**BID DATA SHEET**

|  |  |  |
| --- | --- | --- |
| **INTRODUCTION** | | |
| **ITB 1.1** | Name of Contract | Procurement for Printing & Supply of:   1. Blank Computerized Marks sheets (Continuous) for Dot Matrix Printer. 2. Blank Computerized Mark sheets (for Laser Printer). |
| **ITB 4.1** | Name of Procuring Agency | Sindh Board of Technical Education Karachi |
| **ITB 6.1** | Procuring agency’s address, telephone, telex, and facsimile numbers | Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi  Tel: 99243325  Tel: 99243329-30  Fax: 99244166 |
| **ITB 8.1** | Language of the bid | English |

|  |  |
| --- | --- |
| **BID PRICE AND CURRENCY** | |
| **ITB 11.2** | The price shall be inclusive of all Taxes, Transportation, Material and Labour charges involved therein. |
| **ITB 11.5** | During the entire period of bid validity, the price shall be fixed and the bidder will have to print/supply the required items as per specification & quoted rates. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREPARATION AND SUBMISSION OF BIDS** | | | | | |
| **ITB 13.3 (d)** | | Qualification  Requirements | | * 03 years experience in the related field * Assessment orders of Income of at least last three years showing a turnover of minimum 1.5 Million PKR per annum * Registration with FBR for Income Tax and Sales Tax. * An Affidavit on Stamp Paper (Rs.20/-) that the firm has never been Blacklisted. * Press Declaration Certificate for Printing Items should be submitted by the Bidder. | |
| **ITB 15.1** | | Amount of bid security | | * Bid Security amounting up to 5% of the total amount of Tender, in shape of Pay Order in the name of *Secretary,* Sindh Board of Technical Education Karachi. | |
| **ITB 16.1** | | Bid Validity Period | | The validity period of the bid shall remain valid up to 90 days from the date of opening of the Tender | |
| **ITB 17.1** | | Number of copies | | 01 original copy of the sealed bid, supported with required documents & bid security shall be submitted by the bidder | |
| **PREPARATION AND SUBMISSION OF BIDS** | | | | |
| **ITB 18.2 (a)** | Address for bid submission | | The office of the Assistant Secretary (General) Room No. 208-B, 1st Floor, Secretariat Block, Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi. | |
| **ITB 18.2 (b)** | IFB title and number | | Title: Procurement for Printing & Supply of:   1. Blank Computerized Marks sheets (Continuous) for Dot Matrix Printer. 2. Blank Computerized Marks sheets (for Laser Printer).   IFB No: *SBTE/STORE/2017-1835*  *dated 07-11-2017* | |
| **ITB 19.1** | Deadline for bid submission | | Tuesday, 05-12-2017 upto 01:00 P.M.  Sealed bids duly filled-in, mentioning on top of the envelope “Procurement for Printing & Supply of:   1. Blank Computerized Marks sheets (Continuous) for Dot Matrix Printer. 2. Blank Computerized Marks sheets (for Laser Printer)” | |
| **ITB 22.1** | Time, date, and place for bid opening | | Bids must be submitted in the office of the Assistant Secretary (General) Room No. 208-B, 1st Floor, Secretariat Block, Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi, in a sealed cover up to 01:00 P.M and will be opened on 05-12-2017 at 02:00 P.M in the presence of bidders’ representatives who choose to attend the office. | |

|  |  |  |
| --- | --- | --- |
| **BID EVALUATION** | | |
| **ITB 25.3** | Criteria for bid evaluation | The bid found to be the lowest or best evaluated bid shall be accepted. |
| **ITB 25.4 (b)** | Delivery schedule | The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least two weeks which may be variable. |

|  |  |  |
| --- | --- | --- |
| **CONTRACT AWARD** | | |
| **ITB 29.1** | Percentage for quantity increase or decrease | The Competent Authority reserves the right to increase or decrease the quantity of the required goods subject to provisions of SPPRules-2010. |

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract as per SPP Rules-2010. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

**1. DEFINITIONS (GCC CLAUSE 1)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1) | **GCC 1.1 (g)** | The Procuring agency is: | Sindh Board of Technical Education Karachi. |
| 2) | **GCC 1.1 (h)** | The Procuring agency’s country is: | Islamic Republic of Pakistan. |
| 3) | **GCC 1.1 (j)** | The Project Site is: | Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi |

**3. PERFORMANCE SECURITY (GCC CLAUSE 7)**

|  |  |  |
| --- | --- | --- |
| 1) | **GCC 7.1** | The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price. |
| 2) | **GCC 7.4** | After delivery and acceptance of the Goods, the performance security shall be reduced to Two (2) percent of the Contract Price to cover the Supplier’s warranty obligations in accordance with Clause GCC 15.2. |

**18. PENALTY**

1. Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
2. Rejection of the unsatisfactory Supplied material.
3. Blacklisting of the firm
4. Deduction of amount from 2% to 10% per week of the total value of the bill.
5. Forfeited whole Security amount

Anyone or more then one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

1. In case of transgression/deviation of the time given in the Contract Award.
2. In case of transgression, deviation, mistake or low quality found in the supplied Item(s) after approval of the final proof.
3. In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material in time or in the required quantity or quality.

**19. THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:**

1. divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation
2. accept or reject all or any bid subject to relevant provisions of SPP Rules-2010.
3. increase or decrease quantity subject to relevant provisions of SPP Rules-2010.
4. To recast and amend the contents of the material at any stage before final machine proof is approved.
5. Of accepting whole or any part of the Tender for portion of the quantity offered by the Bidders on quality-cum-rate basis. The Contract Award will be given to one or all Bidders for part/or full supply against the lowest rates & quality approved by the Board.

