

Tender Documents  
For Printing of Note Books

## **Instruction to Bidders/ Procuring Agencies.**

### **General Rules and Direction for the Guidance of Contractors.**

This section of the bidding documents should provide the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Cadet College Larkana. It should also give information on bid submission, opening and evaluation, and on the award of contract.

Matters governing the performance of the Contract or payments under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are included as Conditions of Contract and *Contract Data*.

The *Instruction to Bidders* will not be part of the Contract and will cease to have effect once the contract is signed.

1. Printing work proposed to be executed by contract has been notified in a form of Notice Inviting Tender (NIT)/Invitation for Bid (IFB) hoisted on website of Authority and Procuring Agency and also in printed media as per rules.
2. NIT States description of the work, dates, time and place of issuing, submission, opening of bids, completion time, cost of bidding document and bid security either in lump sum or percentage of Estimated Cost/Bid Cost. The interested bidder must have valid NTN/STN also.
3. Contents of Bidding Documents include but not limited to : Conditions of contract, Contract Data, specifications or its reference, Bill of Quantities containing description of items with scheduled / item rates with premium to be filled in form of percentage above/below or on item rates to be quoted, Form of Agreement and drawings.
4. **Fixed Price Contracts:** The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
5. The Cadet College Larkana shall have right of rejecting all or any of the tenders as per provisions of SPP Rules 2010/Revised.
6. **Conditional Offer:** Any person who submits a tender shall fill up the usual printed form stating at what percentage above or below on the rates specified in bill of Quantities for items of work to be carried out: he is willing to undertake the work and also quote the rates for those items which are based on market rates. Only one rate of such percentage, on all the Scheduled Rates shall be framed. Tenders, which propose any alternative in the works specified in the said form of invitation to tender or in the time allowed for carrying out the work, or which contain any other conditions, will be liable to rejection. No printed form of tender shall include a tender for more than one work, but if contractor wish to tender for two or more works, they shall submit a separate tender for each.
7. The envelope containing the tender documents shall refer the name and number of the work.
8. All works shall be measured by sample duly provided herewith.
9. Bidders shall provide evidence of their eligibility as and when requested by this institution.

10. Any bid received by the institution after the deadline for submission of bids shall be rejected and returned unopened to the bidder.

11. Prior to the detailed evaluation of bids, the Cadet College Larkana will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, registration with PEC (where applicable), turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.

12. Bid without bid security of required amount and prescribed form shall be rejected.

13. Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;

- (A) **In case of schedule rates**, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost
- (B) **In case of item rates**, If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the authority there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
- (C) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

## Contract / Bidding Data

1. **Name of Procuring Agency** Cadet College Larkana
2. **Brief Description of Works** **Printing of Notebooks**
3. **Procuring Agency's Address:-** Near Moenjodaro Taluka Dokri District Larkana
4. **Estimated cost:-** To be provided by the bidders
5. **Amount of Bid Security:-** 2% of the total bid amount
6. **Period of Bid Validity (days):** **90 days**
7. **Security Deposit:** 30,000/-  
**(including bid security):-**  
(to be paid in advance at the time of submission of the tender)
8. **Percentage, if any, to be deducted from bills:** Nil
9. **Deadline for Submission of Bids along with time:** **06 Feb 2019 (1200 hrs)**
10. **Venue, Time, and Date of bid Opening:-** Conference Room, Cadet College Larkana,  
06 Feb 2019 (1300 hrs)
11. **Time for Completion from written order of commence:-** 20 Days from the issuance of  
work order
12. **Liquidity damages:** cost of the damaged copies / (Rs.500/- per day of delay)
13. **Deposit Receipt No: Date: Amount:** (in words and figures)
14. The bids shall be accompanied by copies of the following being evaluated criteria:-
  - a. CNIC
  - b. NTN & STN Registration certificate
  - c. Last three years income tax returns
  - d. Relevant experience of similar assignments any three
  - e. Paper Sample according to given sample of copy alongwith this bidding documents.
  - f. Proof of minimum turn over equal to at least 50% of estimated cost of tender during last three years.
  - g. Black listed firms, by SPPRA shall not be eligible to complete in bidding.
  - h. General Specifications for printing of Notebooks
    - i. Size of Copy 10" x 7"
    - ii. Color of title:  
(200 pages - Green) (300 pages - Blue) (400 pages - Grey) (250 pages – Brown)
    - iii. Hard Binding
    - iv. Thread binding
    - v. Inside cover pages with logo as per sample
    - vi. Paper 65 gm / as per sample

