



Government of Sindh  
School Education & Literacy Department



Directorate of Curriculum  
Assessment & Research @ Jamshoro  
Email: dcarsindh@gmail.com  
Tel: 022-9213406-07 Fax: 022-2771179

## BIDDING DOCUMENT

FOR PRINTING / PACKING AND TRANSPORTATION OF  
STUDENTS RESULT CARDS OF THE STUDENTS OF GRADE  
V & VIII IN STANDARDIZED ANNUAL EXAMINATION 2019  
ALONG WITH ENVELOPES

FOR THE YEAR 2018-19

**PROVINCIAL EDUCATION ASSESSMENT CENTRE (PEACe)  
DIRECTORATE OF CURRICULUM ASSESSMENT &  
RESEARCH SINDH JAMSHORO**



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No. DCAR/AD/ (Estt)/ /2019

Dated: -2019

### TENDER DOCUMENT ISSUANCE PROFORMA

NAME OF TENDER:

Printing, Packing and Transportation of Students  
Result Cards of Student of Grade V & VIII who  
appeared in SAE 2019 along with envelopes.

OFFICIAL ADDRESS

Directorate of Curriculum Assessment &  
Research Sindh, Station Road Jamshoro.

DATE OF TENDER ISSUANCE

10<sup>th</sup> May 2019 to ~~30~~ May 2019, 01:00 pm

TENDER SUBMISSION DATE AND TIME

10<sup>th</sup> May 2019 to ~~30~~ May 2019, 01:00 pm

TENDER OPENING DATE AND TIME

~~30~~ May 2019 at 02:00 pm.

BIDDING PROCESS

Single stage Two envelope

BID VALIDITY

90 working Days from the date of submission of  
Tender

BID SECURITY

02% of total sum of the Tender

COST OF BIDDING DOCUMENTS

Rs. 500-00



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### PRINTING OF DATA RESULT CARDS.

1. The Directorate Curriculum Assessment & Research Jamshoro invites sealed offers for Printing / Packing and Transportation of Students Result Cards of the Students of Grade V & VIII in Standardized Annual Examination 2019 along with Envelopes.
2. The interested firms must have there own printing machine / press in case of hiring of / engaging any of the printing firm provide the original agreement duly attested by Civil Judge showing the details of machines and contractual terms and conditions.
3. The interested firm must have alternate power facilities with capacity of 20 KV Generator, storage capacity / Go down, temperature and humidity control system and fire alarm and fire fitting equipment's
4. Tender documents can be obtained from Directorate of Curriculum Assessment & Research Sindh (DCAR) Jamshoro w.e.f 10<sup>th</sup> May to ~~29~~ 29 May 2019 at 01:00 pm on any working day. The same is also available on DCAR website www.bcews.gos.pk.
5. Sealed offers must be sent to the office of the Director DCAR station Road Jamshoro up to ~~30~~ 30<sup>th</sup> May, 2019 at 01.00 pm and will be opened on same day at 02.00 pm.
6. The interested firms / companies are requested to give their best and final as no negotiable bid.
7. The tenancy Agreement shall be executed in accordance with prevailing in SPPRA rules 2010 as amended 2019.
8. The Competent Authority reserves the right to reject any or all offers subject to the relevant provision of SPPRA Rules, 2010 (Amendment 2019).

  
GHULAM ASGHAR MEMON  
Director  
DCAR Jamshoro



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## 2. INSTRUCTION TO BIDDERS ( ITB)

### 2.1. CORRESPONDANCE ADDRESS

The contact number and the correspondence address for submitting the proposals are as follows:

Directorate of Curriculum Assessment & Research Sindh, Station Road Jamshoro  
022-9213406-7

### 2.2. ELIGIBLE BIDDERS

All the bidders duly incorporated and based in Pakistan governed by rule, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

### 2.3. PREPARATION OF BIDS

#### 2.3.1. BIDDING PROCESS

This is the Single Stage two Envelope Procedure; the bid shall comprise a single package containing ELIGIBILITY CRITERIA (duly filled in all respect) and Financial Proposal. [SPPRA Rule 46 (1-a &b)]

#### 2.3.2. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid and DCAR will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### 2.3.3. LANGUAGE OF BID

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and DCAR must be written in English. [SPPRA Rule 6(1)].

#### 2.3.4. FINANCIAL PROPOSAL

The financial proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative Standard Forms for Financial Proposal are available in Section [4].

#### 2.3.5. BID CURRENCIES

All prices quoted must be in Pak Rupees.



