

NOTICE INVITATION TENDER

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

S.No.	Description	Tender #	Tender Fees
01	Printing & Supply of Prospectus 2017-18.	PS/15/2017-18	Rs. 500/-

Tender Documents can be obtained from the <http://smbbmu.edu.pk/announcements/tender>. The tender fees Rs. 500/- shall be paid through Demand Draft/ Pay Order in favor of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana**. The copy of D.D/P.O should be sent to the office of the undersigned before tender opening along with covering letter.

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

The Tender Document should be submitted at the “**Vice Chancellor Secretariat at the Office of the Planning, Procurement & Logistics Officer**” up to **October 30, 2017 till 10:00am** and will be opened on the same date and venue at **10:30am** in the presence of representatives who may wish to attend.

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

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

PLANNING, PROCUREMENT & LOGISTICS OFFICER

Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.

Phone # 074-9410912, Email: suhail.abbasi@smbbmu.edu.pk Website www.smbbmu.edu.pk

(This issues with the approval of the Vice Chancellor)

Annual Procurement Plan
Goods & Services
Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.

Fiscal Year: 2017-18

Rupees in million

S.#	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (Where applicable)	Estimated Total Cost	Funds Allocated	Source of Funds	Proposed Procurement Procedure	Proposed Procurement Method	Tentative Timing of Procurements				Remarks
									1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
1	Establishment of Centre of Innovation in Medical Education (CIME) at Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.	N/A	N/A	145.00	145.00	Recurring	Single Stage- Two Envelop	Open Competitive-National Bidding	✓				
2	Printing & Supply of Annual Prospectus 2017-18	1000	800	0.80	0.8	Recurring	Single Stage- Two Envelop	Open Competitive-National Bidding		✓			

Suair
**Planning, Procurement
 & Logistics Officer
 SMBB Medical University
 Larkana**



SHAHEED MOHTARMA BENAZIR BHUTTO

MEDICAL UNIVERSITY LARKANA, SINDH, PAKISTAN

Phone: (92)-074-9410907, 074-9410724, Fax 074-4752408, PABX: 9410717
www.smbbmu.edu.pk, Email: registrar@smbbmu.edu.pk, info@smbbmu.edu.pk



No. SMBBMU/REG/ 2087

Dated: 11 / 10 / 2017

OFFICE ORDER

With the approval of the Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana the **Procurement Committee** for tender titled "Printing & Supply of Annual Prospectus 2017-18" tender No. PS/15/2017-18, has been constituted of the followings:-

- | | |
|---|--------------------|
| 1. Dr. Abdul Rauf Khaskheli
Associate Professor
SMBB Medical University, Larkana | Chairman |
| 2. Mr. Rafique Ahmed Khoso
Deputy Registrar
QUCEST, Larkana | External MEMBER |
| 3. Mr. Suhail Ahmed Abbasi
Planning, Procurement & Logistics Officer
SMBBMU Larkana | Member / Secretary |

TORs:

- Preparing Bidding Document.
- Carrying out Technical as well as Financial Evaluation of the Bids.
- Preparing Evaluation Report as provided in Rule 45.
- Making recommendation for the award of the contract to the Competent Authority.
- Perform any other function ancillary and incidental to the above.


(DR. AFSAR ALI BHUTTO)
REGISTRAR
SMBBMU, LARKANA

Copy forwarded with compliments for information to:

- ✓ The Managing Director, Sindh Public Procurement Regulatory Authority, government of Sindh, Karachi.
- All above Respected members.
- P.S to Vice Chancellor, SMBBMU, Larkana
- Office Copy.



