



ALMA-MATER OF QAID-E-AZAM MOHAMMAD ALI JINNAH  
**SINDH MADRESSATUL ISLAM UNIVERSITY**

**BILL OF QUANTITIES (B.O.Q)**

**TENDER 2015 FOR**

**PRINTING AND PUBLICATION**

## B.O.Q (BILL OF QUANTITIES)

S.#	Specification/Description	Qty	Unit Cost (Rs)	Total Cost (Rs)
1	<b><u>Introduction to SMIU- 2014-2015 (English):</u></b> Book containing about 150 <b>pages</b> ( $\pm$ 10 pages) Text & Pictures, Size 8.5" x 11.5", 4 Color printing on 130 gm, matt finish paper, Title Cover Art Card, 310 gm, 4 Color Printing with laminated, hot glue bind.	2000		
2	<b><u>Hassanally Effendi (English):</u></b> Book containing about 72 <b>pages</b> ( $\pm$ 10 pages) Text & Pictures, Size 8.5" x 8.5", 4 Color printing on 130 gm, matt finish paper, Title Cover Art Card, 310 gm, 4 Color Printing with laminated, hot glue bind.	1000		
3	<b><u>Hassanally Effendi (Sindhi):</u></b> Book containing about 72 <b>pages</b> ( $\pm$ 10 pages) Text & Pictures, Size 8.5" x 8.5", 4 Color printing on 130 gm, matt finish paper, Title Cover Art Card, 310 gm, 4 Color Printing with laminated, hot glue bind.	1000		
4	<b><u>Prospectus 2015-2016:</u></b> Book containing about 120 <b>pages</b> ( $\pm$ 10 pages) Text & Pictures, Size A4, 4 Color printing on 130 gm, matt finish paper, Title Cover Art Card, 310 gm, 4 Color Printing with laminated, hot glue bind.	1500		
5	<b><u>Table Calendar:</u></b> About 13 <b>Leaves</b> , Size 10.25" x 5.5", 13 <sup>th</sup> Leaves, 4 Color printing on 310 gm, Art Card 4 Color Printing, spiral binding with back stand. Envelope 4colour printing, 130 gm mat paper.	1500		
6	<b><u>Answer copies (A) University:</u></b> Imported paper 80 gm, Pages 20, 1 color printing, Machine Serial Number with Machin stich.	50000		
7	<b><u>Answer copies (B) University:</u></b> Imported paper 80 gm, Pages 4, 1 color printing, Machine Serial Number with center crease.	20000		
8	<b><u>Answer copies (A) School:</u></b> Imported paper 80 gm, Pages 12, 1 color printing, Machine Serial Number with center pin bind	20000		
9	<b><u>Answer copies (B) School:</u></b> Imported paper 80 gm, Pages 4, 1 color printing, Machine Serial Number with center crease.	5000		

<b>10</b>	<b><u>Miscellaneous Office Stationery Items:</u></b> (Details Attached in Tender Documents)			
	i). File cover: , size 10" x 14", B/W printing with clip matter as per sample	5000		
	ii). File cover: size 10" x 14", B/W printing with Metal hole punch as per sample	3000		
	iii). File cover: size 9.25" x 12" with 3" flap two inner side, one color printing with mat lamination	2000		
	iv). Envelope size: size 16" x 12.5", B/W printing with matter as per sample	2000		
	v). Envelope size: size 10" x 12.5", B/W printing with matter as per sample	3000		
	vi). Envelope size: size 9.25" x 4.25", 3 color printing with matter as per sample	5000		
	vii). Envelop: Size 7" x 5" B/W printing with matter as per sample	2000		
	viii). Letterhead: Size A4, 210mm x 297mm, 3 color printing on texture fancy paper with VC Name	500		
	ix). Letterhead: Size A4, 210mm x 297mm, 3 color printing on texture fancy paper,	2000		
	x). Letterhead: Size A4, 210mm x 297mm, 3 color printing on 80 gm paper Imported	20000		
	xi). File cover clip: size 10" x 14", B/W printing with clip matter as per sample (SMIU Model School)	500		
	xii). Envelope siz: size 16" x 12.5", B/W printing with matter as per sample (SMIU Model School)	500		
	xiii). Envelope siz: size 10" x 12.5", B/W printing with matter as per sample	1000		
xiv). Letterhead: Size A4, 210mm x 297mm, 3 color printing on 80 gm paper Imported	2000			

