



# SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY

F.34.1/SZABMU/2023/TENDER-NO. 34

Dated: 17.11.2023

## ANNUAL TENDER NOTICE 2023-24

Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU) Islamabad invites **Single Stage Two Envelop** bids under PPRA Rules 2004 from well reputed firms registered with Income Tax and Sales Tax Departments and who are on Active Tax Payer List (ATL) of Federal Board of Revenue for supply of

S#	PROCUREMENT HEAD	TENDER	TENDER FEE	EARNEST MONEY
1	PRINTING AND PUBLICATIONS	ANNUAL	1,000/-	Rs100,000/-

Bidding documents containing detailed specifications & terms and conditions etc. are available at Purchase Office, SZABMU. Interested/eligible suppliers are requested to submit their sealed bids containing the following:

1. Name of Business, Registered office, NTN, GST number and Experience.
2. Price should be in PKR.
3. Rates are to be quoted inclusive of all taxes.
4. **Rs100,000/- (Rupees One Hundred Thousand)** as earnest money in shape of **Pay Order/CDR** in favor of Shaheed Zulfiqar Ali Bhutto Medical University will be submitted with the financial bid.
5. Separate envelop for each category is required to be submitted, failing which the bid may be cancelled.
6. Interested eligible bidders may purchase a complete set of Bidding Documents, containing detailed terms and conditions, from Room No. 518, 5<sup>th</sup> Floor, School of Dentistry, Shaheed Zulfiqar Ali Bhutto Medical University, G-8/3, Islamabad on any working day on submission of written application after publication of this notice against payment of **Rs1,000/- (non-refundable)** in shape of CDR/Bank Draft only.
7. SZABMU will not compromise on the quality and quantity of any item(s), and earnest money will be forfeited on supply of sub-standard items or delay in delivery and increase in rates etc.
8. SZABMU reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm, final and binding on all bidders.
9. The bids, prepared in accordance with the instructions in the bidding documents, must reach in office of the undersigned on or before **07.12.2023** at **11:00AM**. The bids will be opened on the same day at **11:30AM** in presence of the bidders or their representatives.
10. This notice is also available at [www.ppra.org.pk](http://www.ppra.org.pk) and [www.szabmu.edu.pk](http://www.szabmu.edu.pk)

(PURCHASE OFFICER)

Room No. 518, 5<sup>th</sup> Floor, School of Dentistry, Shaheed Zulfiqar Ali Bhutto  
Medical University, G-8/3, Islamabad  
Tel: 051-9107504

