

Notice Invitation Tender

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

S.#	Name of Tender	Tender #	Procedure	Date of Closing	Date of Opening	Tender Fees
01	Printing & Supply of Examination Material.	PS/06/2016-17	Single Stage-Two Envelop	August 19, 2016 at 10:00am	August 19, 2016 at 10:30am	Rs. 500/-
02	Provide & Supply of Stationary/Miscellaneous Items.	Misc/07/2016-17	Single Stage-Single Envelop	August 22, 2016 at 11:00am	August 22, 2016 at 11:30am	Rs. 500/-

Tender Documents can be obtained from the <http://smbbmu.edu.pk/announcements/tender>. The tender fees shall be paid through Demand Draft/ Pay Order in favor of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana**, respectively. The copy of D.D/P.O should be sent to the office of the undersigned before tender opening along with covering letter.

The Tender Documents should be submitted at the **"Vice Chancellor Secretariat at the Office of the Planning, Procurement & Logistics Officer"** as per given schedule and tender will be opened respectively on the same date and venue 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 # 074-9410912, 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



No. SMBBMU/Dy.:Regt(Admin)/V.C Sec/ 489

Dated: 29/7/2016

OFFICE ORDER

With the approval of the Competent Authority **Procurement Committee** for the tenders titled "i-Printing & supply of the Examination Material ii-Provide & Supply of Stationary Items" has been constituted of the followings:

- | | |
|---|-------------------|
| 1. Dr. Abdul Rauf Khaskheli
Chairman, Pharmacy Department
SMBBMU, Larkana. | Chairman |
| 2. Mr. Javed Hussain Jagirani
Statistical Officer,
Bureau of Statistics, P&D Department
Divisional Office, Larkana. | External Member |
| 3. Mr. Suhail Ahmed Abbasi
Planning, Procurement & Logistics Officer,
SMBBMU, Larkana. | Member/ Secretary |

TORs:

- i. **Preparing** Bidding Document;
- ii. Carrying out **Technical as well as Financial Evaluation** of the bids.
- iii. **Preparing Evaluation Report** as provided in rule 45.
- iv. Making **recommendation** for the award of the contract to the Competent Authority.
- v. Perform any other function ancillary and incidental to the above.


Deputy Registrar (Admin)

Copy for information:

- i. The Managing Director, SPPRA, Karachi.
- ii. PS to Vice Chancellor, SMBB Medical University, Larkana.
- iii. PS to Pro-Vice-Chancellor, SMBB Medical University, Larkana.
- iv. The Registrar, SMBB Medical University, Larkana.
- v. All respected members.
- ✓vi. **Planning, Procurement & Logistics Officer, SMBBMU, Larkana**
- vii. Office Copy.



**SHAHEED MOHTARMA BENAZIR BHUTTO
MEDICAL UNIVERSITY LARKANA, SINDH, PAKISTAN**
Phone: (92)-074-9410715, 9410908, Fax 9410511, PABX: 9410750
www.smbbm.edu.pk



No. SMBBMU/Dy.Regt: (Admin)/V.C Sec/ 983


Dated: 29/7/2016

OFFICE ORDER

With the approval of the Competent Authority the **Complain Redressal Committee** for the tenders titled "i-Printing & supply of the Examination Material ii-Provide & Supply of Stationary Items" has been constituted of the followings:

- | | |
|--|-----------------|
| 1. Prof. Dr. Sikandar Ali Mughal
Registrar,
SMBBMU, Larkana. | Chairman |
| 2. Mr. Zahid Hussain Dharejo
Director Finance
SMBBMU, Larkana. | Member |
| 3. Principal, QUCEST, Larkano or his nominee | External Member |

TORs: The Committee will review and give its deliberations on the compliance/objections raised by the contesting vendors/ bidders as per **SPP Rules 2010 (Amended 2013) Rule # 31.**


Deputy Registrar (Admin)

Copy for information:

- I. The Managing Director, SPPRA, Karachi.
- II. PS to Vice Chancellor, SMBB Medical University, Larkana.
- III. PS to Pro-Vice Chancellor, SMBB Medical University, Larkana.
- IV. The Registrar, SMBB Medical University, Larkana.
- V. All respected members.
- ✓VI. Planning, Procurement & Logistics Officer, SMBBMU, Larkana
- VII. Office Copy.



*Tender Fee: Rs.500/-
(Non-Refundable)*

Shaheed Mohtarma Benazir Bhutto
Medical University, Larkana.

TENDER FORM

Tender # Misc/07/2016-17

Provide & Supply of Stationary/Miscellaneous Items.

