

# TENDER DOCUMENT

## PROCUREMENT OF

1. PRINTING OF CHILD LED RESEARCH BOOKS
2. STEEL PLAQUE FOR SCHOOLS

**Tender No. IFB-01/2016 (SINDH)**



**Management & Development Foundation-MDF**  
Bungalow # C-35, Government Employees Cooperative Housing  
Society, Qasimabad, Hyderabad  
Phone # 022-267-0440

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## Part A: INVITATION FOR BIDS

Sealed bids are invited from original Printing Agencies and Steel Plaque Manufacturer / their authorized Suppliers/Agents and General Order Suppliers in Pakistan for the printing of Child Led Research Books and Development & Supply of Steel Plaques and their delivery/distribution to Dadu District. Detail of items including their quantity is given below:-

### 1. PRINTING OF CHILD LED RESEARCH BOOKS

S. No.	Item Name	Specification	Quantity	
			Class-I	Class-II
1	Printing of Child Led Research Books	Pages: 22 + Cover Paper: A4 Size, 80gm offset Card: 260gm Art Card (Imported) Color: 4+4 Binding: Central Pin Delivery to Project Office Dadu City.	1,170	787
			543	

### 2. STEEL PLAQUE FOR SCHOOLS

S. No.	Item Name	Specification	Quantity
1	Steel Plaque for Schools	Size: 2 x 4 feet Steel Plate Gauge: 22 Color: Multiple Color Text and Required Logos Font Style & Size as Per Requirement Delivery & Installation at 69 Schools of UC Shaheed Makhdoom Bilawal Dadu District	69 Nos

Following is the basic criteria for participation in the tender:-

- The bidder is required to provide sample of the Book and plaque for quality checking along with the bid which will be returnable.
- Delivery of Child Led Research Books shall be project office Dadu and Steel Plaque shall be Installation at 69 schools of UC Shaheed Makhdoom Bilawal Dadu District, which shall be completed as per distribution plan with in 30 days from the date of issuance of purchase order.
- Client list of Five (05) firms with their addresses & Telephone Numbers in the field of required items.
- The firms should be registered with Government and have a valid NTN certificate. Tax will be deducted as per Government's existing rule.
- Sealed bids should accompany 3% earnest money of the total bid value which should reach the **Management & Development Foundation (MDF)**, Head Office, Bungalow # C-35, Government Employees Cooperative Housing (G.E.C.H) Society , Qasimabad, Hyderabad, Sindh on/or before 18-06-2016 by 02:00 PM hours. A Sealed Bid Box is placed at said premises.
- Bids will be opened on same date at 03:00 PM hours in front of bidders / their representatives.
- The Earnest money should be submitted in the form of Demand Draft/Pay Order/Call Deposit in favor of Management & Development Foundation (MDF). Bids without, deficient or other forms of earnest money except Demand Draft/Pay Order/Call Deposit will not be entertained.
- The quoted rates should be inclusive of all Government taxes and delivery / installation charges to Schools of UC Shaheed Makhdoom Bilawal & Dadu City Dadu District.

Management & Development Foundation (MDF)  
Hyderabad, Sindh  
022-267-0440

## **Part B: Terms & Conditions including Evaluation Criteria**

1. Sealed Tenders are invited from original Manufacturers/ their authorized Supplier/Agents, Whole Sellers and General Order Suppliers in Pakistan for procurement of Printing of Child Led Research Books and Development & Installation of Steel Plaques for Management & Development Foundation (MDF), (hereinafter referred to as “Purchaser”).
2. Single stage – one envelope bidding procedure shall be applied, which means that each bid shall comprise one single envelope containing financial proposal along with all required documents. The bid found to be the lowest evaluated bid shall be accepted.
3. The bid should be submitted in sealed envelope to be addressed to the Purchaser at the address given in the Invitation for Bids (IFB); and a statement: “DO NOT OPEN BEFORE & FOR TENDER ITEM 1 OR 2,” time, date and IFB number specified in the Invitation for Bid.
4. If the envelope is not sealed and marked as mentioned above, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.
5. Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser in the IFB will be rejected and returned unopened to the Bidder.
6. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the bid document. Withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its bid security (earnest money).
7. The Purchaser will open the bids in the presence of Bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation for Bids. The Bidders’ representatives who are present shall sign the Attendance Sheet evidencing their attendance.
8. The Bidder’s names, quoted rates, bid security attached and such other details may consider appropriate, will be announced at the time of opening of bids. No bid shall be rejected at the time of opening of bids, except for late bids, which shall be returned unopened to the Bidder.
9. The bids found having without, deficient or other forms except the specified in Bid Security (earnest money) will also be rejected.
10. During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
11. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

