NOTICE INVITING TENDERS

Sealed Bids are invited from reputed printers registered with Tax Authorities for composition, layout, designing, film making, title designing, binding and supply of Department magazines i.e. Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi), special issues (Combined in Urdu & Sindhi) on Sufi Saints, National Heroes/National Days and Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) and through offset process during the financial year 2017-18.

TERMS AND CONDITIONS:-

a ⁵⁶

دنو بي

1. Bidding Documents, specifications and other terms and conditions in respect of the magazines and special issues can be had from this office of Director Information (Publication), Information Department, Barrack No.84, Sindh Secretariat No.4-B, Court Road, Karachi Telephone No. 021-99202610, from 19-06-2016 to 18-07-2016 on any working day during the office hours on payment of Rs.1000/- (One Thousand Only) in the shape of pay order / demand draft, as document fees (Non-refundable) (separately for each magazine and special issue).

2. Bidding Documents can also be downloaded from SPPRA Website i.e. <u>www.pprasindh.gov.pk</u> for which bidders have to pay above mentioned documents fees.

3. The tenders in sealed covers will be received back on 18-07-2017 at 12:00 AM and will be opened on the same day at 12:30 AM in the presence of Procurement Committee and the bidders or their authorized representatives who wish to be present.

4. Bid Security amounting to 5% of the bid price (Refundable) separately for each magazine should be submitted along with bid in shape of Pay Order in favour of Director Information (Publication) issued by any scheduled Bank of Pakistan.

5. The Bid Security will be forfeited to the Government, if the bidder withdraws his bid after opening or fails to sign the contract if the bid is accepted as per provisions of SPP Rules 2010 (Amended 2013)

6. The words "Tender for Printing of Departmental Magazines Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi)", special issues (Combined in Urdu & Sindhi) and Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) and should be written on the separately sealed cover. Bidders are advised to quote workable rates. Conditional tenders will not be accepted.

7. Income-tax, Sindh Sales Tax as prescribed by the government shall be paid by the Printer.

8. The Procuring agency may reject all or any bid at any time prior to the acceptance of a bid or proposal, subject to the relevant provisions of SPP Rules, 2010 (Amended 2013).

DIRECTOR INFORMATION (PUBLICATION)

(PART-I)

03-07-2017



INFORMATION DEPARTMENT DIRECTORATE OF PUBLICATION

NOT CE INVITING TENDERS Sealed Bids are invited from reputed printers registered with Tax

Authorities for composition, layout, designing, film making, title designing, binding and supply of Departmental magazines i.e. Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi), special issues (Combined a Urdu & Sindhi) on Sufi Saints, National Heroes/National Days and Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) and through offset process during the financial year 2017-18.

TERMS AND CONDITIONS:-

- Bidding Documents, specifications and other terms and conditions in respect of the magazines and special issues can be had from this office of Director Information (Publication), Information Department, Barrack No.84. Sindh Secretariat No.4-B, Court Road, Karachi Telephone No. d21-99202610, from 19-06-2016 to 18-7-2016 on any working day during the office hours on payment of Rs.1000/ (One Thousand Only) in the shape of pay order / demand draft, as document fee (non-refundable) (separately for each magazine and special issue).
- Bidding Documents can also be downloaded from SPPRA Website i.e. www.pprasindh.gov.pk for which bidders have to pay above mentioned documents fee.
- The fenders in sealed covers will be received back on 18-07-2017 at 12:00 AM and will be opened on the same day at 12:30 AM in the presence of Procurement Committee and the bidders or their authorized representatives who wish to be present.
- 4. Bid Security amounting to 5% of the bid price (Refundable) separately for each magazine should be submitted along with bid in shape of Pay Order in favour of Director Information (Publication) issued by any scheduled Bank of Pakistan.
- The Bid Security will be forfaited to the Government, if the bidder withdraws his bid after opening or fails to sign the contract if the bid is accepted as per provisions of SPP Rules 2010 (Amended 2013)
- Rules 2010 (Amended 2013)
 The words "Tender for Printing of Departmental Magazines Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi)", special issues (Combined in Urdu & Sindhi) and Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) and should be written on the separately sealed cover, Bidders are advised to quote workable rates Conditional tenders will not be accepted
- Income Tax, Sindh Sales Tax as prescribed by the government shall be paid by the Printer.
- The Procuring agency may reject all or any bid at any time prior to the acceptance of a bid or proposal, subject to the relevant provisions of SPP Rules, 2010 (Amended 2013).

