



DIRECTORATE GENERAL OF AUDIT WORKS (PROVINCIAL)
First Floor, A.G. Office Complex, Turner Road, Lahore.
Phone:-042-99210154, PABX 042-99212175-78 Fax 042-99210175

Tender Notice

Sealed bids are invited from the reputed Income Tax and Sales Tax registered firms/concerns for printing of "Audit Reports and other printing material under the jurisdiction of Director General, Audit Works (Provincial), Lahore, Department of Auditor General of Pakistan for the Audit Years 2024-25. Scope of work/specifications are as under:

A- Scope of Work

A-1 Annual Audit Report

| Sr. No. | Title of Report | Audit Year | Estimated Pages Audit Report | Quantity | Total Estimated pages | Remarks |
|-----------------------|---|------------|--------------------------------|----------|-----------------------|----------|
| 1. | Printing details of Audit Report on the accounts for the Audit Year 2024-25 | 2024-25 | 422 (including 16 color pages) | 550 | 232,100 | Approved |
| Total Estimated pages | | | | | 232,100 | |

Specifications

- Size of publication: 7 ½ x 10
- Paper: White Offset (Imp.) 80 grams or above
- Title Cover: White Art Card in 3 Colors duly laminated (300 gram)
- Style of binding: XI-C
(Specimen can be seen from the procuring office)

A-2 Miscellaneous Printing Material

| Sr. No. | Iteam | Quantity |
|---------|--|----------|
| 1 | File Cover 350 GM (size 13.5 X 9.5) printing with name of office (as per sample) | 6000 |
| 2 | Note Sheet Pad (100 Pages) 70 GM Imported Paper (as per sample) | 200 Pad |
| 3 | White Envelope 100 GM (Size 10 x 12.5 inch) (as per sample) | 500 |
| 4 | Brown Envelope SE-5 80 GM (Size 4.3 x 9.3 inch) (as per sample) | 7000 |
| 5 | Brown Envelope SE-6 80 GM (Size 4.75 x 10.75 inch) (as per sample) | 4000 |
| 6 | Brown Envelope SE-7 80 GM (Size 5.3 x 15 inch) (as per sample) | 1000 |
| 7 | Brown Envelope SE-7A 80 GM with Cloth (Size 5.3 x 15 inch) (as per sample) | 500 |
| 8 | Brown Envelope SE-8 80 GM (Size 11 x 15 inch) (as per sample) | 1000 |
| 9 | Brown Envelope SE-8 80 GM with Cloth (Size 11 x 15 inch) (as per sample) | 500 |

Rt/D/tender/tender Notice

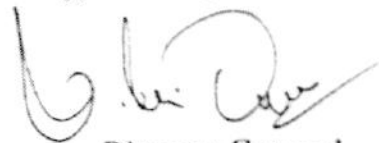
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| | | |
|----|--|------|
| 10 | Dak Register 100 Pages per Register 80 GM Imported Paper (Size 8.75 x 11.5 inch) (as per sample) | 200 |
| 11 | Dairy Register 120 Pages per Register 80 GM Imported Paper (Size 8.75 x 12.5 inch) (as per sample) | 100 |
| 12 | Verification Performa A4 Size Dubble Side Perint (as per sample) | 4000 |
| 13 | Medical Form A4 Size Dubble Side Printing (as per sample) | 4000 |
| 14 | Indent Store Requisition Form A4 Size (as per sample) | 4000 |

D- Terms and conditions:

1. Active Taxpayer/ Sales Tax Registered firms can only participate in the tender. The bidder shall provide details of customers to whom services have been provided, earlier.
2. Last five-year printing experience shall be provided with the tender documents.
3. List of machinery & equipment shall be provided with the tender documents.
4. List of staff shall be provided with the tender documents.
5. Sample of 80 gram offset imported paper and 300-gram art card shall be provided with the tender documents.
6. Bids should include all taxes applicable as per government rules.
7. Earnest money from the interested bidders in shape of CDR@ 2% of bid price shall be deposited with the bids.
8. Performance guarantee equal to 5% of the contract amount in shape of CDR/Bank Draft/unconditional bank guarantee shall be submitted by the successful bidders. Insurance guarantee / cheques of third-party undertaking shall not be acceptable.
9. Bidding documents can be obtained from the Routine Section of this office w.e.f 15.05.2025 to 04.06.2025 during the working hours upon cash payment of Rs.500/- (non-refundable).
10. Sealed bids can be submitted on tender / bid forms upto 04.06.2025 (11:00 am) in office of the Director General Audit, Works (Provincial), Lahore, 3rd Floor AG Office Complex, Turner Road, Lahore.
11. *Bids will be opened on same day at 11:30 am in the presence of all bidders or their authorized representatives at office the Director General PT&T Audit, 3rd floor Audit Complex, Turner Road Lahore.*
12. Bids submitted after the prescribed time and date shall not be accepted.
13. Stipulated period of work will be 15 days for entire printing process from the date of receipt of manuscript of the Audit Reports/ work order by the bidder.
14. 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.
15. In case of delaying in printing work from the stipulated period of 15 days, penalty @ 2% per day or a part thereof subject to maximum of 10% of the total amount of printing will be charged/ deducted from the claim of the printer/ firm awarded with the work.
16. Taxes will be charged as government rules governing at the time of payment.
17. The bidders would provide an affidavit on stamp paper for non- blacklisting of firms.

18. The successful bidders would provide an affidavit on stamp paper for taking all suitable measures to keep all printing matters (manuscript of Audit Report 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.
19. No advance payment will be made.
20. Payment will be made as per actual number of pages of each report.
21. Payment will be made after satisfactory completion of work and supply of Audit Reports subject to availability of funds.
22. The bidder will be selected on the basis of consolidated quoted price offered in the bids for all the reports/printing material.
23. The committee constituted for the purpose may visit printing press to access the quality of work and capability of press for the completion of printing task.
24. 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.
25. Bids offered by the bidders for approved/unapproved reports would remain valid up to 30th June-2025.



Director General

Audit Works (Provincial), Lahore

3rd Floor, AG Office Complex, Turner Road, Lahore.

Ph: 042-99212175-79