

DISTRICT EDUCATION OFFICER PRIMARY
HYDERABAD



BIDDING DOCUMENTS

Procurement of School Stationery 480 items

Under School Specific Budget 2014-15

For Primary schools

Region: Hyderabad, District: HYDERABAD

For

**EDUCATION & LITERACY DEPARTMENT, GOVERNMENT
OF SINDH**

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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 proceed sof these funds will be appliedtoeligiblepaymentsunderthe contractfor whichthese biddingdocumentsare issued.

1.2 Paymentbythed e a r t m e n t willbemadeonlyattherquestofthe ProcuringagencyanduponapprovalbytheGovernmentof Sindh.,andin caseofaproject willbe subjectinallrespecttothe termsandconditionsoftheagreement. TheProjectAgreement prohibitsawithdrawalfromthe allocated fundaccountforthe purposeofanypaymenttopersonsorentities,orforanyimport ofgoods,ifsuchpaymentorimport,totheknowledge of the SindhGovernmentis prohibitedbya decision of the United Nations Security Council taken under ChapterVIIoftheCharteroftheUnitedNations. Nopartyother 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 ThisInvitationforBidsisopentoallsuppliersfromeligible source asdefinedintheSPPRA Rules2010anditsBidding Documentsexceptasprovided hereinafter.

2.2 Biddersshouldnotbeassociated,orhavebeenassociatedinthe past, directlyorindirectly,withafirmoranyofitsaffiliates whichhavebeenengagedbytheProcuringagencytoprovide consulting services for the preparation of the design, specifications, and other documents to be used for the procurementof thegoodstobepurchasedunderthisInvitation for Bids.

2.3 Government-owned enterprisesin theProvinceof Sindh may participateonly if they are legallyand financially autonomous,if they operateunder commerciallaw, and if they are nota dependentagency of theGovernmentof Sindh.

2.4 Biddersshallnotbeeligibleto bid ifthey areunder a declaration

of ineligibility for corrupt and fraudulent practices issued by the any government organization in accordance with sub clause 34.1

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| 3. Eligible Goods and Services | <p>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.</p> <p>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 reproduced 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.</p> <p>3.3 The origin of goods and services is distinct from the nationality of the Bidder.</p> |
| 4. Cost of Bidding | <p>4.1 The Bidders 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 conductor outcome of the bidding process.</p> |

B. The Bidding Documents

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| 5. Content of Bidding Documents | <p>5.1 The bidding documents include:</p> <ul style="list-style-type: none"> (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 <p>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 beat the Bidder's risk and may result in the</p> |
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rejection of its bid.

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| 6. Clarification of Bidding Documents | <p>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.</p> |
| 7. Amendment of Bidding Documents | <p>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.</p> <p>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.</p> <p>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.</p> |
| <h3>C. Preparation of Bids</h3> | |
| 8. Language of Bid | <p>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 maybe 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 translations shall govern.</p> |
| 9. Documents Comprising the Bid | <p>9.1 The bid prepared by the Bidder shall comprise the following components:</p> <ul style="list-style-type: none"> (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 |

	<p>Clause 13 that the Bidder is eligible to bid and is disqualified to perform the contract if its bid is accepted;</p> <p>(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</p> <p>(d) bid security furnished in accordance with ITB Clause 15.</p>
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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
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 Bidders 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 catalog 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 catalog numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitution ensures 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.

	<p>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.</p>
	<p>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.</p>
	<p>15.7 The bid security maybe forfeited:</p>
	<p>(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or</p>
	<p>(b) in the case of a successful Bidder, if the Bidder fails:</p> <ul style="list-style-type: none"> (i) to sign the contract in accordance with ITB Clause 32; or (ii) to furnish performance security in accordance with ITB Clause 33.
<p>16. Period of Validity of Bids</p>	<p>16.1 Bid 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.</p>
	<p>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.</p>
<p>17. Format and Signing of Bid</p>	<p>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.</p>
	<p>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</p>

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 overwritings shall be valid only if they are initialed by the person or persons signing the bid.

