



BIDDING DOCUMENT
FOR
PRINTING OF AUDIT REPORTS

May 2026

**Director General Audit, Local Governments, the Punjab (South),
House # 150, Block-A, Askari Bank Road, Model Town, Multan
Ph # 0616522186 (Ext. 104)**

TERMS AND CONDITIONS

The terms and conditions of this bidding document comprise of two parts as under:

Part 1: Instruction to Bidders (ITB)

Part 2: Bidding Forms

- a. Bid Submission Form
- b. Form of Financial Proposal

Part 1: Instruction to Bidders (ITB)

ITB 1 Scope of Bid

- 1.1 Directorate General Audit, Local Governments, the Punjab (South), Multan (the “DG Office”) wishes to conduct a bidding process amongst eligible bidders on a **Single Stage – One Envelope Procedure** prescribed under the Public Procurement Rules (PPR) 2004 notified by the Public Procurement Regulatory Authority (PPRA) Government of Pakistan.
- 1.2 The bidding process is intended to select a reputed printing firm to provide printing services to DG Office for printing of approximately 28 number of Audit Reports involving an estimated number of 298,500 (two-hundred ninety-eight thousand & five hundred) of text pages and fourteen thousand (14,000) titles as detailed below.

Sr. No.	Audit Year	Audit Report on	Total No. of Audit Reports	No. of Copies of Reports to be Printed	Total Quantity of Title Pages	No. of Pages in each Report	Total quantity of inside pages
1	2025-26	District Education Authority Bahawalnagar	1	500	500	28	14000
2	2025-26	District Education Authority Bahawalpur	1	500	500	21	10500
3	2025-26	District Education Authority Chiniot	1	500	500	17	8500
4	2025-26	District Education Authority Dera Ghazi Khan	1	500	500	16	8000
5	2025-26	District Education Authority Faisalabad	1	500	500	19	9500
6	2025-26	District Education Authority Jhang	1	500	500	20	10000
7	2025-26	District Education Authority Khanewal	1	500	500	20	10000
8	2025-26	District Education Authority Lodhran	1	500	500	20	10000
9	2025-26	District Education Authority Muzaffargarh	1	500	500	18	9000
10	2025-26	District Education Authority Pakpattan	1	500	500	18	9000
11	2025-26	District Education Authority Rahim Yar Khan	1	500	500	22	11000
12	2025-26	District Education Authority Rajanpur	1	500	500	17	8500
13	2025-26	District Education Authority Sahiwal	1	500	500	16	8000
14	2025-26	District Education Authority Toba Tek Singh	1	500	500	25	12500
15	2025-26	District Education Authority Vehari	1	500	500	23	11500
16	2025-26	District Health Authority Bahawalnagar	1	500	500	34	17000
17	2025-26	District Health Authority Bahawalpur	1	500	500	25	12500
18	2025-26	District Health Authority Faisalabad	1	500	500	24	12000
19	2025-26	District Health Authority Jhang	1	500	500	23	11500
20	2025-26	District Health Authority Khanewal	1	500	500	18	9000
21	2025-26	District Health Authority Layyah	1	500	500	19	9500
22	2025-26	District Health Authority Lodhran	1	500	500	21	10500
23	2025-26	District Health Authority Multan	1	500	500	19	9500
24	2025-26	District Health Authority Muzaffargarh	1	500	500	22	11000
25	2025-26	District Health Authority Pakpattan	1	500	500	21	10500
26	2025-26	District Health Authority Rahim Yar Khan	1	500	500	24	12000
27	2025-26	District Health Authority Toba Tek Singh	1	500	500	24	12000
28	2025-26	District Health Authority Vehari	1	500	500	23	11500
Total				14000	14000		298,500

- 1.3 Number of pages are subject to finalization of Audit Reports and No. of reports in proportion to the members of Provincial Assembly / PAC Punjab Lahore is subject to the orders of the AGP for placing these reports before the appropriate forum as and when received.

ITB 2 Specifications

- 2.1 The specification of printed Audit Reports must be as under:

Sr. No.	Description	Specification
1	Page Size	7.8” inches (width) by 11” inches (height) [7.8” x 11”]
2	Composing Size	6.1” inches (width) by 8.5” inches (height) [6.1” x 8.5”]
3	Paper Quality	80 grams offset imported paper
4	Title Page	Colour x 2 (Glazed Lamination) – 300 grams Art Card
5	Base	Pak Green (Dark Green both front and back), Printing Black & White [as per sample]
6	Binding	Centre Pin and gum binding (as per sample)

