

BIDDING DOCUMENT

No: F. 1-14/DD-AC/DGRE/2020

National Competitive Bidding

Single Stage One Envelope

PRINTING OF TEXT BOOKS FROM GRADE 6-8

Project: Establishment of Directorate General of Religious Education



**Director Administration, & Coordination
Directorate General of Religious Education (DGRE)
Sector G-8/4, Taleemi Chowk, Islamabad**

Phone: 92 51 9261131-5

Email: directorarc@dgre.gov.pk

Grievance Redressal Committee

(Under Rule 48 of Public Procurement Rules-2004)

Sr. No.	Name	Designation	Position	Mailing Address	Phone	Email Address
1	Maj Gen ® Dr. Ghulam Qamar	Project Director – DGRE	Chairman	DGRE, Sector G-8/4, Taleemi Chowk, Islamabad	051-9261138	Qamar856@hotmail.com
2	Syed Azhar Abbas	Director Admin & Coord. – DGRE	Member	-do-	051-9261133	directorarc@dgre.gov.pk
3	Suhail Ahmed	Director Finance – DGRE	Member	-do-	051-9261135	directorfinance@dgre.gov.pk
4	Yasmin Ali	Director Registration – DGRE	Member	-do-	051-9261134	yasmin@hotmail.com
5	Rana Ijaz Ahmed	Dy. Director Finance	Member	-do-	051-9262957	rananhd@gmail.com

Government of Pakistan
Directorate General of Religious Education (DGRE)
Ministry of Federal Education & Professional Training

Invitation for Bids
National Competitive Bidding

Ref: F. No. 1-14/DD-AC/DGRE/2020

Dated: 30th March, 2023

Sealed proposals on Single Stage one Envelope, as defined in PPRA Rules are invited from the Publishers of Pakistan having No Objection Certificate (N.O.C) from the National Curriculum Council (NCC), Islamabad to print books for Class six to eight. It is to further clarify that all books of Class Six to Eight must be approved by the NCC as per their set criteria in line with National Curriculum.

2. Reference documents containing List of Text Books, Quantity, and other terms & conditions for participation in the proposal can be downloaded from the website i.e. www.dgre.gov.pk or www.mofept.gov.pk.

3. All proposals must be submitted to the office of the undersigned at or before 12:00PM on 17th April 2023. Proposals will be opened at 12:30 PM on the same day in the presence of bidder's representatives, who choose to attend the same address. This advertisement is also available on PPRA website at www.ppra.org.pk.

(Syed Azhar Abbas)
Director (Administration & Coordination)
Directorate General of Religious Education (DGRE)
Sector G-8/4, Taleemi Chowk, Islamabad
Ph: 92 51 9261131-5

Note: - Please read the following instructions carefully. Bound to accept the supply orders issued on the tender rates for supply of required quantities of books within prescribed period after receipt of the supply order.

1. Documents to be attached: -

- i. No Objection Certificate (N.O.C) from the National Curriculum council to print books for Class six to eight
- ii. Copy of NTN Certificate of the firm.
- iii. Copy of Active Sales Tax Registration Certificate of the firm.
- iv. Earnest money 3% of quoted price in the shape of Bank Draft/ Pay Order in favor of Directorate General of Religious Education, Islamabad.

2. Procedure of Tender Opening:

- i. The bid shall comprise a single package containing one envelop..
- ii. The Proposal may be submitted on following pattern: -

Sr #	Name of Books	Specifications	Unit Price	Total Price inclusive of all taxes & delivery (if applicable)
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- iii. During the evaluation, no amendments in the proposals shall be permitted;
- iv. The proposal of bids shall be opened at a time, date and venue announced in the presence of bidder's representatives.
- v. The bid found to be the most advantageous bid shall be accepted.

3. REJECTION OF THE BID:

No offer shall be considered if,

- i. Received without earnest money.
- ii. Received after the time and date fixed for its receipt.
- iii. Unsigned Tender.
- iv. The offer is ambiguous.
- v. The offer is conditional.
- vi. The offer is from the firms, who are black listed/ suspended by any Government Department.
- vii. Offer is received with shorter validity than required in the tender enquiry.
- viii. The offer is for items/ stores do not conform to the specifications indicated in the enclosed list.
- ix. DGRE further reserves the right to accept or reject any or all tenders without assigning any reason.

4. PERFORMANCE GUARANTEE: -

- i. The successful bidder / firm will be required to furnish 5% performance guarantee of the total bill value / supply order in the shape of Pay order. The earnest money will be released on receipt of 5% performance guarantee.
- ii. In case the supplier / contractor fails to complete the warranty / guarantee period successfully, the performance guarantee / security deposit will be forfeited in favor of

DGRE M/o FE&PT.

- iii. The performance guarantee will be released to the bidder after the satisfactory delivery of books as per terms & condition of the tender.

