

OFFICE OF THE
DISTRICT EDUCATION OFFICER (PRIMARY)
SHAHEED BENAZIRABAD



BIDDING DOCUMENTS

*Procurement of School **Stationary** items*
Under School Specific Budget 2014-15
For Primary, Middle and Elementary schools
*Region: **Shaheed Benazirabad**, District: **Shaheed Benazirabad***

For

EDUCATION & LITERACY DEPARTMENT, GOVERNMENT OF SINDH

District Education Officer (Primary) Shaheed Benazirabad | Khoja Garden Nawabshah
Phone: 0244-9370162, 9370159 | Fax: 9370450
Email: deopry.sba@gmail.com

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Part One - Section I
Instructions to Bidders

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Instructions to Bidders

A. Introduction

1. Source of Funds

- 1.1 The Procuring agency has received provincial government funds towards the utilization for School Specific Budget 2014-15 under World Bank's Sindh Education Reform Project (SERP-II) it is intended that the proceeds of these funds will be applied to eligible payments under the contract for which these bidding documents are issued.

- 1.2 Payment by the department will be made only at the request of the Procuring agency and upon approval by the Government of Sindh., and in case of a project will be subject in all respect to the terms and conditions of the agreement. The Project Agreement prohibits a withdrawal from the allocated fund account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Sindh Government is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Procuring agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.

2. Eligible Bidders

- 2.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPPRA Rules 2010 and its Bidding Documents except as provided hereinafter.

- 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.

- 2.3 Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.

- 2.4 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization in accordance with sub clause 34.1

3. Eligible Goods and Services

- 3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPPRA Rules, 2010 and its Bidding Documents ,and all expenditures made under the contract will be limited to such goods and services.
- 3.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of goods and services is distinct from the nationality of the Bidder.

4. Cost of Bidding

- 4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

5. Content of Bidding Documents

- 5.1 The bidding documents include:
- (a) Instructions to Bidders (ITB) (b) Bid Data Sheet
 - (c) General Conditions of Contract (GCC) (d) Special Conditions of Contract (SCC) (e) Schedule of Requirements
 - (f) Technical Specifications
 - (g) Bid Form and Price Schedules
 - (h) Bid Security Form
 - (i) Contract Form
 - (j) Performance Security Form
 - (k) Manufacturer’s Authorization Form
- 5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

- 6. Clarification of Bidding Documents**
- 6.1 A interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.
- 7. Amendment of Bidding Documents**
- 7.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment.
- 7.2 All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- 7.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.

C. Preparation of Bids

- 8. Language of Bid**
- 8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- 9. Documents Comprising the Bid**
- 9.1 The bid prepared by the Bidder shall comprise the following components:
- (a) A Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
 - (b) Documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted

- (c) Documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
- (d) Bid security furnished in accordance with ITB Clause 15.

10. Bid Form

- 10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

11. Bid Prices

- 11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.
- 11.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.
- 11.3 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Procuring agency and will not in any way limit the Procuring agency's right to contract on any of the terms offered.
- 11.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

12. Bid Currencies

- 12.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

**13. Documents
Establishing
Bidder's Eligibility
and
Qualification**

- 13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

- 13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 2.
- 13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:
- (a) That, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency's country;
 - (b) That the Bidder has the financial, technical, and production capability necessary to perform the contract;
 - (c) That, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
 - (d) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

**14. Documents
Establishing
Goods'
Eligibility and
Conformity to
Bidding
Documents**

- 14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.
- 14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) A detailed description of the essential technical and

Performance characteristics of the goods;

- (b) A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and
- (c) An item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

15. Bid Security

15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

15.2 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

- (a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (30) days beyond the validity of the bid; or
- (b) Irrevocable encashable on-demand Bank call-deposit.

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as nonresponsive, pursuant to ITB Clause 24.

15.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring agency pursuant to ITB Clause 16.

15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

15.7 The bid security may be forfeited:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) In the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance with ITB Clause 32;
 - Or**
 - (ii) To furnish performance security in accordance with ITB Clause 33.

16. Period of Validity of Bids

16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

16.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

17. Format and Signing of Bid

17.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "**ORIGINAL BID**" and "**COPY OF BID**," as appropriate. In the event of any discrepancy between them, the original shall govern.

17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a

person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

17.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

17.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

D. Submission of Bids

18. Sealing and Marking of Bids

18.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “**ORIGINAL**” and “**COPY**.” The envelopes shall then be sealed in an outer envelope.

18.2 The inner and outer envelopes shall:

- (a) Be addressed to the Procuring agency at the address given in the Bid Data Sheet; and
- (b) Bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.

18.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”.

18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Procuring agency will assume no responsibility for the bid’s misplacement or premature opening.

19. Deadline for Submission of Bids

19.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and

obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

20. Late Bids

20.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

21. Modification and Withdrawal of Bids

21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

21.3 No bid may be modified after the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

E. Opening and Evaluation of Bids

22. Opening of Bids by the Procuring agency

22.1 The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

22.4 The Procuring agency will prepare minutes of the bid opening.

23. Clarification of Bids

23.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

24. Preliminary Examination

24.1 The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

24.3 The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

24.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 30), and Taxes and Duties (GCC Clause 32), will be deemed to be a material deviation. The Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

24.5 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

25. Evaluation and Comparison of Bids

25.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24.

25.2 The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

25.3 The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the Bid Data Sheet, and quantified in ITB Clause 25.4:

- (a) Incidental costs
- (b) Delivery schedule offered in the bid;
- (c) Deviations in payment schedule from that specified in the Special Conditions of Contract;
- (d) The cost of components, mandatory spare parts, and service;
- (e) The availability Procuring agency of spare parts and after-Sales services for the equipment offered in the bid;
- (f) The projected operating and maintenance costs during the life of the equipment;
- (g) The performance and productivity of the equipment offered; and/or
- (h) Other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

25.4 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, one or more of the following quantification methods will be applied, as detailed in the Bid Data Sheet:

- (a) Incidental costs provided by the bidder will be added by Procuring agency to the delivered duty paid (DDP) price at the final destination

(b) *Delivery schedule.*

- (i) The Procuring agency requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery “adjustment” will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery.

Or

- (ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

Or

- (iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of DDP price per week of variation from the specified delivery schedule.

(c) *Deviation in payment schedule.*

- (i) Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder.

Or

- (ii) The SCC stipulates the payment schedule offered by

the Procuring agency. If a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum specified in the Bid Data Sheet.

(e) *Performance and productivity of the equipment.*

- (i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the Bid Data Sheet will be added to the bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

Or

- (ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the bid, and adjustment will be added to the bid price using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

(f) *Specific additional criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.*

The relevant evaluation method shall be detailed in the Bid Data Sheet and/or in the Technical Specifications.

