

GENERAL TERMS & CONDITIONS

1. Vendor/Supplier should be registered with the Government of Pakistan.
2. Separate Technical Specifications are available for each category.
3. A vendor/supplier can apply for one or more tenders.
4. The sealed bids with vendor profile, sample items and pay order of 5% of the total amount as refundable earnest money should be submitted along with the bid on the date mentioned in the advert.
5. The cost of transportation and all applicable taxes should be included in the rates quoted.
6. The Vendor shall provide an invoice in accordance with the issued purchase order along with delivery challan signed by the individual receiving the items.
7. The vendor(s) will issue a numbered receipt when they receive the payment/installment. If the numbered receipt is not available, a receipt on his/her letterhead, acknowledging the payment will be obtained.
8. Earnest money to be released upon successful completion of contract.
9. Delivery times (at maximum will be 20 days) and sizes of each supply batches shall be clearly indicated in the Purchase Order. Agreed delivery time should be strictly followed.
10. In case of breach / delay in delivery, deductions up to 1% of the total amount on 3 days, up to 5% on 5 days delay and termination of Purchase Order beyond this period. The contract can be suspended or cancelled at the sole discretion of SPO and all monies due to the vendor / supplier forfeited. SPO will be at liberty to award the contract for any remaining unsupplied quantities to any other parties at the risk and cost of the supplier.
11. The general conditions should be read together with the technical specifications.
12. Inspection of goods by SPO may be done before delivery and at the time of delivery at distribution point.
13. The supplier shall warrant that all goods/material supplied under Purchase Order shall be according to specifications given in Purchase Order and approved drawings/design/maps/graphs of report etc. Any deviation in material, drawing/design (where applicable) will be replaced by the supplier at his cost.
14. In case of dispute between the parties, the same shall be referred for arbitration under Pakistani law, and the award in such arbitration shall be final and binding.
15. The bidder(s) can also mention any specific condition, which shall be taken into consideration before the award of supply orders.
16. Goods to be delivered at the designated organization as/if mentioned in the tender.
17. If any bidder need clarification on any technical specifications or general conditions, he/she must do so in writing. The clarification, if any, shall be issued to all bidders.

Annex-A

Strengthening Participatory Organization - SPO TECHNICAL EVALUATION CRITERIA FOR TENDER Printing of Punjab Gender Parity Report (PGPR) with Cover Folder			
Specification are available as Annex-B			
S. No.	Item Name and Description	Marks	Maximum Marks
1	Past Performance/ Experience of the Bidder (Reg with GST/NTN)	--	10
1.1	1 – 3 years experience	2	--
1.2	4 – 8 years experience	4	--
1.3	9 – 15 year experience	6	--
1.4	Above 15	10	--
2	Relevant Experience	--	10
2.1	1 – 5 year experience	3	--
2.2	6 – 10 year experience	6	--
2.3	11 & above year experience	10	--
3	Financial Position/ Status	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min 2 m)	4	--
4	Technical Evaluation of quoted items	--	50
4.1	Specification	25	
4.2	Paper Samples	10	
4.3	Delivery schedule as per need	5	
4.4	List of clients / where such services delivered	5	
4.5	Satisfactory letter from clients in favor of such equipment	5	
5	Manufacturing Setup		20
5.1	CPT (Computer to Plate)	4	
5.2	Four Color Printing Machine	4	
5.3	Automatic Binding Machine	4	
5.4	Gum Binding	4	
5.5	Printer who has worked for 5 Govt institutions for last two years such type of works.	4	
	TOTAL	--	100
FINAL REMARKS (Technically if score 65 or more, that is "Qualify" and if score 65 below, that is "Not Qualify")			

Note: Please submit documents as per above mentioned criteria

Financial Proposal

Annex-B

Name of Bidder: _____

Printing of Punjab Gender Parity Report (PGPR) 2019 & 2020 with Cover Folder to be completed is tabulated as under:-

Sr. No.	Description	Pages /specs/detail	Qty	Unit Price (Rs.)	Unit Price with PST/ GST (Rs.)	Total Cost including PST/ GST (Rs.)
1	Printing of Punjab Gender Parity Report (PGPR) with Cover Folder	Approximately 330 pages (4-Color) 115 gm A4 size Art paper, hot glue binding with title page 300 gm Art Card with matt lamination, UV and die-embossed	2000			
2	Printing of 8 Categories of Policy Briefs Copies 1000 each	Printing of Policy Briefs x 8 Categories 1. Health 2. Governance 3. Education 4. Justice 5. Economic Participation 6. Demographic 7. Special Initiative 8. Recommendations A4 Size, 260gm, Al-baster Card 04 Colour Printing on both sides	8000 (1000 each)			

➤ Samples of paper, two printed/published books and cover folder must be attached with the Technical Bid

Sign. _____

Stamp of Bidder:

Note: In case of discrepancy between unit price and total, the unit price shall prevail. As per FBR instructions “Only registered suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to supply goods/services to Government department.

BIDDING FORM (TECHNICAL BID)

**To,
SPO Procurement Committee Members,**

1. Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver PGPR in conformity with drawings/maps/graphs of printing material, as per specifications of goods and conditions of Tender Document. Pictures/graphs/maps etc. given in the report will not be blurred.
2. We undertake if our bid is accepted, to commence delivery within 20 days from the date of receipt of your firm Purchase Order.
3. We agree to abide by all the terms & conditions of the tender from the date of opening of technical proposal.
4. Until a formal Purchase Order is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest priced or any bid you may receive.

Dated this _____ day of _____ 20_____

(Signature & Stamp)
(In the capacity of)

Duly authorized to sign Bid for and on behalf of _____

(Signature/Stamp of Witness)

Name: - _____

Address: - _____

BIDDING FORM (FINANCIAL BID)

**To,
SPO Procurement Committee Members,**

1. Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver «Printed PGPR as per conditions» in conformity with drawings, specifications of goods (with clear/un-blurred printing) and conditions of Tender for the sum of Rs. _____ (Total bid amount in words) _____ (inclusive of all taxes) in accordance with the said conditions.

2. Until a formal Purchase Order is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest priced or any bid you may receive.

Dated this _____ day of _____ 20_____

(Signature & Stamp)
(In the capacity of)

Duly authorized to sign Bid for and on behalf of _____

(Signature/Stamp of Witness)

Name: - _____

Address: - _____

Mandatory for participation in Bidding Process

AFFIDAVIT

I, _____ S/o _____ aged _____ years
_____ working as Proprietor/Managing Partner/Director of M/s
_____ having its registered office
at _____ do hereby solemnly affirm and declare
on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s _____
1. That M/s _____ is a proprietorship/ partnership firm/company is participating in tender process conducted by SPO.
2. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
3. That I hereby confirm and declare that my/our firm/company M/s _____ and my/our firm/group/company/ sister concern / associate company have not been black listed/delisted any Institutional agencies/Govt. Dept./ Public Sector Undertaking.
4. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
5. That I further undertake that in case any of the facts contained above and in-our application is round otherwise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the SPO.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at _____ on _____ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal)