

Bidding Document # _____

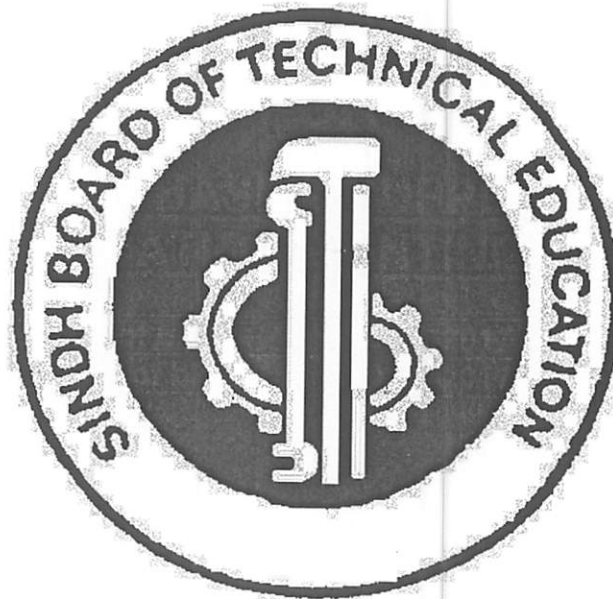
M/S _____

STANDARD BIDDING DOCUMENTS

FOR

PURCHASE & SUPPLY OF EXAMINATION PRINTING ITEMS

Date of Receipt of bid	30-01-2017 at 01:00PM
Date of Opening of bid	30-01-2017 at 02:00PM



SINDH BOARD OF TECHNICAL EDUCATION

ST-22, BLOCK-6, MAIN UNIVERSITY ROAD, GULSHAN-E-IQBAL, KARACHI
www.sbte.edu.pk ☎: 99243329 - 30 EXT. 309 FAX 99244166



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BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Contract	Purchase & Supply of Examination Printing Items.
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	The price shall be fixed and the bidder will have to supply the required items as per quoted rates.

PREPARATION AND SUBMISSION OF BIDS		
ITB 13.3 (d)	Qualification Requirements	<ul style="list-style-type: none">• 03 years experience in the related field• Assessment orders of Income of at least last three years showing a turnover of minimum 2.5 Million PKR per annum• Registration with Income Tax and Sales Tax Department• An Affidavit on Stamp Paper (Rs.20/-) that the firm has never been Blacklisted since last 03 years• Press Declaration Certificate should be submitted by the Bidder for Printing items.
ITB 15.1	Amount of bid security	<ul style="list-style-type: none">• Bid Security amounting up to 5% of the total amount of Tender, in shape of Pay Order in the name of <i>Secretary</i>, 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



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PREPARATION AND SUBMISSION OF BIDS		
ITB 18.2 (a)	Address for bid submission	The office of the Assistant Secretary (General) Room No. 208-B, 1 st 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: Purchase & Supply of Examination Printing Items IFB No: SBTE/STORE/2017-027 Dated 09-01-2017
ITB 19.1	Deadline for bid submission	Monday, 30-01-2017 upto 01:00 P.M. Sealed bids duly filled-in, mentioning on top of the envelope " <i>Purchase & Supply of Examination Printing Items</i> "
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, 1 st Floor, Secretariat Block, Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi, in a sealed cover up to <u>01:00 P.M</u> and will be opened on 30-01-2017 at <u>02:00 P.M</u> 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.



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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:
 - i. rejection of the unsatisfactory Supplied material
 - ii. Blacklisting of the firm
 - iii. deduction of amount from 0.5% per day/week (as deem appropriate) of the total value of the bill
 - iv. forfeited whole Security amount

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

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the Supplied Item(s)
- c) 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 criteria.



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19. THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:

- (a) 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
- (b) accept or reject all or any bid subject to relevant provisions of SPP Rules-2010.
- (c) increase or decrease quantity subject to relevant provisions of SPP Rules-2010.

20. SPECIAL CLAUSE

1. 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.
2. The Bidders shall quote their final rates (both in figures and words) including all taxes, material and transportation charges at consignee's end.
3. Bidders shall quote all items and quantity specified under contract. Piecemeal Bids shall not be entertained.
4. The successful bidder will have to deposit performance security @ 10% of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of supplies.
5. Representative of the bidding firms are required to produce authority letter of their respective firm for attending the opening of bids.
6. The bidders shall enclose a certificate as under, failing which the bid will be liable to be rejected.
7. Placement of purchase order will be subject to payment of Performance Security.
8. Bidders shall have to submit samples/specimen on demand.
9. All Taxes of the billed amount will be deducted at source as per rules.
10. 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.



