



**Tender Fee: Rs.3000/-
(Non-Refundable)**

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

TENDER FORM

**PROVIDE & SUPPLY PRINTING MATERIAL, OFFICE STATIONARY &
I.T EQUIPMENT/MACHINERY FOR EXAMINATIONS DEPARTMENT,
SMBB MEDICAL UNIVERSITY LARKANA**

Date of Issue : December 06, 2024 to December 23, 2024
Last Date of Submission : Tuesday December 24, 2024 (12:15 pm)
Date of Opening : Tuesday December 24, 2024 (12:45 pm)

Name of Firm: _____.

NTN: _____ . SRB/GST Registration Number: _____.

Pay Order / Demand Draft # _____, Amount of _____/=.

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 The Express Tribune on December 01, 2024, Daily Kawish on December 01, 2024, The Daily Jang on December 01, 2024, SMBBMU & SSPRA EPADS system websites for Provide & Supply of Printing Material & Office Stationary items & IT Equipment/ Machinery for Examinations Department, SMBB Medical University Larkana.

Shaheed Mohtarma Benazir Bhutto Medical University, Larkana is premiere educational institute in Upper Sindh imparting quality education to the nation. We are interested to get our printing, Stationary & IT equipment of premium quality from your esteemed firm.

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 pplo@smbbmdu.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 University website <http://smbbmu.edu.pk/announcements/tender> & SPPRA EPADS System. The Tender Fee Rs. 3000/- shall be paid through Demand Draft/ Pay Order in favor of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.**
- (d) **The last date for submission of Bids:** The Bidders are required to submit their Bids (duly signed and stamped) on uploaded Tender Document (along with a copy of earnest money/bid security and all supporting documents) through **SPPRA EPADS System**. The original bid security alongwith original Bid (duly signed and stamped) in sealed envelope must be delivered by Tuesday December 24, 2024 by 12:15pm in the **Office of the Planning, Procurement & Logistics Officer, Admin Block, Shaheed Mohtarma Benazir Bhutto Medical University, Moen-jo-Daro Road, Larkana.** The tender will be opened on same day at 12:45pm in the presence of bidders' representatives who may care to attend.
- (e) **Bid Security (Original)** of 5% of total charges will be submitted along with original Tender Documents (duly signed and stamped) in shape of PAY ORDER / DEMAND DRAFT only in the name of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana** must be delivered to mentioned address before bid opening
- (f) Only uploaded bid along with supporting documents through **SPPRA EPADS** system will be accepted. In case there is a contradiction between bidder's EPADS submitted bid and manually submitted bid, bid submitted on EPADS will be considered valid for evaluation purpose.

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- (g) 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.
- (h) Kindly mentioned **“Tender Number”** at top left corner of the envelope.
- (i) Sample of any item can only be collected from the office of the Planning, Procurement & Logistics Officer, only in official timing. *Note: Saturday & Sunday is holiday.*
- (j) 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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3. BIDDING DATA

- (a) **Name of Procuring Agency:** Shaheed Mohtarma Benazir Bhutto Medical University (SMBBMU), Larkana.
- (b) **Brief Description of Works:** Provide & Supply of Printing Material, Office Stationary Items & IT Equipment/Machinery for Examinations Department, SMBB Medical University, Larkana.
- (c) **Procuring Agency's address:** Shaheed Mohtarma Benazir Bhutto Medical University, Moen-jo-Daro Road, 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 or subject to final acceptance by the University.
- (g) **Deadline for Submission of Bids along with time:** - Bidders are required to submit their Bids (duly signed and stamped) on uploaded Tender Document (along with a copy of earnest money/bid security and all supporting documents) through **SPPRA EPADS System**. The original bid security alongwith original Bid (duly signed and stamped) in sealed envelope must be delivered by Tuesday December 24, 2024 by 12:15pm in the **Office of the Planning, Procurement & Logistics Officer, Admin Block, Shaheed Mohtarma Benazir Bhutto Medical University, Moen-jo-Daro Road, Larkana**. The tender will be opened on same day at 12:45pm in the presence of bidders' representatives who may care to attend.
- (h) **Time for Completion:** One week after finalization of draft.
- (i) **Liquidity damages:** 2% liquidity damages of the total amount will be imposed weekly, if the contractor failed to complete work within the period.
- (j) **Deposit Receipt No: Date: Pay Order / Demand Draft #** _____.

Amount Rs. _____ **Drawn on Bank** _____ **Dated** _____.

