



**SECRETARIAT
PROVINCIAL OMBUDSMAN(MOHTASIB)
SINDH**

Shahra-e-Kamal Ataturk, Opp: Sindh Secretariat, Karachi.
Ph : 99211025 - 99211031 Fax : 99211207 Email : adpr@mohtasibsindh.gov.pk

NOTICE INVITING TENDER

As per provision of the Establishment of the office of Ombudsman for the Province of Sindh, the Provincial Ombudsman Secretariat provide redressal to the general public/person aggrieved by mal-administration/decision contrary to law, rules or regulations of any department of the Government of Sindh without involving any financial burden upon the complainant. During the year 2017, the Provincial Ombudsman Secretariat dealt with thousand of cases and provided relief in majority of cases. Accordingly, an Annual Report for the year 2017 is required to be published as per provisions of the Act. 1991.

Tenders are therefore invited from the reputed and well experienced companies/publishers for the printing of Annual Report-2017 as per following terms and conditions:

1. Bidding documents shall be available immediately after up loading of Tender Notice on the website of SPPRA and Provincial Ombudsman Sindh, Karachi.
2. Bidding documents shall be issued by Accounts Section, Secretariat Provincial Ombudsman upto 10.01.2018 against cash payment of Rs.100/- only.
3. The bidder shall drop bid in the Tender Box available in the office of Director General (Finance). Secretariat Provincial Ombudsman Sindh, Karachi. However, bids can also be submitted through mail but to reach in time.
4. The bidder shall be required to enclose 5 (five) percent Bid Security in the shape of Pay order/Bank Draft/Bank Guarantee along with the bid in favor of Secretariat Provincial Ombudsman (Mohtasib) Sindh Karachi. In case of failure, the bid shall liable to be ignored.
5. The bid shall be submitted up to 3.00 P.M. on 10.01.2018 which will be opened at 3.30 P.M. on the same day/date in presence of bidders who wish to be present.
6. Bid submitted late due to any reason whatsoever shall not be considered.
7. The procuring agency reserves the right to reject any or all bides subject to relevant provisions of SPP Rules, 2010 and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Reule-25 of said Rules.

Director General
(Finance)



Rs. 100/-

SECRETARIAT
PROVINCIAL
OMBUDSMAN (MOHTASIB)
SINDH, KARACHI

Shahrah-e-Kamal Atatürk, Opposite Sindh Secretariat, Karachi

Ph : 021-99211025 - 9921031
Fax : 021-99211207
Email : adpr@mohtasibsindh.gov.pk

**Tender Document
for Printing of
Annual Report
2017**



SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB)
SINDH, KARACHI

Shahrah-e-Kamal Ataturk, Opposite Sindh Secretariat,
Karachi

Dated: _____

From,

The Secretary,
Secretariat Provincial
Ombudsman (Mohtasib)
Sindh, Karachi

To,

M/s _____

Invitation to Tender No. POS/Coord./A.Report-17/2017

Dear Sir,

You are invited to submit tender for printing of Provincial Ombudsman Sindh Annual Report 2017 subject to the conditions as laid down in the instructions. The tenderer quoting against this Invitation shall be deemed to have read and understood the conditions and specifications for this assignment.

2. The tenderer shall quote on the prescribed schedule attached to this invitation on the basis of specifications indicated therein and shall sign the certificate given therein to the effect that the Annual Report 2017 shall be supplied exactly in accordance with the requirements specified in the schedule. In case there is any deviation, the same should be clearly stated by tenderer; otherwise it shall be presumed that the offer is strictly in accordance with the requirements of the tender notice.

3. The Ombudsman, Sindh requires the delivery as stated in the schedule. This purchase shall be governed by the Sindh Public Procurement Regulatory Authority Rules, 2010 a copy of which may be obtained from the URL <http://pprasindh.gov.pk/>

4. The procuring agency may reject all or any bids or proposals at any time prior to the acceptance of a bid or proposal, subject to the relevant provision of SPPRA Rules 2010.