*Handwritten signature*





**SHAHEED ZULFIQAR ALI BHUTTO  
MEDICAL UNIVERSITY**

**SPECIFICATIONS FOR PRINTING & PUBLICATIONS FOR ANNUAL TENDER  
2023-24**

S#	PRINTING ITEM	SPECIFICATIONS	UNIT RATE FOR
1	<b>Answer Sheet 70 pages</b> (as per sample))	Paper Size: A4, Paper: 70GSM (Imported) Pages: 14x5=70, Printing: 1st Page 2 color rest of pages 1 color, Binding: Stitch with 1 bar code	01
2	<b>Answer Sheet 26 pages</b> (as per sample)	Paper Size: A4, Paper: 70GSM (Imported), Pages: 26, Printing: 1st Page 2 color rest of pages 1 color, Binding: Stitch with 1 bar code	01
3	<b>Response Sheet 100 MCQ'S</b> (as per sample)	Paper Size: A4, Paper: 80GSM (Imported), Pages: 02, Printing color: 2 color, Binding: Serial number	01
4	<b>Response Sheet 150 MCQ'S</b> (as per sample)	Paper Size: Legal, Paper: 80GSM (Imported), Pages: 02, Printing color: 2 color, Binding: Serial number	01
5	<b>Response Sheet 160 MCQ'S</b> (as per sample)	Paper Size: Legal, Paper: 80GSM (Imported), Pages: 02, Printing color: 2 color, Binding: Serial number	01
6	<b>University File Cover</b> (as per sample)	Paper Size: 9.5"x15", Card: 300GSM (Imported), Pages: 01, Printing color: 1 color, Binding: Centre cloth strip	01
7	<b>University Envelop (A4)</b> (as per sample)	Paper Size: A4 (12"x10"), Paper: 100GSM (Imported), Printing color: 1 color	01
8	<b>University Envelop (Small)</b> (as per sample)	Paper Size: 9"x6", Paper: 100GSM (Imported) Printing color: 1 color	01
9	<b>University Envelop (Large)</b> (as per sample)	Paper Size: 15"x11", Paper: 100GSM (Imported), Paper Color: Khaki Printing color: 1 color	01
10	<b>University Envelop (Extra Large)</b> (as per sample)	Paper Size: 18"x14" Paper: 100GSM (Imported) Printing color: 1 color	01
11	<b>University Examination Department Inner Cloth Line Envelop</b> (as per sample)	Paper Size: 18"x14" Paper Color: Khaki Cloth: Inner Cloth Lines Paper: 100GSM (Imported) Printing color: 1 color	01
12	<b>University Examination Department Cloth Bag</b> (as per sample)	Bag Size: Size 34"x20" Fabric: Cotton or Equivalent Fabric Color: White	01
13	<b>Degree Folder</b> (as per sample))	Degree Folder (as per sample))	01
14	<b>Employee/Student PVC ID Card</b> (as per sample)	Size: 3.5"x 2" Color: 4+4 color (4-Front & 4-Back) Paper: PVC	01
15	<b>Visiting Cards White Background</b> (as per sample)	Size: 3"x 2" Color: 4 color Paper: 300GSM	01
16	<b>Award Certificate A4 Size</b> (as per sample)	Paper Size: A4, Card: 350GSM Laminated (Imported), Printing Color: 4 color	01
17	<b>Award Certificate Legal Size</b> (as per sample)	Paper Size: Legal Card: 350GSM Laminated (Imported) Printing Color: 4 color	01
18	<b>Medal Single Side Printing</b> (as per sample)	Medal: Metal, Quality: 210GSM Printing: Single Side, Printing Color: 2 color	01
19	<b>Medal Both Sides Printing</b> (as per sample)	Medal: Metal, Quality: 210GSM Printing: Both Sides, Printing Color: 2 color	01
20	<b>Name Plate</b> (as per sample)	Wooden in MDF 16mm (Lasani or equivalent) sheet with beveled sides including polish pasted with name printed on bras sheet (Size 12" x 6")	01

*Signature*





**SHAHEED ZULFIQAR ALI BHUTTO  
MEDICAL UNIVERSITY**

21	<b>Name Plate</b> (as per sample)	Acrylic with Printed name (Size 12" x 6")	01
22	<b>Banners</b> (As per sample)	Banner Quality: China or Equivalent Printing Color: 02 Color Corner Rings with Doori: Yes Size: Size 10'x12'	01
23	<b>Banners</b> (As per sample)	Banner Quality: China or Equivalent Printing Color: 02 Color Corner Rings with Doori: Yes Size: Size 3'x4'	01
24	<b>Banners</b> (As per sample)	Per Square Feet rate may be quoted for above said specifications (in case the different sizes of banners are required)	01
25	<b>Identity Card for Students/Invigilators with Hanging Dori</b> (As per sample)	Paper: Hard 210gram Paper Color: Green/White Printing Color: 1 Color/Black Card Size: 3.45' x 5' Hanging Dori for each card: YES	01
26	<b>Roll Numbers Stickers for pasting on Desks/Chairs</b> (As per sample)	Paper Quality: Best Quality Paper Color: White Printing Color: 02 Color Size: 4" x 2.5" Pasting Quality: Best Quality	01
27	<b>Journals/Books, for Annals of PIMS, SZABMU with Envelop</b> (As per sample)	Pages: 70 (approximately) Printing: Front and Back (Both Sides) Printing Color: Black & White Paper Quality: 100GSM Paper Color: White shine Paper Size: 8.5" x 11" Title Printing: 4 Color Title Paper: 260GSM Hard Laminated/Shine Note: Each Journal/Book will be provided in Printed Envelop:	01
28	<b>Letter Head</b>	Pages: 100 Printing: Front Printing Color: (01) Color Paper Quality: 100GSM (Imported) Paper Color: White shine Paper Size: A4	01
29	<b>Letter Head</b>	Pages: 100 Printing: Front Printing Color: (01) Color Paper Quality: 100GSM (Imported) Paper Color: Yellowed Paper Size: A4	01
30	<b>Honor Board Stickers</b>	For (01) Black/White/Red Color name pasting on honor board	01
31	<b>MS Examination Envelops</b>	Color: Blue Size 14' x 10 Specifications (As per sample)	01
32	<b>MD Examination Envelops</b>	Color: Green Size 14' x 10 Specifications (As per sample)	01
33	<b>MD Examination Envelops</b>	Color: White Size 14' x 10 Specifications (As per sample)	01



**CONTRACT AGREEMENT FOR FY-2023-24 BETWEEN SHAHEED ZULFIQAR ALI BHITTO MEDICAL UNIVERSITY AND M/S**

This Deed of Contract Agreement (the "Contract") is made and entered into force on ---- day of-----2023.