Date of Issue : August 5, 2016

Last Date of Submission : August 22, 2016 (11:00 am)

Date of Opening of Tender : August 22, 2016 (11:30 am)

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

Amount of Rs..... Dated

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1. Introduction

Dear Tenderer,

Thank you for the interest you have shown in response to the SMBBMU's advertisement which has been published in website of SMBBMU & SSPRA to *Provide & Supply of Stationary/Miscellaneous Items at Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.*

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 procure stationary and miscellaneous items from your esteemed firm/company.

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

Please feel free to contact on 074-9410912 or sulaiman.abbasi@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 manufacturer/supplier/distributor/general supplier 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) The **SAMPLES** can be collected from the office of the Planning, Procurement & Logistics Officer, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana only in office hours. (**Time 8:30am to 04:00pm**)
Note: Saturday & Sunday Closed.
- (d) The last date of submit the Tender Document in sealed envelope in **August 22, 2016 by 11:00am** 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 **11:30am** 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**. The Bid Security shall remain valid for a period 28 days beyond the period of validity of the Tender or till it is revalidated/extended for a period mutually agreed by the tenderer and the Procurement Agency.
- (f) Successful bidder shall provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or Bank Guarantee after accepting the Purchase Order. The successful bidder shall have to sign a Contract on **stamp paper of 0.35%** of the total cost of the purchase order. The Performance Bond shall be retained by *the Planning, Procurement & Logistics Officer, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana*, till the completion of the guarantee/warrantee period. The Pay Order/Demand Draft or Bank Guarantee will be refurnished 15 days before the expiry of the Pay Order/ Demand Draft or Bank Guarantee.
- (g) Kindly mentioned "**Tender Number**" at top left corner of the envelope.

Stamp & Signature

3.

TENDER FORM

Provide & Supply of Stationary Items

Including all taxes

S.#	Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1	Paper Ream (80 gms. Legal Size) <i>Double A / Equivalent</i>	No	200		
2	Paper Ream (80 gms, A4) <i>Double A / Equivalent</i>	No	100		
3	Binding tape 1.5" x 5 yards Dark yellow along with one Tap Dispenser <i>Branded or As per sample</i>	No	100		
4	Scotch tape 1" x 50 yards along with One Tap Dispenser <i>SENSA or as per sample.</i>	No	100		
5	Stapler Machine (Medium) HD-50 <i>MAX or Equivalent</i>	No	10		
6	Stapler Pins (Small) <i>Doller or Equivalent</i>	Box	20		
7	Stapler Pins (Medium) <i>Doller or Equivalent</i>	Box	24		
8	Stapler Pins (Large) <i>Doller or Equivalent</i>	Box	20		
9	Foot Scale Steel <i>Branded or as per sample</i>	No	12		
10	Stapler Pin Remover <i>KW or Equivalent</i>	No	12		
11	Numbering Machine 6 digits <i>Deli Brand or Equivalent</i>	No	3		
12	File Box A4 <i>Eagle or Equivalent</i>	No	100		
13	Glue Stick 40 gms <i>UHU or Equivalent</i>	Box	10		
14	Plastic Rassi (Roll) <i>As per sample</i>	No	15		
15	Stamp Pad (Blue, Black & Green) <i>Shiny or Equivalent</i>	No	15		
16	Stamp Pad Ink (Blue, Black & Green) <i>Shiny or Equivalent</i>	No	15		

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17	Ball Point (Red- 30 pkt and Blue- 30 pkt) <i>Doller or equivalent</i>	Pkt	60			
18	Transparent Sheet A4 size (for print) <i>Peliken or Equivalent</i>	Pkt	10			
19	Marker Pen (Blue & Black) <i>Doller or Equivalent</i>	No	50			
20	CD- RW <i>Maxell or Equivalent</i>	Box	10			
21	Water Pot As per sample	No	20			
22	Punch Machine 2 hole (Large) MAX or Equivalent	No	10			
23	Calculator 12 digits (Large) <i>Canon or equivalent</i>	No	5			
24	Punch machine 2 hole heavy duty <i>KW brand or Equivalent</i>	No	1			
25	Stapler machine heavy duty 50Lb <i>KW brand or Equivalent</i>	No	1			
26	Riso Ink Nashuatec DX 3440	No.	25			
27	Stencil Paper Nashuatec Dx3440	No.	10			
28	Toner Toshiba photocopier e-studio 305	No.	03			
29	Toner HP Laser Jet P2055d (Original)	No.	5			
30	Toner HP Laser Jet P4250d (Original)	No.	2			
31	Toner Photocopier (Canon iR2318L)	No.	3			
Total Amount						

Total Amount Rupees (In words)