Yours faithfully,

(FIROZ AKHTAR KHAN)
Director General (Finance)



SECRETARIAT
PROVINCIAL OMBUDSMAN (MOTAHSIB)
SINDH, KARACHI

Shahrah-e-Kamal Ataturk, Opposite Sindh Secretariat,
Karachi

SCHEDULE TO INVITATION TO TENDER NO. POS/Coord./A.Report-17/2017

- Date of Opening of Tender : 10.01.2018
- Time of Receipt of Tender : 03:00 PM
- Time of Opening of Tender : 03:30 PM

As per above mentioned schedule tenders shall be opened before the tenderers present at the Conference Room, Secretariat Provincial Ombudsman (Mohtasib) Sindh, Shakra-e-Kamal Ataturk, Opp: Sindh Secretariat Karachi.

Offer shall remain open for 90 days from the date of opening of Tender. Tenderers should quote their price clearly on the basis of free delivery to consignee at Karachi, **inclusive of all taxes.**



Data Sheet

Item #	Specification of Annual Report-17	Quantity	Price per Unit both In figures & words (in Pakistani Rupees) free delivery to consignee's end (inclusive all taxes)
01.	<p><u>Annual Report 2017</u></p> <p>(i) Printing : Four (04) colors on computer to plate Technology</p> <p>(ii) Paper : 135 gms Matt Finish</p> <p>(iii) Size : 23" x 36" / 8</p> <p>(iv) Pages : 140</p> <p>(v) Composing : Designing, Graphic & Formatting of complete Annual Report.</p> <p>(vi) Title Cover : Art card 300 gm with lamination, Designing, 04 color printing as well as single color foil printing in Golden or Silver color. (if required)</p> <p>(vii) Envelope : As per size of Annual Report-2017, single color printed & prepared by good quality paper with net cloth lining.</p> <p>(viii) Copy Binding : Perfect hard glue machine binding</p> <p><u>Note:</u></p> <p>a. Before final printing a 04 color (Computer print) complete book's dummy with spiral binding shall be required before the final printing.</p> <p>b. Rate of finished book of 140 pages alongwith envelope (as per specification mentioned above)</p> <p>c. In case of additional pages required, the payment of additional pages shall be made after calculation.</p> <p>(i) Per Single leaf rate (both side four color printed)</p>	600 Nos.	<hr/> <hr/>



TERMS & CONDITIONS:

Interested parties are requested to submit following information / documents

- i. Complete Company profile.
- ii. Income tax and GST certificate.
- iii. At least two specimens of their publications shall be provided at the time of opening of tender.
- iv. The Printer should own graphics, processing, printing, cutting and binding units etc.
- v. After placement of contract the firm shall bound to supply finished copies as per specification mentioned in tender documents.
- vi. Tender documents shall be received up to 3:00 p.m. on _____ and shall be opened on the same date at 3:30 p.m. in presence of bidders or their representatives at Conference Room, Secretariat Provincial Ombudsman (Mohtasib) Sindh, Karachi.
- vii. Sealed tenders should be addressed to Director-General (Finance), Secretariat Provincial Ombudsman (Mohtasib) Sindh, Shahrah-e-Kamal Attaturk Opp: Sindh Secretariat by clearly marking on the top of the envelope "TENDER FOR PRINTING OF ANNUAL REPORT 2017 TO BE OPENED ON _____."
- viii. National Competitive Bidding Method will be used for printing of Annual Report as per SPPRA Rules 2010 by following single stage one envelop procedure.
- ix. Delivery time shall be within 30 days from the date of award of contract.
- x. **BID SECURITY:**
 - 1) Bid Security (refundable) @ 5% (five percent) of the bid price in shape of pay order / demand draft or bank guarantee in favor of Secretariat Provincial Ombudsman, Sindh Karachi shall be deposited with the offer otherwise offer will be ignored/rejected.
 - 2) Bid security shall remain valid for a period of 28 days beyond the validity period for bids. Bids security shall be released to the unsuccessful bidders once the contract signed with the successful bidder.
- xi. **PERFORMANCE SECURITY:**
 - 1) Successful bidder will have to deposit Performance Guarantee @ 10% of the contract amount in shape of Pay order / Demand Draft / Bank Guarantee in favour of Secretariat Provincial Ombudsman, Sindh Karachi. (Performa enclosed).
 - 2) Validity of performance security shall extend at least ninety days beyond the date of completion of contract to cover defects liability period or maintenance period subject to final acceptance by the procuring agency.
- xii. Payment will be released/made on completion of supply/work and subject to submission of original paid G.S.T Invoice to the Cashier, Secretariat Provincial Ombudsman, Sindh.
- xiii. The performance security shall be released subject to submission of GST paid challan by the vendor.
- xiv. The vendor alongwith the bill shall enclose copy of G.S.T. invoice for the amount due on goods/materials supplied.
- xv. In case of any holiday or uncertainty in the city tenders/ bids will be opened on next working day.
- xvi. The procuring agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-25 of said Rules.



