



# UNIVERSITY OF KARACHI

Ref: P.O./L.P./2017-10814

Dated: 10-01-2017

## TENDER NOTICE

### **PROCUREMENT OF LIVERIES, OFFSET PAPERS AND DUPLICATING PAPERS FOR VARIOUS DEPARTMENTS UNIVERSITY OF KARACHI**

Bids are invited on prescribe document for supply of mentioned below items from the firm of repute registered with the Sales Tax, Income Tax. 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 **13-01-2017** 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 Purchase Office on **01<sup>st</sup> February 2017 at 11:30 a.m.** The bid security should be attached with the bidding document in shape of pay-order drawn in favor of University of Karachi.


#### Liveries for University Security Guards

Winter Uniform (Male)	118 Nos.
Summer Uniform (Male)	236 Nos.
Ladies Uniform	24 Nos.
Duplicating Paper (Legal Size) 60 gsm	5000 Reams
Offset Paper 23 x 36 75 gsm	500 Reams
Offset Paper 27 x 34 75 gsm	500 Reams

(Note: Complete details are 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 amendment 2013.
- 2% Bid Security should be attached with the bidding document in shape of pay-order drawn in favor of University of Karachi.
- Bids not accompanied by the Earnest Money will not be considered.
- Copies of the Sales Tax Registration and NTN are to be attached with the bidding documents.
- The quoted price shall be inclusive of all applicable Govt. Taxes and charges.
- Procurement Committee shall finalize the bids in light of SPP-Rules, 2010 clause (8).
- The bidders are requested to submit their bids along with the bid validity period.
- The bid must be submitted along with the detailed company profile.
- The bid shall be quoted in Pak rupees.
- The method of procurement is open competitive bidding single stage one envelop procedure.
- The bids shall be evaluated as per Criteria mentioned in Bid Data Sheet on Page No. 9 & 10.
- Samples are to be provided along with the bids.
- The prices to be quoted shall be filled in the bidding documents mandatory.
- The successful bidders who undertake 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 31-01-2017 at 4:30 p.m.
- The last date of receipt of bidding document is 01-02-2017 at 11:30 a.m. The bids shall be opened on the same day at 12:00 noon 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](http://www.ppra.org.pk), [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) as well as Procuring Agency's website [www.uok.edu.pk](http://www.uok.edu.pk)

  
**Purchase Officer**  
University of Karachi

Registrar



University of Karachi  
University Road  
Karachi-75270  
Pakistan


No.: PO/2016

December 09, 2016

### NOTIFICATION

The Vice-Chancellor is pleased to constitute a Procurement Committee under the Rule-7 of S.P.P. Rule, 2010 (Amended, 2013) for procurement of Good & General Services.

- |   |                   |
|---|-------------------|
| 1. Purchase Officer, University of Karachi  | (Chairman)        |
| 2. Chief Accountant, University of Karachi  | (Member)          |
| 3. Auditor, University of Karachi   | (Member)          |
| 4. Mr. Mabroor Khan, Administrative Officer<br>Centre of Excellence in Marine Biology | (External Member) |
| 5. Mr. Abid Ahmed Khan, Administrative Officer<br>Pakistan Study Centre               | (External Member) |

  
Prof. Dr. Moazzam Ali Khan  
Registrar

Copy to:

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

Registrar



University of Karachi  
University Road  
Karachi-75270  
Pakistan

Ref: P.O./2017

Date: 05-01-2017

**NOTIFICATION**

The Vice-Chancellor is pleased to constitute a Complaint Redressal Committee (CRC) in compliance of Rule-31(2)(a) of S.P.P. Rules 2010 (Amended, 2013)

- |  |                                   |
|--|-----------------------------------|
| 1. Director Finance, University of Karachi   | (Chairman)                        |
| 2. Mr. Muhammad Jawaid, Accounts Officer<br>Centre of Excellence in Marine Biology | Member (Independent Professional) |
| 3. Representative of A.G. Sindh  | Member (Accountant General Sindh) |

REGISTRAR

Copy to:

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



# UNIVERSITY OF KARACHI KARACHI

Ref: P.O./L.P./2017-10814

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

## BIDDING DOCUMENT

### PROCUREMENT OF LIVERIES FOR SECURITY GUARDS, UNIVERSITY OF KARACHI

No.	Description	Qty	Unit Price	Total Price
<b>For Males</b>				
1.	Summer Uniform Shalwar Qameez Malaysia (as per sample)	236 Nos.		
2.	Winter Uniform Shalwar Qameez Malaysia (as per sample)	118 Nos.		
3.	Jacket	118 Nos.		
4.	Sandal	118 Pairs		
5.	Cap with Badge	118 Nos.		
6.	P. Cap with Monogram	118 Nos.		
7.	Whistle with Cord	118 Nos.		
8.	Rain Coat	118 Nos.		
9.	Shoulder Badges	708 Nos.		
10.	Socks Woolen	118 Pairs		
11.	Socks Cotton	118 Pairs		
12.	Name Plates	118 Nos.		
13.	Belt with Buckle Plate	118 Nos.		
<b>For Females</b>				
1.	Sky Blue Shirts	24 Nos.		
2.	Dark Navy Blue Shalwar	24.Nos.		
3.	Dark Navy Blue Dupatta	24 Nos.		
4.	Lady Sweater	08. Nos.		
5.	Lady Black Shoe/Sandal	8 Pairs		
6.	Lady Skin Color Socks	16 Pairs		
7.	P. Cap with Monogram			

## TERMS & CONDITIONS

- The Procuring Agency may reject all bids at any time prior to the acceptance of a bid under SPP-Rules, 2010.
- 2% Bid Security should be deposited on the total cost of the quoted amount with the bidding documents in shape of pay order drawn infavour of University of Karachi.
- Bids not accompanied by the 2% Bid Security will not be considered.
- Copies of the Sales Tax Registration and NTN 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 light of SPP-Rules, 2010.
- The bidders are requested to submit their bids along with the bid validity period.
- Detailed specification/information to be provided about the products and firm by the bidder.
- The sample must be submitted along with the bids.
- 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 criterion.
  - Lowest Evaluated Bid
  - As per Sample of the Procuring Agency
  - 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 **31-01-2017** at **4:00** p.m.
- The last date of receipt of bidding document is **01-02-2017** at **11:30** a.m. The bids shall be opened on the same day at 12:00 noon 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](http://www.ppra.org.pk), [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) as well as Procuring Agency's website [www.uok.edu.pk](http://www.uok.edu.pk)

Total Amount \_\_\_\_\_

(Rupees \_\_\_\_\_ Only)

(Total Earnest Money 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 *Liveries for Security Guards* 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 *Liveries for Security Guards* 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 *Liveries for Security Guards* 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**  
*"Liveries for Security Guards"*  
**Eligibility and Conformity to Bidding Documents**
- The documentary evidence of conformity of the *Liveries for Security Guards* 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 [01-02-2017]."



- 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 *Liveries for Security Guards* 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.

<b>Introduction</b>	
<b>ITB 1</b>	<b>Name and address of Procuring Agency:</b> <i>University of Karachi, Karachi.</i>
<b>ITB 1</b>	<b>Name of Contract.</b> <i>"Liveries for Security Guards"</i>
<b>Bid Price and Currency</b>	
<b>ITB 4</b>	Prices quoted by the Bidder shall be <i>"fixed" and in" Pak Rupees"</i>
<b>Preparation and Submission of Bids</b>	
<b>ITSB 19</b>	<i>Qualification and Criteria requirements:</i>  1)     Supply should be made within specified period after award of contract. 2)     Supply should be made as per samples and the specification as mentioned in the bidding documents.
<b>ITB 7</b>	<b>Amount of bid security.</b> 2 % of Bid
<b>ITB 8</b>	<b>Bid validity period.</b> 90 days
<b>ITB 10</b>	<b>Number of copies.</b> <i>One Original</i>
<b>ITB 19.1</b>	<b>Deadline for bid submission.</b> <i>01-02-2017 at 11:30 hours</i>
<b>ITB 20</b>	<b>Bid Evaluation:</b> Lowest Evaluated Bid
	<b>Under following conditions, Bid will be rejected:</b> 1. Conditional tenders/bids; 2. Bids not accompanied by bid security (Earnest Money); 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

<b>Total Bid Value in PKR</b>		
<b>Earnest Money @ 2% in PKR</b>		
<b>Pay Order/Demand Draft No:</b>		<b>Date:</b>
<b>Signature :</b>	<b>Seal :</b>	



# UNIVERSITY OF KARACHI KARACHI

Ref: P.O./L.P./2017-10814

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

## **BIDDING DOCUMENT**

### **PROCUREMENT OF DUPLICATING AND OFFSET PAPERS, UNIVERSITY OF KARACHI**

S. No.	ITEMS	SPECIFICATION	QTY	Unit Price
1.	<i>Paper Offset</i>	27 x 34; 75 gsm (Imported)	500 Reams	
2.	<i>Paper Offset</i>	23 x 36; 75 gsm (Imported)	500 Reams	
3.	<i>Duplicating Paper</i>	(Legal Size) 60 gsm	5000 Reams	
		<b>TOTAL COST</b>	<b>Rs. _____</b>	