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 of the total contract amount or work up to 5% of the total contract value.
- (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) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (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:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan or Pay Order.
- (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.
- (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

Stamp & Signature

- submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work/Contract.
- (xvi) The prices quoted by the Bidder shall be fixed during the performance of the contract and not subject to variation on any account. **A bid submitted with an adjustable price or conditional will be treated as non-responsive and rejected.**
- (xvii) **Validity of Bid:** Validity is for ninety (90) days.
- (xviii) **Company Profile:** Company Profile be attached with this document along with quoted item specifications.
- (xix) **OEM Partnership/Distributor Certificate:** Provide the OEM partnership certificate *(if any)*.
- (xx) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & SMBBMU.
- (xxi) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xxii) **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.
- (xxiii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxiv) **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.
- (xxv) **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.
- (xxvi) **Stamp Duty:** Stamp duty 0.30% for Goods against total value of Purchase Order will be levied accordingly or as per rule.
- (xxvii) **Experience:** Please attached at least 3 plus year experience for this tender and also provide minimum **three** smiler type & size work orders of government agencies/ corporate organizations *(Provide contact information of the completed projects)*.
- (xxviii) **Turn Over:** Please attached last 3 plus year *"Financial Turnover in terms of Bank Statement or Financial Statement"*. **(Compulsory)**
- (xxix) **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.

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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.500/-
(Non-Refundable)*

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

**TENDER FORM
FINANCIAL PROPOSAL**

Tender # PS/06/2016-17

PRINTING & SUPPLY OF EXAMINATION MATERIAL.

Date of Issue : Monday August 4, 2016
Last Date of Submission : Thursday August 19, 2016 (10:00 am)
Date of Opening (Technical) : Thursday August 19, 2016 (10:30 am)
Date of Opening (Financial) : Thursday August 22, 2016 (10:00 am)

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

Amount of Rs..... Dated

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1. Introduction

Dear Tenderer,

Thank you for the interest you have shown in response to the SMBBMU's advertisement which has floated on website of SMBBMU & SSPRA website for Printing & Supply of Examination Material.

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 examination material 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 074-9410912 or suhail.abbasi@smbbmu.edu.pk for any information and query.

Thank you.

-sd-

Planning, Procurement & Logistics Officer

2. Instructions

- (a) 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://smbhmw.edu.pk/announcements/tender>. The Tender Fees Rs. 500/- 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 Documents in sealed envelope on August 19, 2016 by 10:00am 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 10:30am 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 5% **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) Kindly mentioned "**Tender Number**" at top left corner of the envelope.
- (h) Sample of any item can only be collected from the Office of the Planning, Procurement & Logistics Officer only in official timings. *Note: Saturday & Sunday is holiday.*
- (i) Tender Document are also available at the Office of *Planning, Procurement & Logistics Officer, Vice Chancellor Secretariat, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.*

 Stamp & Signature

3. Tender Form

Printing & Supply of Examination Material.

(Including Taxes)				
S. #	Description	Qty	Rate (Rs.)	Amount (Rs.)
01	Answer Copy (SEQ) High finish 68gsm (approx.) 13.5" x 16.50" (open size) 13.5" x 8.25" (closed size) 02 pin center binding. 1+1 Single Color Printing 16 Pages in each Examination Copy 250 copies in each packet Note: Every Examination Copy has different serial number.	10000		
02	Answer Copy (OSPE) High finish 68gsm (approx.) 13.5" x 16.50" (open size) 13.5" x 8.25" (closed size) 02 pin center binding. 1+1 Single Color Printing 10 Pages in each Examination Copy 250 copies in each packet Note: Every Examination Copy has different serial number.	10000		
03	Examination Form 1st Professional Year Printing on Green Paper High finished 80 gsm (Appox.) Size & Color of paper: <i>As per sample.</i>	2000		
04	Examination form 2nd Professional Year High finished 80 gsm (Appox.) Size & Color of paper: <i>As per sample.</i>	2000		
05	Examination form 3rd Professional Year High finished 80 gsm (Appox.) Size & Color of paper: <i>As per sample.</i>	2000		
06	Examination form 4th Professional Year High finished 80 gsm (Appox.) Size & Color of paper: <i>As per sample.</i>	2000		
07	Examination form Final Professional Year High finished 80 gsm (Appox.) Size & Color of paper: <i>As per sample.</i>	2000		

