



PHONE 99261300-6

EXT. 2215

TEL & FAX 99261350

E-mail: kupurchaseoffice@yahoo.com

UNIVERSITY OF KARACHI

Ref: P.O./L.P/2016-10458

Dated: 21-09-2016

TENDER NOTICE

TENDER FOR BINDING WORKS, UNIVERSITY OF KARACHI

Bids are invited on prescribe document for Binding Works from the firm of repute registered with the sales tax, Income Tax and SRB Authorities. Further details of items, quantity and the terms and conditions are contained in the bidding document, which is available from Purchase Department, University of Karachi from **23-09-2016** on payment of Rs. **1,000/=** each (Non refundable) in shape of pay-order in favour of University of Karachi.

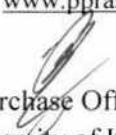
Bidding documents should be dropped in the "Tender Box" kept in the Office of Purchase Office on **14-10-2016 at 11:00 am**. Bids shall be opened in presences of the bidders who may wish to present. Bidders not accompanied by the bid security money will not be considered.

1. Binding Works (Annual Contract)

(Note: Details mentioned in the bidding documents)

TERMS & CONDITIONS

- The Procuring Agency may reject all bids at any time prior to the acceptance of a bid under SPP-Rules, 2010.
- Rs. 50,000 Bid Security should be deposited with the bidding documents in shape of pay order drawn infavour of University of Karachi.
- Bids not accompanied by the Bid Security will not be considered.
- Copies of the Sales Tax Registration, NTN and SRB are to be attached with the bidding documents.
- The quoted price shall be inclusive all applicable Govt. Taxes and charges.
- Procurement Committee shall finalize the bids in the light of SPP-Rules, 2010 clause (8).
- The bidders are requested to submit their bids along with the bid validity period.
- Prices shall be quoted in Pak rupees.
- The method of procurement is open competitive bidding single stage one envelop procedure.
- The bids shall be evaluated on the following criteria.
 - Best lowest evaluated bid
 - As per specification mentioned in the Bidding Documents
- The prices to be quoted shall be filled in the bidding documents mandatory.
- The successful bidders who execute to contract shall be liable to forfeiture of their bid security as a penalty.
- The last date of issuance of bidding document is day 13-10-2016 at 4:00 p.m.
- The last date of receipt of bidding document is 14-10-2016 at 11:00 a.m. The bids shall be opened on the same day at 11:30 in presence of the bidders who may wish to be present.
- In case of any holiday or disturbance the bids shall be opened on the next working day as per schedule.
- The Tender Notice shall be available on the Official website www.ppra.org.pk, www.pprasindh.gov.pk as well as Procuring Agency's website www.uok.edu.pk


Purchase Officer
University of Karachi



No.P.A./2015

December 2, 2015

SAY NO TO CORRUPTION

NOTIFICATION

1. Under Rule 7 of the Sindh Public Procurement Rules, 2012, the following procurement committees have been constituted with immediate effect.
 - a) Committee for Procurement of Goods & General Services
 - b) Committee for Procurement of Works & Related Services
2. The Committee for Procurement of Goods & General Services with the following composition:
 - a) Purchase Officer, University of Karachi (Chairman)
 - b) Chief Accountant, University of Karachi (Member)
 - c) Auditor, University of Karachi (Member)
 - d) Head of the Department/Institute/Centre/Chair concerned or his/her nominee (Member)
 - e) A Karachi based fellow member nominated by the ICAP (Member)
 - f) A Karachi based fellow member nominated by the ICMAP (Member)
 - g) An officer working in the area of purchase to be nominated by a public sector university or degree awarding institution based in Karachi (Member)
3. The Committee for Procurement of Works & Related Services with the following composition:
 - a) Director, Planning & Development, University of Karachi (Chairman)
 - b) Chief Accountant, University of Karachi (Member)
 - c) Auditor, University of Karachi (Member)
 - d) University Engineer/Project Director concerned (Member)
 - e) A Karachi based fellow member nominated by the ICAP / ICMAP (Member)
 - f) A Karachi based member to be nominated by the PEC (Member)
 - g) An engineer working in the area of planning & development to be nominated by a public sector university or degree awarding institution based in Karachi (Member)
4. As per Rule 8 of the Sindh Public Procurement Rules, 2010, the Functions and Responsibilities of Procurement Committees shall be as under:
 - a) Preparing bidding documents
 - b) Carrying out technical as well as financial evaluation of the bids
 - c) Preparing evaluation report as provided in Rule 45
 - d) Making recommendations for the award of contract to the competent authority
 - e) Perform any other function ancillary and incidental to the above.