## TERMS & CONDITIONS

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- 2% Bid Security should be deposited on the total cost of the quoted amount with the bidding documents in shape of pay order drawn infavour of University of Karachi.
- Bids not accompanied by the 2% Bid Security will not be considered.
- Copies of the Sales Tax Registration and NTN are to be attached with the bidding documents.
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  - As per specification mentioned in the bidding documents
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Total Amount \_\_\_\_\_

(Rupees \_\_\_\_\_ Only)

(Total Earnest Money 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 *Offset Paper and Duplicating Paper* 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 *Offset Paper and Duplicating Paper* 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 *Offset Paper and Duplicating Paper* 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**  
*“Offset Paper and Duplicating Paper”*  
**Eligibility and Conformity to Bidding Documents**
- The documentary evidence of conformity of the *Offset Paper and Duplicating Paper* 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 [01-02-2017].
- 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 *Offset Paper and Duplicating Paper* 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.

<b>Introduction</b>	
<b>ITB 1</b>	<b>Name and address of Procuring Agency:</b> <i>University of Karachi, Karachi.</i>
<b>ITB 1</b>	<b>Name of Contract.</b> <i>"Offset Paper and Duplicating Paper"</i>
<b>Bid Price and Currency</b>	
<b>ITB 4</b>	Prices quoted by the Bidder shall be <i>"fixed" and in "Pak Rupees"</i>
<b>Preparation and Submission of Bids</b>	
<b>ITSB 19</b>	<i>Qualification requirements:</i>  1)     Supply should be made within specified period after award of contract. 2)     Supply should be made as per samples and the specification as mentioned in the bidding documents.
<b>ITB 7</b>	<b>Amount of bid security.</b> 2 % of Bid
<b>ITB 8</b>	<b>Bid validity period.</b> 90 days
<b>ITB 10</b>	<b>Number of copies.</b> <i>One Original</i>
<b>ITB 19.1</b>	<b>Deadline for bid submission.</b> <i>01-02-2017 at 11:30 A.M.</i>
<b>ITB 20</b>	<b>Bid Evaluation:</b> Best Lowest Evaluated Bid
	<b>Under following conditions, Bid will be rejected:</b> 1. Conditional tenders/bids; 2. Bids not accompanied by bid security (Earnest Money); 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**

<b>S. No.</b>	<b>Bid Value</b>	<b>Price in PKR</b>

<b>Total Bid Value in PKR</b>		
<b>Earnest Money @ 2% in PKR</b>		
<b>Pay Order/Demand Draft No:</b>		<b>Date:</b>
<b>Signature :</b>	<b>Seal :</b>	

**ANNUAL PROCUREMENT PLAN FOR THE YEAR 2016-2017**  
**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	5.00	Single Stage Single Envelopes/Quotations	July 16	June 17	July 16	August 16	Actual dates may vary
3.	Procurement of Scientific Equipments	50.00	Single Stage Single Envelopes/Quotations	July 16	June 17	September 16	June 17	Actual dates may vary
4.	Procurement of A.C's	5.00	Single Stage Single Envelopes/Quotations	July 16	June 17	September 16	December 16	Actual dates may vary
5.	Procurement of Refrigerators	0.50	Single Stage Single Envelopes/Quotations	July 16	June 17	August 16	May 17	Actual dates may vary
6.	Procurement of Electric Cooler / Water Dispenser	0.50	Quotations	July 16	June 17	September 16	June 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/Quotations	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 Tonnars	3.00	Quotations	July 16	June 17	July 16	March 17	Actual dates may vary




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 Envelops	July 16	January 17	January 16	March 17	Actual dates may vary
20. Procurement of Photocopiers	3.00	Single Stage Single Envelops/Quotations	July 16	June 17	August 16	September 16	Actual dates may vary
21. Procurement of Papers & Stationery Items	9.50	Single Stage Single Envelops/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 Envelops	July 16	November 16	December 16	December 16	Actual dates may vary
25. Services for VIP Arrangements for Convocation	3.00	Single Stage Single Envelops	November 16	November 16	December 16	December 16	Actual dates may vary
26. Hiring of Furniture, Shamiyana, Qanat, Water Tanki, Jug, Glass, Pedestal Fans for Graduate Degree Annual / Supplementary Examination	4.00	Single Stage Single Envelops	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 Envelops, 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 Envelops/Quotations	July 16	June 17	July 16	June 17	Actual dates may vary
31. Electrical Work of Academic and Administrative Buildings/Area	6.00	Single Stage Single Envelops/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

*[Handwritten signatures and initials]*

	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 Envelops/Quotations	July 16	June 17	July 16	June 17	Actual dates may vary
35.	Electrical Work of Residential Area	3.50	Single Stage Single Envelops/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 Envelops	July 16	June 17	July 16	June 17	Actual dates may vary
40.								Actual dates may vary
41.								
42.								
43.								
44.								
45.								

Purchase Officer

University Engineer

Director Finance