Data Sheet

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SPECIAL CONDITIONS:

- 01 Tenders should be sealed properly.
- 02 Tenderer are required to quote the amount of finished book both in figures and words on their letter head or on tender documents duly sealed and signed.
- 03 Tenderer shall also mention separate per leaf pages rate with 04 color printing both side.
- 04 Secretariat Provincial Ombudsman (Mohtasib) Sindh, Karachi reserves the right to increase or decrease the quantity without assigning any reason.
- 05 Supply will be accepted subject to inspection according to specifications.
- 06 After acceptance of offer, the firm shall be required to submit performance security and execute contract within 7 days. In case of failure the bid security shall be liable to the forfeited.
- 07 After completion of job PDF format of Annual Report 2017 shall be provided in any storage device.
08. In case of dispute, if any between the parties, the same shall be settled as per Arbitration laws being in force in Pakistan.

(FIROZ AKHTAR KHAN)
Director General (Finance)

CERTIFICATE

WE GUARANTEE THAT WE SHALL SUPPLY THE REQUIRED ANNUAL REPORT - 2017 EXACTLY IN ACCORDANCE WITH THE REQUIREMENT SPECIFIED IN THE INVITATION TO TENDER & AGREED ACCORDING TO ABOVE TERMS AND CONDITIONS

Name (in Block Letter) _____ SIGNATURE _____
DESIGNATION _____
ADDRESS _____

OFFICIAL SEAL.





10077 - 10073 (100)

No. 8/1191-Admn.


**SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB)
SINDH**
Shahrah-e-Kamal Ataturk, Opp: Sindh Secretariat, Karachi

Karachi, dated the: 4/6/15

NOTIFICATION

In continuation of Notification of even number dated -11/12/2013, the Hon'ble Ombudsman, Sindh has been pleased to reconstitute the Procurement Committee as under:-

- | | |
|---|------------------|
| 1. Mr. Firoz Akhtar Khan
Director General (Finance)
Secretariat Provincial Ombudsman, Sindh | Chairman |
| 2. Mr. Afzal Ahmed, Director (Finance),
Secretariat Provincial Ombudsman, Sindh | Member/Secretary |
| 3. Mr. Muhammad Zafar, Assistant Director (Admn),
Secretariat Provincial Ombudsman, Sindh | Member |
| 4. Purchase Officer Nominated by Secretary
Industries Department, Government of Sindh | Member |
| 5. Officer nominated by Secretary Information Technology
Department, Government of Sindh. | Member |

o/c
2

(HASHIM RAZA KHADI)
SECRETARY

Copy to:-

1. All Concerned Officer.
2. The Principal Secretary to Hon'ble Governor, Sindh, Karachi.
3. The Principal Secretary to Chief Minister, Sindh, Karachi.
4. The Chief Secretary, Government of Sindh, Karachi
5. The Secretary, Finance Department, Government of Sindh, Karachi.
6. The Secretary, Industries Department, Government of Sindh, Karachi.
7. The Secretary, Information Technology Department, Government of Sindh, Karachi.
8. The Managing Director, Sindh Public Procurement Regulatory Authority, Government of Sindh, Karachi.
9. The Accountant General Sindh, Karachi.
10. The Director General, Audit, Sindh, Karachi.
11. P.S. to Minister for Law, Parliamentary Affairs & Criminal Prosecution Services, Government of Sindh/Chairman SPPRA Board, Karachi.

ISSUED

g/c

(AFZAL AHMED)
DIRECTOR (FINANCE)

Copy for information to:-

1. P.S. to Hon'ble Ombudsman,
2. P.S. to Secretary.


5/6



No. 8/1191-Admn.

(164)

SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB)
SINDH / 8252 to 18259
Shahrah-e-Kamal Ataturk, Opp Sindh Secretariat, Karachi.