Alternative

25.4 Merit Point System:

The following merit point system for weighing evaluation factors can be applied if none of the evaluation methods listed in 25.4 above has been retained in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

26. Contacting the Procuring agency

26.1 Subject to ITB Clause 23, no Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

26.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

F. Award of Contract**27. Post-qualification**

- 27.1 In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.
- 27.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.
- 27.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

28. Award Criteria

- 28.1 Subject to ITB Clause 30, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

- 29. Procuring agency's Right to Vary Quantities at Time of Award**
- 29.1 The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
- 30. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 30.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.
- 31. Notification of Award**
- 31.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.
- 31.2 The notification of award will constitute the formation of the Contract.
- 31.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.
- 32. Signing of Contract**
- 32.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 32.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
- 33 Performance Security**
- 33.1 Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.
- 33.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

34. Corrupt or Fraudulent Practices

34.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring agency of the benefits of free and open competition;
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

34.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

Part One - Section II
General Conditions of Contract

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General Conditions of Contract

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the goods, supplies and equipment and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidentalservices, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring agency" means the organization purchasing the Goods, as named in SCC.
- (h) "The Procuring agency's country" is the country named in SCC.
- (i) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (j) "The Project Site," where applicable, means the place or places named in SCC.
- (k) "Day" means calendar day.

2. Application

2.1 These General Conditions shall apply to the extent that they are

not superseded by provisions of other parts of the Contract.

3. Country of Origin

- 3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and further elaborated in the SCC.
- 3.2 For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.

4. Technical Specification

- 4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

5. Use of Contract Documents and Information; Inspection and Audit by the Government

- 5.1 The Supplier shall not, without the Procuring agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Procuring agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier's performance under the Contract if so required by the Procuring agency.

5.4 The Supplier shall permit the Procuring agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.

6. Patent Rights

6.1 The Supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.

7. Performance Security

7.1 Within twenty (20) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:

(a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or

(b) A cashier's or certified check.

7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

8. Inspections and Tests

8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring agency requires and where they are to be conducted. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at

the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.

- 8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.
- 8.4 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.
- 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

9. Packing

- 9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring agency.

10. Delivery and Documents

- 10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.
- 10.2 Documents to be submitted by the Supplier are specified in SCC.

- 11. Insurance** 11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility.
- 12. Transportation** 12.1 The Supplier is required under the Contact to transport the Goods to a specified place of destination within the Procuring agency's country, transport to such place of destination in the Procuring agency's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
- 13. Incidental Services** 13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
 - (b) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
 - (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
 - (d) Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
 - (e) Training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

14. Warranty

- 15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.
- 15.5 If the Supplier, having been notified, fails to remedy the defect(s)

within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

15. Payment

16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

16.2 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Procuring agency, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

16.4 The currency of payment is Pak. Rupees.

16. Prices

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

17. Change Orders

18.1 The Procuring agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

- (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;
- (b) The method of shipment or packing;
- (c) The place of delivery; and/or
- (d) The Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended.

Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.

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|---|--|
| 18. Contract Amendments | 19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties. |
| 19. Assignment | 20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent. |
| 20. Subcontracts | 21.1 The Supplier shall notify the Procuring agency in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3. |
| 21. Delays in the Supplier's Performance | 22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages. |
| 23. Liquidated | 23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or |

Damages

all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

24. Termination for Default

24.1 The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 22; or
- (b) If the Supplier fails to perform any other obligation(s) under the Contract.
- (c) If the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered,

and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 25.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 26. Termination for Insolvency**
- 26.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.
- 27. Termination for Convenience**
- 27.1 The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- 27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the

Contract terms and prices. For the remaining Goods, the Procuring agency may elect:

- (a) To have any portion completed and delivered at the Contract terms and prices; and/or
- (b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

- 28. Resolution of Disputes**
- 28.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.
- 29. Governing Language**
- 29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
- 30. Applicable Law**
- 30.1 The Contract shall be interpreted in accordance with the Federal and Sindh Provincial laws, unless otherwise specified in SCC.
- 31. Notices**
- 31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.
- 31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 32. Taxes and Duties**
- 32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.

PART TWO
(PROCUREMENT SPECIFIC PROVISIONS)

Evaluation Criteria For School Specific Budget 2014-15

The Technical Bids Shall be Evaluated on the basis of following parameters:				
Sr#	Evaluation Parameters		Total Marks	Brief
	Company / Firm / Individual Information			
	Required Field	Marks		
1	* No of Years in Business	10	45	02 marks for each year in business (Max 10)
	* Annual Turnover in Millions	15		0.75 marks per million turnover (Max 15)
	* NTN Registration Certificate	10		10 marks if firm has NTN Certificate
	* Sales Tax Registration Certificate	10		10 marks if firm is registered with sales tax department
2	Technical Proposal * Specifications & Brochures	10	10	10 marks if the bidder provides complete details and specifications of items to be supplied for which he want to quote.
3	Financial Capabilities		25	
	Income Tax Annual Returns of 5 Years	10		02 marks on production of each year Tax paid Returns (Max 10)
	Audited Financial Statements of 5 years	5		01 marks on production of Financial Statement Report (Max 5)
	Monthly Sales Tax Summaries of last 10 Months	10		1 marks on production of each month record (Max 10)
5	Relevant Field Experience	20	20	04 marks for each similar complexity assignment (documented proof) Max 5 assignment
Note: Firm must get 70% marks in Technical Evaluation for qualifying as per above mentioned criteria				

Section I
Invitation for Bids



**OFFICE OF THE
DISTRICT EDUCATION OFFICER (PRIMARY)
SHAHEED BENAZIRABAD**

No. DEO(PRY) _____)/

SBA dated:-

Phone: 0244-9370162
Fax: 0244-9370450/159
Email: deopry.sba@gmail.com

Notice Inviting Bid/Tender

Procurement Committee **District Shaheed Benazirabad** invites sealed bids for “**Procurement of School Goods and Supplies**” under School Specific Budget 2014-15 for **District Shaheed Benazirabad**. Bidding will be conducted under Single Stage Two Envelope procurement process and is open to all eligible bidders who meet the minimum eligibility criteria as stipulated in the bidding documents.

Tender ref.	Package Description	Quantity & Specifications	Bid Submission Date & time	Technical Bid opening date & Time	Financial Bid opening date & time
SSB-480	Stationary items	Refer bidding documents	05/03/2015 12:00 Noon	05/03/2015 12:45 PM	09/03/2015 03:00 PM

Bidding documents can be obtained from **20/2/2015 to 05/03/2015** on submission of a written application, upon payment of non-refundable fee of **Rs. 1000/- (One thousand)** through bank draft / pay order drawn in favor of **District Education Officer (Primary) Shaheed Benazirabad** from the address given below from **09:00 am to 5:00 pm** after the publication of Notice Inviting Tender till closing thereof.

Bid should be submitted at the Office of District Education Officer (Primary) Shaheed Benazirabad, at the address mentioned below, on or before the last date and time of bid submission. Received bids shall be opened at the same address on the bid opening date and time as mentioned above.

Bid Security of 2% of the bid price must be accompanied by **Financial Proposal** in sealed envelope in form of Pay Order/Bank Draft / Call Deposit from any Scheduled Bank in favor of District Education Officer (Primary) Shaheed Benazirabad.

The sealed Bids must be delivered at the address below on or before 05/3/2015 at **12:00 Noon**. Bids will be opened in presence of bidders' representatives who choose to attend at **12:45 PM on the same day**.

Bids will be rejected if following conditions are met.