REGISTRAR

Copy to:

1. All Concerned
2. Secretary to Vice Chancellor



December 7, 2015

NOTIFICATION

The Vice Chancellor is pleased to constitute the following Complaint Redressal Committee under the Sindh Public Procurement Rules, 2010.

1. Director Finance, Chairman
2. Director, Planning & Development, Member
3. Resident Auditor / Auditor, Member
4. Chief Accountant, Member
5. Purchase Officer, Member
6. An independent professional from the relevant field for the procurement process in question, to be nominated by the Vice Chancellor (on the recommendation of the Director Finance)
7. A fellow/senior member from any of the following institutes, to be nominated by the Vice Chancellor (on the recommendation of the Director Finance) depending on the nature of the procurement:
 - a) Institute of Chartered Accountants of Pakistan OR
 - b) Institute of Cost & Management Accountants of Pakistan OR
 - c) Pakistan Engineering Council

Prof. Dr. Moazzam Ali Khan
Registrar

Copy to:

1. Secretary to Vice Chancellor
2. P.A. to Registrar
3. All Concerned

Annual Procurement Plan for the Year of 2015-2016

University of Karachi

S. #	Contents	Estimated Cost (Rs. in Million)	Method	Tentative/ Actual date of NIT	Tentative / Actual closing date of NIT	Tentative/ Actual date of award of Contract	Tentative deadline/ Actual date of Execution	Remarks
1.	Procurement of Chemicals	20.00	Single Stage Single Envelopes/Quotations	July 16	June 17	July 16	August 16	Actual dates may vary
2.	Procurement of Glassware	3.00	Single Stage Single Envelopes/Quotations	July 16	June 17	July 16	August 16	Actual dates may vary
3.	Procurement of Scientific Equipment's	50.00	Single Stage Single Envelopes/Quotations	July 16	June 17	September 16	March 17	Actual dates may vary
4.	Procurement of A.C's	5.00	Single Stage Single Envelopes/Quotations	July 16	June 17	September 16	June 17	Actual dates may vary
5.	Procurement of Refrigerators	0.50	Single Stage Single Envelopes/Quotations	July 16	June 17	September 16	December 16	Actual dates may vary
6.	Procurement of Electric Cooler / Water Dispenser	0.50	Quotations	July 16	June 17	August 16	May 17	Actual dates may vary
7.	Procurement of Class Room Furniture	10.00	Single Stage Single Envelopes/Quotations	July 16	June 17	September 16	June 17	Actual dates may vary
8.	Procurement of Office Furniture	3.00	Single Stage Single Envelopes/Quotations	July 16	June 17	September 16	June 17	Actual dates may vary
9.	Procurement of Liveries	1.75	Single Stage Single Envelopes	July 16	June 17	November 16	December 16	Actual dates may vary
10.	Procurement of Tyres	2.00	Direct Contract	July 16	June 17	February 17	March 17	Actual dates may vary
11.	Procurement of Batteries	0.50	Single Stage Single Envelopes/Quotations	July 16	June 17	September 16	December 16	Actual dates may vary
12.	Procurement of Computers Hardware & IT Equipments	3.00	Single Stage Single Envelopes/Quotations	July 16	June 17	September 16	February 17	Actual dates may vary
13.	Procurement of Printers	1.50	Single Stage Single Envelopes/Quotations	July 16	August 16	August 16	October 16	Actual dates may vary
14.	Exhibition /Celebration & Others	1.00	Quotations	July 16	June 17	July 16	June 17	Actual dates may vary
15.	Procurement of Toners	3.00	Quotations	July 16	June 17	July 16	March 17	Actual dates may vary