Sity No to Complian

INF-KRY No. 3256/17

Sd/-DIRECTOR INFORMATION (PUBLICATION)

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ads/4 0 متى الكريل في ما بالا بدين المن المالية المن المالية المراد و - في الكريل في ما بالما بدير المراجة من المراد المن بالمالية في ما المالية المراد المن المالية المراد المالية ا - من الكريل في عام بعا أن المارية في ما يمانية المراد المالية المالية المالية المالية المالية المالية المالية ا

دى يە كەلغا كى كەر كەلغ كە يەم (الا - KK - 3566144) - خى دى كەر كەر كە ئەر كەر ئەر كەن بى خەر قەر ئە ئە تە دى كەر كەر ئەر كە ئەر ئەر كەر ئەر ئەر ئەر ئەر ئەر ئەر ئەر ئەر ئە

194-19791520 (INF-KRY-3256/17)

02-07-2017



(جلد 27) آچر 02 جولاء 2017 ع بمطابق 07 شوال المكرم 438 إهر (شمارو 328) قيمت 15 ربيا

گورنمېنٽ آف سنڌ انغارمیشن ډپارٽمينٽ دائر بڪٽو ريٽ آف پيليڪلشر

ٽينڊر گھرائڻ لاءِ نوٺي

مالي سال 18-2017 دوران دپارٽمينٽ جي ملگزنن جهڙوڪڙ ماهوار "اظهار" (اردو). ماهوار "پيغام" (سنڌي)، صوفي بزرگن، قومي صرور /قومي ڏينهن بابت خاص شمارن (اردو ۽ سنڌي ۾ گڏيل) ۽ هفنيوار "سنڌ منظر" (اردو ۽ سنڌي ۾ گڏيل) جي ڪميوزنگ، لي اثوث، ڊزائننگ، فلم ميڪنگ، ثائثل ڊزائننگ، بائينديگ ۽ آفسيت طريقيڪار تي ڇپائي ۽ فراهمي واسطي ٿيڪس اختيارين وٽ رحسترد ساک ارن پرنٽرز کان مهربند واڪ گهرائجن ٿا.

شرط ۽ ضابطا:

- ملگرن ۽ حصوصي شمارن جي ڏس ۾ واڪ ڪاغلہ اسيسينڪيشتر ۽ سيا شرط ۽ ضابطا دائريڪٽر اندارميشن (پيليڪيش)، اندارميشن ڊلارنمينٽ، بلاڪ ممير ، 34. سنڌ سيڪريٽريٽ نمبر ، 8-4. ڪررٹ روڊ، ڪراچي ٽيليفرن نمبر ، 0202802-202 چي هن آفيس مان تاريخ 2017-06-10 کان 2017-07-18 تائين ڪنهن ۽ خصر ڪار واري ڏينهن تي آفيس وقت دوران 1000 ريين (اکرين هڪ هزار رييا فقط) جي ادائگي بصورت پي ارڊر/ڊمانڊ ڊرافٽ بطور ڪاغذ في (اناقابل وايسي) (هر هڪ منگرن ۽ خاص شماري لاءِ الڳ الڳ) ڪرڻ تي وئي سگهجن ٿا.
- 2. واڪاغذ SPPRA ويب سائٽ: www.pprasindh.gov.pk تان پڻ ڊائون ٽوم ڪري سگهجن ٿا, جنهن لاءِ واڪ ڏيندڙن کي مٿي جاڻايل فيون ادا ڪرڻيون پونديون.
- 3. مهريند لغافن ۾ ٽينڊر وايس تاريخ 2017 07- 18 تن منجهند 12 وڳي ٽائين وڪول ڪيا ۽ ڪڳڻي ڏينهن منجهند 12.30 وڳي پر وڪيور مينٽ ڪميٽي ۽ موجو ڏگي جي خواهشمند واڪ ڏيندڙن يا ڪندن مجاز ڪائندن آڏو کوليا ويندا.
- 4. واڪفيمت (قابل وايسي) جي %5 رقم واڪ سيڪيو ٿي طور تي مرهڪ مشکرن لاءِ الڳ الڳ واڪ مان گڏ پاڪستان جي ڪنهن ۾ شيديم لد سيڪ پاران جاري ڪيل سي آرڊر جي صورت ۾ بحق دائريڪٽر انفارميشن (ڀيليڪيشن) اهائڻ گهرجي.
- 5. واڪ سيڪيورٽي حڪومت وٽ ضبط ٿي ويندي. جيڪڏهان واڪ ڏيندڙ کولڻ بعد پنهنجو واڪ واپس وٽي ٿو يا ڪانٽريڪٽ تي صحيح ڪرڻ ۾ ناڪام رهي ٿو. جيڪڏهن واڪ کي SPP رولز 2010 (ترميم ٿيل 2013)جي نقرن مطابق قبول ڪيو وڃي ٿو.
- 6. لنظ "ثيندر قار پرنٽنگ آف ڊبارٽمينٽل منگزنل منٽلي "اظهار " (اردو)، منٽلي "پيغام" (سنڌي)، امپيشل اشوز (ڪمائينڊ ان اردو اينڊ سنڌي)اينڊ ويڪلي "سنڌ منظر " (ڪميائينڊ ان اردو اينڊ سنڌي) کي الڳانڳ ميريندلغافي تي لکخ گهرين واڪ ديندڙن هي گذارش ڪجي سنڌ مرکنا آگي ا^{ين}ان 7. حڪومت باران مقرر ڪيل لنڪر تيڪن. سنڌ سار تيڪن پرنڌ باران ادا ڪا ويندا.
- 8. پروڪيورنگ ايخنمي SPP رولز، 2010 (ترميم ٿيل 2013) جي واسطيدار شقن تحت واڪ يا پرويوزل جي قبوليت کان اڳ ڪنهن ۽ وقت ڪرم يا صورا ۽ ڪره ڪري سگيي ٿي.