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4. BIDDER QUALIFICATION CRITERIA (Mandatory)

S #	Mandatory Eligibility Criteria *	Yes/No
1	Minimum 3 years of experience for supplying printing material, Office Stationary & I.T Equipment in government/private organizations.	
2	Satisfactory Performance: Provide certificates of satisfactory performance from the latest three clients. These certificates must show completion of the work/deliverables within the stipulated time as per the Purchase Order or the contract agreement. Additionally, provide a client list from the past two years and contact details of the end users/Procurement offices.	
3	Last 2 years' bank statements minimum 5 million transaction (turn over per year).	
4	Income Tax returns for last 3 years showing annual income. <i>(Document must be attested & verifiable)</i>	
5	Manufacturers, Firms, Suppliers, Companies, and Distributors must provide an active Sales Tax and Income Tax Registration Certificate from both FBR and SRB (whichever is applicable) at the time of submission of the bidding document.	
6	Affidavit of "No Dissatisfactory Performance: for any litigation or blacklisting" at any Institute/ Organization for last 3 years.	
7	5% Bid Security	
8	Bid stamped & signed each & every page by the bidder.	
9	Provide last 2 years' Cliental list.	
10	Tender Fee Paid	
11	**Samples of quoted items	

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

** Samples will be returned after BER Publications or as per Procurement Committee instructions. Without sample of any item, the compete slot/ annexure would be rejected.

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5. Bill of Quantities:**Provide & Supply of Printing Material, Office Stationary Items & I.T Equipment/Machinery for Examinations Department, SMBB Medical University Larkana.**

<i>S. #</i>	<i>Name of item & Specification</i>	<i>Unit</i>	<i>Qty</i>	<i>Rate</i>	<i>Amount</i>
1	<u>Annexure-A</u> Printing material	1 Job			
2	<u>Annexure-B</u> Office Stationary Items	1 Job			
3	<u>Annexure-C</u> IT Equipment/Machinery	1 Job			
Total Amount					

Total Rupees (in words): _____

_____.

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(Including all taxes)

PRINTING STATIONARY				Annexure-A	
S.#	Name of item & Specification	Unit	Qty	Unit Rate	Total Cost
01	Examinations Forms BS Nursing Printing on Yellow Paper (Black Ink) High finished 80 gsm (Appox.) Size & Color of paper: <i>As per sample.</i>	Nos.	10000		
02	<u>(SEQ) Answer Books (16 Pages)</u> High finish 68gsm approx.) 13.5" x 16.50" (open size) 13.5" x 8.25" (closed size) 02 pin center binding, 1+1 Single Color Printing 16 Pages in each Examination Book 250 copies in each packet Note: Every Examination Book has different serial number.	Nos.	30000		
03	<u>(OSPE) Answer Books (10 Pages)</u> High finish 68gsm (approx.) 13.5" x 16.50" (open size) 13.5" x 8.25" (closed size) 02 pin center binding, 1+1 Single Color Printing 10 Pages in each Examination Books 250 copies in each packet Note: Every Examination Book has different serial number.	Nos.	20000		
04	<u>Practical Copies (08 Pages)</u> High finish 68gsm (approx.) 13.5" x 16.50" (open size) 13.5" x 8.25" (closed size) 02 pin center binding, 1+1 Single Color Printing 08 Pages in each Practical Copy 250 copies in each packet Note: Every Examination Copy has different serial number	Nos.	10000		
05	<u>Packet Cover Sheet</u> <i>As per sample</i>	Nos.	1000		
06	<u>Remuneration Bill</u> <i>(As per sample)</i>	Nos.	10,000		
07	<u>TA/DA Proforma</u> <i>As Per sample</i>	Nos.	5,000		

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S.#	Name of item & Specification	Unit	Qty	Unit Rate	Total Cost
08	Envelope A4 White Size 10x12 (as per sample)	Nos.	3000		
09	Envelops Size: 12x15 White (As per sample).	Nos.	3000		
10	Cloth Envelops (White) Size: 14x18 As per sample.	Nos.	3000		
11	Envelops (White) Size: 6x12 Correspondence (As per sample)	Nos.	3000		
12	Envelops (White) Size: 6x12 Signature Sheets (As per sample)	Nos.	2000		
13	Envelops (white) Correspondence) Size: 4x9 As per sample.	Nos.	5000		
14	Envelope White (Internal Evaluation Marks) Size: 4x9 (as per sample)	Nos.	2000		
15	Bank Challan (As per sample)	Nos.	10,000		
16	OMR Sheets (Response Sheets) As per sample	Nos.	90,000		
17	Riso Ink Nashuatec DX 3440	Nos.	100		
18	Stencil Paper Nashuatec DX 3440	Nos.	20		
SUB TOTAL					