**Chairman**  
**Procurement Committee**  
**Cadet College Larkana**

## Conditions of Contract

### **Clause – 1: Commencement & Completion Dates for Handing/Taking over of the contract**

- a. The bidders shall not enter upon or commence any portion or work except with the written authority and instruction of the Officer-in-charge or of in subordinate-in-charge of the contract. Failing such authority the bidder shall have no claim to ask for any claim for damages etc., whatsoever.
- b. The contractor/printer shall proceed with the procurement process with due expedition and without delay and carry on the assignment in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good results during the execution of the work/contract, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorate basis.
- c. **The contractor/printer shall be bound to provide all the Note Books as per order very much within time and according to the quantity.**
- d. **The contractor/printer will not charge extra amount other than the market prices and shall be responsible for provision of the books at the campus of the Cadet College Larkana at his own expenses.**

**Clause- 2: Liquidated Damages.** The contractor/printer shall pay liquidated damages to the Cadet College Larkana at the rate per day stated in the bidding data for each day that the contractor makes late in supply of the notebooks; the amount of liquidated damage paid by the contractor to this institution shall not exceed 10 per cent of the total value of bid.

**Clause- 3: Termination of the Contract.** In case of abandonment of the contract owing to the serious illness or death of the contractor, the contractor/printer shall nominate a person to carry out the supply failing which, the Principal/PD, shall rescind the contract, and in this case the security deposit of the contractor shall stand forfeited and the absolutely at the disposal of the College. It is also hereby declared and agreed upon that in the event of the default by the contractor in the observance of any of the terms and conditions mentioned heretofore, it shall be lawful for the Principal/Project Director Cadet College Larkana for forfeit full security deposit or part thereof, and cancel the agreement and bring the contractor on the black list. The action shall not be challenged in any Court of Law.

**Clause- 4: Cost of visits, Conveyance for supply etc .** All the charges of the personal visit of the bidder, loading, unloading and conveyance charges will be borne by the contractor/printer.

**Clause- 5: Condition of Items.** The bidder shall be responsible to supply all the copies in good condition at the campus of Cadet College Larkana.

**Clause- 6: Taxes.** The contractor will bear all kinds of taxes applicable as per tax laws.

**Clause 7: Possession of the items and claims for compensation for delay.** The Officer-in-charge shall receive the note books at the campus of Cadet College Larkana. If supply is delayed to the date (20 days from the issuance of work order), the bidder shall be penalized for each day of delay as per terms already mentioned in preceding papers.

**Clause 8: Payments.** All the payments shall be made after one week of the complete supply of the Note Books as per quantity / quality. No advance payments shall be allowed.

**Clause 9: Inspection of Operations.** The officer-in-charge and his subordinates, shall at all reasonable times have access to the contracts for supervision and inspection of activities, quality of printing, binding, paper quality etc and the contractor/printer shall afford every facility for and every assistance in obtaining the right to such access.

**Clause 10: Risks.** The contractor shall be responsible for all risks of loss of or damage during the supply contract. If any damage is caused while the printing work is in process or otherwise, the contractor shall make good the same at his own expense, or in default the Office incharge may cause the same through recovery of the damage or may deduct the expense from security deposit lying with the Cadet College Larkana.