**BETWEEN**

The Shaheed Zulfiqar Ali Bhutto Medical University, Islamabad (hereinafter referred to as the "Procuring Agency or the Purchaser"), which term shall include successors and assigns of the first Part.

**AND**

M/s..... having its registered office at ..... (hereinafter called the Supplier), through its owner namely ..... NTN number, including in Active Tax Payer List, Income Tax Number....., GST Number..... which shall include successors and assigns of the Second Part.

(The Procuring Agency/the Purchaser and the Supplier shall hereinafter individually by referred to as "the Party" and collectively as the "the Parties").

Whereas, the Purchaser/Procuring Agency invited bids for procurement of Printing items on Framework (Rate) Contract Basis under PPRA Rules, 2004 in pursuance where of M/s being the Authorized Dealer/Agent/General Order Supplier, Islamabad and technically responsive & lowest evaluated bidder offered to supply the required items/goods/stationery.

And Whereas, the Purchaser/Procuring Agency has accepted Bid by the Supplier for the Supply of **PRINTING AND PUBLICATIONS**

The payment would only be made after successful completion/supply of required items according to the specifications through Crossed Cheque.

And whereas, the Parties express their desire to enter into a Contract with the Purchaser/Procuring Agency for the job fully Described in this Contract.

**NOW THIS DEED OF CONTRACT WITNESSES THE TERMS AND CONDITIONS AS FOLLOWS:**

1. That the Contract shall come into force immediately and shall remain valid till 30.06.2024 or till the finalization of next tender whichever is later.
2. The Contract shall endure for a period of one year commencing on \_\_\_/\_\_\_/2023.
3. The contract is executed as per PPRA Rules, 2004.
4. That the quality and quantity of **PRINTING AND PUBLICATIONS** shall be as per specification given by THE SZABMU and samples submitted by THE SUPPLIER and approved by THE PURCHASE COMMITTEE, SZABMU
5. That the delivery of requisite items shall be made the SUPPLIER at their own cost, management and responsibility.
6. That THE PURCHASER's representative(s) shall inspect the goods at the above mentioned address and reserves the right to reject any goods if the representative(s) considers those to be inferior quality to the approved samples.
7. That the goods rejected by the representative(s) of the PURCHASER shall be replaced the SUPPLIER and the Supplier shall bear all risks/costs of the Stationery/items/material rejected by the PURCHASER.
8. That the PURCHASER reserves the right to change the quantity of items if they feel necessary during the validity of the Contract.
9. That the SUPPLIER shall indemnify the PURCHASER in respect of all claims, damages, commendation or expenses payable in consequence of any injury of accident caused by them i.e. the SUPPLIER.
10. That all other applicable Taxes (inclusive of GST/duties etc. and cost of transportation, or any other incidental charges, if required in connection of the delivery of Stationery items/goods shall be borne by THE SUPPLIER.
11. The Supplier hereby declares that it has not obtained or inducted the procurement of any contract, right interest, privilege or other obligation or benefit from Government or any administrative subdivision or agency thereof or any other entity owned or controlled by it Government through any corrupt/collusive business practice.
12. **Receipt of incomplete supplies or delay in services will render the supply order liable to be levied with liquidated damages and 0.25 % of the amount will be deducted from the number of days.**
13. That the terms of this Contract Agreement shall be governed by the Laws of Islamic Republic of Pakistan and the Courts of Pakistan shall have exclusive jurisdiction.
14. **Any amendment subsequent to this purchase order which have been mutually agreed shall only be in writing and shall be deemed as a part of this purchase order.**
15. **If any dispute whatsoever, shall arise between the parties in connection with or arising out of the Purchase order, the parties shall make every attempt to resolve the same amicably.**
16. The supplier warrants that he has the requisite skill, personnel and authorization for the supply of Goods and that the Goods and all materials incorporated therein shall be fit for the purpose for which they are to be used and shall be free from all defects. All Goods/Items to be supplied shall be new and unused.
17. The SZABMU shall disqualify a supplier or contractor if it finds, at any time, who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices.
18. SZABMU has the right to cancel the contract and forfeit the bid/performance security presented, in case of supply of sub-standard items or other than the specifications or unsatisfactory performance.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be executed by Its duly authorized representatives as of the day and year first above written.

