



OFFICE OF THE COMMISSIONER,
LARKANO DIVISION LARKANO

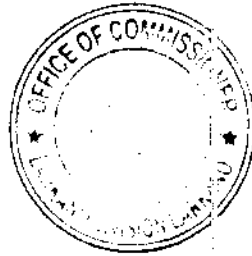
TENDER DOCUMENTS

FOR

N.I.T. NO. AB/TENDER/9 DATED 16.01.2014

OF OFFICE OF THE
COMMISSIONER, LARKANO DIVISION

(ADVERTISED ON THE WEBSITE OF SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY)



INTRODUCTION

The Office of Commissioner Larkano Division requires some furniture items for its newly renovated conference hall and office chambers of the Commissioner since the old furniture is inadequate and majority of chairs of conference hall are damaged. Therefore, for facilitating the large number of participants of the important meetings held here on various matters, additional chairs, etc. are required.

TIME SCHEDULE FOR TENDERS

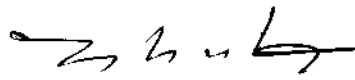
Last Date for obtaining Tender Documents from office of Commissioner, Larkano Division	07 th February, 2014 up to 04:00 pm
Last Date for submitting Tenders/Bids at office of Commissioner, Larkano Division	07 th February, 2014 up to 05:00 pm
Date of Opening Tenders/Bids at office of Commissioner, Larkano	07 th February, 2014 up to 06:00 pm



BIDDING DATA

(a)	Name of Procuring Agency	Office of the Commissioner Larkano Division
(b)	Brief Description of Works	Supply of furniture and fixture for office
(c)	Procuring Agency's Address	Commissionerate Building Larkano
(d)	Estimated Cost	
(e)	Amount of Bid security (Fill in lump sum amount or in %age of bid amount/estimated cost, but not exceeding 5%)	Nil
(f)	Period of Bid Validity (days) (Not more than sixty days)	One Month
(g)	Security Deposit (including bid security) (in %age of bid amount/estimated cost equal to 10%)	2% of the bid amount
(h)	Percentage, if any, to be deducted from bills	3.5% income tax 17% GST
(i)	Deadline for submission of Bids along with time	07 February 2014 05-00 p.m
(j)	Venue, Time and Date of Bid opening	Commissioner Office Larkano, at 06-00 p.m on 07.02.2014
(k)	Time for completion from written order of commence	One Month
(l)	Liquidity damages (0.05% of estimated cost or bid cost per day of delay, but total not exceeding 10%)	05% of total bid cost
(m)	Deposit receipt No., Date, Amount (in words and figures)	Amount of Call deposit Rs. _____ (in words Rupees _____) No. _____ Dated: _____



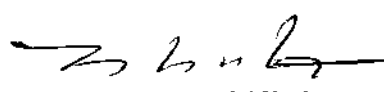

 Deputy Director (P&D)/Chairman DPC

(B) Description and rate of Items based on Market (Offered Rates)

Item No.	Quantities	Description of item to be executed at site	Rate	Unit	Amount in Rupees
1	2	3	4	5	6
1	50 Nos.	Chairs for Conference Hall (Traditional) 775 mm (H), 546 mm (W), 521 mm (D)			
2	06 Sets	Executive Sofa (2-Seater) 800 mm (H), 1750 mm (W), 114 mm (D), Leather finish will be preferred			
3	12 Nos.	Windows Blinds Rolling system with parachute cloth or fiber (washable) for windows of 31/2'x4' and 4'x4'			
4	01 No.	Centre Table 406 mm (H), 559 mm (W), 559 mm (D)			
5	02 Nos.	Side Table 553 mm (H), 559 mm (W), 559 mm (D)			

Total (B) = in words & figures: _____

Contractor


Deputy Director (P&D)/Chairman
Divisional Procurement Committee



BILL OF QUANTITIES

(A) Description and rate of Items based on Composite Schedule of Rates

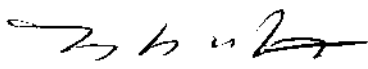
Item No.	Quantities	Description of item to be executed at site	Rate	Unit	Amount in Rupees
1	2	3	4	5	6

Amount Total (a) : -----% above/below on the rates of CSR.

Amount Total (b) : Amount to be added/deducted on the basis of premium quoted

Total (A) = (a) + (b) in words & figures :