12. The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
13. Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Law, specifications, quality, quantity etc will be deemed to be a material deviation and Bid Security. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
14. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
15. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.
16. For the purposes of determining the lowest evaluated bid, facts other than price such as previous performances, previous experience, quality assurance, financial soundness and such other details as the Purchaser, at its discretion, may consider appropriate will be taken into consideration. Following documents should be submitted along with the bid for evaluation:-
  - The bidder is required to provide samples of Child Led Research Book and Steel Plaque (returnable) along with the bid. Bids without samples will straightway be rejected.
  - The bidder must provide the detail of its sub-offices (if any).
  - Client list of Five (05) firms with their addresses & Telephone Numbers regarding supply of concerned items.
  - The firms should be registered with Income Tax. Tax will be deducted as per Government's Notification. National Tax Number (NTN).
  - Address of office, display shop etc.
  - The bidder/ manufacturer will submit an affidavit on legal stamp paper of Rs. 50/- that their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization. On account of submission of false statement the bidder will be debarred from bid.
  - A statement, stating ability to ensure the supply of goods to the specified destinations within the given time schedule.
  - Submit affidavit stating that all information given by the bidder is correct and true.
17. The Purchaser will disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification, as Supplier was false and materially inaccurate or incomplete.
18. The Bidder with the lowest evaluated bid in accordance with, if not in conflict with any other law, rules, regulations or policy of the Federal Government, will issue purchase order, within the

original or extended period of bid validity on legal stamp paper before issuance of Purchase Order. If the successful Bidder, after completion of all codal formalities shows inability to supply the required material, then earnest money will be forfeited.

19. Bids are required to be supported with a Demand Draft/Pay Order/Call Deposit not less than 3% of the total bid value (refundable) in the name of Management & Development Foundation (MDF) as earnest money/bid security. The Tenders found deficient of the earnest money or form of earnest money different from the specified will not be considered. No personal cheque/bid bond etc. will be acceptable at any cost. The previous bid security, if available, will not be considered or carried forward. The earnest money to the unsuccessful bidders will be returned after two weeks after bid opening.
20. Form of Price Schedule is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
21. bidding documents. The specifications different from the demand of enquiry will straightway be rejected.
22. Bids shall remain valid for the period of 30 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
23. The Bidder is required to offer competitive price. All prices must include the all taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the taxes shall be passed on to the Purchaser.
24. Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer will also be considered as non-responsive Bidder.
25. While submission of bid, the present trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services will be entertained.
26. Prices shall be quoted in Pak Rupees.
28. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
31. A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at the Purchaser's address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of the bidding documents, which

it receives no later than 7 days prior to the deadline for the submission of bids prescribed in the Invitation for Bids.

32. At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
33. The Child Led Research Book will be delivered to Dadu District MDF Office Whereas Steel Plaques will be delivered and installed at 69 project schools in the UC Shaheed Makhdoom Bilawal Dadu District as per schedule of requirement on the risk and cost of the Bidder. All Zila, Octroi and other provincial/district taxes will be born by the Supplier. Transportation including loading/ unloading and fixing shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the Contract price.
35. The items supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the Purchaser after having been delivered; hence insurance coverage is Supplier's/ Seller's responsibility. Since the Insurance is Supplier's/ Seller's responsibility they may arrange appropriate coverage.
36. The firms will supply printing of Child Led Research Books and Development & Installation of Steel Plaques as per Tender requirements in standard packing. Moreover, the Supplier/ Seller shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the schedule of requirement/ purchase order.
37. All the items will be acceptable subject to physical inspection/ examination after receipt of supplies in accordance with the specification.
38. If any item is found to be against the required specifications, the Purchaser may reject the item (s), and the Supplier shall either replace the rejected item (s) or arrange alterations necessary to meet the required specifications free of cost. Replacement of the rejected supplies must be completed within 10 days from the date of communication of decision to the Seller/ Supplier by the Management & Development Foundation (MDF). However, the initial delivery date of the concerned supply will be considered that of actual delivery date. This opportunity will be provided only once. In case, after replacement of supplies, the inspection reports are again declare the item as of against the required specifications, the stock will be returned to the Supplier and the proportionate amount of bid security will be forfeited.
39. In case delivery is not completed within the time frame specified in the schedule of requirement, the Contract to the extent of non-delivered portion of supply will stand cancelled by giving formal notice to this effect. No supplies will be accepted and the amount of bid security to the extent of non-delivered portion of supplies will be forfeited. If the firm fails to supply all the Contracted items/ whole consignment, the entire amount of bid security will be forfeited to the

