

TENDER NO. \_\_\_\_\_



## **Regional Directorate of Colleges Larkana Region, Larkana.**

### **TENDER DOCUMENT**

**For The Purchase of  
Furniture & Fixture items under  
PROVINCIAL ADP No.293 of 2013-14**

**Tender issued to**

**M/s** \_\_\_\_\_

**Last Date of Submission of Bid** 27-05-2014

**Date of opening of Technical Bid** 27-05-2014

**Date of opening of Financial Bid** \_\_\_\_\_

**Sig: of issuing officer**

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## Heading

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### **1) General Information**

- I. Introduction
- II. General Instructions

### **2) Qualifying Criteria and Evaluation Methodology**

- I. Criteria & Evaluation Method
- II. Marks & Qualification Weighting ratio
- III. Contract Awarding Method

### **3) List of Material**

- I. BOQ

## Introduction.

Regional Directorate Colleges Larkana Region Larkana (RDCL), intends to purchase "**various Items under ADP 2013-14 Revenue Component**" from eligible bidders through open tenders bidding process under SPPRA 2010 (amended in 2013) as provided in rule # 46 (1) Single stage envelope procedure as under:

- a. Bid shall comprise a single package containing the financial proposal envelopes.
- b. Envelope marked as "FINANCIAL PROPOSAL" will be retained in the custody of RDCL without being opened and it will be opened in presence of bidders on the date, time and venue.
- c. The tenders will be evaluated in the guidelines as mentioned in this document.

The tenders will be issued up-to **26-05-2014** and received back on **27-05-2014**, till **12:00 noon**. The tenders will be opened on same day at **01:00 p.m** in the presence of the suppliers or their authorized representative who so ever present

### General Instructions

While preparing Proposals Bidding firms are expected to examine the documents comprising this invitation in detail, as deficiencies in providing the information requested may result in rejection of the proposal.

- 1) Bidders should quote prices on FOR basis, in local (Pak Rupee Currency). The quotation should include costs associated with the assignment and all other out of pocket expenses such as, free delivery, Installation cost, Fixation cost, recurrence expenses, unforeseen expenses, maintenance charges, parts and material charges, deployment of technical staff and services charges, making operational etc. All government taxes/levies such as Income Tax, GST, FED, Stamp Duty Excise or what so ever may be in practice should be included in quotation.
- 2) 2% Earnest Money must be equal to bid value in shape of Pay Order /D.D. or Bank Guarantee in favor of REGIONAL DIRECTOR COLLEGES LARKANA REGION LARKANA. As per SPPRA rule No. 37, the earnest money Pay Order / Bank Guarantee will be returned to the un-successful bidders. The Successful bidder will be returned Earnest Money after receiving Performance Guarantee Bond as provided in SPPRA Rule No. 39. The earnest Money Pay Order should be attached with Financial Proposal only.
- 3) Validity of bid should be up to 90 days from the date of submission.
- 4) The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from the Office of the Regional Director Colleges Larkana Region Larkana.
- 5) Requests for all clarifications in regard to the given specifications or other information contained in Tender Documents should come either through E-mail/Fax or Courier. Telephone/verbal enquiries may not be entertained.
- 6) Any inquiry received 7 days prior to opening date of bid will be considered. Inquires received later will not be entertained.

### Financial Proposal:

- 1) The Financial Proposal should provide the information as mentioned in BOQ.
- 2) The bidder can quote for any item or whole items and associated services etc.

- 1) Attach Original Pay Order / Bank Guarantee of earnest money with Financial proposal.

Firms would be denied who do not meet the specified criteria. Thus, those who prepare documentation for this bid are responsible for ensuring that the criteria are drawn in accordance with the appropriate needs of the tender and that the criteria are sufficiently stringent to assure that only properly qualified firms are included in the final list.

## **Post Tendering Formalities**

### **Signing of Contract.**

Within (10) working days after notification to the successful bidder regarding acceptance of bid and submission of the contract incorporating all agreements between the parties will be signed. The Contract agreement will be affixed with revenue stamps @ 0.3% of contract value as per stamp act.

### **Deliveries & Liquidated Damages**

If the Contractor fails to complete the Contract, in full or part, within the time laid down in the Contract Agreement or any extension thereof, there shall be deduction from the Contract Price, as liquidated damages, a sum of (0.5%) of the Contract price for each calendar week of delay subject to the maximum of five percent (2%) of the Contract Price of the unit or units so delayed, and such deduction shall be in full satisfaction of the Contractor's liability for the said failure.

### **Extension of Time**

If the completion of the Contract is delayed due to reason beyond the control of the Contractor, the Contractor shall without delay request the Regional Director Colleges in writing, of his claim for an extension of time. The procuring agency on receipt of such request may agree to extend the completion date as may be reasonable in the circumstances of the case but without prejudice to other terms and conditions of the Contract.

