



Tender form

Printing of Examination Sheets/Forms

Year 2021-2022

Vender Name and Full Address: _____

Sardar Bahadur Khan Women's University, Brewery Road, Quetta. Phone#: 081-9213303-04-05



Tender Form

(Printing of Examination Sheets/ Forms)

Year 2021-2022

SARDAR BAHADUR KHAN WOMEN'S UNIVERSITY QUETTA.

WEB: WWW.SBKWU.EDU.PK

TELEPHONE # **081-9213303-04-05**

Tender form for the purchase of Printing for the year 2021-2022.

1. Advertisement tender No PID _____
2. Last date of submitting tender _____ 19th November ____ 2021 at 10:30 AM
3. Date of tender Opening _____ 19th November ____ 2021 at 11:00 AM
4. Tender Price Rs, 1000/- (Non- refundable)
5. Earnest Money 2% on Estimated amount (Refundable)
6. Venue of Tender Aisha Hall V.C Secretariat
7. (a) All sealed tenders must be submitted on single stage two envelopes procedure (Marked Technical proposal and Financial proposal separately) and addressed to the Treasurer SBK Women's University Qta.
 - (b) Any offer not received as per terms and conditions of the tender will be rejected.
 - (c) No offer will be accepted if:-
 - i. It is received after the date and time for its receipts

- ii. Received without earnest money from the firms'
- iii. The tender documents is un-signed
- iv. The tender is ambiguous
- v. The offer is conditional
- vi. The offer is from a firm black listed/ suspected or removed from the approved list
- vii. The offer is received by Telegram or Fax
- viii. The offer is received with shorter validity
- ix. The offer is not conforming to specification indicated in the tender enquiry
- x. Only the tender form issued by university will be filled in and submitted for opening

8. Performance Security @ 10% of the Supply Order value in the form of Pay Order, Demand Draft, Bank Guarantee, or Insurance Bond (by AA ranking Insurance Company) favoring the Treasures SBKWU shall be required to be provided by the bidder at the time of acceptance of Supply Order/ award of contract in case of failing in providing performance security the purchase committee may deduct and uphold the bid security amount from final bill payment for next six month further.

Eligibility Criteria

- 1. Valid NTN No
- 2. Valid GST NO
- 3. Non blacklisting firm affidavit
- 4. Relevant experience

Detail of Vendor

1. **Name & Address of the supplier** _____

2. **Sale Tax Registration No:** _____

3. **Income Tax Registration No** _____

4. **Telephone No:** _____

5. **Cell No:** _____

6. **Bank Challan #** _____

CRITERIA FOR TECHNICAL EVALUATION OF THE TENDER

The quotation / bid who secure 60 marks will qualify for the competition.

Technical Evaluation Criteria:

| S.# | Attributes | Score | Score Distribution |
|-----|--|-------|--|
| 1 | Detailed company profile with work experience mention | 10 | |
| 2 | Projects Completed of similar nature | 20 | Documentary proof/evidence required |
| | 1 - 2 Projects | | 5 |
| | 2 - 4 Projects | | 10 |
| | 4 - 6 Projects | | 15 |
| | 6 – 8 Projects | | 20 |
| 3 | Printing Machinery and equipment 1 Machine=05 Marks | 10 | Detail status of Machinery and equipment use for printing (Offset printing only) |
| 4 | Service Personal Team | 10 | Detail status of Employees with current service letter is required |
| | Machine Man 2 marks for 1 machine man | | 6 |
| | Admin/support staff 1 mark for each staff | | 4 |
| 5 | Financial Health Certificate | | |
| | Income Tax Annual Returns of last Year | 15 | |
| | Bank Statement of Last 1 Year | 15 | |

| | | | |
|---|-----------------------------|----|---|
| 6 | Items Quoted BOQ Compliance | 20 | Detail specification of required Items as per requirement |
| | 50 % | | 10 |
| | 100 % | | 20 |

Minimum 60 marks are required for eligibility.

List of Items

Note:- Rates should be Quoted with GST

| S. No | Particulars of the Items | Specifications | Quantity | Rate Per Unit including S. Tax | Total amount of Quantity |
|--------------|--|--|-----------------|---|-------------------------------------|
| 1. | Answer Books | 16 page (08 leave), fine quality, size 11.4 x 8.5 inches, weight: 70 gm with serial No. | 100000 nos | | |
| 2. | Green Note (sample attached) with embossed logo | pads (200x 100) 80 gm | 200 pads | | |
| 3. | Yellow note pad (sample attached)with embossed logo | Pads (100 X 100) | 100 pads | | |
| 4. | Letter Envelope (sample attached) with printed logo | (9x4) 4 color Printing white | 2000 nos | | |
| 5. | Letter-2 Envelope (sample attached) with printed logo | 9.4 x 6.4 inch color Printing white | 2000 Nos | | |
| 6. | Envelope with cloth inside (Sample attached) | 11X15 color Printing fabricated 75gm | 2000 Nos | | |
| 7. | Examination Envelope with cloth inside (Sample attached) | 18x 14 one color printing 120 gm | 5000 Nos | | |
| 8. | Miscellaneous form (Sample Attached with minor revision) | (100x 100) A4 Size 70gm Both side printing | 100 pads | | |
| 9. | Clearance form (Sample attached with minor revision) | (100x 100) Legal size 70 gm both side printing | 100 pads | | |
| 10. | Transcript form (Sample attached with minor revision) | (100x 100) legal size 70 gm both side printing 100 x 100 | 100 pads | | |
| 11. | Reappear form (sample Attached) | Legal size 70gm both side printing 100 x 100 | 100 pads | | |

Terms & Conditions

01. The rates to be quoted shall be inclusive of GST and all taxes.
02. The Proof of the items be got approved.
03. Tender form should be filled in carefully and cutting/doubling be avoided. Conditionally tender will not be entertained.
04. An affidavit on a non-judicial Stamp Paper valuing Rs 100/- Should be attached with the tender to the effect that the firm has Never been indulged In any litigation or organization has never been block listed by any department or organization of the Govt;
05. **An affidavit on a Valuing Rs 100/- non Judicial Stamp paper dully attested by an oath Commissioner for softly and secrecy of the examination sheets be also provided,**
06. Submission of any false statement concealing of information is likely to disqualify the bidder.
07. The vendor/vendors will be required to provide 2% call deposit. (Refund able) of the total value of store to be purchased without which the supply order will not be issued.
08. The rates to be quoted shall be inclusive of GST and all taxes up to 30-12-2021. However, the procuring agency may extend contract period beyond 30-12-2021 till finalization of the next tender.
09. Samples of the items where required should be provided by the vendor with the tender.
10. Tender form should be filled carefully and cutting/doubling be avoided. Conditionally tender will not be entertained.
11. The quantity of the item can be increase or decrease by authority.
12. The packing should be 200 answer sheet per pack with **Serial Number** in sequence wise till the last answer sheet.
13. Payment will be made after the detail inspection
14. All the consignment should be deliver within given time frame (Due date) in case of incomplete consignment SBKWU may have the right to take action against the vendor may result of blacklisting or penalty charges as per PPRA Rules.

Treasurer
Sardar Bahadur Khan Women's
University, Quetta

DECLARATION BY THE BIDDER

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Baluchistan, SBKWU, governing the procurement & financial matters, **AGREE, ACCEPT & UNDERTAKE TO ABIDE BY THE SAME.**

- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Vendor Company Name & Designation _____

Signature _____ Date _____