ITB 3 Eligibility Requirements

3.1 A bidder must fulfil the following eligibility requirements:

- a. Be on the Active Taxpayers List (ATL) and hold a valid NTN / Income Tax and Sales Tax Registration certificate (attach certified copies),
- b. Provide Bid Security in the shape of CDR from a scheduled bank @ 2% of total bid price in the name of Director General Audit, Local Governments, the Punjab (South), Multan.
- c. Provide an affidavit on stamp-paper of Rs. 100 declaring that:
 - i. We [*name of the bidding firm*] do hereby solemnly certify that we have neither been declared ineligible / blacklisted by any Government / Semi-Government Agency / Department / Authority nor involved in litigation / arbitration with any Government / Semi-Government Agency.
 - ii. Further, we [*name of the bidding firm*] do hereby solemnly declare that we have read and understood the complete scope, obligations and terms & conditions of the bidding document and unconditionally accept the performance of the same without any omissions, reservations, deviations or conditions as our bid.
 - iii. That we [*name of the bidding firm*] 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 DG Office along with requisite copies of printed Audit Reports.
- d. Provide on its letter head list of printing assignments carried out during last three years which must include **AT LEAST TWO** of the following;
 - i. Must have carried out printing of at least one Audit Report for any of the department of the Auditor-General of Pakistan during last three years.
OR
 - ii. Must have carried out at least two printing assignments for any other Government / Semi-Government department during last three years.
OR
 - iii. Must have carried out at least three printing assignments for any private organization during last three years.

(Bidders must provide documentary evidence such as award letter, work order, satisfactory completion certificate)
- e. Provide duly signed and stamped sample of 80 grams offset imported paper and 300 grams Art Card with the bid.

ITB 4 The Bid

- 4.1 The bid shall comprise of all the documents mentioned under ITB 3 Eligibility Requirements and the FORM OF FINANCIAL PROPOSAL.
- 4.2 Financial Proposals of only those bidders who fulfil the Eligibility Requirements shall be considered for further evaluation. The Financial Proposal of a bidder who does not fulfil any of the Eligibility Requirements shall be declared ineligible.

- 4.3 The Financial Proposal must be submitted on the original **FORM OF FINANCIAL PROPOSAL** attached with the bidding document in the manner as prescribed on that form.
- 4.4 Bids should include all taxes applicable as per Government rules.
- 4.5 Earnest money from the interested bidders in shape of CDR @2% of bid price should be deposited with the bids.
- 4.4 The bids i.e. the rates quoted in the Financial Proposal shall remain **valid till June 30th 2026**.
- 4.5 The bidders who wish to participate in the bidding process can download the bidding documents from PPRA Web site or obtain the bidding documents during working hours (8:30 am to 4:30 pm) from the following address.

Audit Officer (Admn),

Office of Director General Audit, Local Governments, the Punjab (South), Multan
Address: House No. 150, Block-A, Model Town Multan
Telephone No. 061-6522186 (Ext: 104), 061-6216284]

- 4.6 The DG Office may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The DG Office shall upon request communicate to any bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

ITB 5 Bid Submission Deadline

- 5.1 Bidders shall submit their bids by registered mail or by hand at the address mentioned at ITB 5.4. Bids submitted through fax or email or any other electronic transmission shall not be considered.
- 5.2 The bidders shall submit its bid in a sealed envelope which shall bear the name and address of the bidder.
- 5.3 If the envelop is not sealed, the DG Office shall not assume any responsibility for misplacement or premature opening of the bid. In case of such a scenario, the bid shall be rejected as non-responsive.
- 5.4 Bids must be received at the address mentioned below not later than **11:30 am PST on June 01st, 2026**.

Audit Officer (Admn),

Office of the Director General Audit, Postal & Telecommunication Services (P&TS),
Address: 3rd Floor, Audit Complex (Old PT&T Audit Building),
Syed Mouj-e-Darya Road, Lahore

- 5.5 Bids with charges payable shall not be accepted, nor shall any arrangement be made to collect the bids from any delivery point other than the one specified in ITB 5.4. Bidders shall bear all expenses incurred in preparation and delivery of bids. No claims for refund of any expense shall be entertained.
- 5.6 Any bid received at the address mentioned at ITB 5.4 after the submission deadline shall be returned unopened to such bidder.
- 5.7 Delays in the mail, delays of persons in transit, or delivery of a bid to an incorrect location shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be bidder's responsibility to determine the manner in which to deliver its bid in a timely manner.

ITB 6 Bid Opening

- 6.1 Bids shall be opened in the presence of bidders designated representatives who choose to attend, and at the address mentioned at ITB 5.4 at **12:00 noon on June 01, 2026**.

ITB 7 Successful Bidder

- 7.1 After determining the responsiveness of each bid as per Eligibility Requirements and all other terms and conditions of the bidding document, the bidder that offers the lowest per page and per title price shall be declared the successful bidder.
- 7.2 The successful bidder shall be issued **Notice of Award** which the successful bidder shall be required to acknowledge and return the same with its acceptance (**Acceptance of Notice of Award**) within five (05) days of the issuance of Notice of Award. Failure to provide acceptance

within prescribed timeline shall constitute sufficient grounds for the annulment of the Notice of Award and forfeiture of its bid security. In such event, the DG Office may award the printing assignment to the second "**Most Advantageous**" bidder whose bid has been determined to be responsive to the bidding document. The procedure to award the printing assignment to the second Most Advantageous Bidder shall apply *mutatis mutandis* to the existing procedure applicable to the Most Advantageous bidder.