### **Partial Shipments**

The Procurement Committee may accept partial shipments, and also allows partial payments subject to pre-information and agreement.

### **Installation, Demonstration and Inspections**

After delivery of material the Contractor shall install those items

### **Completion Certificate**

After completion of the installation and demonstration, as stated above, a certificate is to be obtained by the Contractor from the end-user stating that the stores (item-wise) have been satisfactorily installed and demonstrated by the Contractor.

## EVALUATION CRITERIA

1. This set of bid documents has been prepared under guidelines as laid down in SPPRA Rules 2010 and provide a clear basis upon which tenderer's will be evaluated, following an objectives process based on fair and transparent criteria to safe guard the interest of Directorate of Colleges Larkana. However the tenderer's should submit relevant information clearly and follow instruction to submit their relevant documents proofs in proper order as defined herein and should not defer, so that it should not impose an excessive burden of preparation or paperwork.
2. Firms would be denied who do not meet the specified criteria, Thus, those who prepare documentation for this bid are responsible for ensuring that the criteria are drawn in accordance with the appropriate needs of the tender and that the criteria are sufficiently stringent to assure that only properly qualified firms are included in the final list.
3. There will be three stages of Evaluation.
  - (a) Bidding Firm's Evaluation
  - (B) Evaluation of the "Proposal" which is being offered in response to the "Requirements".
  - (c) Evaluation weightage of Firm's obtained Score (Technical Score + Financial Score).
4. The Clear statement/Criteria for the eligibility requirements are given in following table. Applicants who wish to apply for participating in this tendering process may prepare their profile exactly in-accordance of the criteria set herein.

**OFFICE OF THE REGIONAL DIRECTOR COLLEGES LARKANA**  
**REGION LARKANA**

**TENDER FOR PURCHASE OF FURNITURE AND FIXTURE FOR THE YEAR 2013-14**

**FINANCIAL PROPOSAL**

**Earnest Money Rs:**

S	DESCRIPTION OF THE WORK	Qty	Rate	Unit	Amount
01	<b><u>CONFERENCE TABLE &amp; CHAIRS FOR CONFERENCE HALL:</u></b> Size: Length 19 Foot, Width 06 Foot, Lamination Sheesham wood standard size (as shown in Photograph), colour recommended by procurement Committee.				
02	<b><u>EXECUTIVE CHAIR FOR MEETING HALL:</u></b>				
03	<b><u>REVOLVING CHAIRS FOR OFFICERS: STANDARD SIZE</u></b>				
04	<b><u>EXECUTIVE TABLES FOR OFFICERS:</u></b> Executive Table Size: 03 x 05 x 2½ foot, Lamination Sheesham wood standard with 03 drawers right side with Locks and slanting.				
05	<b><u>OFFICE TABLES FOR STAFF:</u></b> Size: 04 x 2½ x 2½ foot with three drawers with locks material lamination Sheesham wood				
06	<b><u>OFFICE CHAIRS STANDARD SIZE:</u></b> 22" x 19" x 19" Leg Patti 2" x 1¼" with netting spirit polished (sample is available in the office)				
07	<b><u>SOFA SETS STANDARD SIZE:</u></b> Five Seater Lather Standard d quality				
08	<b><u>STEEL FILE RACK/CABINET:</u></b> 72"X36"X16" Angle Iron 1¼" x 1/8" five shelves ms sheet 22 sag spray hammers grey color				
09	<b><u>PLASTIC CHAIRS JOINTED FOR VISITORS:</u></b> (Best Quality)				
10	<b><u>ROSTRUM :</u></b> 4"x2"x18",legs 2"x2", Upper patties slanting 6"x1, slope lower patties 2"x1/4 and Lamination top.				
11	<b><u>COMPUTER TABLES STANDARD SIZE:</u></b> 4'x2½' x 2½' top Formica 4 legs 2"x2 one side drawer and cupboard left side keyboard drawer.				
12	<b><u>STEEL ALMIRAH:</u></b> 6"x42"x 18" four shelves, five compartments. 22 Gage sheet Handle lock system with spray paint grey color.				