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No. SMBBMU/REG/ 2088

Dated: 11 / 10 / 2017

OFFICE ORDER

With the approval of the Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana the **Complaint Redressal Committee** for tender titled "Printing & Supply of Annual Prospectus 2017-18" tender No. PS/15/2017-18, has been constituted of the followings:-

- | | | |
|------|--|-----------------|
| i. | Prof. Riaz Ahmed Shaikh
Professor of Pharmacology
SMBB Medical University, Larkana | Chairman |
| ii. | Representative of AG, Sindh | Member |
| iii. | Dr. Abdul Ghaffar Pirzado
Medical Officer CMC Hospital Larkana | External Member |

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


(DR. AFSAR ALI BHUTTO)
REGISTRAR
SMBBMU, LARKANA

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- All above Respected members.
- Planning, Procurement & Logistics Officer, SMBB Medical University Larkana
- P.S to Vice Chancellor, SMBBMU, Larkana
- Office Copy.



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

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

**TENDER FORM
TECHNICAL PROPOSAL**

Tender # PS/15/2017-18

PRINTING & SUPPLY OF PROSPECTUS 2017-18

Date of Issue : Friday October 13, 2017
Last Date of Submission : Monday October 30, 2017 (10:00 am)
Date of Opening (Technical) : Monday October 30, 2017 (10:30 am)
Date of Opening (Financial) : Tuesday October 31, 2017 (10:30 am)

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

Amount of Rs..... Dated

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1. Introduction

Dear Tenderer,

Thank you for the interest you have shown in response to the SMBBMU's advertisement which has floated in newspapers, website of SMBBMU & SSPRA for Printing & Supply of Prospectus 2017-18.

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

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

Please feel free to contact on 074-9410912 or suhail.abbasi@smbbmu.edu.pk for any information and query.

Thank you.

-sd-

Planning, Procurement & Logistics Officer

2. Instructions

- (a) Shaheed Mohtarma Benazir Bhutto Medical University, Larkana expects that aspirant printers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write "*Doesn't Apply/Doesn't Arise*". If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) Tender Documents can be obtained from the <http://smbbmu.edu.pk/announcements/tender>. The Tender Fees Rs. 500/- shall be paid through Demand Draft/ Pay Order in favor of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana**. *The copy of D.D/P.O will be attached with the Tender Documents.*
- (d) The last date of submit the Tender Documents in sealed envelope on October 30, 2017 by 10:00am in the **Office of the Planning, Procurement & Logistics Officer, Vice Chancellor Secretariat, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana**. The Tender will be opened on same day at 10:30am in the presence of representatives who may care to attend.
- (e) **Bid Security** of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana**.
- (f) Successful bidder shall provide 5% **Performance Security** of total value of Purchase Order / Work Order in the form of **Pay Order** or **Bank Guarantee** before submission of invoice. The Performance Security shall extend at least **three** months beyond the Date of Delivery/ Completion of work / Contract.
- (g) Kindly mentioned "**Tender Number**" at top left corner of the envelope.
- (h) Sample of any item can only be collected from the Office of the Planning, Procurement & Logistics Officer only in official timings. *Note: Saturday & Sunday is holiday.*
- (i) Tender Document are also available at the Office of *Planning, Procurement & Logistics Officer, Vice Chancellor Secretariat, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana*.

Stamp & Signature

3. BIDDING DATA

(a). **Name of Procuring Agency:** Shaheed Mohtarma Benazir Bhutto Medical University (SMBBMU), Larkana.

(b). **Brief Description of Works:** Printing & Supply of Annual Prospectus 2017-18

(c). **Procuring Agency's address:** Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.

(d). **Amount of Bid Security:-** Bid Security of 5% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Vice Chancellor, SMBBMU, Larkana.

(e). **Period of Bid Validity (days):-** Ninety Days

(f). **Performance Security Deposit:-** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

(g). **Deadline for Submission of Bids along with time:** - The last date of submit the Tender Document in sealed envelope by October 30, 2017 by 10:00am in the Office of the Planning, Procurement & Logistics Officer, Vice Chancellor Secretariat, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana. The tender will be opened on same day at 10:30am in the presence of representatives who may care to attend.

(h). **Venue, Time, and Date of Financial Bid Opening:** - Financial Proposal(s) of Technically qualified firm(s) will be opened on October 31, 2017 at 11:00am.

(i). **Time for Completion from written order of commence:-** 15 days after finalization of draft.

(j). **Liquidity damages:-** 2% liquidity damages of the total amount will be imposed fortnightly for which the contractor failed to complete work within the execution period.

(k). **Deposit Receipt No: Date: - Pay Order / Demand Draft #**

Amount Rs.Drawn on Bank Dated.....

Stamp & Signature

4. BIDDER QUALIFICATION CRITERIA

S #	Eligibility Criteria	Yes/No
1	Is envelop sealed	
2	Form of Tender Signed or not	
3	Registration in GST / SBR & I. Tax	
4	Turnover in terms of Financial Statement of last three years	
5	Tender Fee Received	
6	3 plus years' experience	
7	Cliental list provided	
8	Affidavit regarding any litigation or blacklisting	

Stamp & Signature

5. Evaluation Criteria

- a. Total point for Technical Proposal: 100
- b. Minimum qualifying percentage is 75%. Applicant who secured less than 75% will be categorically disqualified for further process.
- c. Please make sure that you have attached all supporting documents properly. In case if any document/evidence missing will be liable to deduction of the marks.

1. Technical Qualifications Criterion

(i) **Years in business:**

Note: Please provide supporting documents of your claims.

- i. 10 + Years: _____ 12 Marks
- ii. 06 - 07 Years: _____ 07 Marks
- iii. 03 - 05 Years: _____ 05 Marks

(ii) **Clientele List: (please attach list):**

Note: Please provide supporting documents with contact numbers of your claims.

- i. 11 + Clients: _____ 24 Marks
- ii. 06 - 10 Clients: _____ 20 Marks
- iii. 03 - 05 Clients: _____ 10 Marks

(iii) **Status of business:**

Note: Please provide supporting documents of your claims.

- i. Limited Company: _____ 10 Marks
- ii. Partner: _____ 07 Marks
- iii. Sole Proprietor: _____ 05 Marks

(iv) **Status of 05 Color Machine:**

Note: Please provide description of machine including origin, make and model of your claims.

Yes: _____ 16 Marks

No: _____ Zero Marks

Stamp & Signature

(v) Dedicated Designer & Composer:

The printer is required to depute a dedicated designer & composer at SMBBMU for the draft designing along with all necessary equipment.

- i. Full time: _____ 16 Marks
- ii. Part Time: _____ 10 Marks
- iii. In-House: _____ 02 Marks

(vi) Printing Process:

Note: Please provide supporting documents of your claims.

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

(vii) Number of contracts/orders currently in hand:

Please provide supporting documents of your claims.

- i. More than 10: _____ 12 Marks
- ii. Between 06-10: _____ 10 Marks
- iii. Less than 05: _____ 05 Marks

Stamp & Signature

6. Terms & Conditions

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

- (i) **Receiving/Acceptance of Purchase Order:** The manufacturers / distributor / supplier will sign the copy of the Purchase Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order Number, Date of Delivery Execution, Quantity, Quality, Specifications, Manufacturer name clearly mentioned. Noncompliance with this condition renders the goods / works liable to non-acceptance. After seven days, SMBBMU, Larkana will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidity damages of the total amount will be imposed fortnightly for which the contractor failed to complete work within the execution period.
- (v) **Inspection:** Physical inspection will be carried out by SMBBMU, Larkana authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** All items must meet in all respects with the primary specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the Store of the SMBBMU, Larkana and sign receipt with stamp on delivery note should be obtained.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with the primary specification or if the delivery is delayed.
- (x) **Disclosure of Confidential Script/Material:** All rights reserve with the SMBBMU and no information either in written/electronic media/copying form should be disseminated without the permission of the authority. The printer is responsible for providing the soft copies of all material/design in all formats
- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to the *Office of the Planning, Procurement & Logistics Officer*.
- (xiii) **Advance Payment:** No advance payment.
- (xiv) **Designer & Composer:** The printer should arrange at least one full time dedicated designer & composer with their own remuneration charges & expenses till the finalization of designing & composing.
- (xv) **Quality Factor:** The quality of the books must be of prime quality. Printing must be of crystal clear / shape image(s) with high finish cutting.