دائريڪٽر انفارميشن (يبليڪيشن)

INF/KRY.No.3256/2017





Ph:021-99204245

GOVERNMENT OF SINDH INFORMATION & ARCHIVES DEPARTMENT

Barrack No.95, Sindh Secretariat 4-B, Karachi, dated 21st June, 2017

NOTIFICATION

No.SOG(INF)DI-PUB(SPPRA)-17/INF/GEN/2017: With the approval of competent authority, a procurement committee is hereby constituted under Rule-7 of SPP Rules 2010 for the procurement of the award of contract for the printing of official magazines i.e. Monthly Izhar (Urdu), Paigham (Sindhi), special issues (Combined in Urdu & Sindhi) and Weekly Sindh Manzar (Combined in Urdu & Sindhi).

1.	Mrs. Mehnaz Hassan Director Information (BS-19) (Directorate of Publication)	Convener
2.	Mr. Roshan Ali Kanasiro Director (BS-19) (Culture Department)	Member
3.	Mr. Zafar Ullah Mallah Information Officer (BS-17) (Directorate of Publication)	Member
The ter	ms of reference of committee shall t	be: -
•	Preparing bidding documents.	
	Carrying out technical as well as fin	ancial evaluation of the bids.
•	Preparing evaluation report as prov	ided in Rule 45 of SPPRA Rules 2010.
•	Making recommendations for the a	ward of contact to the competent authority.
•	Perform any other function ancillar	y to the above.
		SECRETARY TO GOVERNMENT OF SINDH
No.SOG(INF)DI-PUB(SP	PRA)-17/INF/GEN/2017: -	Karachi, dated the 21 st June, 2017
A copy is forwarded for	information and necessary action to):-
	the second state of the se	

- The Director General (PRs), Information Department, Govt. of Sindh, Karachi.
 The Director Information (Publication), Information Deptt. Govt. of Sindh, Karachi.
- 2. The Director Information (Publication), information Deptt. Government of Sindh, Karacin.
- 3. P.S to Secretary, Information & Archives Department, Government of Sindh, Karachi.
- 4. Office Order file.

SECTION OFFICER (G)



GOVERNMENT OF SINDH INFORMATION & ARCHIVES DEPARTMENT Barrack No.95, Sindh Secretariat 4-B,

Karachi, dated 21st June, 2017

Ph:021-99204245

NOTIFICATION

No.SO(G)INF-SPPRA-PUB/2016-17:- The Government of Sindh Information & Archives Department is pleased to constitute a "Complaint Redressal Committee" under Rule 31 of SPP Rules 2010 (Amended-2017) Directorate of Publication, with the following composition and TORs:

1.	Director Information (Publication)	Chairperson
2.	Representative of Accountant General Sindh	Member/Secretary
3.	Independent Representative Printing Field	Member

Terms of Reference:

To address / redress the complaint(s) / grievances of the aggrieved bidders in line with the relevant provisions of Rule 31 of SPP Rules 2010 (Amended-2017)

SECRETARY TO GOVERNMENT OF SINDH

No.SO(G)INF-SPPRA-PUB/2016-17:-

Karachi, dated the 21st June, 2017

Copy is forwarded for information and necessary action to:-

- 1. Accountant General Sindh, Karachi.
- 2. The Director Information (Publication), Information Department, Govt. of Sindh, Karachi.
- 3. The Managing Director, Sindh Public Procurement Regulatory Authority, Govt. of Sindh.
- 4. P.S to Secretary, Information & Archives Department, Government of Sindh, Karachi.

