	Quantity	Marks
1	Engineer		
2	Supervisor		
3	Technician Printing		
4	Technician Machinery		
5	Technician Electrical		
Total Marks			

Stamp & Signature

4. Terms & Conditions

The following terms of the purchase are agreed by the manufacturer/ supplier/ distributor:

- (i) **Receiving/Acceptance of Purchase Order:** The manufacturers / distributor / supplier will sign the copy of the Purchase Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order Number, Date of Delivery Execution, Quantity, Quality, Specifications, Manufacturer name clearly mentioned. Noncompliance with this condition renders the goods / works liable to non-acceptance. After seven days, SMBBMU, Larkana will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the manufacturer/supplier/distributor failed to deliver within the delivery/execution period.
- (v) **Inspection:** Physical inspection will be carried out by SMBBMU, Larkana authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** All items must meet in all respects with the primary specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the Store of the SMBBMU, Larkana and sign receipt with stamp on delivery note should be obtained.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with the primary specification or if the delivery is delayed.
- (x) **Disclosure of Confidential Script/Material:** All rights reserve with the SMBBMU and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to the *Office of the Planning, Procurement & Logistics Officer*.
- (xiii) **Advance Payment:** No advance payment.
- (xiv) **Bid Security:** 5% Bid Security should be evaluated on higher cost and deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.

Stamp & Signature

- (xv) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work/Contract.
- (xvi) **Validity of Bid:** Validity is for ninety (90) days.
- (xvii) **Company Profile:** Company Profile be attached with this document along with quoted item specifications.
- (xviii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & SMBBMU.
- (xix) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xx) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the SMBBMU and CEO of the manufacturer/supplier/distributor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of LARKANA binding to the parties.
- (xxi) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxii) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax, stamp duty & SRO), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxiii) **Rights:** SMBBMU reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. SMBBMU, also reserve the right to issue Purchase Order for any single items to different lowest evaluated bidders or issue Purchase Order for all the items to any lowest evaluated bidder.
- (xxiv) **Tender Document:** Tender Document are also available at the Office of *Planning, Procurement & Logistics Officer, Vice Chancellor Secretariat, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.*
- (xxv) **Submission of Documents:** Last date for tender submission is **March 01, 2016 up to 10:30 am.**
- (xxvi) **Opening of Tender:** Tender will be opened on **March 01, 2016 on 11:00 am** at Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.
- (xxvii) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on **March 11, 2016 at 10:00am.**
- (xxviii) **Minimum Qualifying Percentage:** is 60%
- (xxviii) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in an envelope & seal of Company should be affix on opening flaps.

Stamp & Signature

- (xxix) **Stamp Duty:** Stamp duty 0.30% for Goods against total value of Purchase Order will be levied accordingly or as per rule.
- (xxx) **Turn Over:** Please attached last 3 plus year "*Financial Turnover in terms of Bank Statement or Financial Statement*". **(Compulsory)**
- (xxxii) **Certificates-Sales Tax & Income Tax:** Copy of Sales Tax & Income Tax Certificate should be attached. **(Compulsory)**

Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

Stamp & Signature

5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the manufacturer/supplier/distributor works;

M/s _____, the manufacturer / supplier / distributor hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the SMBBMU or any Administrative or Financial Offices thereof or any other department under the control of the SMBBMU through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the manufacturer/supplier/distributor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the SMBBMU directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the SMBBMU, except that which has been expressly declared pursuant hereto.
- (c) The manufacturer/supplier/distributor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the SMBBMU under any law, contract, or other instrument, be stand void at the discretion of the SMBBMU.
- (d) Notwithstanding any right and remedies exercised by the SMBBMU in this regard, manufacturer/supplier/distributor agrees to indemnify the SMBBMU for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the SMBBMU in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the SMBBMU.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact
Person _____