Stamp & Signature

- (xvi) **Schedule of Work & Time Lines:** The schedule of work & time-line will be framed with mutual consultation of the concerned department and the printer. However, the printer is liable to abide and strictly adhere to the schedule of work and time-line provided by SMBBMU, Larkana.
- (xvii) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work/Contract. The pay order will be retained in case of any loss to the University or penalty imposed by the University on delay delivery.
- (xviii) **Validity of Bid:** Validity is for ninety (90) days.
- (xix) **Company Profile:** Company Profile be attached with this document along with quoted item specifications.
- (xx) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & SMBBMU.
- (xxi) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xxii) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the SMBBMU and CEO of the manufacturer/supplier/distributor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of LARKANA binding to the parties.
- (xxiii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxiv) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax, stamp duty & SRO), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxv) **Rights:** SMBBMU reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. SMBBMU, also reserve the right to issue Purchase Order for any single items to different lowest evaluated bidders or issue Purchase Order for all the items to any lowest evaluated bidder.
- (xxvi) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) only will be opened on **October 31, 2017**.
- (xxviii) **Minimum Qualifying Percentage:** is 75%
- (xxvii) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in an envelope & seal of Company should be affix on opening flaps.
- (xxviii) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Purchase Order will be levied accordingly or as per rule.

 Stamp & Signature

- (xxix) **Turn Over:** Please attached last 3 plus year "*Financial Turnover in terms of Bank Statement or Financial Statement*". (**Compulsory**)
- (xxx) **Sales Tax Registration Certificate:** Manufactures/Firms/Suppliers/Companies/Printers/Distributors must provide "Sales Tax Registration Certificate with last month return copy of both FBR and / or SRB at the time of submission of bidding documents. (**Compulsory**).

Note:

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

Stamp & Signature

7. Integrity Pact

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

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

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

Note:

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

Stamp & Signature

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

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

SIGNATURE & STAMP

Stamp & Signature



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

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

**TENDER FORM
FINANCIAL PROPOSAL**

Tender # PS/15/2017-18

PRINTING & SUPPLY OF PROSPECTUS 2017-18

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1. Introduction

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-sd-

Planning, Procurement & Logistics Officer

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- (i) Tender Document are also available at the Office of *Planning, Procurement & Logistics Officer, Vice Chancellor Secretariat, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.*

 Stamp & Signature

3. BIDDING DATA

(a). **Name of Procuring Agency:** Shaheed Mohtarma Benazir Bhutto Medical University (SMBBMU), Larkana.

(b). **Brief Description of Works:** Printing & Supply of Annual Prospectus 2017-18

(c). **Procuring Agency's address:** Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.

(d). **Amount of Bid Security:-** Bid Security of 5% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Vice Chancellor, SMBBMU, Larkana.

(e). **Period of Bid Validity (days):-** Ninety Days

(f). **Performance Security Deposit:-** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

(g). **Deadline for Submission of Bids along with time:** - The last date of submit the Tender Document in sealed envelope by October 30, 2017 by 10:00am in the Office of the Planning, Procurement & Logistics Officer, Vice Chancellor Secretariat, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana. The tender will be opened on same day at 10:30am in the presence of representatives who may care to attend.

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(k). **Deposit Receipt No: Date: - Pay Order / Demand Draft #**

Amount Rs. Drawn on Bank Dated.....