17.4 The Bidders 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 Bidders 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 envelope 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 subjecttothedeadlinewillthereafterbesubjecttothedeadline asextended.

20.LateBids 20.1 AnybidreceivedbytheProcuringagencyafterthedeadlinefor submissionofbidsprescribedbytheProcuringagencypursuant toITBClause19willberejectedandreturnedunopenedtothe Bidder.

21.Modification and Withdrawalof Bids 21.1The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, includingsubstitutionor withdrawalofthebids,isreceivedby the Procuring agency prior to the deadline prescribed for submissionof bids.

21.2The Bidder's modification or withdrawal notice shall be prepared,sealed,marked, anddispatchedinaccordancewiththe provisionsofITB Clause18. byasignedconfirmationcopy, postmarkednot laterthanthe deadlinefor submissionof bids.

21.3Nobidmaybemodifiedafterthedeadlineforsubmissionof bids.

21.4Nobidmaybewithdrawninthetimeintervalbetweenthedeadline for submissionofbidsandtheexpirationoftheperiodofbid validityspecifiedbytheBidderontheBidForm. Withdrawalof abidduringthisintervalmayresultintheBidder'sforfeitureof itsbid security,pursuantto the ITBClause 15.7.

E.Opening and Evaluation of Bids

22.Opening of Bidsby the Procuring agency 22.1The Procuring agency will open all bids in the presence of bidders'representativeswhochoosetoattend,atthetime,onthedate, andatthe placespecified intheBidDataSheet. The bidders'representatives whoare present shall sign aregister evidencingtheirattendance.

22.2The bidders' names, bid modifications or withdrawals, bid prices, discounts, andthepresenceorabsenceofrequisitebid securityandsuch otherdetailsastheProcuringagency,atits discretion, mayconsider appropriate, willbeannouncedatthe opening. Nobidshallberejectedatbidopening,exceptforlate bids,whichshallbereturnedunopenedtotheBidderpursuantto ITBClause 20.

- 22.3Bids(andmodificationssentpursuanttoITBClause21.2)that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawnbidswillbereturnedunopenedtothe bidders.
- 22.4TheProcuring agency willprepare minutesof thebid opening.
- 23.Clarificationof Bids**
- 23.1Duringevaluationofthebids,theProcuringagencymay,atits discretion, asktheBidder for a clarification ofits bid. The requestforclarificationandtheresponseshallbeinwriting, and nochangeinthepricesor substanceofthebidshallbesought, offered,or permitted.
- 24.Preliminary Examination**
- 24.1The Procuring agency will examine the bids to determine whether they arecomplete, whether anycomputational errors havebeenmade,whetherrequiredsuretieshavebeenfurnished, whetherthedocumentshavebeenproperlysigned, andwhether thebidsare generallyin order.
- 24.2Arithmeticalerrorswillberectifiedonthefollowingbasis. If thereisadiscrepancybetweentheunitpriceandthetotalprice thatisobtainedby multiplyingtheunitpriceandquantity, the unitpricesshallprevail, andthetotalpriceshallbecorrected. If theSupplierdoesnotacceptthecorrectionoftheerrors,itsbid willberejected, anditsbidsecuritymaybeforfeited. Ifthereis adiscrepancybetweenwordsandfigures, theamountinwords willprevail.
- 24.3The Procuring agency maywaive any minor informality, nonconformity, orirregularityinabidwhichdoesnotconstitute amaterialdeviation, providedsuchwaiverdoesnotprejudiceor affecttherelativeranking of any Bidder.
- 24.4Priortothedetailedevaluation,pursuanttoITBClause25the Procuring agencywilldeterminethesubstantialresponsiveness ofeachbidtothe biddingdocuments. Forpurposesofthese Clauses, asubstantiallyresponsivebidisonewhichconformsto allthetermsandconditionsofthe biddingdocumentswithout material deviations. Deviations from, or objections or reservationstocriticalprovisions,suchasthoseconcerningBid Security(ITBClause15),ApplicableLaw(GCCClause30),and TaxesandDuties(GCCClause32), willbedeemedtobe a materialdeviation. TheProcuringagency's determinationofa bid'sresponsivenessistobebasedonthecontentsof thebid itselfwithoutrecourse toextrinsic 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 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 of 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 Bid 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 before 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 before 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 Specification 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 Bidders 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.	influence the Procuring agency in its decision on the bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.
26.2 Any effort by a B	F. Award of Contract
27. Post-qualification	<p>27.1 In the absence of prequalification, the Procuring agency will determine 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.</p> <p>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 qualification submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.</p> <p>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.</p>
28. Award Criteria	<p>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</p>