Total Cost of the items & works.....Rs.\_\_\_\_\_

**(RUPEES IN WORDS .....**

**.....)**

**CONTRACTOR/SUPPLIER SIGNATURE AND SEAL**



# SINDH MADRESSATUL ISLAM UNIVERSITY (SMIU)

Aiwan-e-Tijarat Road, Karachi

Phones: (92-21) 99217501-02-03

Website: <http://www.smiu.edu.pk/>, email: [info@smiu.edu.pk](mailto:info@smiu.edu.pk)

Tender document for

**PRINTING AND PUBLICATION**

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Aiwan-e-Tijrat Road, Karachi-74000

Phones (021) 99217501-02-03 Fax: (021) 99217504 URL: [www.smiu.edu.pk](http://www.smiu.edu.pk)

# FORM OF BID

(LETTER OF OFFER)

Bid Reference No. \_\_\_\_\_

\_\_\_\_\_  
(Name of Works)

To: \_\_\_\_\_

Gentlemen,

1. Having examined the Bidding Documents including Bidding Data, terms & Conditions of Contract, Contract Data, Specifications, Drawings, if any, Schedule of Prices and Agenda Nos. \_\_\_\_\_ for the execution of the above-named Supply, we, the undersigned, being a company doing business under the name of and address \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Supply and associated warranty & services (after sale) in conformity with the said Documents including Agenda thereto for the Total Bid Price of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) inclusive all taxes or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of \_\_\_\_\_ drawn in your favour or made payable to you and valid for a period of twenty eight (28) days beyond the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence to deliver items comprised in the Contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of **90** days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

7. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
  
8. We understand that you are not bound to accept the lowest or any bid you may receive.
  
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the supply of tendered items.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20

Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of  
\_\_\_\_\_

(Name of Bidder in Block Capitals)

(Seal)

Address

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

Witness:

(Signature) \_\_\_\_\_

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

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

\_\_\_\_\_



# SINDH MADRESSATUL ISLAM UNIVERSITY

Aiwan-e-Tijarat Road, Karachi (Pakistan)

Phones: (92-21) 99217501-02-03

Website: <http://www.smiu.edu.pk/>, email: [info@smiu.edu.pk](mailto:info@smiu.edu.pk)

## The standard forms of bidding documents

### TERMS AND CONDITIONS FOR THE ELIGIBILITY OF PRINTING AND PUBLICATION

- 1 The bidders should have printed high quality books or other publication of more than 100 pages of reputed organization (s) during last year and should provide copies of the same at the time of submission of Tender Documents.
- 2 The bidders should have their own printing **press within the municipal limits of Karachi**, which could be visited by the SMIU team during the printing process as to monitor quality.
- 3 Documentary evidence of works executed/work in-progress and certificate of satisfactory completion of works in Govt. Department or any organization
- 4 Price to be quoted on **Pak Rupee on free home delivery (F.O.R.)** basis for all items including all expenses, taxes, documentation etc.
- 5 Certificate of Bank and Bank statement of the A/c No. at-least **last three years**
- 6 Registration with Income Tax Department (NTN certificates), Sindh Board of Revenue (**SRB**) and copy of CNIC of the contractor
- 7 Affidavit to the effect that contractor is not black listed.
- 8 The Printers/Suppliers should made the delivery of the publication in the shortest possible time as per requirement of the University.
- 9 An agreement shall be made on stamp paper having **0.3 % of supplied items** between the contractor/supplier and **Sindh Madressatul Islam (SMI) University, Karachi** prior to placing supply / work order.
- 10 Advance payment will not be allowed.
- 11 Payment shall be made by crossed cheque upon submission of bill in duplicate and on verification of the quality of the printing work form **Chairman & member of Tender Committee**, and on completion of printing work including all formalities.
- 12 The Printers/suppliers shall be bound to rectify the **defect in the Printing material (if any)** of the supplied material/works, failing which the earnest money shall become liable to be forfeited.
- 13 The University authorities reserve the right to fully or partially, change / forgo the requirement of any item / work and / or amend the specifications & quantity at any stage before award of the contract.

