

BIDDING DOCUMENT

Sealed bids are invited from reputed Income Tax and Sales Tax registered printing firms/concerns preferably based in District Multan for printing of Audit Reports under the jurisdiction of Directorate General Audit, Local Governments, the Punjab (South), Multan for the Audit Years 2021-22 and 2022-23 as per the following specifications and terms & conditions of printing:

A-SCOPE OF WORK

Sr. No.	Title of Reports	Audit Year	No. of Reports	Estimated Pages	No. of Title Pages	Quantity	Total Pages
1	Audit Reports on the account of District Health Authorities	2021-22	4	1,034	2,000	500	517,000
2	Audit Reports on the account of District Education Authorities	2021-22	4	1,020	2,000	500	510,000
3	Performance Audit of District Education Authorities of Punjab Bahawalpur, Dera Ghazi Khan and Multan Government of Punjab	2021-22	1	60	500	500	30,000
4	Special Study on Cattle Market Management Company	2021-22	1	42	500	500	21,000
5	Audit Report on the accounts of District Health Authorities of Punjab (South)	2022-23	1	455	500	500	227,500
6	Audit Report on the accounts of District Education Authorities of Punjab (South)	2022-23	1	420	500	500	210,000
7	Audit Report on the accounts of Local Governments of Punjab (South) Vol-I & II	2022-23	1	1,405	1,000	500	702,500
8	Audit Report on the accounts of Public Sector Companies of Punjab (South)	2022-23	1	265	500	500	132,500
9	Performance Audit Report on Promotion of Quality Elementary and Secondary Education by Daanish Schools and Centers of Excellence in Punjab (South)	2022-23	1	65	500	500	32500
10	Special Study Report on Procurement of Medicine and Equipment by District Health Authorities in Punjab (South)	2022-23	1	30	500	500	15000
Total			16		8,500		2,398,000

B-SPECIFICATIONS


- a) **SIZE**
 - (i) Paper size 20" x 30"/8" 80 gms offset paper
 - (ii) Composing size 8" x 5"
- b) **Title Page Colour x 2 (Glazed Lamination) – 300 gm Art Card**
- c) **Base Pak Green (Dark Green both front and back), Printing Black & White**
- d) **Centre Pin / gum Binding (specimen can be seen from the procuring office).**

C- TERMS AND CONDITIONS OF PRINTING

- (a) Procurement shall be carried out as per “Single Stage-One Envelope Procedure” prescribed by PPRA.
- (b) Active Taxpayer/Sales Tax Registered firms can only participate in the tender competition.
- (c) The firms wishing to participate may preferably have their printing facilities/setups in Multan.
- (d) The firm should have experience of carrying out printing work for at least three (03) government organizations during last five years. (Documentary evidence in the shape of work orders must be attached)
- (e) Sample of 80 gms offset imported paper and 300 gm art card should be provided with the tender documents duly signed and stamped.
- (f) Bids should include all taxes applicable as per government rules.
- (g) Earnest money from the interested bidders in shape of CDR @ 2% of bid price should be deposited with the bids.
- (h) Performance guarantee equaling 5% of the contract amount in shape of CDR/Bank Draft/unconditional bank guarantee shall be submitted by successful bidder. Insurance guarantee/ cheques of third party undertaking shall not be acceptable.
- (i) Bidding documents can be obtained any time before the submission deadline from the Audit Officer (Admn) office of Director General Audit, Local Governments, the Punjab (South), Multan situated at House No. 150, Block-A, Model Town Multan during working hours (08:30 am to 04:30 pm) or can be downloaded from the website of PPRA (www.ppra.org.pk).
- (j) Bids must be submitted upto **Monday 27th May, 2024 (12:00 PM)** in the office of Director General Audit, Postal & Telecommunication Services (PT&T), 3rd Floor Audit Complex, Mouj-e-Darya Bokhari Road, Lahore. (042-99210934)
- (k) Bids submitted after the prescribed time and date shall not be accepted.
- (l) Bids will be opened on **Monday 27th May, 2024 (12:30 PM)** in the presence of all bidders or their authorized representatives in the office of Director General Audit, Postal & Telecommunication Services (PT&T), 3rd Floor, Audit Complex, Mouj-e-Darya Bokhari Road, Lahore.
- (m) Stipulated period of work will be **15 days** for entire printing process from the date of receipt of manuscripts of the Audit Reports/work order by the bidder.
- (n) Substandard printing material/rough matter will not be acceptable for payment. However, the same will also be handed over to this office for necessary disposal.
- (o) In case of delay in printing work from the stipulated period of 15 days, penalty @ 2% per day or a part thereof subject to a maximum of 10% of the total amount of printing will be charged / deducted from the claim of the printer/firm awarded with the work.
- (p) Taxes will be charged as per Government Rules governing at the time of payment.
- (q) The bidders would provide an affidavit on stamp paper of Rs.100 stating as under;
 - (1) I _____ hereby certify that my firm has not been blacklisted by any Government authority.
 - (2) That I _____ shall take all suitable measures to keep all printing matter (manuscript of Audit Reports and its plates etc;) in safe custody, being classified information, till such time the same is handed over to this office alongwith requisite copies of printed Audit Reports.
- (r) No advance payment will be made.
- (s) Payment will be made after satisfactory report from the Report Section of the procuring agency.
- (t) Any officer/official of the procuring agency may visit printing press to assess the quality of work and capability of press for the completion of printing task. In case of any discrepancy pointed out in the printed Audit Reports by the bidder, the revision/rectification in printed job would be carried out by the successful bidder at his own cost.
- (u) The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