SECTION OFFICER (G)

ANNUAL PROCUREMENT PLAN

PRINTING SERVICES

INFORMATION DEPARTMENT DIRECTORATE OF PUBLICATION FINANCIAL YEAR 2016-17

	Description of Procurement	Description of Procurement (Where		Source of Funds (ADP/Non-ADP) Proposed Procurement Method	Timing of Procurements							
Sr.					Procurement	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	Remarks		
1.	Monthly "Izhar" (Urdu)	1000 Copies (Per Month)	100,000/- (Per issue)	1,200,000/- (Per Annum)	1,200,000/-	Non-ADP	Single Stage One Envelope					
2.	Monthly "Paigham" (Sindhi)	1000 Copies (Per Month)	125,000/- (Per issue)	1,200,000/- (Per Annum)	1,200,000/-	Non-ADP	Single Stage One Envelope			(inter		
3.	Special issues (Combined in Urdu & Sindhi)	5000 Copies (Per Month)	125,000/- (Per issue)	1,500,000/- (Per Annum)	10,187,000/-	Non-ADP	Single Stage One Envelope				LATTE:	
4.	Weekly "Sindh Manzar" (Combined in Urdu & Sindhi)	1000 Copies (Per week)	80,000/- (Per issue)	3,840,000/- (Per Annum)	3,840,000/-	Non-ADP	Single Stage One Envelope					

Approved and signed by the Head of Procuring Agency



INFORMATION DEPARTMENT GOVERNMENT OF SINDH

BIDDING DOCUMENTS

PRINTING OF DEPARTMENTAL MAGAZINES MONTHLY "IZHAR" (URDU), MONTHLY "PAIGHAM" (SINDHI), SPECIAL ISSUES & WEEKLY "SINDH MANZAR" (COMBINED IN URDU & SINDHI) FOR THE FINANCIAL YEAR 2017-18

LIST OF CONTENTS

PART	DESCRIPTION
PART-I	NOTICE INVITING TENDERS
PART-II	BIDDING DOCUMENTS/INSTRUCTIONS TO BIDDERS
PART-III	SPECIFICATIONS
PART-IV	CONTRACT FORM

BIDDING DOCUMENTS / SPECIFICATIONS AND OTHER TERMS & CONDITIONS FOR THE PRINTING OF MONTHLY "IZHAR (URDU)" FOR THE FINANCIAL YEAR 2017-18

To,

12

The Director Publications, Information & Archives Department, Government of Sindh, <u>Karachi.</u>

PARTICULARS OF PRINTING PRESS / PRINTER:

1.	Name			
2.	Address			
3.		Fax No tificate from Income Tax Depa	E-mail: artment for current year)	

- 4. N.T.N.No.______ (Photo copy of NTN Certificate from Income Tax Department for current year)
- 5. Years of experience in printing / publication work: ____
- 6. Important Printing work of any reputed institution / organization carried out during last five years may be detailed bellow:

Sr. No.	Name of Publication	Organization / Institution for which it was published	Year of Printing
1.			
2.			
3.			
4.			
5.			

INSTRUCTIONS TO BIDDERS:

Preparation of Bids

- a) Letter of Invitation: is attached.
- b) Assignment: Composition (Three Proofs including Dummy), Layout designing, film making, title designing, binding, stitching and supply within stipulated time of the magazine for the financial year 2017-18.
- c) <u>Bids</u>: should be prepared in accordance with the SPP Rules 2010 (Amended 2013) and submitted along with prescribed Bid Security at the place, date and time mentioned in the Notice Inviting Tenders.
- Method of Procurement: National Competitive Bidding Single Stage One Envelop Procedure as per SPP Rules 2010 (Amended 2013).
- e) **Evaluation Criteria:** Bidding is open to all eligible Printers, who possesses following qualification requirements:
 - 1. Bidders must have at least five (05) years experience in relevant field.
 - 2. Valid registration with tax authorities including Incom Tax and Sindh Revenue Board.
 - 3. They should have at least Rs.5.0 million turnover per Annum during last 3 years.
 - 4. Sound financial position (Bank Certificate should be attached) for last 3 years.
 - 5. Selection will be made on the basis of lowest evaluated bid.