Total Rupees (in words): _____

Stamp & Signature

Office Stationary				Annexure-B	
S.#	Name of item & Specification	Unit	Qty	Unit Rate	Total Cost
1	Paper Legal Size (80 gms) <i>IK / Equivalent</i>	Reem	800		
2	Paper A4 size (70 gms) <i>PPC / or Equivalent</i>	Reem	250		
3	Stamp Pad (Red=50, Blue=25 & Black=25) <i>Shiny or Equivalent</i>	Nos.	100		
4	Stapler Machine (Map/ or equivalent)	Nos.	100		
5	Staples /Pins (24/6 Dollar)	Box 1x20	50		
6	Ball Point Pen (Blue) <i>Signature or equivalent</i>	Pkt	500		
7	Box File (Folder File PVC) Lever or Eq:	Nos.	100		
8	Transparent Sheets (A4 size) Multicolor	Pkts.	05		
9	Pointer Pen (dollar)	Pkt 1x10	25		
10	Gel Pen (Dollar)	Pkt. 1x10	10		
11	Glue Stick (20gr Dollar)	Nos.	200		
12	Water Pot (Dely or Eq:)	Nos.	50		
13	Gray Paper	Sheets	1000		
14	U-Clips (Three flower 36mm)	Pkt.	50		
15	Marker Pen Permanent (Dollar or Eq)	Nos.	200		
16	Transparent Tape (2" x 72 yard)	Nos.	200		
17	Paper Tap 1'	Nos.	200		
18	Masking Tape/ Carton tap (2' x 50 yards)	Nos.	200		
19	Paper Cutter	Nos.	30		
20	Plastic Rasi	Nos.	50		
21	Foot Scale Stainless <i>Branded</i>	Nos.	20		
22	USB (32 GB)	Nos.	12		
23	Hand Carry Bag (<i>Best quality</i>)	Nos.	10		
SUB TOTAL					

Total Rupees (in words): _____

Note: Must provide sample of each item, non-compliance will lead the rejection of the complete annexure. All the samples must label properly according to serial number.

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I.T Equipment				Annexure-C	
S.#	Name of item & Specification	Unit	Qty	Unit Rate	Total Cost
1	OMR Machine (Sekonic Model #. SR-3500)	No.	01		
2	Printers HP Laserjet 4003DN	No.	05		
3	Toner HP Laser Jet P2055d	No.	10		
4	Toner HP Laser Jet Pro M402 dn	No.	10		
5	Toner HP Laser Jet Pro 404dn	No.	10		
6	Toner HP Laser Jet Pro 4003dn	No.	05		
7	Toner HP Laser Jet 1005	No.	05		
8	Toner Photocopier Machine Model DP-MB545 (DP-MB545CX)	No.	05		
Sub Total					

Total Rupees (in words): _____

Note: Rates also be quoted on letter head of the firm with the details of quoted item.

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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, Specifications, Manufacturer name clearly mentioned. Non-compliance 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:** Shaheed Mohtarma Benazir Bhutto Medical University, Moenjo Daro Road, Larkana or as specified in the Purchase Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidity damages of the total amount will be imposed weekly for which the contractor failed to complete work within the execution period.
- (v) **Inspection:** Physical inspection will be carried out by SMBBMU, Larkana authority.
- (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 be provided of prime quality & in good condition of the ordered items otherwise they will be liable to reject.
- (viii) **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.
- (ix) **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 the time of final bill submission.
- (x) **Termination:** That upon termination of this agreement the supplier/service provider shall be permitted to remove all its deliverables which may have been placed at premises from the time to time.
- (xi) **Submission of Bills/Invoices:** Sales Tax Invoice/bill, Purchase Order & Delivery Challan should be submitted to the *Office of the Planning, Procurement & Logistics Officer*.
- (xii) **Advance Payment:** No advance payment.
- (xiii) **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 and composing at University.
- (xiv) **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.
- (xv) **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.

Stamp & Signature

- (xvi) **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.
- (xvii) **Validity of Bid:** Validity is for ninety (90) days, it starts from the date of opening of technical or financial bids, which is earlier.
- (xviii) **Company Profile:** Company Profile be attached with this document along with quoted item specifications.
- (xix) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the Sindh Public Procurement Act, 2009 with Sindh Public Procurement Rules, 2010 & SMBBMU.
- (xx) **Price / Rate:** Price / rate must be quoted on Tender Form & also company letter head pad and submitted in sealed envelope.
- (xxi) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties here to 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.
- (xxii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxiii) **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.
- (xxiv) **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.
- (xxv) **Bidding Procedure:** The bidding process is based on “Single Stage- One Envelope” procedure.
- (xxvi) **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.

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