- (i) Conditional and telegraphic bids/tenders.
- (ii) Bids not accompanied by bid security of required amount and form.
- (iii) Bids received after the specified date and time.
- (iv) Bids of black listed firms.

All other terms & conditions shall remain the same.

The Procurement Committee reserves the right to accept or reject any tender or to enhance/ reduce the quantity prior to award of contract subject to the relevant provisions of SPPRA Rules 2010. No bids shall be entertained after the last bid submission date and time as mentioned above. The Tender Notice can also be downloaded from the SPPRA website: www.pprasindh.gov.pk

All applicable Government Taxes shall apply.

District Education Officer (Primary)
Shaheed Benazirabad
Address: Khoja Garden Nawabshah
Phone: 0244-9370162, 9370159
Fax: 0244-9370450
Email: deopry.sba@gmail.com

**DISTRICT EDUCATION OFFICER (PRIMARY)
SHAHEED BENAZIRABAD**

Section II. Bid Data Sheet

Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]

Introduction	
ITB 1.1	District Education Officer (Primary) Shaheed Benazirabad
ITB 1.1	Name of Contract/ Project. Procurement of School [Stationary] Items for Primary, Middle and Elementary schools of Shaheed Benazirabad Region, [District Shaheed Benazirabad] .
ITB 4.1	District Education Officer (Primary) Shaheed Benazirabad, Education & Literacy Department, Government of Sindh.
ITB 8.1	Language of the bid. English

Bid Price and Currency	
ITB 11.2	The price quoted shall be Fixed along with DDP.
ITB 11.5	The price shall be fixed and will not be negotiated once finalized.

Preparation and Submission of Bids	
ITB 13.3 (d)	Qualification requirements as per criteria mentioned.
ITB 14.3 (b)	N/A
ITB 15.1	Amount of bid security. 2% of Total Bid Price.
ITB 16.1	Bid validity period. 60 (Sixty) Days
ITB 17.1	Number of copies. One Original along with one photocopy.
ITB 18.2 (a)	Office of the District Education Officer (Primary) Shaheed Benazirabad
ITB 18.2 (b)	IFB title and number.
ITB 19.1	Deadline for bid submission is 05/03/2015 at 12:00 Noon
ITB 22.1	Time, date, and place for bid opening is 12:45 PM on 05/03/2015 at the Office of District Education Officer (Primary) Shaheed Benazirabad.

Bid Evaluation	
ITB 25.3	Criteria for bid evaluation. As per criteria attached.
ITB 25.4 (a)	One option only. N/A
ITB 25.4 (b)	Delivery schedule. To be finalized by Regional Procurement Committee in consultation with District Inspection & Technical Committee.
Option (i)	Relevant parameters in accordance with option selected: N/A

<p>Option (ii)</p> <p>Option (iii)</p>	<p>Or</p> <p>adjustment expressed in an amount in the currency of bid evaluation,</p> <p>or</p> <p>adjustment expressed as a percentage</p>
<p>ITB 25.4 (c) (ii)</p>	<p>Deviation in payment schedule. N/A</p>
<p>ITB 25.4 (d)</p>	<p>Cost of spare parts.</p> <p>N/A</p>
<p>ITB 25.4 (e)</p>	<p>Spare parts and after sales service facilities in the Procuring agency's country.</p> <p>N/A</p>
<p>ITB 25.4 (f)</p>	<p>Operating and maintenance costs.</p> <p>Factors for calculation of the life cycle cost:</p> <ul style="list-style-type: none"> (i) number of years for life cycle <i>[it is recommended that the life cycle period should not exceed the usual period before a planned major overhaul of the goods]; N/A</i> (ii) operating costs <i>[e.g., fuel and/or other input, unit cost, and annual and total operational requirements]; N/A</i> (iii) maintenance costs <i>[e.g., spare parts—without duplication of above Clause 25.4(d) requirements—and/or other inputs]; N/A</i> and (iv) rate, as a percentage, to be used to discount all annual future costs calculated under (ii) and (iii) above to present value. N/A <p>or</p> <p>Reference to the methodology specified in the Technical Specifications or elsewhere in the bidding documents. <i>[The contractual liquidated damages specified in the SCC shall be higher than the evaluation advantage.]</i></p>
<p>ITB 25.4 (g)</p>	<p>Performance and productivity of equipment.</p> <p>10% of the award contract price.</p>
<p>ITB 25.4 (h)</p>	<p>Details on the evaluation method or reference to the Technical Specifications.</p>
<p>ITB 25.4 Alternative</p>	<p>Specify the evaluation factors. As mentioned evaluation criteria</p>
<p>Contract Award</p>	
<p>ITB 29.1</p>	<p>Percentage for quantity increase or decrease.</p> <p>15 %.</p>

**SECTION III
SPECIAL CONDITIONS OF CONTRACT**

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Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

[Instructions for completing the Special Conditions of Contract are provided, as needed, in the notes in italics mentioned for the relevant SCC. Where sample provisions are furnished, they are only illustrative of the provisions that the Procuring agency should draft specifically for each procurement.]

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring agency is:

GCC 1.1 (h)—The Procuring agency's country is: GCC

1.1 (i)—The Supplier is:

Sample Provision

GCC 1.1 (j)—The Project Site is: *[if applicable]*

2. Country of Origin (GCC Clause 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

3. Performance Security (GCC Clause 7)

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be: **not exceeding 5% of the Contract Price**

[The following provision should be used in the case of Goods having warranty obligations.]

GCC 7.4—After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's warranty obligations in accordance with Clause GCC 15.2.

4. Inspections and Tests (GCC Clause 8)

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows:
The inspection would be performed by **District Technical and Inspection Committee**.

5. Packing (GCC Clause 9)

Sample provision

GCC 9.3—The following SCC shall supplement GCC Clause 9.2:

6. Delivery and Documents (GCC Clause 10)

Sample provision (DDP terms)

GCC 10.3—Upon shipment, the Supplier shall notify the Procuring agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring agency:

- (i) Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) Copies of the packing list identifying contents of each school-wise package; (iv) insurance certificate;
- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) Inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and
- (vii) Certificate of origin.

7. Insurance (GCC Clause 11)

GCC 11.1— The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility. Since the Insurance is seller's responsibility they may arrange appropriate coverage.

8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are:

N/A

[Selected services covered under GCC Clause 13 and/or other should be specified with the desired features. The price quoted in the bid price or agreed with the selected Supplier shall be included in the Contract Price.]

9. Warranty (GCC Clause 15)

Sample provision

GCC 15.2—In partial modification of the provisions, the warranty period shall be _____ hours of operation or _____ months from date of acceptance of the Goods or months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

- (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,

or

- (b) pay liquidated damages to the Procuring agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be (_____).

[The rate should be higher than the adjustment rate used in the bid evaluation under ITB 25.4 (f) or (g).]

GCC 15.4 & 15.5—The period for correction of defects in the warranty period is:

10. Payment (GCC Clause 16)

Sample provision

GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

Payment shall be made in Pak. Rupees in the following manner:

- (i) **Advance Payment:** There is no provision for any advance payments to suppliers under School Specific Budget procurement.
- (ii) **On Shipment:** There is no provision for payments on shipment under School Specific Budget procurement.
- (iii) Hundred (100) percent of the Contract Price of Goods received shall be paid within the time period applicable as per the prescribed Government rules upon complete delivery of the supplies and submission of claim supported by the acceptance certificate issued by the Procuring agency declaring Goods have been delivered and that all contracted services have been performed.
- (v) The supplies shall be delivered by the vendor on the quarterly basis. The payment in respect of the quarterly delivery shall be made in accordance with the quarterly release of the School Specific Budget funds to the Education Department.