(DOCUMENTARY PROOF SHOULD BE PROVIDED)

- f) Terms and Conditions of Contract Form are attached.
- g) Specifications: are attached.
- h) Rate should be quoted in figures and words in PAK Rupees including Incom Tax & Sindh Sales Tax.
- i) Bid validity: 90 days.

RATE / COST

Rate offered for the printing of 1000 copies of Monthly "IZHAR" (URDU), as per approved specifications:

Total Cost Rs	(In words)

ACCEPTANCE

I/we, on behalf of	declare that
I/we accept all the terms and conditions of the tender as provided to us/me with tender	form. All the
information provided as above is true and correct to the best of our knowledge. I,	/we have no
objection, if to be declared ineligible for the tender, if any of the above required in	formation or
documents are not provided by us along with the tender forms.	

SIGNATURE OF THE ______ PROPRIETOR

OFFICIAL SEAL

DATED: _____

BIDDING DOCUMENTS / SPECIFICATIONS AND OTHER TERMS & CONDITIONS FOR THE PRINTING OF MONTHLY "PAIGHAM (SINDHI)" FOR THE FINANCIAL YEAR 2017-18

To,

The Director Publications, Information & Archives Department, Government of Sindh, Karachi.

PARTICULARS OF PRINTING PRESS / PRINTER:

1.	Name			
2.	Address			
3.	Phone No (Photo copy of NTN Cer	Fax No tificate from Income Tax Depa	E-mail: artment for current year)	

- 4. N.T.N.No.______ (Photo copy of NTN Certificate from Income Tax Department for current year)
- 5. Years of experience in printing / publication work: ____
- 6. Important Printing work of any reputed institution / organization carried out during last five years may be detailed bellow:

Sr. No.	Name of Publication	Organization / Institution for which it was published	Year of Printing
1.			
2.			
3.			
4.			
5.			

(PART-II)

INSTRUCTIONS TO BIDDERS: Preparation of Bids

- a) Letter of Invitation: is attached.
- b) Assignment: Composition (Three Proofs including Dummy), Layout designing, film making, title designing, binding, stitching and supply within stipulated time of the magazine for the financial year 2017-18.
- c) <u>Bids</u>: should be prepared in accordance with the SPP Rules 2010 (Amended 2013) and submitted along with prescribed Bid Security at the place, date and time mentioned in the Notice Inviting Tenders.
- Method of Procurement: National Competitive Bidding Single Stage One Envelop Procedure as per SPP Rules 2010 (Amended 2013).
- e) **Evaluation Criteria:** Bidding is open to all eligible Printers, who possesses following qualification requirements:
 - 1. Bidders must have at least five (05) years experience in relevant field.
 - 2. Valid registration with tax authorities including Incom Tax and Sindh Revenue Board.
 - 3. They should have at least Rs.5.0 million turnover per Annum during last 3 years.
 - 4. Sound financial position (Bank Certificate should be attached) for last 3 years.
 - 5. Selection will be made on the basis of lowest evaluated bid.

(DOCUMENTARY PROOF SHOULD BE PROVIDED)

- f) Terms and Conditions of Contract Form are attached.
- g) Specifications: are attached.
- h) Rate should be quoted in figures and words in PAK Rupees including Incom Tax & Sindh Sales Tax.
- i) Bid validity: 90 days.

RATE / COST

Rate offered for the printing of 1000 copies of Monthly "PAIGHAM" (SINDHI), as per approved specifications:

Total Cost Rs	(In words)	

ACCEPTANCE

I/we, on behalf of ______ declare that I/we accept all the terms and conditions of the tender as provided to us/me with tender form. All the information provided as above is true and correct to the best of our knowledge. I/we have no objection, if to be declared ineligible for the tender, if any of the above required information or documents are not provided by us along with the tender forms.

SIGNATURE OF THE ______ PROPRIETOR

OFFICIAL SEAL

DATED: _____

(PART-II)

BIDDING DOCUMENTS / SPECIFICATIONS AND OTHER TERMS & CONDITIONS FOR THE PRINTING OF SPECIAL ISSUES (COMBINED IN URDU & SINDHI)" FOR THE FINANCIAL YEAR 2017-18

To,

The Director Publications, Information & Archives Department, Government of Sindh, Karachi.