**Clause 11: Measures for quality and quantity.** The contractor/printer shall be responsible for the supply of copies exactly according to the sample provided or even better. But shortage of quality in paper, cover, cover paper, printing, size shall not be accepted in any case.

**Clause 12: Sub-contracting.** The contractor/printer shall not sublet the contract without written approval of the Principal/PD, Cadet College Larkana, failing which the Principal & Project Director may rescind the contract and the security deposit of the contractor shall thereupon stand forfeited.

**Clause 13: Disputes.** All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, the decision of the Principal/PD, Cadet College Larkana, shall be conclusive and binding on the contractor upon all questions relating to any claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract, instructions, orders or these conditions or otherwise concerning the works, or the execution, or failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

**Clause 14: Financial Assistance** is not allowed.

**Clause 15: Refund of Security Deposit /Retention Money.** On completion of the contract for the purpose of refund of Security Deposit to the contractor from the last date on which the contract is completed, the total quantity and quality shall be checked by a competent authority, if such check is necessary otherwise from the last date of recording the final date of contract), the defects notice period has also passed and the Office incharge has certified that all defects notified

to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor shall be refunded to him after the expiry of one month from the date on which the contract/supply is completed.

**Contractor/Printer / Press**

**Chairman  
Procurement Committee  
Cadet College Larkana**

**Cadet College Larkana**

**BILL OF QUANTITIES**

**Name of Work & Description : Printing of Note Books**

S.#	Description	Quantity	Rate quoted	In Words
1.	Printing of Note Books 400 Pages	5800 copies		
2.	Printing of Note Books 300 Pages	1800 copies		
3.	Printing of Note Books 200 Pages	2300 copies		
4.	Printing of Note Books 250 Pages (Word Book)	600 copies		

**Note:** Rates quoted must be inclusive of all taxes and no separate payment shall be made in the terms of taxes etc. The delivery shall be made at college campus.

**Contractor/Printer**

**Chairman  
Procurement Committee  
Cadet College Larkana**



Tender Documents  
For Printing of Annual Magazine (INDUS):

## **Instruction to Bidders/ Procuring Agencies.**

### **General Rules and Direction for the Guidance of Contractors.**

This section of the bidding documents should provide the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Cadet College Larkana. It should also give information on bid submission, opening and evaluation, and on the award of contract.

Matters governing the performance of the Contract or payments under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are included as Conditions of Contract and *Contract Data*.

The *Instruction to Bidders* will not be part of the Contract and will cease to have effect once the contract is signed.

14. Printing work proposed to be executed by contract has been notified in a form of Notice Inviting Tender (NIT)/Invitation for Bid (IFB) hoisted on website of Authority and Procuring Agency and also in printed media as per rules.

15. NIT States description of the work, dates, time and place of issuing, submission, opening of bids, completion time, cost of bidding document and bid security either in lump sum or percentage of Estimated Cost/Bid Cost. The interested bidder must have valid NTN/STN also.

16. Contents of Bidding Documents include but not limited to : Conditions of contract, Contract Data, specifications or its reference, Bill of Quantities containing description of items with scheduled / item rates with premium to be filled in form of percentage above/below or on item rates to be quoted, Form of Agreement and drawings.

17. **Fixed Price Contracts:** The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

18. The Cadet College Larkana shall have right of rejecting all or any of the tenders as per provisions of SPP Rules 2010/Revised.

19. **Conditional Offer:** Any person who submits a tender shall fill up the usual printed form stating at what percentage above or below on the rates specified in bill of Quantities for items of work to be carried out: he is willing to undertake the work and also quote the rates for those items which are based on market rates. Only one rate of such percentage, on all the Scheduled Rates shall be framed. Tenders, which propose any alternative in the works specified in the said form of invitation to tender or in the time allowed for carrying out the work, or which contain any other conditions, will be liable to rejection. No printed form of tender shall include a tender for more than one work, but if contractor wish to tender for two or more works, they shall submit a separate tender for each.