11. Prices (GCC Clause 17)***Sample provision***

GCC 17.1—Prices shall be adjusted in accordance with provisions in the Attachment to SCC.

[To be inserted only if price is subject to adjustment.]
N/A

12. Liquidated Damages (GCC Clause 23)

GCC 23.1—Applicable rate:

Maximum deduction:

[Applicable rate shall not exceed one-half (0.5) percent per week, and the maximum shall not exceed ten (10) percent of the Contract Price.] N/A

13. Resolution of Disputes (GCC Clause 28)

GCC 28.3—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring agency's country.

14. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be:

15. Applicable Law (GCC Clause 30)

GCC 30.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

16. Notices (GCC Clause 31)

GCC 31.1—Procuring agency's address for notice purposes:

—Supplier's address for notice purposes:

SECTION IV
SCHEDULE OF REQUIREMENTS

Schedule of Requirements

Delivery schedule and specifications:

The supplies shall be delivered by the vendor as per the instructions of Assistant District Officer Education (ADOE) / Taluka Education Officer (Primary) and District Technical and Inspection Committee. The items should be delivered in "school-wise" packages accompanied by the proper delivery challan and Goods Received Note (SSB GRN) in prescribed format. Agreed delivery schedule is expressed as in terms of weeks / months below, which stipulates the date the delivery is required:

Sr. No.	Description	Quarter / Year	Agreed Delivery date /Schedule
1	ADOE/ TEO (Male) Nawabshah	2014-15	Within 30 days from the date of Contract.
2	ADOE/ TEO (Female) Nawabshah	2014-15	Within 30 days from the date of Contract.
3	ADOE/ TEO (Male) Sakrand	2014-15	Within 30 days from the date of Contract.
4	ADOE/ TEO (Female) Sakrand	2014-15	Within 30 days from the date of Contract.
5	ADOE/ TEO (Male) Kazi Ahmed	2014-15	Within 30 days from the date of Contract.
6	ADOE/ TEO (Female) Kazi Ahmed	2014-15	Within 30 days from the date of Contract.
7	ADOE/ TEO (Male) Daur	2014-15	Within 30 days from the date of Contract.
8	ADOE/ TEO (Female) Daur	2014-15	Within 30 days from the date of Contract.

ADOE / TALUKA EDUCATION OFFICER PRIMARY (MALE) NAWABSHAH

Item No.	Quantity	Description of Item	Unit	Total No. of Schools	Total No. of Packets	Remarks
1	1064	Paper Reams (Regular A4)	Reams	252	252	The supplier will be required to deliver items, packed in the form of bundles (for each school, according to school wise budget and list provided at the time of contract finalization) to every ADOE/TEO offices in each Taluka.
2	847	Paper Reams (Regular Legal)	Reams			
3	889	Colored Chalks	Packets			
4	2338	Dusters	No.			
5	2919	Glue Bottle Small	No			
6	294	Pencil HB	Packet			
7	420	Permanent Marker Black	Packet			
8	4018	Pupil Diary	No			
9	700	Ink Eraser Pen	Packet			
10	8960	Answer Sheet	No			
11	364	Attendance Register Teachers	Nos.			
12	910	Attendance Register Students	Nos.			
13	420	Ball Pen (Blue)	Packet			
14	420	Ball Pen (Black)	Packet			
15	700	Board Marker	Packet			
16	17500	Certificate	Nos.			
17	4900	Chalks	Packet			
18	5768	Chart Paper	No			
19	700	Red Highlighter	Packet			
20	364	Library Register	No			
21	420	Masking Tape	Roll			
22	749	Pencils	Packet			
23	210	Photostat Papers	Reams			
24	882	Red Pointer	Packet			
25	1001	Blue Pointer	Packet			
26	700	Eraser	Packet			
27	700	Sharpener	Packet			
28	1400	Stapler	No			
29	3024	Stapler Pins (Packets)	Packet			
30	5236	Scales	No			
31	1127	Stamp Pad	No			
32	1883	Stamp	No			
33	420	Scotch Tape	Roll			
34	1701	Teachers Diary	No			
35	1309	Punch Machine	No			
36	1372	Ledger Register	No			
37	952	Plan Register	No			
38	763	Cash Book	No			
39	777	Staple Remover	No			
40	679	Paper Cutter	No			
41	539	Electrical Bell	No			
42	1197	White Pena Flex with Stand	No			
43	6027	Student ID with Strip 1 set	Set			

ADOE / TALUKA EDUCATION OFFICER PRIMARY (FEMALE) NAWABSHAH

Item No.	Quantity	Description of Item	Unit	Total No. of Schools	Total No. of Packets	Remarks
1	152	Paper Reams (Regular A4)	Reams	36	36	The supplier will be required to deliver items, packed in the form of bundles (for each school, according to school wise budget and list provided at the time of contract finalization) to every ADOE/TEO offices in each Taluka.
2	121	Paper Reams (Regular Legal)	Reams			
3	127	Colored Chalks	Packets			
4	334	Dusters	No.			
5	417	Glue Bottle Small	No			
6	42	Pencil HB	Packet			
7	60	Permanent Marker Black	Packet			
8	574	Pupil Diary	No			
9	100	Ink Eraser Pen	Packet			
10	1280	Answer Sheet	No			
11	52	Attendance Register Teachers	Nos.			
12	130	Attendance Register Students	Nos.			
13	60	Ball Pen (Blue)	Packet			
14	60	Ball Pen (Black)	Packet			
15	100	Board Marker	Packet			
16	2500	Certificate	Nos.			
17	700	Chalks	Packet			
18	824	Chart Paper	No			
19	100	Red Highlighter	Packet			
20	52	Library Register	No			
21	60	Masking Tape	Roll			
22	107	Pencils	Packet			
23	30	Photostat Papers	Reams			
24	126	Red Pointer	Packet			
25	143	Blue Pointer	Packet			
26	100	Eraser	Packet			
27	100	Sharpener	Packet			
28	200	Stapler	No			
29	432	Stapler Pins (Packets)	Packet			
30	748	Scales	No			
31	161	Stamp Pad	No			
32	269	Stamp	No			
33	60	Scotch Tape	Roll			
34	243	Teachers Diary	No			
35	187	Punch Machine	No			
36	196	Ledger Register	No			
37	136	Plan Register	No			
38	109	Cash Book	No			
39	111	Staple Remover	No			
40	97	Paper Cutter	No			
41	77	Electrical Bell	No			
42	171	White Pena Flex with Stand	No			
43	861	Student ID with Strip 1 set	Set			