Stamp & Signature

4. BIDDER QUALIFICATION CRITERIA

S #	Eligibility Criteria	Yes/No
1	Is envelop sealed	
2	Form of Tender Signed or not	
3	Registration in GST / SBR & I. Tax	
4	Turnover in terms of Financial Statement of last three years	
5	Tender Fee Received	
6	3 plus years' experience	
7	Cliental list provided	
8	Affidavit regarding any litigation or blacklisting	

Stamp & Signature

5. Tender Form

Printing & Supply of Prospectus 2017-18

(Including Taxes)

S.#	Specification	Qty	Rate	Amount
1	<p>Size: 8" x 12" (closed size)</p> <p>Title card: 310 gsm matt laminated with Embossed Foil Printing of Spots/Logos</p> <p>Printing: 5+5 color with UV Spot</p> <p>Crease: 02 creases (01 front & 01 back)</p> <p>Binding: Hot Glue Stitch Binding</p> <p>Pages: 110 Approximately.</p> <p>Grammage: 150gsm art paper matt laminated</p>	1000 Copies		
Total Amount				

Grand Total Rupees (in words): _____

Please also quote per page rate for ready reference:

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

Stamp & Signature

6. Terms & Conditions

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

- (i) **Receiving/Acceptance of Purchase Order:** The manufacturers / distributor / supplier will sign the copy of the Purchase Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order Number, Date of Delivery Execution, Quantity, Quality, Specifications, Manufacturer name clearly mentioned. Noncompliance with this condition renders the goods / works liable to non-acceptance. After seven days, SMBBMU, Larkana will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidity damages of the total amount will be imposed fortnightly for which the contractor failed to complete work within the execution period.
- (v) **Inspection:** Physical inspection will be carried out by SMBBMU, Larkana authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** All items must meet in all respects with the primary specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the Store of the SMBBMU, Larkana and sign receipt with stamp on delivery note should be obtained.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with the primary specification or if the delivery is delayed.
- (x) **Disclosure of Confidential Script/Material:** All rights reserve with the SMBBMU and no information either in written/electronic media/copying form should be disseminated without the permission of the authority. The printer is responsible for providing the soft copies of all material/design in all formats at the time of final bill submission.
- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices / equipment/ any material which may have been placed at premises from the time to time.
- (xii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to the *Office of the Planning, Procurement & Logistics Officer*.
- (xiii) **Advance Payment:** No advance payment.
- (xiv) **Designer & Composer:** The printer should arrange at least one full time dedicated designer & composer with their own remuneration charges & expenses till the finalization of designing & composing.
- (xv) **Quality Factor:** The quality of the books must be of prime quality. Printing must be of crystal clear / shape image(s) with high finish cutting.

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- (xvi) **Schedule of Work & Time Lines:** The schedule of work & time-line will be framed with mutual consultation of the concerned department and the printer. However, the printer is liable to abide and strictly adhere to the schedule of work and time-line provided by SMBBMU, Larkana.
- (xvii) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work/Contract. The pay order will be retained in case of any loss to the University or penalty imposed by the University on delay delivery.
- (xviii) **Validity of Bid:** Validity is for ninety (90) days.
- (xix) **Company Profile:** Company Profile be attached with this document along with quoted item specifications.
- (xx) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & SMBBMU.
- (xxi) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xxii) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the SMBBMU and CEO of the manufacturer/supplier/distributor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of LARKANA binding to the parties.
- (xxiii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxiv) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax, stamp duty & SRO), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxv) **Rights:** SMBBMU reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. SMBBMU, also reserve the right to issue Purchase Order for any single items to different lowest evaluated bidders or issue Purchase Order for all the items to any lowest evaluated bidder.
- (xxvi) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) only will be opened on **October 31, 2017.**
- (xxviii) **Minimum Qualifying Percentage:** is 75%
- (xxvii) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in an envelope & seal of Company should be affix on opening flaps.
- (xxviii) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Purchase Order will be levied accordingly or as per rule.

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- (xxix) **Turn Over:** Please attached last 3 plus year "*Financial Turnover in terms of Bank Statement or Financial Statement*". **(Compulsory)**
- (xxx) **Sales Tax Registration Certificate:** Manufactures/Firms/Suppliers/Companies/Printers/Distributors must provide "Sales Tax Registration Certificate with last month return copy of both FBR and / or SRB at the time of submission of bidding documents. **(Compulsory)**."

Note:

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

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7. Integrity Pact

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

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

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

Note:

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

Stamp & Signature

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

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

SIGNATURE & STAMP

Stamp & Signature