S. #	Contents	Estimated Cost (Rs. in Million)	Method	Tentative / Actual date of NIT	Tentative / Actual closing date of NIT	Tentative / Actual date of award of Contract	Tentative deadline/ Actual date of Execution	Remarks
16.	Procurement of Scanners	0.20	Quotations	July 16	August 16	August 16	December 17	Actual dates may vary
17.	Procurement of UPS	0.20	Quotations	July 16	August 16	September 16	February 17	Actual dates may vary
18.	Procurement of Street Lights with Accessories	0.50	Quotations	July 16	June 17	August 16	September 17	Actual dates may vary
19.	Binding Works on Annual Contract Basis	5.00	Single Stage Single Envelopes	July 16	January 17	January 16	March 17	Actual dates may vary
20.	Procurement of Photocopiers	3.00	Single Stage Single Envelopes/Quotations	July 16	June 17	August 16	September 16	Actual dates may vary
21.	Procurement of Papers & Stationery Items	9.50	Single Stage Single Envelopes/Quotations	July 16	June 17	August 16	October 16	Actual dates may vary
22.	Souvenirs	0.15	Quotations	July 16	June 17	August 16	September 16	Actual dates may vary
23.	Procurement of Sanitary Items	0.50	Quotations	July 16	June 17	July 16	August 16	Actual dates may vary
24.	Procurement of Medals for Convocation	0.60	Single Stage Single Envelopes	July 16	November 16	December 16	December 16	Actual dates may vary
25.	Services for VIP Arrangements for Convocation	3.00	Single Stage Single Envelopes	November 16	November 16	December 16	December 16	Actual dates may vary
26.	Hiring of Furniture, Shamiyana, Qanat, Water Tanki, Jug, Griass, Pedestal Fans for Graduate Degree Annual / Supplementary Examination	4.00	Single Stage Single Envelopes	November 16	November 16	December 16	December 16	Actual dates may vary
27.	Repairing and Services of A.C.'s, Generators, Computers with Accessories, Electric Coolers etc.	2.00	Quotations	November 16	June 17	July 16	June 17	Actual dates may vary
28.	Purchase of Transport	2.00	Direct Contract	July 16	June 17	July 16	June 17	Actual dates may vary
29.	Plant & Machinery	10.00	Single Stage Single Envelopes, Direct Contract	July 16	June 17	July 16	June 17	Actual dates may vary
30.	Civil Work of Academic and Administrative Buildings/Area	8.00	Single Stage Single Envelopes/Quotations	July 16	June 17	July 16	June 17	Actual dates may vary
31.	Electrical Work of Academic and Administrative Buildings/Area	6.89	Single Stage Single Envelopes/Quotations	July 16	June 17	July 16	June 17	Actual dates may vary
32.	Mechanical Work of Academic and Administrative Buildings/Area	2.00	Quotations	July 16	June 17	July 16	June 17	Actual dates may vary
33.	Miscellaneous Maintenance Work of Academic and Administrative Buildings/Area	2.50	Quotations	July 16	June 17	July 16	June 17	Actual dates may vary

S. #	Contents	Estimated Cost (Rs. in Million)	Method	Tentative / Actual date of NTT	Tentative / Actual closing date of NTT	Tentative / Actual date of award of Contract	Tentative deadline/ Actual date of Execution	Remarks
34.	Civil Work of Residential Area	8.50	Single Stage Single Envelope/Quotations	July 16	June 17	July 16	June 17	Actual dates may vary
35.	Electrical Work of Residential Area	3.50	Single Stage Single Envelope/Quotations	July 16	June 17	July 16	June 17	Actual dates may vary
36.	Mechanical Work of Residential Area	1.00	Quotations	July 16	June 17	July 16	June 17	Actual dates may vary
37.	Miscellaneous Work of Residential Area	1.45	Quotations	July 16	June 17	July 16	June 17	Actual dates may vary
39.	Provision of Security Services/ Security Equipments	55.00	Single Stage Single Envelope	July 16	June 17	July 16	June 17	Actual dates may vary
40.								
41.								
42.								
43.								
44.								
45.								