ADOE / TALUKA EDUCATION OFFICER PRIMARY (MALE) SAKRAND

Item No.	Quantity	Description of Item	Unit	Total No. of Schools	Total No. of Packets	Remarks
1	1887	Paper Reams (Regular A4)	Reams	447	447	The supplier will be required to deliver items, packed in the form of bundles (for each school, according to school wise budget and list provided at the time of contract finalization) to every ADOE/TEO offices in each Taluka.
2	1502	Paper Reams (Regular Legal)	Reams			
3	1577	Colored Chalks	Packets			
4	4147	Dusters	No.			
5	5178	Glue Bottle Small	No			
6	522	Pencil HB	Packet			
7	745	Permanent Marker Black	Packet			
8	7127	Pupil Diary	No			
9	1242	Ink Eraser Pen	Packet			
10	15893	Answer Sheet	No			
11	646	Attendance Register Teachers	Nos.			
12	1614	Attendance Register Students	Nos.			
13	745	Ball Pen (Blue)	Packet			
14	745	Ball Pen (Black)	Packet			
15	1242	Board Marker	Packet			
16	31042	Certificate	Nos.			
17	8692	Chalks	Packet			
18	10231	Chart Paper	No			
19	1242	Red Highlighter	Packet			
20	646	Library Register	No			
21	745	Masking Tape	Roll			
22	1329	Pencils	Packet			
23	373	Photostat Papers	Reams			
24	1565	Red Pointer	Packet			
25	1776	Blue Pointer	Packet			
26	1242	Eraser	Packet			
27	1242	Sharpener	Packet			
28	2483	Stapler	No			
29	5364	Stapler Pins (Packets)	Packet			
30	9288	Scales	No			
31	1999	Stamp Pad	No			
32	3340	Stamp	No			
33	745	Scotch Tape	Roll			
34	3017	Teachers Diary	No			
35	2322	Punch Machine	No			
36	2434	Ledger Register	No			
37	1689	Plan Register	No			
38	1353	Cash Book	No			
39	1378	Staple Remover	No			
40	1204	Paper Cutter	No			
41	956	Electrical Bell	No			
42	2123	White Pena Flex with Stand	No			
43	10691	Student ID with Strip 1 set	Set			

ADOE / TALUKA EDUCATION OFFICER PRIMARY (FEMALE) SAKRAND

Item No.	Quantity	Description of Item	Unit	Total No. of Schools	Total No. of Packets	Remarks
1	486	Paper Reams (Regular A4)	Reams	115	115	The supplier will be required to deliver items, packed in the form of bundles (for each school, according to school wise budget and list provided at the time of contract finalization) to every ADOE/TEO offices in each Taluka.
2	387	Paper Reams (Regular Legal)	Reams			
3	406	Colored Chalks	Packets			
4	1067	Dusters	No.			
5	1332	Glue Bottle Small	No			
6	134	Pencil HB	Packet			
7	192	Permanent Marker Black	Packet			
8	1834	Pupil Diary	No			
9	319	Ink Eraser Pen	Packet			
10	4089	Answer Sheet	No			
11	166	Attendance Register Teachers	Nos.			
12	415	Attendance Register Students	Nos.			
13	192	Ball Pen (Blue)	Packet			
14	192	Ball Pen (Black)	Packet			
15	319	Board Marker	Packet			
16	7986	Certificate	Nos.			
17	2236	Chalks	Packet			
18	2632	Chart Paper	No			
19	319	Red Highlighter	Packet			
20	166	Library Register	No			
21	192	Masking Tape	Roll			
22	342	Pencils	Packet			
23	96	Photostat Papers	Reams			
24	403	Red Pointer	Packet			
25	457	Blue Pointer	Packet			
26	319	Eraser	Packet			
27	319	Sharpener	Packet			
28	639	Stapler	No			
29	1380	Stapler Pins (Packets)	Packet			
30	2389	Scales	No			
31	514	Stamp Pad	No			
32	859	Stamp	No			
33	192	Scotch Tape	Roll			
34	776	Teachers Diary	No			
35	597	Punch Machine	No			
36	626	Ledger Register	No			
37	434	Plan Register	No			
38	348	Cash Book	No			
39	355	Staple Remover	No			
40	310	Paper Cutter	No			
41	246	Electrical Bell	No			
42	546	White Pena Flex with Stand	No			
43	2750	Student ID with Strip 1 set	Set			

ADOE / TALUKA EDUCATION OFFICER PRIMARY (MALE) KAZI AHMED

Item No.	Quantity	Description of Item	Unit	Total No. of Schools	Total No. of Packets	Remarks
1	2031	Paper Reams (Regular A4)	Reams	481	481	The supplier will be required to deliver items, packed in the form of bundles (for each school, according to school wise budget and list provided at the time of contract finalization) to every ADOE/TEO offices in each Taluka.
2	1617	Paper Reams (Regular Legal)	Reams			
3	1697	Colored Chalks	Packets			
4	4463	Dusters	No.			
5	5572	Glue Bottle Small	No			
6	561	Pencil HB	Packet			
7	802	Permanent Marker Black	Packet			
8	7669	Pupil Diary	No			
9	1336	Ink Eraser Pen	Packet			
10	17102	Answer Sheet	No			
11	695	Attendance Register Teachers	Nos.			
12	1737	Attendance Register Students	Nos.			
13	802	Ball Pen (Blue)	Packet			
14	802	Ball Pen (Black)	Packet			
15	1336	Board Marker	Packet			
16	33403	Certificate	Nos.			
17	9353	Chalks	Packet			
18	11010	Chart Paper	No			
19	1336	Red Highlighter	Packet			
20	695	Library Register	No			
21	802	Masking Tape	Roll			
22	1430	Pencils	Packet			
23	401	Photostat Papers	Reams			
24	1684	Red Pointer	Packet			
25	1911	Blue Pointer	Packet			
26	1336	Eraser	Packet			
27	1336	Sharpener	Packet			
28	2672	Stapler	No			
29	5772	Stapler Pins (Packets)	Packet			
30	9994	Scales	No			
31	2151	Stamp Pad	No			
32	3594	Stamp	No			
33	802	Scotch Tape	Roll			
34	3247	Teachers Diary	No			
35	2499	Punch Machine	No			
36	2619	Ledger Register	No			
37	1817	Plan Register	No			
38	1456	Cash Book	No			
39	1483	Staple Remover	No			
40	1296	Paper Cutter	No			
41	1029	Electrical Bell	No			
42	2285	White Pena Flex with Stand	No			
43	11504	Student ID with Strip 1 set	Set			