	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	<p>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.</p> <p>31.2 The notification of award will constitute the formation of the Contract.</p> <p>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.</p>
32. Signing of Contract	<p>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.</p> <p>32.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidders shall sign and date the contract and return it to the Procuring agency.</p>
33. Performance Security	<p>33.1 Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidders 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.</p> <p>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.</p>

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 SPPA 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 practices 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 provisions 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 incidental services, 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.
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| 3. Country of Origin | <p>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.</p> <p>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.</p> <p>3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.</p> |
| 4. Technical Specification | <p>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.</p> |
| 5. Use of Contract Documents and Information; Inspection and Audit by the Government | <p>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.</p> <p>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.</p> <p>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.</p> |

- 5.4 The Suppliers 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 Suppliers 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 amounts 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 representatives shall have the right to inspect and/or 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 now 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 Contract 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	<p>13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> (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. <p>13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.</p>
14. Spare Parts	14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this selection shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.

15. 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 where the design and/or material is required by the Procuring agency's specifications) or from any actor 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 invalid for twelve (12) months after the Goods, or any portion thereof, fast the case maybe, 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 periods 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.

16. 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.

17. 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.

18. 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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| 19. 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. |
| 20. 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. |
| 21. Subcontracts | <p>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.</p> <p>21.2 Subcontracts must comply with the provisions of GCC Clause 3.</p> |
| 22. Delays in the Supplier's Performance | <p>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.</p> <p>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.</p> <p>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.</p> |
| 23. Liquidated Damages | 23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or |

Damages

allof theGoodsor to perform theServices withinthe period(s) specifiedinthe Contract,theProcuring agency shall,without prejudiceto itsotherremediesunder theContract,deductfrom theContractPrice,asliquidateddamages,a sumequivalentto thepercentage specifiedin SCC of the deliveredprice of the delayedGoodsor unperformedServicesfor eachweek or part thereofof delay untilactualdeliveryor performance,up to a maximumdeductionof thepercentage specifiedinSCC. Once themaximumisreached,theProcuring agency mayconsider terminationof theContractpursuant toGCC Clause24.

24.Termination for Default

24.1TheProcuringagency,withoutprejudicetoanyotherremedyfor breach of Contract, by written notice of default sent to the Supplier,mayterminatethisContractin wholeor in part:

- (a) ifthe Supplierfailstodeliverany or allof theGoods within the period(s) specified in the Contract, or within any extensionthereofgrantedbytheProcuringagencypursuant toGCC Clause22;or
- (b) if theSupplier fails to perform any other obligation(s) underthe Contract.
- (c) iftheSupplier,inthejudgmentoftheProcuringagencyhas engagedincorruptorfraudulentpracticesincompetingfor or inexecutingtheContract.

Forthe purposeof thisclause:

“corruptpractice”meanstheoffering,giving,receivingor solicitingofanythingofvaluetoinfluencetheactionofa publicofficialin the procurementprocessorincontract execution.

“fraudulentpractice”meansmisrepresentationoffactsin ordertoinfluenceaprourementprocessortheexecution ofacontracttothedetrimentoftheBorrower,andincludes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitivelevelsandtodeprivetheBorrowerofthe benefitsof freeand open competition.

