



GOVERNMENT OF SINDH
EDUCATION AND LITERACY DEPARTMENT
REFORM SUPPORT UNIT

BID DOCUMENTS

**TENDER DOCUMENTS FOR
THE SUPPLY OF TONNERS
FOR THE ACTIVITY OF REFORM SUPPORT UNIT
FOR THE FINANCIAL YEAR 2014– 2015**



NO:APM(F)/RSU/NIT/2014-15
GOVERNMENT OF SINDH
EDUCATION AND LITERACY DEPARTMENT
REFORM SUPPORT UNIT

Karachi, the dated 31st December, 2014

NOTICE INVITING TENDER

**SUPPLY OF TONNERS AND COMPUTER PAPERS FOR THE ACTIVITY OF
REFORM SUPPORT UNIT FOR THE FINANCIAL YEAR 2014 - 2015**

Sealed tenders are invited from the NTN/Sales Tax Registered Suppliers / Vendors / Firms/Printers for supply of Tonners and Computer Papers for the activity of Stipend to Girl Student for the financial year 2014-2015 :-

S.NO:	ITEM	SPECIFICATION	ESTIMATED COST	QUANTITY
02.	Tonners for HP Laser Jet 4250 printer	Laser Jet Toner 4250	Rs.988,000.00	76 Nos.

2. The blank Tender Forms with complete specification of Tonners can be obtained from Reform Support Unit, Education & Literacy Department, Government of Sindh, N.J.V School Building, M.A. Jinnah Road, Karachi, during office hours upto 02-01-2015 on the payment of specified tender fee **Rs.200/- Pay Order (non-refundable)** in the name of **Drawing and Disbursing Officer, Reform Support Unit** on account of **SUPPLY OF TONNERS FOR THE ACTIVITY OF REFORM SUPPORT UNIT**, for the financial year 2014-15.

3. The sealed tenders duly completed in all respect & subscribed with No. & date properly marked "**Tender for Supply of Toners for the activities of Reform Support Unit**" alongwith **2.5% earnest money** should be submitted at Reform Support Unit, NJV School, M.A Jinnah Road Karachi **at 12.00 Noon, on 19-01-2015.**

4. The tenders shall be opened on the above date at 12:30 Noon at Reform Support Unit, NJV School M.A Jinnah Road, Karachi in the presence of the bidders or their representatives.

5. If the Govt. declares holiday then tenders will be opened on next working day" should be rephrased as under:

"The bids shall be submitted and opened as per given schedule on the next working day".

6. The Procuring Agency reserves the right to reject all or any bid(s) subject to relevant provisions of SPP Rules, 2010

Sd/-

(SABA MAHMOOD)
CHIEF PROGRAM MANAGER
REFORM SUPPORT UNIT



NO: APM(F)/RSU/NIT(STIPEND)/2014-15

GOVERNMENT OF SINDH
EDUCATION AND LITERACY DEPARTMENT
REFORM SUPPORT UNIT

Karachi, the dated 31st December, 2014

On behalf of Reform Support Unit sealed tenders are invited for the SUPPLY OF TONNERS FOR THE ACTIVITY OF REFORM SUPPORT UNIT FOR THE YEAR 2014-15, the details of which are mentioned in Annexure-A (enclosed), from the suppliers / firms / vendors to the afore-mentioned office.

**TERMS & CONDITIONS FOR SUPPLY OF TONNERS AND
COMPUTER PAPERS:**

1. Fee for the tender document is RS:200/- (Non- Refundable) payable in the form of Bank Draft / Payment Order only in favour of the Drawing & Disbursing Officer, Reform Support Unit.
2. The sample should be strictly in accordance with the specifications & size, as mentioned in Tender Document. Incomplete & conditional bids will not be considered.
3. 2.5% earnest money must be accompanied with bid documents.
4. Bidding documents should properly be filled in & signed; incomplete documents will not be entertained.
5. The rates shall be valid for at-least 90 days, and inclusive of all taxes i.e. Income Tax, Sales Tax, Overheads, Transportation, Labour charges, etc. at the site i.e. address of Procuring Agency.
6. The Tender should be free from overwriting / erasing. However, corrections made in any item of tender should be authenticated with your full signature and date before submitting the Tender.
7. After approval neither variation in substance etc. from approved sample nor revision of rates will be allowed.
8. The bidder should have their shop / press / official dealership or office.

ANNEXURE 'A'

DETAIL OF TONNERS

S.NO:	ITEM	SPECIFICATION	ESTIMATED COST	QUANTITY
03.	Tonnors for HP Laser Jet 4250 printer	Laser Jet Toner 4250	Rs.988,000.00	76 Nos.

BID FORM AND PRICE SCHEDULES

Date: _____

IFB N°: _____

Gentlemen / Ladies:

Having examined the bidding documents including Addenda Nos. _____, the receipt of which is hereby duly acknowledged, we / I, the undersigned, offer to supply and deliver _____ in conformity with the said bidding documents for the sum of _____ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We / I undertake, if our / my bid is accepted, we / I will deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our / my bid is accepted, we / I will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We / I agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us / me and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us / me to agents relating to this Bid, and to contract execution if we / I are / is awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____, 2014.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

PRICE SCHEDULE IN PAK. RUPEES

Name of Bidder : _____

IFB Number : _____

Page _____ of _____

1	2	3	4	5	6	7
Item	Description	Country of origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required ³

Signature of Bidder

Note: In case of discrepancy between unit price & total, the unit price shall prevail.

³ Must be included if required under ITB 11.2