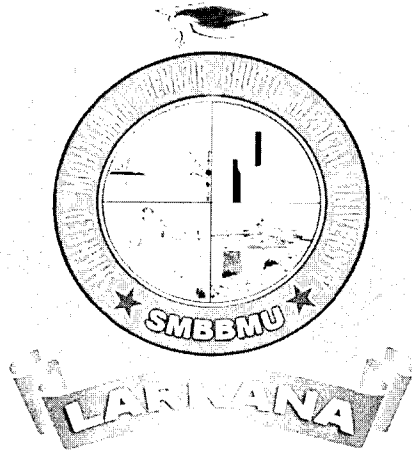
Address _____

Tel # _____ Fax _____

Mobile _____ email _____

SIGNATURE & STAMP

Stamp & Signature



**Tender Fee: Rs.1000/-
(Non-Refundable)**

**Shaheed Mohtarma Benazir Bhutto
Medical University, Larkana.**

**TENDER FORM
FINANCIAL PROPOSAL**

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-sd-

Planning, Procurement & Logistics Officer

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- (h) Kindly mentioned “**Tender Number**” at top left corner of the envelope.

Stamp & Signature

3. TENDER FORM

Printing & Supply of Annual Report 2014-15

(Including Taxes)

S.#	Specification	Qty	Rate	Amount
1	<p><u>Printing of Annual Report 2014-15</u></p> <p><u>Size:</u> 11" x 8" (closed size)</p> <p><u>Title card:</u> 310 gsm matt laminated</p> <p><u>Printing:</u> 5+5 color with UV spot</p> <p><u>Crease:</u> 02 creases (01 front & 01 back)</p> <p><u>Binding:</u> Hot glue stitch binding</p> <p><u>Pages:</u> 75 approx.</p> <p><u>Grammage:</u> 135gsm art paper matt laminated</p> <p><u>Envelop:</u> 135 gsm art paper with printing</p>	500 Copies and Envelopes		
Total Amount				

Grand Total Rupees (in words): _____

Please also quote per page rate for ready reference:

Rate for addition/reduction in page quantity per page Rs. _____
(Including Taxes)

Stamp & Signature

4. Terms & Conditions

The following terms of the purchase are agreed by the manufacturer/ supplier/ distributor:

- (i) **Receiving/Acceptance of Purchase Order:** The manufacturers / distributor / supplier will sign the copy of the Purchase Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order Number, Date of Delivery Execution, Quantity, Quality, Specifications, Manufacturer name clearly mentioned. Noncompliance with this condition renders the goods / works liable to non-acceptance. After seven days, SMBBMU, Larkana will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase Order unless otherwise informed accordingly.
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- (xvii) **Company Profile:** Company Profile be attached with this document along with quoted item specifications.
- (xviii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & SMBBMU.
- (xix) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xx) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the SMBBMU and CEO of the manufacturer/supplier/distributor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of LARKANA binding to the parties.
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- (xxx) **Turn Over:** Please attached last 3 plus year "*Financial Turnover in terms of Bank Statement or Financial Statement*". **(Compulsory)**
- (xxxii) **Certificates-Sales Tax & Income Tax:** Copy of Sales Tax & Income Tax Certificate should be attached. **(Compulsory)**

Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

Stamp & Signature

5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the manufacturer/supplier/distributor works;

M/s _____, the manufacturer / supplier / distributor hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the SMBBMU or any Administrative or Financial Offices thereof or any other department under the control of the SMBBMU through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the manufacturer/supplier/distributor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the SMBBMU directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the SMBBMU, except that which has been expressly declared pursuant hereto.
- (c) The manufacturer/supplier/distributor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the SMBBMU under any law, contract, or other instrument, be stand void at the discretion of the SMBBMU.
- (d) Notwithstanding any right and remedies exercised by the SMBBMU in this regard, manufacturer/supplier/distributor agrees to indemnify the SMBBMU for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the SMBBMU in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the SMBBMU.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact
Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

SIGNATURE & STAMP

Stamp & Signature