Contractor


Deputy Director (P&D)/Chairman
Divisional Procurement Committee

TERMS & CONDITIONS

- (i) Transportation of required items in proper condition up to Commissioner Office Larkano shall be responsibility of the suppliers and NO separate payment shall be charged on this account.
- (ii) All the procurement process shall be governed by "Sindh Public Procurement Regulatory Authority Rules, 2010" and instructions of Sindh Government issued in this regard from time to time.
- (iii) Only the Bids/Quotations of those bidders will be considered who are tax payers having proper "National Tax Number" and duly registered with Income Tax Department, as per required government policy. Such NTN and Registration Certificates should be submitted with the tenders/bids or separately.
- (iv) All bids/quotations shall be opened in presence of Members of "Procurement Committee" (constituted in respect of Commissioner Office Larkano) and Bidders or their authorized representatives.
- (v) All bids/quotations shall be evaluated and finalized by the "Procurement Committee".
- (vi) The "Procurement Committee" reserves the rights to postpone or reject all or any quotations/bids as per SPPRA Rules, 2010.
- (vii) "Earnest Money/Call Deposit" (2% of total cost) should be deposited in shape of Demand Draft or Pay Order in the name of Commissioner, Larkano Division.
- (viii) Incomplete bids/quotations shall not be entertained.
- (ix) The cost of preparing bids or negotiating bids including any visit to the office of Commissioner Larkano Division are not reimbursable and cannot be included as costs in the bids.
- (x) A bid by any bidder who is found involved in any fraudulent activities or misleading facts shall not be considered for the bids and shall be liable to be rejected at any stage.
- (xi) All prices should be quoted in Pakistani rupees only with clear mention of General Sales Tax and Income Tax due on total costs.
- (xii) Failure to comply with the supply schedule (schedule for supply of items) shall render the bidder concerned to pay up the losses sustained by the office of Commissioner Larkano Division due to delay on the part of suppliers/bidders.
- (xiii) If competitive rates are not offered by the bidders, the Procuring Agency shall, in its discretion, at liberty to reject all the bids.
- (xiv) No cost escalation will be allowed after approval of initial bids and the successful bidders shall be bound to supply the items concerned on the rates already quoted without any increase.
- (xv) Income Tax and General Sales Tax shall be deducted on the bills at source as per existing rates and rules of the government and any other taxes (including stamp duty) shall also be paid by the successful bidder.
- (xvi) The Commissioner Larkano Division may withhold payments of suppliers if the products supplied by them are found substandard, faulty or if any consequential loss is sustained due to any fault in these items/products.
- (xvii) Minor modifications in the specifications of required products may be made by the Procuring Agency, in cases of exigency, but, before the last date for submission of the proposals.
- (xviii) The bidders shall be responsible for satisfactory processing of the claims of warranty/guaranty of such products which are sold with warranty/guaranty by the respective manufacturers or the distributors or marketing firms in Pakistan etc.
- (xix) The bidders shall be subject to local laws as applicable for supply and transportation of the required items.
- (xx) The bidders shall provide the requisite security and sign the "Bid Security Form" (specimen annexed hereto) on their letter pad.
- (xxi) While quoting the prices of items, Unit Price of each items should also be quoted.
- (xxii) 3.5% Income Tax on all items shall be chargeable, whereas, General Sales Tax shall be CHARGED @17% on the furniture items and such products on which at source GST has NOT been paid by manufacturers.
- (xxiii) Tenders shall be evaluated on the basis of economy of cost and the quality of products offered.



MANNER OF SUBMISSION OF BIDS

1. The Bidder/firm shall furnish complete information about their company's name, status, contact numbers, location, method of supplying items, delivery schedule, time-limits for rates, etc.
2. The Bidders are required to submit their "Financial Proposals" in one sealed envelope, which may be personally submitted or mailed at office of Commissioner, Larkano Division, near Lahori Regulator, Larkano.
3. The price should include supply of items concerned and their transportation up to office of Commissioner Larkano Division (including Camp Office of Commissioner Larkano Division) which are located in the same locality in Larkano City.

PROCUREMENT COMMITTEE

A "Procurement Committee" has already been constituted (under Notification No. AB/SPPRA/41 dated 07.01.2014 of Commissioner Office, Larkano) for all procurements to be made for the office of the Commissioner, Larkano Division. The current procurement will also be made through this Committee.

REDRESSAL COMMITTEE FOR AGGRIEVED BIDDERS (IF ANY)

Any bidders, who feel aggrieved from any decision of "Divisional Procurement Committee" or the procurement process may submit complaint before the "Complaint Redressal Committee", which shall process the complaints of bidders in accordance with mechanism prescribed in SPPRA Rules, 2010, and

- (i) the committee upon receiving a complaint from an aggrieved bidder shall inquire into the matter and announce its decision within seven days
- (ii) the decision shall be intimated to the bidder and the Authority within three working days by Procuring Agency.
- (iii) the Complaint Redressal Committee shall not make any decision to award the contract.

COMMENCEMENT & SCHEDULE FOR SUPPLY OF ITEMS

- (i) The successful bidder shall be paid 10% advance of the total bid within one week of approval of the bid for supply of the required items (for which he shall submit separate invoice for advance) and the remaining amount shall be paid AFTER supply of all the items concerned in a proper manner at Commissioner Office Larkano and ascertaining the quality and condition of the products.
- (ii) The successful bidder shall be bound to supply ALL the required items within 15 (fifteen) days of the receipt of 10% advance, as mentioned above.

ADDITIONAL INFORMATION

Any additional information may be sought from the office of Commissioner, Larkano Division through following contact numbers:

Phone: 074-9410244, 9410294
Cell Phone 03337531002 & 03003417574
Fax Numbers 074-9410293 & 9410304

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