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### 2.3.6. BID SECURITY

The DCAR shall require the bidders to furnish the Earnest Money of 2% in shape of Pay Order which shall remain valid for a period of one month (30) days beyond the validity period for bids, in order to provide the DCAR reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with the bidding document.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the DCAR as no – responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or
- In the case of successful Bidder, if the Bidder fails to:
  - Sign the contract in accordance with ITB Section [2.6.4]; or
  - Does not abide by the terms of Contract Agreement.

### 2.3.7. BID VALIDITY

Bids shall remain valid for a period of ninety (90) days after the date of bid opening prescribed by DCAR; [SPPRA Rules 38(1)].

## 2.4. SUBMISSION OF BIDS

### 2.4.1. SEALING AND MARKING OF BIDS

This is the Single Stage – Two Envelope Procedure; the bid shall comprise a two packages containing ELIGIBILITY CRITERIA (duly filled in all respect) and FINANCIAL PROPOSAL, [SPPRA Rule 46(1-a&b)]

### 2.4.2. CLARIFICATION OF BIDDING DOCUMENTS

An interested bidder, who has obtained bidding document, may request for clarification of contents of the bidding documents in writing, and DCAR shall respond



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to such queries in writing within three calendar days provided they are received at least five (5) calendar days prior to the date of opening of bid [SPPRA Rule 23(1)]. It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

### 2.4.3 WITHDRAWAL OF BIDS

The bidder may withdraw their bids after it has been submitted by sending a written withdrawal Notice, duly signed by the Bidder and / or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal shall be received by DCAR Jamshoro prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

### 2.4.4 CANCELANATION OF BIDDING PROCESS

1. DCAR may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)].
2. DCAR shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 – 1); [SPPRA Rule 25 (2)].
3. Intimation of the cancelation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)].
4. DCAR shall, upon requested by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds, [SPPRA Rule 25 (4)].

## 2.5 OPENING AND EVALUATION OF BIDS

### 2.5.1 OPENING OF BIDS

The opening of bids shall be as per the procedure set down in Section 2.3.1 dealing with Bidding Process.



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## 2.5.2 CLARIFICATION OF BIDS

No Bidder shall be allowed to modify his bids after the expiry of deadline for the receipt of the bids unless, DCAR may, at its discretion, ask a Bidder for a clarification of bid for evaluation propose. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted, [SPPRA Rule 43].

## 2.5.3 ELIGIBILITY CRITERIA

All bids shall be evaluated as per the criteria given in para 2.5.4.

**Tender document for printing / packing and Transportation of Students Result Cards of the Students of Grade V& VIII in Standardized Annual Examination 2019 along with envelopes.**

**2.5.4 ELIGIBILITY CRITERIA:** DCAR Jamshoro shall evaluate the offers using the following eligibility criteria.

Sr. #	Requisite	Max Marks	Marks obtained as per documentary evidence	Marks obtained after scrutiny by procurement committee	Marking criteria	Documents/information to be enclosed
1	Financial	30			a. Financial Account statement for previous three years b. Available capital / cash /RF/LG resource annually c. In come tax paid / deducted for previous 04 years ( attach evidence tax deducted on printing & publishing only d. Cash flow for previous three years (attach bank statement)	



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2	Experience in Printing and Publishing	20			<p>a. General experience of production / publishing / printing (attach documentary evidence minimum 02 years).</p> <p>b. Publishing experience with any firm (attach documentary evidence minimum 02 years).</p>	
3	Technical Setup for printing capacity	25			<p>a. No of printing machine</p> <p>b. No of Two Colour Machines</p> <p>c. More than Two colour Machines</p>	
4	Building Capacity	15			<p>a. Own building and printing press</p> <p>b. Size of go down</p> <p>c. Temperature control system and firefighting system</p>	
5	ISO	02			ISO certification	
6	Alternate Power facilities	03			<p>a. Up to 25 KW</p> <p>b. Up to 50 KW</p> <p>c. Up to 100 KW</p>	
7	Storage Capacity	05			2.5 for each 5000 Square Feet of Space	
	Total marks	100			Qualified/ Disqualified	



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**Note**

1. Acquiring of 70/% marks (on the information given by the bidder) will make a bidder qualify for Financial BID to be scrutinized by the procurement committee of DCAR.
2. Post qualification process will be adopted on least cost method.
3. The Bidder will provide at least 03 sample sheets of 100 gm paper and envelope / plastic bag along with technical proposal
4. The quality of papers, envelopes and other relevant material will be checked and verified by the procurement committee and after due inspection / verification as per criteria given above will be considered as qualified Bidders.
5. Attachment of relevant in each of the above requisite is mandatory. In case non provision of evidence to any of the demand, no marks will be awarded

**2.5.5 DISCUSSIONS PRIOR TO EVALUATION**

If required prior to evaluation of the bid DCAR may within 6-7 days of the receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document.