- 14 The University may reject any or all bids subject to the relevant provisions in **SPPRA Rules 2010**.
- 15 **10% Performance Security** will be submitted by the Contractor/supplier at the time of Agreement in the shape of Pay order, schedule bank guarantee, or it may be deducted from bill for payment. The amount will be released after **06 months (Defect liability period)**, on the issuance of defect liability certificate by **Chairman & member of Tender Committee** or the concerned department.
- 16 All those Printers/suppliers are eligible to apply who has prior work experience of related nature of job
- 17 The earnest money at the rate of **2%** in the shape of Pay order/demand draft in the favour of **Sindh Madressatul Islam University** from any scheduled bank should be attached with the tenders. In case earnest money not accompanied tender will be not entertained.
- 18 Bids must be offered on the prescribed tender form issued by **Executive Engineer (Civil) Sindh Madressatul Islam University Karachi**.
- 19 In case any unforeseen situation resulting in closure of office on the date of opening or if Government declares Holiday the tender shall be submitted/opened on the next working day at the same time and venue
- 20 Quantity shown in the tender are approximate and no claim shall be entertained for quantity of work executed being **15%** more or less than those entered in the tender or estimate
- 21 No compensation shall be allowed for any delay in execution of the work.
- 22 All work executed under the control & shall be executed under the directions of **PR Department of Sindh Madressatul Islam University Karachi**
- 23 Printers/Suppliers is responsible to pay the **GST** as levied in accordance with the government General Sales

**Executive Engineer (Civil)**  
SMIU, Karachi





**SINDH MADRESSATUL ISLAM (SMI) UNIVERSITY**  
**AIWAN-E-TIJARAT ROAD, KARACHI**

SMIU/DPD&S/2015/TENDER

October-15,2015

**TENDER DOCUMENTS**

**As per details contained in the Separate Tender Documents for job**

1. Sealed Tenders are invited from reputed Printers of Karachi who are registered with sales tax department having NTN have not been black listed by any Government agency, for printing & Publication for the Academic Session 2015-2015 on the prescribed Tender Form and in accordance with the specification and terms & conditions laid down in the tender documents.
2. The tender documents can be obtained from the office of the **Directorate of Finance Sindh Madressatul Islam University. Bids @ per page colored & WB (± 10 pages) separately**, against a written request on deposition of tender fees **Rs.1000/=** in the form of Pay Order / Demand Draft or in cash in the favor of **Sindh Madressatul Islam University on any working day from the date of publication of NIT i-e 15/10/2015 to 29/10/2015.**
3. The filled sealed tender duly completed along with complete profile of the firm and addressed to the **Chairman Tender Committee SMIU, Karachi** be dropped in the Tender Box placed in the **Directorate of Finance SMIU, Karachi, on 30<sup>th</sup> October 2015 up-to 1400 hours, which shall be opened on the same day at 15:00 Hours in presence of the bidders who may wish to be presented.** In case of any unforeseen circumstances the tender will be opened on the next day at the same time and place.
4. The University reserves the rights to accept or reject any or all tenders, divided business amongst more than one bidder and extend the opening date assigning reason thereof will communicate the ground for rejection of bid/bids/tender on written request of bidder who submitted bid as per **PPRA / SPPRA Rules 2010.**
5. Tender be purchased and submitted as per specification mentioned in the Tender Documents.

**Executive Engineer (Civil)**

SMIU, Karachi