Purchasing Officer

University Engineer

Director Finance



UNIVERSITY OF KARACHI KARACHI

Ref: P.O./L.P/2016-10458

Cost of form
Rs. 1000/=(Non refundable)

BIDDING DOCUMENT

TENDER FOR BINDING WORK, UNIVERSITY OF KARACHI

Sr. #	DESCRIPTION	Unit	Price
1.	Chapa Pasting on Form per thousand Chapa or page cutting from book & other Chapa/page pasting per thousand		
2.	Numbering on form, receipt, Enrolment Card and Degree per Thousand		
3.	Numbering on Tabulating Register & entry register examination per thousand perforation on full scape paper, Registration card per thousand		
4.	Stapling/stitching in booklet per thousand		
5.	Side pin binding form per thousand		
6.	Center pin binding form per thousand		
7.	Gum binding form per thousand		
8.	Library book pocket (envelopes) die cutting pasting on paper per thousand, book card, die cutting and pasting per thousand.		
9.	Title on paper pin binding book, creasing, stamping or pasting per thousand		
10.	Title on card gum binding or pin binding creasing or pasting per thousand		
11.	Register ordinary binding from 100 to 500 pages with page number per register		
12.	Register fancy hard bond binding 100 to 1000 pages with page number per register		
13.	Register full cloth gum binding 500 numbers in columns and page numbers per Register		
14.	Tabulation Register, Catchy binding Numbering in each column upto 1000 number		
15.	Form folding one number and cutting packing per thousand		
16.	Brochure/Form two folding cutting and packing per thousand		
17.	Brochure/Form three folding cutting and packing per thousand		
18.	Loose form cutting and packing per thousand		
19.	File cover with clip fitting creasing and folding packing per thousand		
20.	File Cover eyelet, double card pasting creasing folding and packing per thousand		
21.	File Cover eyelet, double card pasting creasing folding per thousand		
22.	File Cover eyelet, double card cloth pasting creasing folding packing per thousand		
23.	Folder creasing, die cutting pasting folding and packing per thousand		

Sr. #	DESCRIPTION	Unit	Price
24.	Folder with two pocket, creasing folding die cutting pasting per thousand		
25.	Eid Card/New year card creasing folding and packing per thousand		
26.	File Board on 32 oz board, flap printing fancy quality with loops, with material		
27.	Seat list, book binding hard bond with arrangement		
28.	Answer book 20 pages one number Interleaving folding hole punching with eyelet fitting cutting & packing per thousand		
29.	Answer book 20 pages, one numbers, interleaving 2 pin per thousand packing per thousand		
30.	Answer book 20 pages 5 numbers interleaving, two pin cutting packing per thousand		
31.	Answer book 40 pages 1 numbers 10 interleaving, two pin cutting		
32.	Answer book 4 pages one number, interleaving, cutting and packing per thousand		
33.	Gate pass campus 50+50/100 numbers, interleaving, perforation binding per book		
34.	Admission booklet with form, envelope numbering, perforation of form folding, booklet, form and admit card in envelopes per set.		
35.	Magazine/booklet center or side pin binding single side printed upto 100 pages		
36.	Receipt book/cash memo books two Nos. perforation interleaving per book on ordinary binding 100+100		
37.	Account Receipt book in 4 up in duplicate 8 numbers perforation interleaving hard bond binding		
38.	Interleaving per thousand		
39.	Perforation full		
40.	Tabulation Register, hard bond binding numbering in each column		
41.	Bus Ticket, Numbering, cutting stitching, packing 100000 number		
42.	Note book (HEJ) 100x100 in each book, numbering interleaving perforation ordinary binding with card title pasting		
43.	Peon Book, hard bond binding 100 pages		
44.	Log book hard binding 150 folio		
45.	Answer book 8 pages with number Interleaving cutting folding per thousand		
46.	Letter head/ Pad binding 17x27/4, 18x23/8, 100 in one pad sheet		
47.	Library Gate pass with two numbers, perforation and binding 100 sheet in each pad/book		
48.	File cover Double card pasting with eyelet and cloth pasting		
49.	File cover double card with clip fitting pasting		
50.	Catalog card, cutting/hole punching single		
51.	Provident fund register 500 folio full cloth per register		
52.	Tabulation register new record full cloth 100 pages		
53.	Tabulation register old record full cloth repairing, page pasting		

