



NO. DC/AB/ /2014
OFFICE OF THE
DEPUTY COMMISSIONER KHAIRPUR
dated May, 2014

BIDDING DOCUMENTS

Issued to M/S. _____ against tender fees of Rs. 1000/= (Rupees
One thousand only) in shape of pay order No. _____ dated _____
amounting to Rs.1000/= (Rupees one thousand only) from _____
(name of Bank).

ADDL. DEPUTY COMMISSIONER-II
KHAIRPUR



OFFICE OF THE DEPUTY COMMISSIONER KHAIRPUR

TENDER DOCUMENT ISSUANCE PERFORMA

Name of Tender:	<u>SUPPLY OF THREE WHEEL CYCLE ELECTRIC CYCLE FOR SPECIAL PERSONS</u>
Official Address:	Office of the Deputy Commissioner Khairpur
Telephone No:	0243-9280208
Fax:	0243-9280209
Date & time for submission of bids/tenders	23 rd May, 2014 at 11.00 am
Date & time for opening of bids/tenders	23 rd May, 2014 at 11.30 am
Cost of bid Documents:	Rs.1000 (Rupees one thousand Only)



NO. DC/AB/ /2014
OFFICE OF THE
DEPUTY COMMISSIONER KHAIRPUR
Dated May 2014

To, _____
M/s. _____

SUBJECT: NOTICE FOR INVITING BIDS/SEALED TENDERS FOR SUPPLY OF THREE WHEEL CYCLE (TRICYCLE) FOR SPECIAL PERSONS

Reference: Your application dated /05/2014 with tender fee of Rs.1000/= in shape of pay order No.....dated /5/2014.

You are hereby invite you to submit your bids/ sealed tenders for the stores as per details in the schedule (Annexure-A) to this invitation for bids subject to the terms laid down in (Annexure-B) and those mentioned here under. The contract resulting from this invitation for bids shall be governed by conditions of contract as contained in (Annexure-B).

The Bidder shall submit the Bid in one sealed envelope comprise of the following:

- a) Name of firm & its status, address & telephone/ fax numbers.
- b) Technical Specification of product as mentioned by the procurement agency in Annexure A.
- c) Experience of similar work/supply of Goods of last 3 years.
- d) Agency or Re-Seller certificate / Credentials to support the proposal.
- e) Financial Credentials / Bank Statement for the last 03 years.

3. The bids/sealed tenders can be submitted on 23rd May 2014 at 11-00 am and same will be opened on same date viz. 23rd May 2014 at 11-30 am in presence of bidders/their authorize representatives who wish to be present. The proposals will be scrutinize by the procurement committee and only the proposals of suppliers/firms will be entertained who will be found in accordance with the criteria already mentioned in the NIT.

4. The bidder shall quote the rates on prescribed schedule (Annexure-A) to this invitation for bids on the basis indicated there in and shall sign the Undertaking given herein to the effect that the items shall be supplied in the schedule. In case there is any deviation it should be clearly mentioned by the BIDDER otherwise it will be presumed that the office is strictly in accordance with the requirements.

5. In case offer of supply of items with in the country price quoted shall be inclusive all taxes, duties and charges for packing and making etc.

6. The items are required for delivery /shipment as stated in the schedule. If however it is not possible to give delivery / shipment by the specified date, the Bidder shall give guaranteed date by which they can deliver/ ship the items.

7. Failure to submit the Bids in the manner prescribed in the invitation for bids and it's related scheduled and annexure will render the same liable to be ignored / rejected.

ADDL. DEPUTY COMMISSIONER-II
KHAIRPUR

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I. GENERAL TERMS & CONDITIONS

i. Bid Security:

- Selection Method of Bids is being involved on the basis of single Stage one Envelope Procedure, as per provision of SPPRA Rules, 2010.
- Bid security, in the shape of Pay order in favor of Deputy Commissioner, Khairpur as mentioned in the NIT.
- Equivalent to 2.5% of the total quoted cost of bid should be submitted along with the Bid documents in a sealed envelop.
- The Office of the Deputy Commissioner Khairpur will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids. Bidders shall submit Bids, which comply with the Bidding Documents.

ii. Validity of the Proposal:

All proposals and prices shall remain valid for a period of 90 days from the closing date of the submission of Proposals. However, the responding office is encouraged to state a longer period of validity for the proposal.