Signed for and on behalf of Purchaser  
WITNESS.1

Signed for an on behalf of supplier  
WITNESS.2

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY TERMS & CONDITIONS FOR ANNUAL TENDER SUBMISSION 2023-24**

The terms and conditions to participate in the tender for purchase of **PRINTING AND PUBLICATIONS** by the Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU), Islamabad are as below:

1. Bids are invited through **Single Stage & Two Envelop method** as per PPRA rules 2004 from well-established national firms / contractors / dealers / suppliers duly registered with Sales Tax / Income Tax, NTN & GST departments, and registered in (ALT) Active Tax Payer List **having offices in Islamabad Rawalpindi**, during the Financial Year 2022-23.
2. **The work will be awarded on the basis of item wise (Lowest Quoted).**
3. Tender should accompany a Pay Order/Bank Draft of **Rs100,000/- (Rupees One Hundred Thousand only)** in favour of Shaheed Zulfiqar Ali Bhutto Medical university, Islamabad as Earnest Money (**with Technical Bid**) without which the offer will be rejected. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till 30-06-2024 or till the finalization of next tender, whichever is later.
4. Rates to be quoted inclusive of GST and all taxes and shall be valid upto 30-06-2024. However, the procuring agency may extend contract period beyond 30-06-2024 till finalization of next tender.
5. Tender to be filled carefully. Bids received with correction/alteration shall not be entertained. Each page must be signed and stamped, incomplete forms will not be accepted.
6. All the bids must be in typed form, hand written or bids with cutting/fluid or alternation will not be accepted. A Soft copy via CD/USB of technical bid must be attached with the technical bid (sealed) and soft copy via CD/USB of financial bid must also be attached with financial bid (sealed).
7. Approved/successful bidders must have the capacity to supply/deliver the items in bulk, as per purchase order issued by the SZABMU.
8. Samples of the items, where possible, especially for papers should be attached with the tender without which the offer will not be entertained.
9. The firms shall be liable to supply the requisite items at "Shaheed Zulfiqar Ali Bhutto Medical university, Islamabad" at their own expenses and even at short notice if needed failing which the security deposit of the firm shall be forfeited and the firms shall be blacklisted.
10. To apply for IT Equipment, the supplier must have complete knowledge of products, they can also be called for presentation after opening of technical bids.
11. The Firms must have Sales Tax Registration Certificate, National Tax Number as well as facilities of telephone/fax lines. All the information must be printed on the quotation/bid and Bills of the competing firms.
12. **Exact specification of item is mentioned by bidder in the quotation**
13. An affidavit to the effect that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/ Department/organization of the Government(s) must be attached with the bids.
14. Submission of any false statement / documents and concealing of information is likely to disqualify the bidder.
15. **The once successful bidders who are issued with the work order after offer and acceptance, intends to retract/retreat from the promise to supply, on any pleas, at any time, their bid/performance security would be forfeited and the firm would be blacklisted.**
16. Bids submitted after the closing date will not be entertained.
17. Incomplete bids not conforming with the given specification shall not be entertained.
18. **The interested firms should have regular business office, Telephone numbers and email address; and must provide proof of their existence in the particular business for not less than 04 years.**
19. **For Printing & Publications, Press Delectation Certificate is mandatory**
20. The quoted rates shall be valid for whole financial year 2023-2024.
21. Receipt of incomplete supplies or delay in services will render the supply order liable to be levied with liquidated damages and 0.25 % of the amount will be deducted from the number of days.
22. The grievances of the bidders that may occur prior to the entry into force of the procurement contract, will be settled by the Grievances Committee as per PPRA Rule 48.
23. Any dispute between the parties after coming in the force of the procurement contract shall be settled by arbitration as per PPRA Rule 49.
24. Joint venture / Consortium is not eligible for this bid
25. All documents are properly tagged/labeled
26. SZABMU reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm, final and binding on all bidders.
27. The bids, prepared in accordance with the instructions in the bidding documents, must reach in office of the undersigned on or before **07.12.2023 at 11:00AM**. The bids will be opened on the same day at **11:30AM** in presence of the bidders or their representatives.
28. **Technical evaluation will be conducted on the basis of Terms and Conditions quoted specifications.**

**PURCHASE OFFICER**

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