**20. SPECIAL CLAUSE (TERMS & CONDITIONS):**

1. Under following conditions bid will be rejected:
2. Conditional and telegraphic bids/tenders
3. Bids not accompanied by Bid Security of required amount and form.
4. Bids received after specified date & time.
5. Bids of Blacklisted firms.
6. Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
7. Shortcomings in submission of documents related to Eligibility Criteria or non submission of Bid Security shall be rejected.
8. Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
9. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
10. The quoted rates shall be inclusive with all involved operations such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc. and all Taxes, Transportation, Material and Labour charges involved therein i.e complete in all respects.
11. The offered product should be prime quality products.
12. Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.
13. The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract.
14. The Bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the Bidder.
15. The Contact Award may be assigned at any time during the period of bid validity.
16. The Bidders shall quote their final rates (both in figures and words) as indicated against the specifications.
17. The successful bidder will have to deposit performance security equivalent to @ 10% of the value mentioned in Contract Award in shape of Pay Order in favour of the Secretary, Sindh Board of Technical Education, Karachi which is refundable after Ninety days of the satisfactory completion of supplies.
18. The amount of Performance Security is in addition to the amount of Bid Security which should be deposited y the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period of bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency.
19. Print Line must be given by the Printer on every Printed material.
20. All odd size Forms will be covered by the nearest possible regular size for applicability of rates.
21. The Forms/Printed material shall be numbered and packed in lot containing 100 to 1000 (as may be required) shall be supplied in proper sequence with file cover or tagging or stapling properly, in required numbers, where required/necessary.
22. Before start of final printing the Supplier should get the specimen and final proof approved by the Concerned Officer(s), within one week of acknowledgement of the Award of Contract.
23. Representative of the bidding firms are required to produce authority letter of their respective firm for attending the opening of bids.
24. The bidders shall enclose a certificate as under, failing which the bid will be liable to be rejected.
25. Placement of Contract Award will be subject to payment of Performance Security.
26. Bidders shall have to submit samples/specimen on demand.
27. All Taxes of the billed amount will be deducted at source as per rules.
28. The materials shall be delivered to Store Keeper against delivery challan (in triplicate). Two copies of the challan shall be retained by the Store Keeper to utilize the same at the time of the disposal of the bill while the third copy shall be returned to the suppliers for the record.
29. SPP Rules-2010 will strictly be followed.

**21. EQUIVALENCY OF STANDARDS AND CODES**

Reference to brand name and catalogue number where used, they should always be read with followed by the words “or at least equivalent.”

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.

COST OF TENDER FORM RS:250/=

(Non Refundable)

TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENTS

**PROCUREMENT FOR PRINTING AND SUPPLY OF**

**BLANK COMPUTERIZED MARKSHEETS**

**SCHEDULE FOR INVITATION OF TENDER**

1. Date & Time of Receipt of the Tender 05th December, 2017 at 01:00 P.M
2. Date & Time of Opening of the Tender 05th December, 2017 at 02:00 P.M.
3. Validity of the Tender Three Months.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. NO.** | **SPECIFICATIONS** | **QUANTITY** | **RATES INCLUDING ALL TAXES** | **TOTAL** |
|  | Blank Computerized Marks sheets (Continuous) for Dot Matrix Printer on the offset security paper, weight 110 gramme, size A4 with water mark, back ground U/V monogram in light green color (Sindh Board of Technical Education) visible under ultra violet lights. (As per Specimen) | 10,000  Nos. | Rs.\_\_\_\_\_\_\_\_\_\_  Per Nos. | Rs.\_\_\_\_\_\_\_\_\_\_ |
|  | Blank Computerized Marksheets (for Laser Printer) on the offset security paper, weight 110gm, size A-4 with water mark back ground U/V monogram in light green colour (Sindh Board of Technical Education) visible under ultra violet lights (As per Specimen). | 100,000 Nos. | Rs.\_\_\_\_\_\_\_\_\_\_  Per Nos. | Rs.\_\_\_\_\_\_\_\_\_\_ |
| **TOTAL AMOUNT:** | | | |  |

|  |  |  |
| --- | --- | --- |
|  | **Rupees in Figures** | **Rupees in Words** |
| Total cost of the Bid:  (*as offered by the Bidder*) |  |  |
| 5% (five percent) amount of the Bid Price  Bid Security (Refundable) |  |  |

|  |  |  |
| --- | --- | --- |
| **SUMMARY OF TURN-OVER OF LAST THREE YEARS** | | |
| **YEAR-2015** | **YEAR-2016** | **YEAR-2017** |
|  |  |  |
| **TOTAL:** | | |

C E R T I F I C A T E

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the Bidding Documents and abide to the same.

I/We have briefly seen all the printable material and ensure that our rates for each and every item are inclusive with all involved operations such as such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc. and all Taxes, Transportation, Material and Labour charges involved therein i.e Complete in all respects.

I/We guarantee to print/supply/deliver/install/serve the items exactly in accordance with the requirements and enclosed the Bid Security (Refundable) payable to Sindh Board of Technical Education, Karachi.

SIGNATURE WITH DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FULL NAME OF CONCERNED PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION HELD IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX NUMBER(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATIONAL TAX NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENERAL SALES TAX NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STAMP OF THE FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAY ORDER NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BANK & BRANCH NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR RUPEES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DRAWN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as Bid Security is enclosed herewith.