Sr. #	DESCRIPTION	Unit Price
54.	Photostat book gum binding with card title	
55.	Photostat book tease screwing hard card	
56.	Title opening and new title pasting	
57.	Hard bind book binding upto 500 pages with title pasted	
58.	Note book 100+100 pages tease screwing, title card pasting	
59.	Photostat paper A-4 size + large size cutting and packing with craft paper	
60.	Any answer book pathi pasting (labour charges)	
61.	Paper cutting charges	
62.	Semester answer book 5 nos. 5 interleaving, 2 hole punching, 2 eyelets fittings & with cutting & packing	
63.	Any form folding, cutting & packing per thousand	

TERMS & CONDITIONS

- The Procuring Agency may reject all bids at any time prior to the acceptance of a bid under SPP-Rules, 2010.
- Rs. 50,000 Bid Security should be deposited with the bidding documents in shape of pay order drawn infavour of University of Karachi.
- Bids not accompanied by the Bid Security will not be considered.
- Copies of the Sales Tax Registration, NTN and SRB are to be attached with the bidding documents.
- The quoted price shall be inclusive all applicable Govt. Taxes and charges.
- Procurement Committee shall finalize the bids in the light of SPP-Rules, 2010 clause (8).
- The bidders are requested to submit their bids along with the bid validity period.
- Prices shall be quoted in Pak rupees.
- The method of procurement is open competitive bidding single stage one envelop procedure.
- The bids shall be evaluated on the following criteria.
 - Best lowest evaluated bid
 - As per specification mentioned in the Bidding Documents
- The prices to be quoted shall be filled in the bidding documents mandatory.
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- The last date of issuance of bidding document is day 13-10-2016 at 4:00 p.m.
- The last date of receipt of bidding document is 14-10-2016 at 11:00 a.m. The bids shall be opened on the same day at 11:30 in presence of the bidders who may wish to be present.
- In case of any holiday or disturbance the bids shall be opened on the next working day as per schedule.
- The Tender Notice shall be available on the Official website www.ppra.org.pk, www.pprasindh.gov.pk as well as Procuring Agency's website www.uok.edu.pk

(Total Security Deposit Rs. _____)

SIGNATURE OF THE PROPRIETOR
AND RUBBER STAMP OF THE COMPANY

Instruction to Bidders (ITB)

Preparation of Bids

1. **Scope of Work** The *University of Karachi* plans to develop / acquire a comprehensive integrated solution for all the functional needs and requirements of *Binding Works* as described in later pages.
2. **Method and Procedure of Procurement** National Competitive Bidding Single Stage *Single Envelope* Procedure as per SPP Rules 2010 (updated 2013)
2. **Language of Bid** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English language
3. **Documents Comprising the Bid** The bid prepared by the Bidders shall comprise the following components:
 - (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
 - (b) Bid security furnished in accordance with ITB Clause 9.
4. **Bid Prices**
 - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the *Binding Works* it proposes to supply under the contract.
 - 4.2 The prices shall be quoted inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery of services specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
 - 4.3 Prices quoted by the Bidder shall remain fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
 - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
5. **Bid Form** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the *Binding Works* to be supplied.
6. **Bid Currencies** Prices Shall be quoted in Pak Rupees.
7. **Documents Establishing Bidder's Eligibility and Qualification** The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
 - (a) That the Bidder has the financial and technical capability necessary to perform the contract;
 - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