PARTICULARS OF PRINTING PRESS / PRINTER:

- 7. Name _____
- 8. Address _____
- 9. Phone No. _____ Fax No. ____ E-mail: _____ (Photo copy of NTN Certificate from Income Tax Department for current year)
- 10. N.T.N.No.______ (Photo copy of NTN Certificate from Income Tax Department for current year)
- 11. Years of experience in printing / publication work: ____
- 12. Important Printing work of any reputed institution / organization carried out during last five years may be detailed bellow:

Sr. No.	Name of Publication	Organization / Institution for which it was published	Year of Printing
1.			
2.			
3.			
4.			
5.			

INSTRUCTIONS TO BIDDERS: Preparation of Bids

- j) Letter of Invitation: is attached.
- k) Assignment: Composition (Three Proofs including Dummy), Layout designing, film making, title designing, binding, stitching and supply within stipulated time of the magazine for the financial year 2017-18.
- Bids: should be prepared in accordance with the SPP Rules 2010 (Amended 2013) and submitted along with prescribed Bid Security at the place, date and time mentioned in the Notice Inviting Tenders.
- m) <u>Method of Procurement:</u> National Competitive Bidding Single Stage One Envelop Procedure as per SPP Rules 2010 (Amended 2013).
- n) **Evaluation Criteria:** Bidding is open to all eligible Printers, who possesses following qualification requirements:
 - 6. Bidders must have at least five (05) years experience in relevant field.
 - 7. Valid registration with tax authorities including Incom Tax and Sindh Revenue Board.
 - 8. They should have at least Rs.5.0 million turnover per Annum during last 3 years.
 - 9. Sound financial position (Bank Certificate should be attached) for last 3 years.
 - 10. Selection will be made on the basis of lowest evaluated bid.

(DOCUMENTARY PROOF SHOULD BE PROVIDED)

- o) Terms and Conditions of Contract Form are attached.
- p) Specifications: are attached.
- q) Rate should be quoted in figures and words in PAK Rupees including Incom Tax & Sindh Sales Tax.
- r) Bid validity: 90 days.

RATE / COST

Rate offered for the printing of 1000 copies of "SPECIAL ISSUE" (COMBINED IN URDU & SINDHI), as per approved specifications:

Total Cost Rs	(In words)						

ACCEPTANCE

. .

1. y .

l/we, on behalf of	declare that
I/we accept all the terms and conditions of the tender as provided to us/me with tender	form. All the
information provided as above is true and correct to the best of our knowledge. I,	/we have no
objection, if to be declared ineligible for the tender, if any of the above required in	formation or
documents are not provided by us along with the tender forms.	

SIGNATURE OF THE _____ PROPRIETOR

OFFICIAL SEAL

DATED: _____

(PART-II)

BIDD ING DOCUMENTS / SPECIFICATIONS AND OTHER TERMS & CONDITIONS FOR THE PRINTING OF WEEKLY "SINDH MANZAR (COMBINED IN URDU & SINDHI)" FOR THE FINANCIAL YEAR 2017-18

To,

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The Director Publications, Information & Archives Department, Government of Sindh, Karachi.

PARTICULARS OF PRINTING PRESS / PRINTER:

1.	Name			
2.	Address			
3.	Phone No	Fax No	E-mail:	
	(Photo copy of NTN Cer	tificate from Income Tax Depa	rtment for current year)	

- 4. N.T.N.No._____
- (Photo copy of NTN Certificate from Income Tax Department for current year)

5. Years of experience in printing / publication work:

6. Important Printing work of any reputed institution / organization carried out during last five years may be detailed bellow:

Sr. No.	Name of Publicat	ion	Organization / Institution for which it was published	Year of Printing
1.				
2.				
3.				
4.				
5.				

INSTRUCTIONS TO BIDDERS:

Preparation of Bids

- a) Letter of Invitation: s attached.
- b) Assignment: Composition (Three Proofs including Dummy), Layout designing, film making, title designing, binding, stitching and supply within stipulated time of the magazine for the financial year 2017-18.
- c) <u>Bids</u>: should be prepared in accordance with the SPP Rules 2010 (Amended 2013) and submitted along with prescribed Bid Security at the place, date and time mentioned in the Notice Inviting Tenders.
- Method of Procurement National Competitive Bidding Single Stage One Envelop Procedure as per SPP Rules 2010 (Amended 2013).
- e) **Evaluation Criteria:** Bidding is open to all eligible Printers, who possesses following qualification requirements:
 - 1. Bidders must have at least five (05) years experience in relevant field.
 - 2. Valid registration with tax authorities including Incom Tax and Sindh Revenue Board.
 - 3. They should have at least Rs.5.0 million turnover per Annum during last 3 years.
 - 4. Sound financial position (Bank Certificate should be attached) for last 3 years.
 - 5. Selection will be made on the basis of lowest evaluated bid.