- 7.3 The successful bidder shall also provide performance guarantee equaling 5% of the amount mentioned in the Notice of Award in the shape of CDR / Bank Draft / unconditional Bank Guarantee from a Scheduled Bank of Pakistan along with Acceptance of Notice of Award. Insurance guarantee / cheques of third-party undertaking shall not be accepted.

ITB 8 Work Order

- 8.1 The successful bidder shall be required to complete the printing assignments mentioned in the Work Orders within the time lines given in the respective Work Order but not exceeding seven (07) days in any case.
- 8.2 In case of delay in printing work from the stipulated period mentioned in the Work Order, penalty @ 2% per day or a part thereof subject to a maximum of 10% of the total amount of the Work Order shall be charged / deducted from the claim of the printer / firm awarded with the work.
- 8.3 The DG office shall provide soft and hard copies of approved Audit Reports for printing assignment. The printer would be held responsible for the correctness and accuracy of text and title cover to the entire satisfaction of the procuring agency. Any officer / official of the DG Office may visit printing firm to assess the quality of work and capability of printing firm for the completion of printing assignment.
- 8.4 Failure of the successful bidder to comply with the requirements of ITB, Work Orders and / or unsatisfactory performance may result in forfeiture of performance guarantee.

ITB 9 Terms of Payment

- 9.1 The successful bidder shall be required to deliver Printed Audit Report at the address of the DG Office as mentioned at ITB 4.5 at its own cost.
- 9.2 Upon receipt of complete number of reports given in a Work Order at DG Office and after satisfactory report of quality and quantity to be given by the Report Section of the DG Office, the invoice given by the successful bidder shall be processed for payment.
- 9.3 The payment shall be made in accordance with actual number of pages and titles of the printed Audit Reports.
- 9.4 In case of any discrepancy pointed out in the printed Audit Reports by the Report Section, the successful bidder shall be required to revise / rectify the discrepancies within fifteen days at its own cost. No payment shall be made prior to removal of discrepancies, if any. The substandard / discrepant printed Audit Reports will also be handed over to the DG Office, being confidential, for necessary disposal.
- 9.5 No advance payment will be made in any case.
- 9.6 Taxes will be charged as per Government Rules governing at the time of payment.
- 9.7 Audit Reports in the meaning of "Books" are exempted from Sales Tax vide Para No. 1 (iv)(a) Revenue Division (FBR), Sales Tax Wing, Islamabad letter No.1/68-STT/99, dated 16th November, 1999 (Refer serial No.21 of 6th Schedule to the Sales Tax Act, 1990).

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**AUDIT OFFICER (BUDGET)/
DRAWING & DISBURSING OFFICER**

Part 2
Bidding Forms

BID SUBMISSION FORM
[to be submitted on bidder's letter head]

To

Audit Officer (Admn)
o/o the Director General Audit,
Local Governments, the Punjab (South)
Multan

We, *[name of the bidding firm]* submit our Bid and declare the following:

Bidder's legal name	
Bidder's Office Address	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
Active Taxpayer Status (Yes or No)	
NTN Number	
STN Number	
<p>Attached are copies of the following attested documents and Bidding Forms (Please Tick all boxes):</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Proof of being Active Taxpayer, certified copies of NTN & STRN in accordance with ITB 3.1 (a). <input type="checkbox"/> 2. Bid security in the form of CDR in accordance with ITB 3.1 (b). <input type="checkbox"/> 3. Affidavit on stamp-paper in accordance with ITB 3.1 (c). <input type="checkbox"/> 4. Proof of experience in accordance with ITB 3.1 (d). <input type="checkbox"/> 5. Signed and stamped sample of 70 grams offset imported paper and 260 grams Art Card in accordance with ITB 3.1 (e). <input type="checkbox"/> 6. Form of Financial Proposal in accordance with ITB 4.1. 	
<p>We have examined and have no reservations to the Bidding Document. All of the Forms accompanying the Bid have duly been signed by the undersigned and stamped.</p> <p>Name <i>[Name of authorized signatory]</i> _____</p> <p>Signed <i>[Signature of authorized signatory]</i> _____</p> <p>(Seal) _____</p> <p>Duly authorized to sign the Bid for and on behalf of <i>[name of the bidding firm]</i></p> <p>_____</p> <p>Date: _____</p>	



**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: dgauditsouth@yahoo.com

FORM OF FINANCIAL PROPOSAL

(This original document duly stamped and signed by this office has to be submitted along with the bid as financial proposal)

We _____ do hereby solemnly confirm that we have read the terms and conditions mentioned in the bidding document and do solemnly declare that we unconditionally accept all terms and conditions. We have also understood the specifications given in the bidding document and do hereby declare that we will perform the work as per these specifications. Accordingly, we submit our Financial Proposal as under:

Cost Per Page / Title Page	Quoted Rates in Rupees (Inclusive of all charges and applicable taxes, etc.)	
	Per Page (298,500 pages approximately)	Per Title (14,000 approximately)
In Figures		
In Words		

Note: 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: ___/___/2026

**Name & Signature of Bidder /
Printer
Corporate Seal**