ADOE / TALUKA EDUCATION OFFICER PRIMARY (FEMALE) KAZI AHMED

Item No.	Quantity	Description of Item	Unit	Total No. of Schools	Total No. of Packets	Remarks
1	393	Paper Reams (Regular A4)	Reams	93	93	The supplier will be required to deliver items, packed in the form of bundles (for each school, according to school wise budget and list provided at the time of contract finalization) to every ADOE/TEO offices in each Taluka.
2	313	Paper Reams (Regular Legal)	Reams			
3	328	Colored Chalks	Packets			
4	863	Dusters	No.			
5	1077	Glue Bottle Small	No			
6	109	Pencil HB	Packet			
7	155	Permanent Marker Black	Packet			
8	1483	Pupil Diary	No			
9	258	Ink Eraser Pen	Packet			
10	3307	Answer Sheet	No			
11	134	Attendance Register Teachers	Nos.			
12	336	Attendance Register Students	Nos.			
13	155	Ball Pen (Blue)	Packet			
14	155	Ball Pen (Black)	Packet			
15	258	Board Marker	Packet			
16	6458	Certificate	Nos.			
17	1808	Chalks	Packet			
18	2129	Chart Paper	No			
19	258	Red Highlighter	Packet			
20	134	Library Register	No			
21	155	Masking Tape	Roll			
22	276	Pencils	Packet			
23	78	Photostat Papers	Reams			
24	326	Red Pointer	Packet			
25	369	Blue Pointer	Packet			
26	258	Eraser	Packet			
27	258	Sharpener	Packet			
28	517	Stapler	No			
29	1116	Stapler Pins (Packets)	Packet			
30	1932	Scales	No			
31	416	Stamp Pad	No			
32	695	Stamp	No			
33	155	Scotch Tape	Roll			
34	628	Teachers Diary	No			
35	483	Punch Machine	No			
36	506	Ledger Register	No			
37	351	Plan Register	No			
38	282	Cash Book	No			
39	287	Staple Remover	No			
40	251	Paper Cutter	No			
41	199	Electrical Bell	No			
42	442	White Pena Flex with Stand	No			
43	2224	Student ID with Strip 1 set	Set			

ADOE / TALUKA EDUCATION OFFICER PRIMARY (MALE) DAUR

Item No.	Quantity	Description of Item	Unit	Total No. of Schools	Total No. of Packets	Remarks
1	2981	Paper Reams (Regular A4)	Reams	706	706	The supplier will be required to deliver items, packed in the form of bundles (for each school, according to school wise budget and list provided at the time of contract finalization) to every ADOE/TEO offices in each Taluka.
2	2373	Paper Reams (Regular Legal)	Reams			
3	2491	Colored Chalks	Packets			
4	6550	Dusters	No.			
5	8178	Glue Bottle Small	No			
6	824	Pencil HB	Packet			
7	1177	Permanent Marker Black	Packet			
8	11257	Pupil Diary	No			
9	1961	Ink Eraser Pen	Packet			
10	25102	Answer Sheet	No			
11	1020	Attendance Register Teachers	Nos.			
12	2549	Attendance Register Students	Nos.			
13	1177	Ball Pen (Blue)	Packet			
14	1177	Ball Pen (Black)	Packet			
15	1961	Board Marker	Packet			
16	49028	Certificate	Nos.			
17	13728	Chalks	Packet			
18	16160	Chart Paper	No			
19	1961	Red Highlighter	Packet			
20	1020	Library Register	No			
21	1177	Masking Tape	Roll			
22	2098	Pencils	Packet			
23	588	Photostat Papers	Reams			
24	2471	Red Pointer	Packet			
25	2804	Blue Pointer	Packet			
26	1961	Eraser	Packet			
27	1961	Sharpener	Packet			
28	3922	Stapler	No			
29	8472	Stapler Pins (Packets)	Packet			
30	14669	Scales	No			
31	3157	Stamp Pad	No			
32	5275	Stamp	No			
33	1177	Scotch Tape	Roll			
34	4766	Teachers Diary	No			
35	3667	Punch Machine	No			
36	3844	Ledger Register	No			
37	2667	Plan Register	No			
38	2138	Cash Book	No			
39	2177	Staple Remover	No			
40	1902	Paper Cutter	No			
41	1510	Electrical Bell	No			
42	3354	White Pena Flex with Stand	No			
43	16885	Student ID with Strip 1 set	Set			

ADOE / TALUKA EDUCATION OFFICER PRIMARY (FEMALE) DAUR

Item No.	Quantity	Description of Item	Unit	Total No. of Schools	Total No. of Packets	Remarks
1	338	Paper Reams (Regular A4)	Reams	80	80	The supplier will be required to deliver items, packed in the form of bundles (for each school, according to school wise budget and list provided at the time of contract finalization) to every ADOE/TEO offices in each Taluka.
2	269	Paper Reams (Regular Legal)	Reams			
3	282	Colored Chalks	Packets			
4	742	Dusters	No.			
5	927	Glue Bottle Small	No			
6	93	Pencil HB	Packet			
7	133	Permanent Marker Black	Packet			
8	1276	Pupil Diary	No			
9	222	Ink Eraser Pen	Packet			
10	2844	Answer Sheet	No			
11	116	Attendance Register Teachers	Nos.			
12	289	Attendance Register Students	Nos.			
13	133	Ball Pen (Blue)	Packet			
14	133	Ball Pen (Black)	Packet			
15	222	Board Marker	Packet			
16	5556	Certificate	Nos.			
17	1556	Chalks	Packet			
18	1831	Chart Paper	No			
19	222	Red Highlighter	Packet			
20	116	Library Register	No			
21	133	Masking Tape	Roll			
22	238	Pencils	Packet			
23	67	Photostat Papers	Reams			
24	280	Red Pointer	Packet			
25	318	Blue Pointer	Packet			
26	222	Eraser	Packet			
27	222	Sharpener	Packet			
28	444	Stapler	No			
29	960	Stapler Pins (Packets)	Packet			
30	1662	Scales	No			
31	358	Stamp Pad	No			
32	598	Stamp	No			
33	133	Scotch Tape	Roll			
34	540	Teachers Diary	No			
35	416	Punch Machine	No			
36	436	Ledger Register	No			
37	302	Plan Register	No			
38	242	Cash Book	No			
39	247	Staple Remover	No			
40	216	Paper Cutter	No			
41	171	Electrical Bell	No			
42	380	White Pena Flex with Stand	No			
43	1913	Student ID with Strip 1 set	Set			

SECTION V
TECHNICAL SPECIFICATIONS



**OFFICE OF THE
DISTRICT EDUCATION OFFICER (PRIMARY) SHAHEED BENAIZIRABAD**

**List for Purchase of School Stationary Items
Under SSB for the Year 2014-15
Technical Specifications**

S.No	DESCRIPTION	SPECIFICATION OFFERED	ACCOUNTING UNIT
SCHOOL STATIONARY ITEMS			
1	Paper Reams (Regular A4) Paper Size: 210 X 297 mm / 8.3 X 11.7" Paper Grammage: 70 GSM Paper Color: White		
2	Paper Reams (Regular Legal) Paper Size: 210 X 297 mm / 8.3 X 11.7" Paper Grammage: 70 GSM Paper Color: White		
3	Colored Chalks		
4	Remover Duster Wood Piece with Carpet Size 2 x 6"		
5	Glue Bottle Small Adhesive Type: Stick • small size. Color Dried: Clear • Color on Application: Clear • Features: • The washable, non-toxic, acid-free formulation and archival safe • Handy twist-up • Screw cap prevents it drying outapplicator		
6	Pencil HB Lead Diameter: 2 mm Pencil Grade: HB Barrel Material: Wood Grip Type: Ergonomic Features: Break Resistant		
7	Permanent Marker Black Fiber tip and instant-drying ink Waterproof and non-toxic. Line width for bullet is 1.5mm and chisel is 2-5mm		
8	Pupil Diary (5+8)200pgs,68 GMs paper		
9	Ink Eraser Pen Dollar Equivalent(Standard Quality)		
10	Answer Sheet (6.5*8)four sheets,,16pgs,63 gms,		
11	Attendance Register Teachers 50 pages (8*12)Hard board 68 Gms		
12	Attendance Register Students 100 pages (8*12)Hard board 68 Gms		
13	Ball Pen (Blue) Piano/Picasso/Equivalent Retractable Ball Point • Fine Point In Silver Body Color With Needle • Extra smooth glide • Low Viscosity Ink Formula • Medium 0.7mm tip gives line width of 0.4mm • Non-refillable • Pocket Clip		