(DOCUMENTARY PROOF SHOULD BE PROVIDED)

- f) Terms and Conditions of Contract Form are attached.
- g) Specifications: are attached.
- h) Rate should be quoted in figures and words in PAK Rupees including Incom Tax & Sindh Sales Tax.
- i) Bid validity: 90 days.

RATE / COST

Rate offered for the printing of 1000 copies of Weekly "SINDH MANZAR" (COMBINED IN URDU & SINDHI), as per approved specifications:

Total Cost Rs.	(In words)						

ACCEPTANCE

· 7.

I/we, on behalf of ______ declare that I/we accept all the terms and conditions of the tender as provided to us/me with tender form. All the information provided as above is true and correct to the best of our knowledge. I/we have no objection, if to be declared ineligible for the tender, if any of the above required information or documents are not provided by us along with the tender forms.

> SIGNATURE OF THE ______ PROPRIETOR

OFFICIAL SEAL

DATED: _____

(PART-III)

SPECIFICATION FOR MONTHLY MAGAZINE IZHAR (URDU)

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(i)	Process of Printing	:	Offset with Films
(ii)	Volume	:	64 pages approx including 04 pages (Colour) of Photographs
(iii)	Quantity	:	1000 copies
(iv)	Size	:	23X36/8
(v)	Text	:	Black and White
(vi)	Paper of Text	:	Offset 80 grams paper, specimen of paper should be attached
(vii)	Title	:	Four Colour (front and back)
(viii)	Paper of Title Cover	:	120 grams Art paper (Specimen should be attached)
(ix)	Composition	:	Urducomputerized composing with three proofs
(x)	Binding	:	Central Stitching
(xi)	Time allowed for printing after delivery of final copies	:	One Week
(xii)	Delivery of the magazine	:	The Printer will deliver printed copies at the premises of the Department

Note: Printer will be bound to submit CD, Films/pasted copies of the magazine to the Department at the time of delivery of magazines.

(PART-III)

SPECIFICATION FOR MONTHLY MAGAZINE PAIGHAM (SINDHI)

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(i)	Process of Printing	:	Offset with Films
(ii)	Volume	:	64 pages approx including 04 pages (Colour) of Photographs
(iii)	Quantity	:	1000 copies
(iv)	Size		23X36/8
(v)	Text	:	Black and White
(vi)	Paper of Text	:	Offset 80 grams paper, specimen of paper should be attached
(vii)	Title	:	Four Colour (front and back)
(viii)	Paper of Title Cover	:	120 grams Art paper (Specimen should be attached)
(ix)	Composition	:	Sindhi computerized composing with three proofs
(x)	Binding	:	Central Stitching
(xi)	Time allowed for printing after delivery of final copies	:	One Week
(xii)	Delivery of the magazine	:	The Printer will deliver printed copies at the premises of the Department

Note: Printer will be bound to submit CD, Films/pasted copies of the magazine to the Department at the time of delivery of magazines.

(PART-III)

SPECIFICATION FOR SPECIAL ISSUE (COMBINED IN URDU & SINDHI)

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(i)	Process of Printing	*	Offset with Films
(ii)	Volume	:	96 pages approx including 04 pages (Colour) of Photographs
(iii)	Quantity	4	5000 copies
(iv)	Size	:	Double Crown
(v)	Text	:	Two Colour
(vi)	Paper of Text	:	Offset 80 grams paper, specimen of paper should be attached
(vii)	Title	\$	Four Colour (front and back)
(viii)	Paper of Title Cover	:	260 grams Art Card with Lamination (Specimen should be attached)
(ix)	Composition	:	Urdu & Sindhi computerized composing with three proofs
(x)	Binding	:	Hot Glue Binding
(xi)	Time allowed for printing after delivery of final cop		One Week
(xii)	Delivery of the magazine	:	The Printer will deliver printed copies at the premises of the Department

Note: Printer will be bound to submit CD, Films/pasted copies of the magazine to the Department at the time of delivery of magazines.