20. The envelope containing the tender documents shall refer the name and number of the work.

21. All works shall be measured by sample duly provided herewith.

22. Bidders shall provide evidence of their eligibility as and when requested by this institution.

23. Any bid received by the institution after the deadline for submission of bids shall be rejected and returned unopened to the bidder.

24. Prior to the detailed evaluation of bids, the Cadet College Larkana will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, registration with PEC (where applicable), turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.

25. Bid without bid security of required amount and prescribed form shall be rejected.

26. Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;

- (D) **In case of schedule rates**, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost
- (E) **In case of item rates**, If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the authority there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
- (F) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

## Contract / Bidding Data

15. **Name of Procuring Agency** Cadet College Larkana
16. **Brief Description of Works** **Printing of Annual Magazine (Indus)**
17. **Procuring Agency's Address:-** Near Moenjodaro Taluka Dokri District Larkana
18. **Estimated cost:-** To be provided by the bidders
19. **Amount of Bid Security:-** 2% of the total bid amount
20. **Period of Bid Validity (days):** **90 days**
21. **Security Deposit:** 30,000/-  
**(including bid security):-**  
(to be paid in advance at the time of submission of the tender)
22. **Percentage, if any, to be deducted from bills:** Nil
23. **Deadline for Submission of Bids along with time:** **06 Feb 2019 (1200 hrs)**
24. **Venue, Time, and Date of bid Opening:-** Conference Room, Cadet College Larkana,  
06 Feb 2019 (1300 hrs)
25. **Time for Completion from written order of commence:-** 30 Days from the issuance of  
work order
26. **Liquidity damages:** cost of the damaged copies / (Rs.500/- per day of delay)
27. **Deposit Receipt No: Date: Amount:** (in words and figures)
28. The bids shall be accompanied by copies of the following being evaluation criteria:-
- i. CNIC
  - j. NTN & STN Registration certificate
  - k. Last three years income tax returns
  - l. Relevant experience of similar assignments any three
  - m. Proof of minimum turn over equal to at least 50% of estimated cost of tender during last three years.
  - n. Black listed firms, by SPPRA shall not be eligible to compete in bidding.
  - o. General Specifications for printing of Annual Magazine (Indus)
    - i. Designing, Sindhi & Urdu Composing formatting
    - ii. Paper 90 gm mattfinish for black and white pages
    - iv. 128 gm Paper mattfinish for colour pages
    - v. 40 Colour pages (approx.) 200 Black & white Pages (approx)
    - vi. Title cover four colour with lamination
    - vii. Hard Binding

**Chairman**  
**Procurement Committee**  
**Cadet College Larkana**

## Conditions of Contract

### **Clause – 1: Commencement & Completion Dates for Handing/Taking over of the contract**

- e. The bidders shall not enter upon or commence any portion or work except with the written authority and instruction of the Officer-in-charge or of in subordinate-in-charge of the contract. Failing such authority the bidder shall have no claim to ask for any claim for damages etc., whatsoever.
- f. The contractor/printer shall proceed with the procurement process with due expedition and without delay and carry on the assignment in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good results during the execution of the work/contract, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorated basis.
- g. **The contractor/printer shall be bound to provide the magazine (Indus) in quality as per order very much within time and according to the quantity.**
- h. **The contractor/printer will not charge extra amount other than the market prices and shall be responsible for provision of the magazine at the campus of the Cadet College Larkana at his own expenses.**

**Clause- 2: Liquidated Damages.** The contractor/printer shall pay liquidated damages to the Cadet College Larkana at the rate per day stated in the bidding data for each day that the contractor makes late in supply of the magazine; the amount of liquidated damage paid by the contractor to this institution shall not exceed 10 per cent of the total value of bid.

