

## Tender Notice

Sealed bids are invited from the reputed Income Tax and Sales Tax registered firms/concerns for printing of five "Audit Reports under the jurisdiction of Director General Audit, Petroleum & Natural Resources, Lahore as detailed below:

### A- Scope of Work

Sr. No.	Title of Report	Estimated Pages Audit Report	Quantity (Books)	Total Estimated pages
1.	Audit Report on the accounts of Petroleum Division and Oil and Gas Regulatory Authority (OGRA) for the Audit Year 2024-25	478 (incl. 7 pages in 3 color)	700	334,600
2.	Audit Report on the accounts of KPOGCL (Khyber Pakhtunkhwa Oil and Gas Company Ltd.) for the Audit Year 2024-25	42	250	10,500

### B- Specifications

i.	Publication Size	7 ½ x 10
ii.	Paper (Text)	White Offset 80 grams Paper (Imported)
iii.	Paper (Cover)	White Art Card 300 grams Paper (Imported)
iv.	Ink (Inner Pages)	Black Text (7 pages in 3 color)
v.	Title Cover	Green Title with Purple color strip both sides glazed with lamination
vi.	Style of Binding	XI-C

(Specimen can be seen from the procuring office)

### C- 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 Admn-I Section of this office w.e.f **10-03-2025 to 21-03-2025** during the working hours (09:00 am to 03:00 pm) upon cash payment of Rs.500/- (non-refundable).
10. Bids can be submitted on tender / bid forms upto **25<sup>th</sup> March, 2025** (11:00 am) in office of the Director General Audit, Postal & Telecommunication Services, 3<sup>rd</sup> Floor Audit Complex, Mouj-e-Darya Bokhari Road, Lahore (being tender opening/evaluation committee).

11. *Bids will be opened on same day at 11:30 am in the presence of all bidders or their authorized representatives.*
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 @ 1% 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 along with 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.
23. The committee constituted for the purpose may visit printing press to assess 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.

**Note:**

- i. Bids offered by the bidders would remain valid up to 30<sup>th</sup> June, 2025.
- 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/SST/99, dated 21<sup>st</sup> April, 1999 (refer serial No. 21 of 6<sup>th</sup> Schedule to the sales Tax Act, 1990).



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