(PART-III)

SPECIFICATION FOR WEEKLY MAGAZINE SINDH MANZAR (COMBINED IN URDU & SINDHI)

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(i)	Process of Printing	:	Offset with Films
(ii)	Volume	:	40 pages approx including 04 pages (Colour) of Photographs
(iii)	Quantity	:	1000 copies
(iv)	Size	:	23X36/8
(v)	Text	:	Black and White
(vi)	Paper of Text	:	Offset 80 grams paper, specimen of paper should be attached
(vii)	Title	;	Four Colour (front and back)
(viii)	Paper of Title Cover	:	120 grams Art paper (Specimen should be attached)
(ix)	Composition	:	Urdu/Sindhi computerized composing with three proofs
(x)	Binding	÷.	Central Stitching
(xi)	Time allowed for printing after delivery of final copi		2 Days
(xii)	Delivery of the magazine	:	The Printer will deliver printed copies at the premises of the Department

Note: Printer will be bound to submit CD, Films/pasted copies of the magazine to the Department at the time of delivery of magazines.

CONTRACT FORM

	This	agreement	is	made	between	Director	Information	(Publications),	Inform	ation
Department,		Govern	nen	t	of		Sindh,	Karachi		and
M/s									The	

terms and conditions of the agreement will be as under:-

- The Director Information (Publications) will be called as publisher of the Departmental Magazines viz. Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi) and special issues (Combined in Urdu & Sindhi) on Sufi Saints, National Heroes / National Days & Weekly "Sindh Manzar" (Combined in Urdu & Sindhi).
- 2. Messrs _____ Karachi will be the "Printer" of the above stated Magazines.
- One thousand copies each of Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi) and special issues (Combined in Urdu & Sindhi) & Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) will be printed.
- 4. The Magazines will be printed through offset process with Films and two Monthly Magazine will contain not less than 64 pages including 04 pages of photographs (Four Colour), whereas special issue (each) will be of 96 pages, double crown size, four colour title (front & back), Title Cover 260 grams Art Card with Lamination and Weekly Magazine will of 40 pages including 04 pages of photographs (Four Colour). Tracing paper will not be allowed for printing.
- 5. The Size of the Magazines will be 23X26/8 with title (Main and back pages including inner of both) in four colours and the text in black and white where as special issue.
- Paper for title of magazines will be 120 Grams Art paper, while offset paper of 80 grams will be used for text and special issue 4+4 colour 260 gm Art cord with lamination.
- Printer will be responsible for composition (three proofs), layout/Designing, Film making, Title designing, Binding and supply of the Magazines, whereas photographs and raw material will be provided by the publisher.
- 8. After the final approval of the dummy, the time allowed for printing and supply of 1000 copies of each magazine Monthly "Izhar" (Urdu), Monthly "Paigham" (Sindhi) and special issues (Combined in Urdu & Sindhi) will be one week and Weekly "Sindh Manzar" (Combined in Urdu & Sindhi) will be two days respectively. In case of delay, the penalty (at the rate of 1% of the total cost of both magazines) per day will be charged from the Printer or as decided by the Director General Public Relations, Information Department, Government of Sindh, Karachi.
- 9. The Printer will deliver the printed copies along with CD, films at the office of the publisher.
- 10. Rates quoted, found lowest and approved by the Secretary Information / Director General Public Relations, Information Department, Government of Sindh, Karachi.
- 11. The rates for 1000 copies of Monthly "Izhar" (Urdu) will be Rs._____ (Rupees

Contd.... P/2

(PART-IV)

12.	The	rates	for	1000	copies	of	Monthly	"Paigham"	(Sindhi)	will	be	Rs	
	(Rup	ees							104 105)	

- 13. The rates for 1000 copies of Special issue (Combined in Urdu & Sindhi) will be Rs._______(Rupees______)
- 14. The rates for 1000 copies of Weekly "Sindh Manzar" (Combined in Urdu &Sindhi) will be Rs.______)
- 15. The printer will deposit 5% of total cost as Bid Security for each magazine in the shape of Pay Order in the name of Director Information (Publications), Government of Sindh Karachi, which will be refunded after the completion of the project.
- 16. Any problem or dispute, if arise, will be mutually solved through arbitrator to the satisfaction of the Publisher and Printer.
- Non-compliance of the above terms and conditions my render the contract liable for rejection and deposited bid security ______ will be forfeited in favour of the Government under the relevant provisions of SPP Rules 2010 (Amended 2013).

Signed on the ______ in the presence of the witnesses whereof. WITNESSES Publisher: 1. Printer: 2.