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08	Examination Form for BINACHS Size & Color of paper: <i>As per sample.</i>	1000			
09	<u>Envelops</u> Size: 4x9 For Under Graduate. <i>As per sample.</i>	2000			
10	<u>Envelops</u> Size: 4x9 For Post Graduate. <i>As per sample.</i>	2000			
11	<u>Envelops</u> Size: 12x15 <i>(As per sample).</i>	1000			
12	<u>Envelops (Cloth)</u> Size: 12x18 <i>(As per sample).</i>	500			
13	<u>Envelops</u> Size: 16x12 <i>(As per sample)</i>	3000			
14	<u>Envelops</u> Size: A4 <i>(As per sample)</i>	3000			
15	<u>Bank Challan</u> 5000 copies for one bank and 5000 copies for the other bank. <i>(As per sample)</i>	10000			
16	<u>File Cover (Printed)</u> Legal Size <i>(As per sample)</i>	500			
17	<u>Practical Award List</u> <i>(As per sample)</i>	1000			
18	<u>Viva Award List</u> (Internal Examiner) <i>(As per sample)</i>	1000			
19	<u>Viva Award List</u> (External Examiner) <i>(As per sample)</i>	1000			
20	<u>SEQ proforma</u> (for Teachers) (UG) <i>(As per sample)</i>	1000			
21	<u>SEQ proforma</u> (for Teachers) (PG) <i>(As per sample)</i>	500			
22	<u>Envelop</u> Size: 4x9 <i>(As per sample)</i>	1000			
21	<u>Envelop</u> Size: A4 <i>(As per sample)</i>	500			
TOTAL					

Grand Total Rupees (in words): _____

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 week 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. The printer is responsible for providing the soft copies of all material/design in all formats
- (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) **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. The pay order will be retained in case of any loss to the University or penalty imposed by the University on delay delivery.

Stamp & Signature

- (xv) **Validity of Bid:** Validity is for ninety (90) days.
- (xvi) **Company Profile:** Company Profile be attached with this document along with quoted item specifications.
- (xvii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & SMBBMU.
- (xviii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xix) **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.
- (xx) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxi) **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.
- (xxii) **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.
- (xxiii) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) only will be opened on August 22, 2016 at 10:00am.
- (xxviii) **Minimum Qualifying Percentage:** is 60%
- (xxiv) **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.
- (xxv) **Stamp Duty:** Stamp duty 0.30% for Goods against total value of Purchase Order will be levied accordingly or as per rule.
- (xxvi) **Turn Over:** Please attached last 3 plus year "*Financial Turnover in terms of Bank Statement or Financial Statement*". (**Compulsory**)
- (xxvii) **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.500/-
(Non-Refundable)*

Shaheed Mohtarma Benazir Bhutto
Medical University, Larkana.

TENDER FORM
TECHNICAL PROPOSAL

Tender # PS/06/2016-17

PRINTING & SUPPLY OF EXAMINATION MATERIAL.

Date of Issue : Thursday August 4, 2016
Last Date of Submission : Thursday August 19, 2016 (10:00 am)
Date of Opening (Technical) : Thursday August 19, 2016 (10:30 am)
Date of Opening (Financial) : Thursday August 22, 2016 (10:00 am)

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

Amount of Rs..... Dated

C O N T E N T S

1. Introduction.....	Page 3
2. Instructions.....	Page 4
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4. Terms & Conditions.....	Page 7
5. Integrity Pact.....	Page 9

1. Introduction

Dear Tenderer,

Thank you for the interest you have shown in response to the SMBBMU's advertisement which has floated on website of SMBBMU & SSPRA website for Printing & Supply of Examination Material.

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 examination material 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 074-9410912 or suhail.abbasi@smbbmu.edu.pk for any information and query.

Thank you.

-sd-

Planning, Procurement & Logistics Officer

2. Instructions

- (a) 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://smbhmu.edu.pk/announcements/tender>. The Tender Fees Rs. 500/- 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 Documents in sealed envelope on August 19, 2016 by 10:00am 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 10:30am 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 5% **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) Kindly mentioned "**Tender Number**" at top left corner of the envelope.
- (h) Sample of any item can only be collected from the Office of the Planning, Procurement & Logistics Officer only in official timings. *Note: Saturday & Sunday is holiday.*
- (i) Tender Document are also available at the Office of *Planning, Procurement & Logistics Officer, Vice Chancellor Secretariat, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.*

 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 for the draft designing along with all necessary equipment.*

- 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 week 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. The printer is responsible for providing the soft copies of all material/design in all formats
- (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) **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. The pay order will be retained in case of any loss to the University or penalty imposed by the University on delay delivery.

Stamp & Signature

- (xv) **Validity of Bid:** Validity is for ninety (90) days.
- (xvi) **Company Profile:** Company Profile be attached with this document along with quoted item specifications.
- (xvii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & SMBBMU.
- (xviii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xix) **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.
- (xx) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxi) **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.
- (xxii) **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.
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- (xxvii) **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