S.No	DESCRIPTION	SPECIFICATION OFFERED	ACCOUNTING UNIT
14	Ball Pen (Black) Piano/Picasso/Equivalent Retractable Ball Point • Fine Point In Silver Body Color With Needle • Extra smooth glide • Low Viscosity Ink Formula • Medium 0.7mm tip gives line width of 0.4mm • Non-refillable • Pocket Clip		
15	Board Marker (Packet)Writing Medium: White Board Writing Length: 400m Writing Width: 2-3mm Performance: Dry fast, wipe off easily after writing		
16	Certificate Each Book have 100 certificates		
17	Chalks		
18	Chart Paper 20"X30" Fine Quality		
19	Red Highlighters Pelikan / Dollar/Equivalent Material: Poly propylene (PP) Nib Size: 5mm Nib Width: Medium Nib Type: Chisel Tip Ink Colour: Yellow, Green, Orange, Pink Ink Type: Liquid ink, Water based Refillable: Yes Features: Xylene and toluene (Non-toxic, Odorless) free, cap can be off for up to 4 hours before it will dry out.		
20	Library Register 300 pages (8*12),68 gms,200 pages		
21	Masking Tape Size 2.5" Each Roll Have 6 Nos/Packing Tape Type: Packing, carton sealing Backing: BOPP (Bi-oriented Poly Propylene) film, Acrylic Emulsion Material Adhesive: Water-base pressure sensitive adhesive, solvent, hot-melt solvent, hot-melt Thickness: 40-50 microns Size: 1.88"x 60 yards Core Size: 76mm (3 inch) Color: Transparent Tensile Strength: 62-97N/25mm		
22	Pencils Deer /HP / or equivalent Each Packet have 10 Pencil Lead Diameter: 2 mm Pencil Grade: HB Barrel Material: Wood Grip Type: Ergonomic Features: Break Resistant		
23	Photostat Papers Paper Reams (Regular A4) Paper Size: 210 X 297 mm / 8.3 X 11.7" Paper Grammage: 70 GSM Paper Color: White		
24	Red Pointer Dollar or equivalent 0.3 mm,valid ink,good quality		
25	Blue Pointer Dollar or equivalent 0.3 mm,valid ink,good quality		
26	Eraser Pelikan or equivalent Eraser Type: Lead Pencil Eraser Shape: Rectangle Features Color: White Material: Plastic Size (H x W x D): (0.5" x 1.7" x 0.7"), (11.4mm x 42.9mm x 17.3mm) Weight (Approximate): (0.16 oz.), (4.5 g) Absolutely age-resistant Non-abrasive No discoloration of the eraser on paper Best erasing performance with little wear Sliding sleeve for convenient handling Protective cellophane		

S.No	DESCRIPTION	SPECIFICATION OFFERED	ACCOUNTING UNIT
	wrapper with practical tear-and-open strip Minimal crumbling		
27	Sharpener Dux / Dolor or equivalent Size:(25mm*15mm*10mm) single-hole pencil sharpener Material: Aluminum alloy / Plastic		
28	Stapler Sheet Capacity: 20sheets Size: Normal Meas.: 1.24' Power: Manual Power: Manual Material: Plastic and steel Staple Capacity: 100pcs (60mm) Dimensions: 13.2*4.1*5.9cm Staple Size: 24/6&26/6		
29	Stapler Pins (Packets) Dollor or equivalent 24/6 X1000 Type: Normal Stapler Stapler pin color: Silver Staple size: 24/6 & 24/6 Wire Gauge: 24 G Wire Thickness: 0.34mm Wire Material: Metal Staple Leg Length: 6.00 mm Crown Length: 12.7 mm Crown width: 0.68 mm		
30	Scales 12" Stainless Steel Maximum Measurement: 12 inches Graduation: 1/8", 1/16", 1/32", 1/64" Range: 12 inches Width: 1 inch Thickness: 3/64 inches System of Measurement: Inch Material Type: Steel		
31	Stamp Pad Dollor or equivalent Standard Quality		
32	Stamp		
33	Scotch Tape 12 Nos Each Roll Adhesive: AcrylicTape Type: Packing, carton sealing Backing / Carrier: Kraft Paper Thickness: 6.100mm Size: 1.88""x 60 yards Core Size: 76mm (3"") Color: Brown Tensile Strength: 33lbs Features: Water proof		
34	Teacher Diary (Sindhi/ Urdu/English) 200 Pages (8*12),68 gms,200 pages		
35	Punch Machine (Medium Size) Type: Standard punch (2 holes) Material: Metal & plastic Product size: 11.5x8.7x7cm Hole Diameter: 6mm 2 Holes distance: 80mm (center to center) Performance: 20 sheets of 80 GSM		
36	Ledger Register 250 Pages (8*13),Hard bond,68 gms		
37	Plan Register 200 pages (8*13)Hard Band,68 Gms,		
38	Cash Book 100 pages		
39	Stapler Remover /Pin Opener Material: Metal / Plastic Dimensions (mm): 25W x 33D x 30H mm Features: • Classic plastic staple remover • Removes all standard size staples • lockable for easy storage Wide Finger Grips • Steel Jaws • Plastic cover with finger • Steel jaws for removing staple		

S.No	DESCRIPTION	SPECIFICATION OFFERED	ACCOUNTING UNIT
40	Paper Cutter/Paper Knife Cutter Type: Fixed Blade Knife Blade Material: Steel Blade Size: Good quality 25 mm blade Blade Thickness: 0.5 mm Handle Material: PP Plastic (Poly Propylene) Lock Material: ABS (Acrylonitrile Butadiene Styrene) Plastic Cutter overall size: 180*36*15 mm		
41	Electrical Bell Local Made Good Quality		
42	White Pena Flex With Stand (Screen) Size 4 x 3ft (2*3.5) Scanned, Pvc,(Local Quality)		
43	Student ID with Strip 1 set (2*3.5)		

**SECTION VI
SAMPLE FORMS**

Sample Forms

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1. Bid Form and Price Schedules

To,

The District Education Officer (Primary)
Shaheed Benazirabad
Khoja Garden Nawabshah, Shaheed Benazirabad], [Contact numbers 0244-9370162

Respected Sir/Madam

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver School In-Class Material Items | Stationary | Library and Laboratory | Sport Items specified in and in conformity with the said Bidding Documents for the sum of Rs. [**Total Bid amount in words and figures**] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain an unconditional guarantee of a bank in a sum equivalent to **5% of the Contract Price** for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of **120** days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us 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.

We understand that you are not bound to accept the lowest or any bid you may receive. Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

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

(if none, state "none")

Dated this _____ day of _____ 20_____.

[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	8
Item	Description	Country of origin	Estimated Quantity	Unit price DDP named place	Unit Price in Words	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required
SCHOOL STATIONARY ITEMS							
1	Paper Reams (Regular A4)	Pakistan	338				
2	Paper Reams (Regular Legal)	Pakistan	269				
3	Colored Chalks	Pakistan	282				
4	Dusters	Pakistan	742				
5	Glue Bottle Small	Pakistan	927				
6	Pencil HB	Pakistan	93				
7	Permanent Marker Black	Pakistan	133				
8	Pupil Diary	Pakistan	1276				
9	Ink Eraser Pen	Pakistan	222				
10	Answer Sheet	Pakistan	2844				
11	Attendance Register Teachers	Pakistan	116				
12	Attendance Register Students	Pakistan	289				
13	Ball Pen (Blue)	Pakistan	133				
14	Ball Pen (Black)	Pakistan	133				
15	Board Marker	Pakistan	222				

1	2	3	4	5	6	7	8
Item	Description	Country of origin	Estimated Quantity	Unit price DDP named place	Unit Price in Words	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required
16	Certificate	Pakistan	5556				
17	Chalks	Pakistan	1556				
18	Chart Paper	Pakistan	1831				
19	Red Highlighter	Pakistan	222				
20	Library Register	Pakistan	116				
21	Masking Tape	Pakistan	133				
22	Pencils	Pakistan	238				
23	Photostat Papers	Pakistan	67				
24	Red Pointer	Pakistan	280				
25	Blue Pointer	Pakistan	318				
26	Eraser	Pakistan	222				
27	Sharpener	Pakistan	222				
28	Stapler	Pakistan	444				
29	Stapler Pins (Packets)	Pakistan	960				
30	Scales	Pakistan	1662				
31	Stamp Pad	Pakistan	358				
32	Stamp	Pakistan	598				
33	Scotch Tape	Pakistan	133				
34	Teachers Diary	Pakistan	540				

1	2	3	4	5	6	7	8
Item	Description	Country of origin	Estimated Quantity	Unit price DDP named place	Unit Price in Words	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required
35	Punch Machine	Pakistan	416				
36	Ledger Register	Pakistan	436				
37	Plan Register	Pakistan	302				
38	Cash Book	Pakistan	242				
39	Staple Remover	Pakistan	247				
40	Paper Cutter	Pakistan	216				
41	Electrical Bell	Pakistan	171				
42	White Pena Flex with Stand	Pakistan	380				
43	Student ID with Strip 1 set	Pakistan	1913				

Signature of Bidder _____

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

2. Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its bid **dated** _____ for the supply of **School Stationary Items (under SSB 2014-15)** (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that *WE [name of bank] of [name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *DSE* (hereinafter called "the Procuring agency") in the sum of _____ for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this __day of _____ 20_____
_____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - (a) Fails or refuses to execute the Contract Form, if required; or
 - (b) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

3. Form of Contract

This Contract (hereinafter called the "Contract") is made on this _____ day of _____ between [Name of procuring Agency] (hereinafter referred to as "the Procuring agency") of the First Part; and M/s [name of Supplier] of [city and country of Supplier] having its registered office at [address of the supplier] (hereinafter called "the Supplier") of the Second Part (hereinafter referred to individually as "Party" and collectively as the "Parties").

WHEREAS the Procuring agency invited bids for procurement of goods, in accordance with the requirements of the bidding document ref no. [bid document ref. number], in pursuance where of M/s [name of supplier] being the supplier of the said goods in Pakistan to supply the required items; and whereas the Procuring Agency has accepted the the bid by the Supplier for the supply of [In-Class Material Items / Stationery / Library and Laboratory / Sport Items] in the sum of Pak Rupees [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions and Specific Conditions of this Contract hereinafter referred to as "Contract".
2. The following documents shall be deemed to form and be read and construed as integral part of this Agreement, viz:-
 - (a) the Bid Form and the Price Schedule submitted by the Bidder; (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract;
 - (f) the Procuring agency's Notification of Award; and
 - (g) the Contract
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of this Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. [The Supplier] hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of the Sindh or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of the Sindh) through any corrupt business practice.

6. **[The Supplier]** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of the Sindh under any law, Contract or other instrument, be void able at the option of Government of the Sindh.

IN WITNESS Whereof the parties hereto have caused this Agreement to be executed at **[write the address of DEO office]** ("the place") in accordance with their respective laws and shall enter into force on the day and year first above mentioned.

For and on behalf of **Education & Literacy Department, Govt. of Sindh, Karachi**

Name and Designation (ADO Male / Female)	Date and Signature
Mr. _____ ADOE Male _____	
Mrs. _____ ADOE Female _____	

 District Education Officer (Primary), District **Shaheed Benazirabad**
 Education & Literacy Department, Govt. of Sindh.

For and on behalf of **Supplier's Name**

 Authorised Personnel
 Name & Designation
 Supplier's Name and Stamp

4. Performance Security Form

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 20____ to supply *[description of goods and services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20_____.

Signature and seal of the Guarantors/bank

[name of bank or financial institution]

[address]

[date]

Note: It should be valid for a period equal to the warranty period. The contract will be signed/ issued after submission of this Performance Security.

5. Bank Guarantee for Advance Payment

To: *[name of Procuring agency]*

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called "the Supplier") shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

6. Manufacturer's Authorization Form

N/A

[See Clause 13.3 (a) of the Instructions to Bidders.] To:

[name of the Procuring agency]

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

[signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.



**OFFICE OF THE
DISTRICT EDUCATION OFFICER (PRIMARY) SHAHEED BENAZIRABAD**

List for Purchase of School Stationary Items

Under SSB 2014-15

Sr.#	Description	Estimated Quantity	Unit price	Total Price
	SCHOOL STATIONARY ITEMS			
1	Paper Reams (Regular A4)	338		
2	Paper Reams (Regular Legal)	269		
3	Colored Chalks	282		
4	Dusters	742		
5	Glue Bottle Small	927		
6	Pencil HB	93		
7	Permanent Marker Black	133		
8	Pupil Diary	1276		
9	Ink Eraser Pen	222		
10	Answer Sheet	2844		
11	Attendance Register Teachers	116		
12	Attendance Register Students	289		
13	Ball Pen (Blue)	133		
14	Ball Pen (Black)	133		
15	Board Marker	222		
16	Certificate	5556		
17	Chalks	1556		
18	Chart Paper	1831		
19	Red Highlighter	222		
20	Library Register	116		

Sr.#	Description	Estimated Quantity	Unit price	Total Price
21	Masking Tape	133		
22	Pencils	238		
23	Photostat Papers	67		
24	Red Pointer	280		
25	Blue Pointer	318		
26	Eraser	222		
27	Sharpener	222		
28	Stapler	444		
29	Stapler Pins (Packets)	960		
30	Scales	1662		
31	Stamp Pad	358		
32	Stamp	598		
33	Scotch Tape	133		
34	Teachers Diary	540		
35	Punch Machine	416		
36	Ledger Register	436		
37	Plan Register	302		
38	Cash Book	242		
39	Staple Remover	247		
40	Paper Cutter	216		
41	Electrical Bell	171		
42	White Pena Flex with Stand	380		
43	Student ID with Strip 1 set	1913		