iii. Currency:

The Financial Proposals shall be quoted in Pakistani Rupees (PKR) Only.

iv. Withholding Tax, Sales Tax and Other Taxes:

The responding organization is hereby informed that the Government shall deduct Taxes at the rate prescribed under the Tax Laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and / or income, which may be levied by Government. If responding organization is exempted from any specific Taxes, then it is requested to provide the relevant documents with the proposal.

v. Compliance to Specifications:

The responding Organization (RO) will be provided information as per Annexure-A.

vi. Warranty:

Standard as provided by Manufacturers.

vii. Penalty Clause:

- An Affidavit that the Firm has not been entangled in litigation with any client during the last five (05) years.
- An Affidavit that the Firm has never been blacklisted by any Government Department.
- Liquidated damages of 0.25% per day of the contract price per day will be deducted for delayed delivery goods. In case of delay the order / contract will be cancelled and performance / bid security shall be forfeited.

viii. Completion Time:

Twenty Days after issuance of purchase order.

2. INSTRUCTION FOR RESPONDING ORGANIZATIONS

i. Communication:

Enquiries regarding this RFQ shall be submitted in writing to:-

"Additional Deputy Commissioner-II, Khairpur "

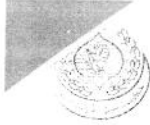
Phone: +(0243)-9280208

Fax #: +(0243)-9280209

ii. Mode of Delivery & Address:

Bids must be submitted in a sealed envelope, clearly marked as "Invitation for Bids" by 11:00 A.M. on 2nd May 2014 at the address given below:

OFFICE OF THE DEPUTY COMMISSIONER, KHAIRPUR



OFFICE OF THE DEPUTY COMMISSIONER KHAIRPUR

Date: 05 / 2014

GUIDELINE FOR BIDDERS & THEIR INFORMATION.

Name of firm / Company _____
Address of Firm /Company _____
GST No _____ Date of Registration _____ Income Tax
No. _____ Date of Registration _____
Experience [in years] _____
Details of Department / Autonomous body where the firm / company has supply the similar required items.
1. _____
2. _____
3. _____
4. _____
5. _____

Documents required to submit with proposals

- i. GST Registration Certificate
- ii. Income Tax Registration Certificate
- iii. Company / Registration Certificate
- iv. Bank Statement / certificate showing financial status of firm / company of last 3 years
- v. Authority letter of manufacturing companies/distributors/dealers for supply of items [Where required]

Signature & Stamp
(Of Contractor)

SCOPE OF REQUIREMENT

S. No.	Name of Item	Specifications of item	Qty	Unit Price	GST	Amount of Items	Rate Offer Inclusive all taxes
						7= (4x5)	8(7x6)
01	Three Wheel Cycle (Tricycle) specifically designed for special persons	Chain driven tricycle for disable Frame Model of good rolled steel. Reinforced with pipe and sheets. Quality welded with fix footrest and arrangement for chain drive fitting Hand Drive Special BB Shell holding arrangement made with good quality steel specially draw bolt fitted with 3/4" Rear Wheel 20"x1-3/8 standard 40 holes with good quality pneumatic tires. Hub Rear Beam B type 40 hole C.P finished with 3/8" spindle Front Fork, swaged taper blades oval, integral fork ends. Front wheel: 20"x1-3/8" with pneumatic tire and tube Handle: Special handle made from good Break Front: Quick applying arrangement by pressing downward Seat: Seat size 17"x14" with comfortable cushioned seat Back: size 10"x17" with cushioned with good quality Revene cover	80				

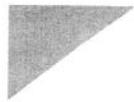
Note:

• **CONTACTING THE PURCHASER**

Any effort by a bidder to influence the purchaser in the Purchaser's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

• **PURCHASER'S RIGHT TO ACCEPT THE BID OR REJECT THE BID**

The purchaser reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of contract as per provision of SPPRA Rules.



CERTIFICATE

We guarantee to supply the stores exactly in accordance with the requirement specified in the invitation to tender, schedule (Annexure-A). We do undertake that the certified copies of the different certificates as required by the purchaser are enclosed herewith. We also under take that the supply of items will be made within the specified period mentioned in bidding documents/work order issued against successful bid.

Signatures:

Firm Name and Stamp / Seal:

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