Note:

- (i) Bids offered by the bidders would remain valid upto 30th June 2024.
- (ii) Audit Reports in the meaning of “Books” are exempted from Sales Tax vide Revenue Division (FBR), Sales Tax Wing, Islamabad letter No.1/68-SRR/99, dated 21st April, 1999 (Refer as per the entry at SM. 21 of the 6th Schedule to the Sales Tax Act, 1990).


AUDIT OFFICER (ADMN)
Audit Officer
% the Director General Audit
Local Govt Punjab (South)



Office of
DIRECTOR GENERAL AUDIT
Local Governments the Punjab (South)

Address: House No. 150, Block A, Model Town, Multan
Ph: 061-6306001, Fax No. 061-6522186 E-mail: dgaudit@south@yahoo.com

BID SUBMISSION FORM FOR PRINTING OF ANNUAL AUDIT REPORTS

This original document duly stamped and signed by this office has to be submitted alongwith the bid as financial proposal

AUDIT REPORT SPECIFICATIONS:

1	NAME OF THE AUDIT REPORTS	Audit Reports on the accounts of District Education Authority, District Health Authority, Local Governments, Public Sector Companies, Performance Audit and Special Study etc. as detailed in Bidding Document.
2	Quantity of Audit Report	Maximum 500 No. of copies of audit reports as per detail given in tender.
3	Size of Audit Report	Paper size 20" x 30"/8" /80 gms offset paper (imported) composing size 8" x 5"
4	Printing (TEXT)	Black & White
5	Bar Graphes, Pie Charts, Tables etc.	Almost five pages in a Report
6	Title Page	Colour x 2 (Glazed Lamination) (3,870) – 300 gm Art Card
7	Base	Pak Green (Dark Green both front and back), Printing Black & White
8	Binding	Centre Pin Binding / gum Binding (specimen can be seen from the procuring office)
9	Lamination	Title cover 8,500'
10	Total No. of Pages (approx.)	2,398,000 as per detail overleaf

We _____ hereby confirm that we have read the terms and conditions mentioned in the tender document (PPRA Tender No. _____) and do solemnly declare that we accept all terms and conditions. We have also understood the specifications given above and do hereby declare that we will perform the work as per these specifications. Accordingly, we submit our bid as under for all the Audit Reports mentioned in the tender document.

Cost Per Page / Title Page	Quote Rates (Inclusive all charges composing, taxes etc)	
	Per Page	Per Title
In Figures		
In Words		

Note:

- The procuring agency [Directorate General of Audit Local Governments the Punjab (South), Multan] would provide approved Audit Reports (alongwith composing specimen) for printing. The procuring agency would not check errors/blue prints and print jobs for printing of text as well as cover. The printer would be held responsible for the correctness and accuracy of text and title cover to the entire satisfaction of the procuring agency. Terms and conditions of Printing together with Bid Evaluation criteria as per tender documents.
- In case of any discrepancy / mismatch between amount in figures and words, the amount written in words shall be considered final for bid evaluation.

Date: _____

Audit Officer
% the Director General Audit
Local Govt. Punjab (South)
MULTAN.

Name & Signature of Bidder / Printer
Corporate Seal