## EVALUATION CRITERIA AND COMPARISON OF BID

**The Technical Bid Shall be evaluated on the basis of following parameters.**

S.#	Evaluation Parameters		Marks	Brief
	<b>Company Information</b>			
	<b>Required Field</b>	<b>Marks</b>		
	• Registered Name Bidder	15		15 marks if the firm Registered in Industries Department Govt. of Sindh
	• 3 Years in Business Experience	20		20 marks if the firms proves 3 years experience
	• NTN Registration	20		20 marks if firm has NTN Certificate
	• Sales Tax Registration	20		20 marks if firm is Registered with Sales Tax Department
	• Chamber of Commerce membership	15		15 marks if firm is a member of any chamber
	• Professional Certificate	20		20 marks if the firm has professional certificates
	<b>Technical Proposal (Hardware Spx)</b>			
	• Hardware Specifications & brochures			100 marks of if the bidder provides complete designs of products for which he want to quote
	<b>AFTER-SALE-SUPPORT CAPABILITIES</b>			
	• Photographic evidence of workshop laboratories with list of tools	30		30 marks if the firm has established laboratory workshop along with list of tools instruments / equipment installed.
	• Matrix of Response Time	20		20 marks of firm provides break-up of "How they serve warranties" and response time.
	<b>Financial Capabilities</b>			
	• 5 years Annual Returns	30		30 marks on production of annual Tax paid Returns.
	• 1 year Monthly sales Tax Summaries	30		30 marks on production of 12 month record

The qualifying firm should must obtain 60% marks. The financial bid will be opening for those who will stand as qualified Non- qualified firms financial bid will be.

**OFFICE OF THE REGIONAL DIRECTOR COLLEGES  
LARKANA REGION LARKANA**

**CHECK LIST**

SR. NO	PARTICULARS	YES	NO
01	Register name of Bidder		
02	No: of 3 years Experience	Yes	No
03	NTN Registration	Yes	No
04	Sales Tax Registration	Yes	No
05	Chamber of Commerce Membership	Yes	No
06	Professional certificate	Yes	No
07	Photographic evidence of workshop with list of tools	Yes	No
08	Five Years Income tax return	Yes	No
09	1 year sales tax summaries	Yes	No

**NOTE**

The Bidder should be provide all required information the Photo copies of related documents file should provide. In complete documents will not be considered any firm



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## **CERTIFICATE**

We guarantee to supply the stores exactly in accordance with the requirements specified in the invitation to this Tender by stipulated delivery date.

Signature of Tender : \_\_\_\_\_

Name & Designation: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

TENDER NO. \_\_\_\_\_



# **Regional Directorate of Colleges Larkana Region, Larkana.**

## **TENDER DOCUMENT**

**For The Purchase of  
Machinery & Equipments items under  
PROVINCIAL ADP No.293 of 2013-14**

**Tender issued to**

**M/s** \_\_\_\_\_

**Last Date of Submission of Bid** 27-05-2014

**Date of opening of Technical Bid** 27-05-2014

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**OFFICE OF THE REGIONAL DIRECTOR COLLEGES LARKANA**  
**REGION LARKANA**

**TENDER FOR PURCHASE OF MACHINERY AND EQUIPMENT FOR THE YEAR 2013-14**

**FINANCIAL PROPOSAL**

**Earnest Money Rs:**

S.No.	NAME OF ITEM WITH SPECIFICATION	QTY	Rate	Unit	Amount
01	A.C SPLIT 1 ½ TON (GREE / DAWLANCE OR EQUIVALENT)				
02	STABILIZER FOR A.C 10000 WATT (RIMCO / UNIVERSAL OR EQUIVALENT)				
03	WATER DISPENSER (HAIR / ORIENT OR EQUIVALENT )				
04	U.P.S 2000 KVA WITH 24 V BATTARY				
05	GRASS CUTTING MACHINE (BEST QUALITY OR EQUIVALENT)				
06	COMPUTER CORE i3 Intel, 3.3 GHZ (3 <sup>rd</sup> Generation) 61 WW M1B Intel or equivalent 2 GB Ram DDR-III Kingston 500 G.B Hard WID CASING LEGEND TOWER DVD Writer SATA HP USB STANDARD KEYBOARD OR EQUIVALENT HP USB OPTICAL BLACK MOUSE OR EQUIVALENT LED 18.5 INCH VIEW SONIC/PHILIPS OR EQUIVALENT				
07	HP LASER JET PRO 401 A OR EQUIVALENT				

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	• 1 year's Monthly sales Tax Summaries	30		30 marks on production of 12 month record

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**OFFICE OF THE REGIONAL DIRECTOR COLLEGES  
LARKANA REGION LARKANA**

**CHECK LIST**

<b>SR. NO</b>	<b>PARTICULARS</b>	<b>YES</b>	<b>NO</b>
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03	NTN Registration	Yes	No
04	Sales Tax Registration	Yes	No
05	Chamber of Commerce Membership	Yes	No
06	Professional certificate	Yes	No
07	Photographic evidence of workshop with list of tools	Yes	No
08	Five Years Income tax return	Yes	No
09	1 year sales tax summaries	Yes	No

**NOTE**

The Bidder should be provide all required information the Photo copies of related documents file should provide. In complete documents will not be considered any firm

**CERTIFICATE**

We guarantee to supply the stores exactly in accordance with the requirements specified in the invitation to this Tender by stipulated delivery date.

Signature of Tender : \_\_\_\_\_

Name & Designation: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_