



**Tender Fee: Rs.1000/-  
(Non-Refundable)**

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

**TENDER FORM**

**PRINTING & SUPPLY OF UG & PG PROSPECTUS 2018-19**

**Date of Issue** : **Thursday November 29, 2018**  
**Last Date of Submission** : **Tuesday December 18, 2018 (10:00 am)**  
**Date of Opening** : **Tuesday December 18, 2018 (10:30 am)**

**Name of Firm:** \_\_\_\_\_.

**NTN:** \_\_\_\_\_ . **SRB/GST Registration Number:** \_\_\_\_\_.

**Pay Order / Demand Draft #** \_\_\_\_\_ , **Amount of Rs. 1,000/=.**

**Drawn on Bank** \_\_\_\_\_ . **Dated** \_\_\_\_\_.

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## **1. Introduction**

*Dear Tenderer,*

Thank you for the interest you have shown in response to the SMBBMU's NIT which has floated in SMBBMU & SSPRA websites for Printing & Supply of undergraduate & postgraduate prospectus 2018-19.

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](mailto: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. 1000/- 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 for submission of the Tender Documents in sealed envelope on Tuesday December 18, 2018 by 10:00am in the **Office of the Planning, Procurement & Logistics Officer, Admin Block, Shaheed Mohtarma Benazir Bhutto Medical University, Moenjo-Daro Road, 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, Admin Block, Shaheed Mohtarma Benazir Bhutto Medical University, Moenjo-Daro Road, Larkana.*

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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 undergraduate & post graduate prospectus 2018-19

(c) **Procuring Agency's address:** Shaheed Mohtarma Benazir Bhutto Medical University, Moenjodaro Raod, 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:** - Tender Document in sealed envelope should be submitted by Tuesday December 18, 2018 by 10:00am in the Office of the Planning, Procurement & Logistics Officer, Admin Block, Shaheed Mohtarma Benazir Bhutto Medical University, Moenjodaro Road, Larkana. The tender will be opened on same day at 10:30am in the presence of representatives who may care to attend.

(h) **Time for Completion:** - 15 days after finalization of draft by the concern Head of Department.

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

(j) **Deposit Receipt No: Date: - Pay Order / Demand Draft # \_\_\_\_\_,**

**Amount Rs. \_\_\_\_\_ . Drawn on Bank \_\_\_\_\_ . Dated \_\_\_\_\_ .**

\_\_\_\_\_  
Stamp & Signature

#### 4. BIDDER QUALIFICATION CRITERIA (Mandatory)

S #	Mandatory Eligibility Criteria *	Yes/No
1	Minimum 5 years of experience in printing for academic institutions / corporate organizations	
2	Last 3 years' bank statements minimum 2 million (per year) or financial statement	
3	Manufacturers / Firms / Supplier / Companies / Distributors must provide active "Sales tax & Income Tax Registration Certificate both FBR and / or SRB" at the time of submission of bidding document.	
4	Affidavit of "No Dissatisfactory Performance" at any organization for last 5 years & any litigation or blacklisting.	
5	Tender Fee Received	

\* Attached all documentary proofs. Failure to provide documents will lead the rejection of the bid.

\_\_\_\_\_  
Stamp & Signature

**6. Bill of Quantities:****Printing & Supply of Undergraduate & Postgraduate Prospectus 2018-19**

<i>S.#</i>	<i>Specification</i>	<i>Qty</i>	<i>Rate</i>	<i>Amount</i>
1	<b><u>Under Graduate:</u></b> <b><u>Size:</u></b> 8" x 12" (closed size) <b><u>Title card:</u></b> 310 gsm matt laminated with Embossed Foil Printing of Spots/Logos <b><u>Printing:</u></b> 5+5 color with UV Spot <b><u>Crease:</u></b> 02 creases (01 front & 01 back) <b><u>Binding:</u></b> Hot Glue Stitch Binding <b><u>Pages:</u></b> 80 Approximately. <b><u>Grammage:</u></b> 150gsm art paper matt laminated <b><u>Photography:</u></b> Photography for prospectus will be conducted at all constituent colleges of the University.	1000 Copies		
2	<b><u>Post Graduate:</u></b> <b><u>Size:</u></b> 8" x 12" (closed size) <b><u>Title card:</u></b> 310 gsm matt laminated with Embossed Foil Printing of Spots/Logos <b><u>Printing:</u></b> 5+5 color with UV Spot <b><u>Crease:</u></b> 02 creases (01 front & 01 back) <b><u>Binding:</u></b> Hot Glue Stitch Binding <b><u>Pages:</u></b> 46 Approximately. <b><u>Grammage:</u></b> 150gsm art paper matt laminated	300 Copies		
<b>Sub-Total</b>				
<b>GST 17%</b>				
<b>Total</b>				

**Total Rupees (in words):** \_\_\_\_\_

**Please also quote per page rate for ready reference:**

1. Rate for addition/reduction in page quantity per page Rs. \_\_\_\_\_

2. Rate for addition/reduction in page quantity per page Rs. \_\_\_\_\_  
(Excluding Tax)

\_\_\_\_\_  
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.

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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) **Bidding Procedure:** The bidding process is based on "Single Stage- One Envelope" procedure.
- (xxvii) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Purchase Order will be levied accordingly or as per rule.

**Note:**

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

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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