**2.6 AWARD OF CONTRACT**

**2.6.1. AWARD CRITERIA**

Subject to ITB section [2.6.1] DCAR will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined on ground of verification by the Procurement committee of DCAR.

**2.6.2. DCAR RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

DCAR annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the bidder(s).

**6.2.3. NOTIFICATION OF AWARD**

Prior to the expiration of the period of bid validity, DCAR will notify the successful bidder in writing by letter or by facsimile, to be conformed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

DCAR will promptly notify each unsuccessful Bidder and will discharge his /her bid security, pursuant to [ITB section 2.4.7]



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#### 2.6.4. SIGNING OF CONTRACT

Within 5 days from the date of notification of the award the successful Bidder shall furnish to DCAR particulars as may be asked by the DCAR.

The contract may be signed by the parties at DCAR within 15 days of award of contract Copy of award enclosed as Annexure "A" required to be signed by the lessor at this stage.

#### 2.6.5. GENERAL CONDITION OF CONTRACT

For detail general condition of contract refer to section [5.1] of the TD

#### 2.6.6. SPECIAL CONDITION OF CONTRACT

(SAME AS GENERAL CONDITION OF THE CONTRACT)

### 2. SCOPE OF WORK

Printing and distribution of Students Result Cards of Students of Grade V & VIII who appeared in SAE 2019 as provided in advertisement.

### 4. FINANCIAL PROPOSAL

1. Name of the Firm:

\_\_\_\_\_

2. Address : \_\_\_\_\_

3. Phone No. \_\_\_\_\_ Fax No. / Email \_\_\_\_\_

4. Rate per copy inclusive of all inputs/ taxes offered are as under:

5. Bid Security \_\_

Sr.No.	Name of Item	Quantity	Unit per price
1.	Individual Printing of Students Result Cards of the Students of Grade V & VIII in SAE 2019, on 100 gm Indonesia Paper (Single Colour) with School wise packing	600000	
2.	Printed envelopes / Plastic Bags (10"x15" size)	45000	
3.	Transportation	Delivery at 29 Districts Head Quarters	



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**NOTE**

1. *The Bidder will be liable to pay all the taxes (in come tax, GST,SRB) as laid down in under rules.*
2. *For each Bid a separate pay order has to be enclosed as per the amount mentioned in the advertisement given in the newspaper.*
3. *The Bidder shall ensure the printing material etc, supplied under this contract shall conformed to the technical specification and Standards as given in supply requirement.*
4. *The supply shall abide the packing as instructed by DCAR to be issued from time to time.*
5. *The supplier shall pay to purchaser material checking fee as deem fit by the DCAR in case of more than two inspections.*
6. *The inspections and the tests (pre& Post) will be conducted on the premises of the supplier or its sub-contractor as point of delivery, and / or at the printing material final destination*

Signature & Stamp of the Bidder \_\_\_\_\_

Date: \_\_\_\_\_

**5. CONTRACT (As will be executed if the bid qualifies) – Annexure-A**

**5.1 CONDITIONS OF CONTRACT.** As per clause 5

**5.1.2 LAW GOVERNING CONTRACT**

The contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.



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### 5.1.3 NOTICE

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the bidding document.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the bidding document.

### 5.1.4 AUTHORIZED REPRESENTATIVE

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the DCAR or the supplier may be taken or executed by the officials.

### 5.1.5 TAXES AND DUTIES

The lesser shall pay such direct or indirect taxes, duties, fees and other impositions levied under the Applicable law as specified in the building document, the amount of which is deemed to have been included in the Contract Price.

### 5.1.6 EFFECTIVENESS OF CONTRACT

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

### 5.1.7 EXPIRATION OF CONTRACT

Unless terminated earlier pursuant to Lease agreement, this Contract shall expire at the end of such time period after the Effective Date as specified in the lease agreement.

### 5.1.8 MODIFICATIONS OR VARIATIONS

Any modification or variation of the terms and condition of this contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

### 5.1.9 FORCE MAJEURE

The failure on the part of the parties to perform to their obligation under the contract will be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.