Karachi, dated the 20-10-2015

NOTIFICATION

In partial modification of this Secretariat Notification of even number dated 04-06-2015 and with the approval of Competent Authority, following amendment is hereby made in the Procurement Committee:

Existing Member: Mr. Muhammad Zafar,
Assistant Director (Admn.)

Substituted Member: Mr. Ozair Ahmed Siddiqui,
Assistant Director (Admn.)


All other members of the Procurement Committee shall remain the same.

This will take effect immediately.


(HASHIM RAZA ZAIDI)
SECRETARY

Copy to:-


- 01) Accountant General Sindh, Karachi.
- 02) The Managing Director, Sindh Public Procurement Regulatory Authority, Govt. of Sindh, Karachi.
- 03) The Secretary, Industries Department, Govt. of Sindh, Karachi
- 04) The Secretary, Information Technology Department, Government of Sindh, Karachi.
- 05) All concerned Officer,


(AFZAL AHMED)
DIRECTOR (FINANCE)

Copy to:

1. P.S. to Hon'ble Ombudsman, Sindh.
2. P.S. to Secretary.

ISSUED


20/10/15



No. 81181-Admin

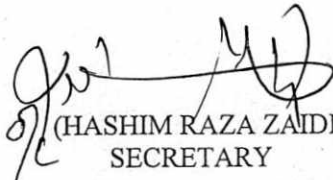
SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB)
SINDH 6048 Feb 2011
Shahrah-e-Kamal Ataturk, Opp: Sindh Secretariat, Karachi

Karachi, dated the 22/3/12

NOTIFICATION

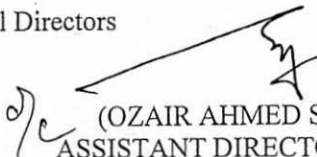
In continuation of Notification of even number dated 11-12-2013, the Hon'ble Ombudsman, Sindh has been pleased to reconstitute the Committee for Redressal of grievances and settlement of disputes of Bidders in terms of Rule-31(1) of SPPRA Rule-2010, comprising of:-

- | | | |
|----|---|----------|
| 1. | Secretary,
Secretariat Provincial Ombudsman, Sindh, Karachi. | Chairman |
| 2. | Director General-I,
Secretariat Provincial Ombudsman, Sindh, Karachi | Member |
| 3. | Director General (Finance),
Secretariat Provincial Ombudsman, Sindh, Karachi. | Member |
| 4. | Representative of Accountant General Sindh,
Karachi. | Member |
| 5. | Representative of Information Technology
Department, Government of Sindh, Karachi. | Member |


(HASHIM RAZA ZAIDI)
SECRETARY

Copy to:-

- 01) The Managing Director, Sindh Public Procurement Regulatory Authority, Govt. of Sindh, Karachi.
- 02) The Secretary, Information Technology Department, Government of Sindh, Karachi.
- 03) Accountant General Sindh, Karachi.
- 04) The Secretary, Industries Department, Govt. of Sindh, Karachi
- 05) All concerned Officer / All Regional Directors


(OZAIR AHMED SIDDIQUI)
ASSISTANT DIRECTOR (ADMN)
Tel: 99211714

ISSUED

Copy to:


P.S. to Hon'ble Ombudsman, Sindh.
P.S. to Secretary.

22/3/12

SECRETARIAT PROVINCIAL OMBUDSMAN
(MOHTASIB) SINDH, KARACHI

PROCUREMENT PLAN REGARDING PRINTING OF ANNUAL REPORT – 2017

S.NO	Title of Procurement	Estimated Cost	Method	Tentative/Actual date of NIT	Tentative/Actual closing date of NIT	Tentative/Actual date of award of contract	Tentative Deadline /Actual date for execution	Remarks
01	Printing of Annual Report - 2017	Rs. 4,50,000/-	Single Stage One Envelop Procedure	4 th week of December-2017	3rd week of January-2018	3 rd week of February-2018	March - 2018	
	Total	Rs. 4,50,000/-						
	Grand Total	Rs. 4,50,000/-						


FIROZ AKHTAR KHAN
Consultant & Additional Director General
(Finance)
Secretariat Provincial Ombudsman
(Mohtasib) Sindh Karachi