8. **Documents**
“Binding Works”
Eligibility and Conformity to Bidding Documents
- The documentary evidence of conformity of the *Binding Works* to the bidding documents may be in the form of literature and data.
9. **Bid Security**
- 9.1 The bid security is required to protect the Procuring agency against the risk of Bidder’s conduct, which would warrant the security’s forfeiture
- The bid security shall be denominated in the currency of the bid:
- (a) 2% Bid Security should be deposited with the bid;
 - (b) be submitted in its original form; copies will not be accepted;
 - (c) remain valid for a period of at least 14 days beyond the original validity period of bids, or at least 14 days beyond any extended period of bid validity
- 9.2 Bid securities shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.
- 9.3 The successful Bidder’s bid security shall be discharged upon the Bidder signing the contract, and furnishing the performance security.
- 9.4 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity or
 - (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance
10. **Period of Validity of Bids**
- 10.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid submission prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non responsive.
- 10.2 In exceptional circumstances, the Procuring Agency may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended as per Rule-38 of SPP Rules, 2010 (updated 2013). A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.
11. **Format and Signing of Bid**
- 11.1 The Bidder shall prepare an original bid indicated in the Bid Data Sheet, clearly marking each “ORIGINAL BID”.
- 11.2 The original and bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 11.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- Submission of Bids**
12. **Sealing and Marking of Bids**
- 12.1 The Bidder shall seal the original envelopes, duly marking the envelopes as “ORIGINAL BID”. The outer envelopes shall be addressed to the Procuring agency at the address given in the Bidding Documents, and carry statement “DO NOT OPEN BEFORE [14-10-2016].”

- 12.2 If the outer envelope is not sealed and marked as required, the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.
- 13. Deadline for Submission of Bids**
- 13.1 Bids must be received by the Procuring Agency at the address specified in Bidding Documents, not later than the time and date specified in the Bid Data Sheet.
- 13.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents. In such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 14. Late Bids**
- Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring agency shall be rejected and returned unopened to the Bidder.
- 15. Modification and Withdrawal of Bids**
- 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 15.2 No bid may be modified after the deadline for submission of bids.
- 15.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.
- Opening and Evaluation of Bids**
- 16. Opening of Bids by the Procuring Agency**
- 16.1 The Procuring agency shall open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.
- 16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency may consider appropriate, will be announced at the opening.
- 17. Clarification of Bids**
- During evaluation of the bids, the Procuring agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 18. Preliminary Examination**
- 18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

- 18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 19. Evaluation and Comparison of Bids**
- 19.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.
- 19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and execution charges imposed till the delivery location.
- 20. Contacting the Procuring agency**
- 20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
- 20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.
- 21. Post-Qualification**
- 21.1 In the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.
- 21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.
- 21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 22. Award Criteria**
- The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 23.1 Subject to relevant provisions of SPP, Rules, 2010 (amended 2013), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.
- 23.2 Pursuant to Rule 45 of SPP Rules 2010 (updated 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.
- 24. Notification of Award**
- Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.

- 25. Signing of Contract**
- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
- 26. Performance Security**
- Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.
- 27. Corrupt or Fraudulent Practices**
- 27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:
- (a) **"Corrupt and Fraudulent Practices"** means either one or any combination of the practices given below;
- a. **"Coercive Practice"** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- b. **"Collusive Practice"** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- c. **"Corrupt Practice"** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- d. **"Fraudulent Practice"** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (b) **"Obstructive Practice"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

Bid Data Sheet

The following specific data for the *Binding Works* to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1	Name and address of Procuring Agency: <i>University of Karachi, Karachi.</i>
ITB 1	Name of Contract. <i>"Binding Works"</i>
Bid Price and Currency	
ITB 4	Prices quoted by the Bidder shall be <i>"fixed" and in "Pak Rupees"</i>
Preparation and Submission of Bids	
ITSB 19	<i>Qualification requirements:</i> 1) Best lowest evaluated bid.
ITB 7	Amount of bid security. Rs. 50,000/-
ITB 8	Bid validity period. 90 days
ITB 10	Number of copies. <i>One Original</i>
ITB 19.1	Deadline for bid submission. <i>14-10-2016 at 11:00 hours</i>
ITB 20	Bid Evaluation: Best Lowest Evaluated Bid
	Under following conditions, Bid will be rejected: 1. Conditional tenders/bids; 2. Bids not accompanied by the bid security; 3. Bids received after specified date and time; 4. Bidder submitting any false information; 5. Black Listed Firms by Sindh Government or any entity of it

SUMMARY SHEET
TENDER NOTICE

S. No.	Bid Value	Price in PKR

Total Bid Value in PKR			
Bid Security Money in PKR			
Pay Order/Demand Draft No:		Date:	
Signature :	Seal :		