5. TAXES: -

- i. The rates quoted should be inclusive of all applicable taxes.
- ii. The bidder shall provide the Income Tax and Sales Tax Registration Certificates.
- iii. The authorities will deduct the taxes at source, as per prevailing rules/regulations of the Government.
- iv. In case the supplies or part thereof are exempt from levy of any tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

6. BIDDING: -

- i. The bidder may only bid for complete order and not the individual book or class.
- ii. Rates should be quoted on for basis with transportation, delivery and all incidental charges.
- iii. The bidders should quote final rates both in words as well as in figures.
- iv. Proposal must be filled in, stamped and signed by authorized representative of the bidder.
- v. Any erasing/cutting/crossing etc. appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any over writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted.

7. BID EVALUATION: -

- i. The bids shall be evaluated in accordance with terms & conditions of this proposal documents.

8. SUPPLY OF BOOKS

- i. The books mentioned in the list are required to be delivered in Deeni Madaris / Wafaqs in Provincial Head Quarters of Pakistan (List will be provided to successful bidder with supply order). All supplies will be required to be delivered by the vendor concerned within 60 days of the issue of the supply order.
- ii. The supplier shall arrange such transportation of Goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Supply Order.
- iii. All cost associated with transportation including loading unloading and road taxes shall be borne by the supplier.
- iv. The bidders are required to provide valid / authentic delivery acknowledgment from the Mohtamim of Deeni Madaris / Wafaqs with sign and stamp.
- v. The bidders are required to discuss the packing mode with the procuring agency prior to dispatch / delivery to Deeni Madaris / Wafaqs in Pakistan

9. DGRE RIGHTS WITHIN PROVISION OF PPRA RULES-2004

- i. DGRE reserves the right to award contract to more than one bidder.
- ii. DGRE reserves the right to accept or reject any or all tenders.

- iii. DGRE reserves the rights to claim compensation for the loss caused by the delay in the delivery or any other damage pointed out at time of delivery or commissioning or installation or during warranty period.

10. PRICE REASONABILITY CERTIFICATE.

- i. The bidder shall certify that the prices quoted are not more than the prices charged from any agency (Government & Private) in Pakistan and in case of any discrepancy, the bidder thereby undertakes to refund the price charged in excess.
- ii. The renderers / bidders must certify that: -
 - a) Item quoted is of latest and current production model.
 - b) Item quoted is bearing the manufacturing batch / serial number / code number for verification.

11. PAYMENT

- i. No advance payment shall be made.
- ii. All payments shall be made through crossed cheque

12. ARBITRATION

In the event of any dispute arising between the bidder and the procuring agency regarding this bid or any other matter ancillary thereto whatsoever, the same shall be referred to the sole arbitrator i.e. Grievance Redressal Committee of DGRE. The Arbitrator shall give its award within 02 months from the date on which it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceeding. Reference to arbitration shall be a condition precedent for any other action at law.

13. Undertaking: - (on stamp paper of Rs. 100)

We undertake and declare that: -

- i. The prices quoted include all taxes, transportation and delivery to Deeni Madaris / Wafaqs in Pakistan.
- ii. The prices offered / quoted are valid upto 30th June, 2023.
- iii. All books are printed duly approved by the National Curriculum Council (NCC), Islamabad as per set criteria in line with National Curriculum and in case of any defect and malfunction we shall be responsible for replacement / compensation before release of performance guarantee.
- iv. The supplier is responsible for arranging replacement / compensation of books during contract period.

We understand that: -

- i. DGRE reserves the right to accept or reject our bid and we undertake not to question the decision of DGRE in this regard.
- ii. The earnest money amounting to Rs.submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions given in the advertisement referred to above firm fails to abide by the terms and conditions given in the advertisement referred to above.

Signature & Stamp of Authorized Agent.

ITEMS AND THEIR SPECIFICATIONS

Note: All bidders are required to quote the price of books including all taxes, transportation, and delivery etc.

Sr. No.	Grade / Class	BOOK NAME	QTY	SPECIFICATION
1	Six	Computer Science	3675	- Printing: 4 Colour Printing - Binding: Hot glue - Title: Bleach Card, 210 gram with shine lamination - Inside pages: 68 gram offset paper, local high finish white
2		Geography	3675	
3		History	3675	
4		Islamiyat	3675	
5		Mathematics	3675	
6		Science	3675	
7		Urdu	3675	
8	Seven	Computer Science	3675	
9		Geography	3675	
10		History	3675	
11		Islamiyat	3675	
12		Mathematics	3675	
13		Science	3675	
14		Urdu	3675	
15	Eight	Computer Science	3675	
16		Geography	3675	
17		History	3675	
18		Islamiyat	3675	
19		Mathematics	3675	
20		Science	3675	
21		Urdu	3675	
Total Qty of Books			77,175	