Purchaser's account and the firm will be blacklisted for future participation minimum for two years.

40. The Supplier may not be liable to forfeiture of its bid security/ earnest money, liquidated damages or termination/ blacklisting for default, if and to the extent of delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to misplanning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Force Majeure Committee will examine the pros and cons of the case and all reasonable alternative means for completion of supply order under this Contract and will submit its recommendations to the competent authority. However, unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.
41. Sealed bids to be submitted to the Management & Development Foundation (MDF) on or before the date, time and venue advertised in the IFB. The Tenders will be opened on the advertised time in presence of the Bidders or their representatives who choose to be present.
42. The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.
43. In case of any dispute, decision of the Grievances Project Management Committee, MDF will be final and binding upon the parties.
44. Management & Development Foundation (MDF) reserves the right to accept or reject part or whole of the tender any time prior to the acceptance of the proposal. The unsuccessful Bidder(s) participating in the tender shall be informed the reason(s) for the rejection of their bid, however Management & Development Foundation (MDF) shall not be liable to justify those reasons.
45. The Steel Plaques will be procured as per schools i.e 69 and Child Led Research Books will be procured on the basis of existing number of students in class, I, II & III and purchase order will be given on the basis of number of students in the I, II & III classes.
46. All incomplete or conditional tenders are liable to be rejected.



## **Part C: Delivery Schedule**

Delivery Schedule:

The delivery of items will be completed to Dadu District within 30 (thirty) days after the date of issuance of Purchase Order.

Delay in Delivery:

In case of late delivery of items beyond the periods specified in the schedule of requirements, 0.5% of the total amount of the Purchase Order will be charged as penalty per day, up to a maximum of 2% of the total amount of Purchase Order.

Payment:

1. The payment will be made to the Supplier on receipt of original invoice(s) duly completed in all respect and GRN (Goods Receiving Note) duly signed by the concerned.
2. Tax of the total amount of the order will be deducted at source plus all other admissible taxes, imposed by the Government from time to time.

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The above mentioned terms & conditions have been carefully read and are hereby unconditionally accepted.

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<b>Name of the VENDOR</b>	<input type="text"/>
<b>Name of the Authorized Contact Person</b>	<input type="text"/>
<b>Office Address</b>	<input type="text"/>
	<input type="text"/>
<b>GST No.</b>	<input type="text"/>
<b>NTN.</b>	<input type="text"/>
<b>Telephone No.</b>	<input type="text"/>
<b>Mobile No.</b>	<input type="text"/>
<b>Fax No.</b>	<input type="text"/>

<b>Signature</b>	Authorized Representative
<b>Stamp</b>	

*The filled in Tender Document should be forwarded to :*

Management & Development Foundation (MDF),  
Bungalow # C-35, G.E.C.H Society, Qasimabad,  
Hyderabad. Ph. 022-267-0440

**Quotation of Rates as Per Specification Given in IFB**

<b>S.#.</b>	<b>Name of Items</b>	<b>Qty</b>	<b>Unit Cost Rs.</b>	<b>Total Cost Rs.</b>
<b>1</b>	<b>Printing of Child Led Research Books</b>			
	<b>Class-I</b>	1,170		
	<b>Class-II</b>	787		
	<b>Class-III</b>	543		
<b>2</b>	<b>Development &amp; Installation of Steel Plaques</b>	69		

*Note: The bidder can quote the rates in the areas of interest at serial # 1 and 2 or any one or all. The quoted rates must include delivery charges for serial 1 at MDF Project Office Dadu City and include for delivery and fixation charges for serial 2 at 69 Schools of UC Shabeed Makhdoom Bilawal Dadu Disitrc.*