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11. Deposit Performance Security equivalent to 10% of the amount mentioned in Contract Award, in shape of Pay Order in favour of the Secretary, Sindh Board of Technical Education, Karachi.
12. Print Line must be given by the Printer on every Printed material.
13. All odd size Forms will be covered by the nearest possible regular size for applicability of rates.
14. 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.
15. 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.
16. 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. 2000/-
(NON REFUNDABLE)

TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENTS

PURCHASE & SUPPLY OF EXAMINATION PRINTING ITEMS

SCHEDULE FOR INVITATION OF TENDER

Date & Time of Receipt of the Tender
Date & Time of Opening of the Tender
Validity of the Tender

Monday, 30-01-2017 at 01:00 P.M
Monday, 30-01-2017 at 02:00 P.M
03 Months

S. NO.	SPECIFICATIONS	QUANTITY	RATES INCLUDING ALL TAXES	TOTAL
1.	Examination Answer Copy of 12 pages close size 8½" x 11½" printed on 68gm flying high finish / equivalent local with page numbering 7 insignia in the binding side of each page. Serial No. on each copy duly stitched with thread and printed on each copy with bundling in 250 copies (As per Pakistan Standards PSQCA, No Recycled Paper Allowed) as per sample specimen.	700,000 Nos.	Rs. _____ Per Thousand	Rs. _____
2.	Examination Answer Copy of 04 pages close size 8½" x 11½" printed on 68gm flying high finish / equivalent local with page numbering 4 insignia in the binding side of each page. Serial No. on each copy bundling in 500 (As per Pakistan Standards PSQCA, No Recycled Paper Allowed) as per sample specimen.	400,000 Nos.	Rs. _____ Per Thousand	Rs. _____
3.	Award List Theory size 13¼ x 8¾ printed on 68gm white printing paper flying high finish / equivalent local one side printing with two perforation and numbering at three places in each sheet and bound in pad shape (100 leaves in each pad) (As per Pakistan Standards PSQCA, No Recycled Paper Allowed) as per sample / specimen.	25,000 Nos.	Rs. _____ Per Thousand	Rs. _____
4.	Drawing Sheets size 20" x 30" printed on 80gm Imported offset paper with printing numbering and bind 100 sheets in each Pad as per specimen / sample.	5,000 Nos.	Rs. _____ Per sheet	Rs. _____
5.	Inner packet printed size 17" x 12" cloth line, flap size 2" folding on two side and bottom made on craft (aa Golden) paper superior quality 68gm with printing as per sample / specimen.	80,000 Nos.	Rs. _____ Per Thousand	Rs. _____
6.	Inner packet (Blank) size 17" x 12" cloth line, flap size 2" folding on two side and bottom made on craft (aa Golden) paper superior quality 68gm as per sample / specimen.	25,000 Nos.	Rs. _____ Per Thousand	Rs. _____
7.	Plastic envelop in Blue color for question paper size 18" x 13" made on 150 micron or 51gm with printing on both side as per sample / specimen.	15,000 Nos.	Rs. _____ Per Thousand	Rs. _____



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8.	Plastic envelop in Black color for question paper size 18" x 13" made on 150 micron or 51gm without printing as per sample / specimen.	15,000 Nos.	Rs. _____ Per Thousand	Rs. _____
9.	Envelope large size 16" x 12" flap size 2" made on Craft (aa Golden) paper 68gm / equivalent with printing as per sample / specimen.	18,000 Nos.	Rs. _____ Per Thousand	Rs. _____
10.	Envelope medium size 12" x 10" flap size 2" made on Craft (aa Golden) paper 68gm / equivalent with printing as per sample / specimen.	25,000 Nos.	Rs. _____ Per Thousand	Rs. _____
11.	Envelope small size 9" x 4" flap size ½" made on Craft (aa Golden) paper 68gm / equivalent with printing as per sample / specimen.	5,000 Nos.	Rs. _____ Per Thousand	Rs. _____
12.	Practical Bill Forms printed on 68gm H.F (Flying) Size 23 x 36/2 (As per given specimen/sample)	17,000 Nos.	Rs. _____ Per Sheet	Rs. _____
13.	Payment Chart <u>Remuneration Bill</u> for supervisory / Invigilation staff size 17" x 27/2" printed on 68gm high finish equal local.	13,000 Nos.	Rs. _____ Per Sheet	Rs. _____
14.	Outward Register as per sample / specimen.	04 Nos.	Rs. _____ Per Nos.	Rs. _____
15.	Registration Forms DAE (Morning) Green Paper on 80gm Imported offset paper with printing numbering as per sample / specimen.	20 Reams	Rs. _____ Per Ream	Rs. _____
16.	Registration Forms DAE (Morning) Yellow Paper on 80gm Imported offset paper with printing numbering as per sample / specimen.	20 Reams	Rs. _____ Per Ream	Rs. _____
17.	Registration Forms (TSC/DBA/D.COM & Short Course) Blue Paper on 80gm Imported offset paper with printing numbering as per sample / specimen.	20 Reams	Rs. _____ Per Ream	Rs. _____
18.	Enquiry forms White color size 17 x 27/2 printed on 68gm /white color printing paper (Century) equivalent local both side printing with two perforation and numbering at five places in each form with challan pasting size 17 x 27/4 as per sample / specimen.	25,000 Nos.	Rs. _____ Per Thousand	Rs. _____

GRAND TOTAL AMOUNT OF THE OF BID

Rs. 4,275,264/-

**Rupees Forty Two Lacs Seventy Five Thousand Two Hundred Sixty Four Only.
(Approximate amount)**



CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Secondary 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.