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### **5.1.9.1 NO BREACH OF CONTRACT**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of or default under this contract insofar as such inability arises from an event of Force Majeure provided that the party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract and (b) has informed the other party as soon as possible about the occurrence of such an event.

### **5.1.9.2 EXTENSION OF TIME**

Any period within which a party shall, pursuant to this contract, complete any action or task, shall be extended for a period equal to the time during which such party was unable to perform such action as a result of force Majeure.

### **5.1.10 TERMINATION OF CONTRACT BY LESSOR/LESSEE.As per clause 5**

### **5.1.11 GOOD FAITH**

The parties undertake to act in good faith with respect to each other's rights under this contract and to adopt all reasonable measure to ensure the realization of the objective of this contract.

### **5.1.12 SETTLEMENT OF DISPUTES**

#### **5.1.12.1 AMICABLE SETTLEMENT**

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or its interpretation.

#### **5.1.12.2 ARBITRATION**

IF the DCAR and the Supplier fail to amicably settle any dispute arising out of or in connection with the contract within ten (10) days of commencement of such informal negotiation, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act 1940. Venue of arbitration shall be DCAR Jamshoro and proceedings of arbitration shall be conducted in English.



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## Contract Agreement

The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_ by and between  
Mr. \_\_\_\_\_ Owner/ Representative of M/s.  
\_\_\_\_\_ address

\_\_\_\_\_ hereinafter referred to as the bidder, which term (unless the context otherwise requires) shall include his successors executors, administrators and assignees, etc. of the one part, and the DIRECTORATE CURRICULUM ASSESSMENT & RESEARCH SINDH, JAMSHORO, hereinafter referred to as the DCAR which term (unless the context otherwise requires) shall include his/her successors in the office, assignees etc. WHEREAS THE DIRECTORATE CURRICULUM ASSESSMENT & RESEARCH SINDH, JAMSHORO requires that following goods (hereinafter referred to as the said printing material) to be printed and bound for supply under DIRECTORATE CURRICULUM ASSESSMENT & RESEARCH SINDH, JAMSHORO, Education & Literacy Department, Government of Sindh, and the Bidder has agreed to printing / packing and supply the printing material of the quantity, specifications and rates as under:

Name of printing material	Quantity	Rate per unit	Total amount	Details of dates (tentative) As per Annexure-A				
				4-c	3-c	2-c	1-c	Total

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:



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1. In this Agreement towards and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract Agreement viz,:
  - (a) The Purchaser's Notification to the Supplier of Award of Contract;
  - (b) The Bid submission sheet and the Price Schedules submitted by the Supplier;
  - (c) The special Conditions of Contract;
  - (d) The General Conditions of Contract;
  - (e) Schedule of Requirements;
  - (f) Schedule of Delivery.

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the printing material and to remedy defects therein conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the printing material and/ or the remedying of defects therein, the Contract Price or such other sum as may become payable under the provision of the Contract at the times and in the manner prescribed by the Contract.
5. This agreement shall take effect from \_\_\_\_\_ and expire on \_\_\_\_\_

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the Laws of Pakistan/Sindh on the day, month and year indicated above.

Signature of the Supplier  
Full name and Address

Signature of the Purchaser



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Name: \_\_\_\_\_ Director  
Directorate Curriculum Assessment & Research Sindh

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

CNIC: \_\_\_\_\_

**Witness – I**

**Witness - II**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

CNIC: \_\_\_\_\_

CNIC; \_\_\_\_\_

\_\_\_\_\_

NOTE: SERVICE STAMP OF AS PER GOVERNMENT RULES BE FIXED ON THE AGREEMENT



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## ATTACHMENTS

1.	Affidavit	Annexure – ‘A’
2.	Technical Evaluation Report	Annexure – ‘B’
3.	Performance Security	Annexure – ‘C’



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(Annexure –‘A’)

## AFFIDAVIT

I, Mr. \_\_\_\_\_ S/o \_\_\_\_\_ Proprietor of the firm  
M/s. \_\_\_\_\_ do hereby solemnly affirm and declare that my firm  
\_\_\_\_\_ or its sister concern or any of its partners in individual  
capacity has not been blacklisted by any Government/Semi-Government or any  
Autonomous Body under the control of the \_\_\_\_\_ Government.

Deponent \_\_\_\_\_

CNIC # \_\_\_\_\_

### Verification

Verified on Oath at \_\_\_\_\_ on this day \_\_\_\_\_ that the contents of the above  
statement are true to the best of my knowledge and belief and nothing of importance has  
been omitted or concealed.

Deponent \_\_\_\_\_

CNIC # \_\_\_\_\_