**Clause- 3: Termination of the Contract.** In case of abandonment of the contract owing to the serious illness or death of the contractor, the contractor/printer shall nominate a person to carry out the supply failing which, the Principal/PD, shall rescind the contract, and in this case the security deposit of the contractor shall stand forfeited and the absolutely at the disposal of the College. It is also hereby declared and agreed upon that in the event of the default by the contractor in the observance of any of the terms and conditions mentioned heretofore, it shall be lawful for the Principal/Project Director Cadet College Larkana for forfeit full security deposit or part thereof, and cancel the agreement and bring the contractor on the black list. The action shall not be challenged in any Court of Law.

**Clause- 4: Cost of visits, Conveyance for supply etc .** All the charges of the personal visit of the bidder, loading, unloading and conveyance charges will be borne by the contractor/printer.

**Clause- 5: Condition of Items.** The bidder shall be responsible to supply all the copies in good condition at the campus of Cadet College Larkana.

**Clause- 6: Taxes.** The contractor will bear all kinds of taxes applicable as per tax laws.

**Clause 7: Possession of the items and claims for compensation for delay.** The Officer-in-charge shall receive the Magazine (Indus) at the campus of Cadet College Larkana. If supply is delayed to the date (20 days from the issuance of work order), the bidder shall be penalized for each day of delay as per terms already mentioned in preceding papers.

**Clause 8: Payments.** All the payments shall be made after one week of the complete supply of the Magazine (Indus) as per quantity / Quality. No advance payments shall be allowed.

**Clause 9: Inspection of Operations.** The officer-in-charge and his subordinates, shall at all reasonable times have access to the contracts for supervision and inspection of activities, quality of printing, binding, paper quality etc and the contractor/printer shall afford every facility for and every assistance in obtaining the right to such access.

**Clause 10: Risks.** The contractor shall be responsible for all risks of loss of or damage during the supply contract. If any damage is caused while the printing work is in process or otherwise, the contractor shall make good the same at his own expense, or in default the Office incharge may cause the same through recovery of the damage or may deduct the expense from security deposit lying with the Cadet College Larkana.

**Clause 11: Measures for quality and quantity.** The contractor/printer shall be responsible for the supply of copies exactly according to the sample provided or even better. But shortage of quality in paper, cover, cover paper, printing, size shall not be accepted any case.

**Clause 12: Sub-contracting.** The contractor/printer shall not sublet the contract without written approval of the Principal/PD, Cadet College Larkana, failing which the Principal & Project Director may rescind the contract and the security deposit of the contractor shall thereupon stand forfeited.

**Clause 13: Disputes.** All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, the decision of the Principal/PD, Cadet College Larkana, conclusive and binding on the contractor upon all questions relating to any claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

**Clause 14: Financial Assistance** is not allowed.

**Clause 15: Refund of Security Deposit /Retention Money.** On completion of the contract for the purpose of refund of Security Deposit to the contractor from the last date on which the contract is completed, the total quantity and quality shall be checked by a competent authority, if such check is necessary otherwise from the last date of recording the final date of contract), the defects notice period has also passed and the Officer incharge has certified that all defects notified

to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor shall be refunded to him after the expiry of one month from the date on which the contract/supply is completed.

**Contractor/Printer / Press**

**Chairman  
Procurement Committee  
Cadet College Larkana**

**Cadet College Larkana**

**BILL OF QUANTITIES**

**Name of Work & Description : Printing of Annual Magazine (Indus)**

S.#	Description	Quantity	Rate quoted Per copy	In Words
1.	Printing of Annual Magazine (Indus) 200 Black & white pages and 40 Four Colour Pages, Hard binding cover	1300 copies		
2.	Additional Copies if Required			
3.	Additional Pages (Rate Colour pages - per page)			
4.	Additional Pages (Rate Black & White pages- per page)			

**Note:** Rates quoted must be inclusive of all taxes and no separate payment shall be made in the terms of taxes etc. Delivery shall be made at college campus at the cost of the supplier/printer.

**Contractor/Printer**

**Chairman  
Procurement Committee  
Cadet College Larkana**