24.2Inthe eventtheProcuring agencyterminates the Contractin wholeorin part,pursuanttoGCCClause24.1,theProcuring agencymayprocure,upsuchtermsandinsuchmannerasit 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.

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| 25. Force Majeure | <p>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.</p> <p>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.</p> <p>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 reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p> |
| 26. Termination for Insolvency | <p>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.</p> |
| 27. Termination for Convenience | <p>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.</p> <p>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</p> |

	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 Suppliers 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				
1	Required Field	Marks		
	* No of Years in Business	10	45	02 marks for each year in business(Max 10)
	* Annual Turnover in Millions	15		0.75marks per million turnover (Max 15)
	* NTN Registration Certificate	10		10 marks if firm has NTN Certificate
2	* Sales Tax Registration Certificate	10	10	10 marks if firm is registered with sales tax department
	Technical Proposal *Specifications & Brochures	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)
5	Monthly Sales Tax Summaries of last 10 Months	10	20	1 marks on production of each month record (Max 10)
	Relevant Field Experience	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 II. BidData 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 HYDERABAD
ITB 1.1	<p>Name of Contract/ Project.</p> <p>Procurement of School 480 Stationery Items for Primary, Middle and Elementary schools of [HYDERABAD] Region, [HYDERABAD].</p>
ITB 4.1	District Education Officer Primary (HYDERABAD Region [HYDERABAD]), Education & Literacy Department, Government of Sindh.
ITB 8.1	<p>Language of the bid.</p> <p>English</p>

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. 90(Ninety) Days
ITB 17.1	Number of copies. One Original alongwith one photocopy .
ITB 18.2 (a)	The Accounts Office of the District [HYDERABAD] Region [HYDERABAD], , [0229210296]
ITB 18.2 (b)	IFB title and number.
ITB 19.1	Deadline for bid submission is [Date]th[Month][Year] at 11:00 am
ITB 22.1	Time, date, and place for bid opening is 3:00 P.M on [Date]th [Month] [Year] at The Accounts Office of the District Education HYDERABAD [Region name] Region [HYDERABAD], [DISTRICT EDUCATION OFFICER PRIMARY HYDERABAD] Phone No.: [0229210296] Fax: [Write fax number] .

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)	

	Or
Option (ii)	adjustment expressed in amount in the currency of bid evaluation, or
Option (iii)	adjustment expressed as a percentage
ITB 25.4 (c) (ii)	Deviation in payment schedule.N/A
ITB 25.4 (d)	Cost of spare parts. N/A
ITB 25.4 (e)	Spare parts and after-sales service facilities in the Procuring agency's country. N/A
ITB 25.4 (f)	Operating and maintenance costs. Factors for calculation of the life cycle cost: (i) number of years for lifecycle [it is recommended that the lifecycle period should not exceed the usual period before a planned major overhaul of the goods]; N/A (ii) operating costs [e.g., fuel and/or other input, unit cost, and annual and total operational requirements]; N/A (iii) maintenance costs [e.g., spare parts—without duplication of above Clause 25.4(d) requirements—and/or other inputs]; N/A 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 or 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>
ITB 25.4 (g)	Performance and productivity of equipment. 10% of the award contract price.

ITB 25.4 (h)	Details on the evaluation method or reference to the Technical Specifications.
ITB 25.4 Alternative	Specify the evaluation factors. As mentioned evaluation criteria
Contract Award	
ITB 29.1	Percentage for quantity increase or decrease. 15 %.

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

- (i) copies of the Supplier's invoices 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 airwaybill, 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 others should be specified with the desired features. The price quoted in the bid price or agreed with the selected Suppliers 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

GCC16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goodssupplied:

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

- (i) 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.
- (ii) 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

GCC17.1—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 rates shall not exceed one-half (0.5) percent per week, and the maximum shall not exceed ten (10) percent of the Contract Price. **Applicable**

13. Resolution of Disputes(GCC Clause 28)

GCC28.3—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)

GCC30.1-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 List attached, Assistant District Officer – Education (ADO-E) and District Technical and Inspection Committee. The items should be delivered @ Taluka Head Quarter Ware house for inspection after that the material shall be supply 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:

S. No.	Description	Quarter / Year	Agreed Delivery date
	List Attached		100% Supply Within 45-days after receiving the purchase order.(Without Penalty)
			The penalty @ 0.5% per day on the late delivered position of the order quantity after 45 days. (Total of days 90)



DISTRICT EDUCATION OFFICER (PRIMARY) HYDERABAD REGION HYDERABAD

**LIST OF PURCHASE OF SCHOOL STATIONERY
UNDER SSB 2014-15**

S#	Description	Estimated Quanity	Destination	Delivery Schedule
1	Paper Rems (Regular A4)	3314		
2	Pencil HB (Packet)	4993		
3	Glue Bottle Large	71719		
4	Colour Drawing Paper (A4) Ream	2757		
5	Calculator	7122		
6	Register 200 Pages	6930		
7	Register 300 Pages	3942		
8	File Cover	4904		
9	Colour Markers (Packet)	3406		
10	Blue Pointer (Pocket)	5897		
11	Black Pointer (Packet)	6413		
12	Colour Pencil (Packet)	4649		
13	Students Attendance Register	4979		
14	Paper Cutter	3515		
15	Office Table Test	13626		
16	Office Pin (Packet)	13275		
17	Stepler Large	5948		
18	Stepler Pins Packet (large)	3888		
19	Muster Roll	11950		
20	Whole Machine	8211		
21	Glue Stick Packet	5118		
22	School Name Printed File	7207		

The supplier will be required to deliver items, packed in the form of bundles (for each school, according to the list provided at the time of contract finalization) to every ADO offices in each Taluka.

23	Ball Point Blue Packet	7702	
24	Ball Point Back Packet	4082	
25	Ball Point Red Pocket	13049	
26	Geometrical Box (Large)	6086	
27	Thamb Pins (Packet)	4205	
28	Ereasers Packet	5410	
29	Sharpners Packet	4762	
30	Stamp Paid	4027	
31	Single Line Paper (Dasta)	3861	
32	Soft Board Pins	6904	
33	Shopners	4262	
34	Stabler Pins	9453	
35	Scale	5337	
36	Stamp Pad	28	
37	Solution Tape	2781	
38	Stabler Machine	2151	
39	Plane Register	1876	
40	Board Marker	101	
41	Drawing Copies	766	
42	File Cover	1099	
43	Double Sheet paper Ream	718	
44	Pen Box	399	
45	Dust Bin	1168	
46	Charts	733	
47	File Baskeit	929	
48	Samand Bond	8752	
49	Regular Paint Bursh	297	
50	Answer Sheet	611	
51	Glazed Paper	2183	
52	Graph Paper	2183	
53	Ledger Register	1396	
54	Carbon Paper	709	
55	Colour Card	2136	
56	Tissuue Paper	624	
57	Students ID Card	315	

58	Addmission Form	1174	
59	Calculator	216	
60	School Bell with Hammer	762	
61	Visit Book	104	
62	Punch Machine	332	
63	Register 200 Pages	114	
64	Regular Paint Bursh	88	
65	Red Pointer	143	
66	Scale	74	
67	Sharpners Packet	<u>1137</u>	
68	Stamps	260	
69	Stamp Pad	103	
70	Stapler	102	
71	Stapler Pins	108	
72	Stapler Remover	627	
73	Tags	89	
74	Teacher Dairy (English)	89	
75	Teacher's Dairy	52	
76	Thumb Pins	52	
77	Tissue Paper Tape	133	
78	Transparencies A4	183	
79	White PanaFlex with Stand Screen	47	
80	Yello Highlighters.	47	

Section V.Techical Specifications

Technical Specifications



**DISTRICT EDUCATION OFFICER PRIMARY
[HYDERABAD] REGION [HYDERABAD]**

List for Purchase of 480 stationery

Under SSB for the Year 2014-15

S#	Description	Specification Offered	Accounting Unit
1	Paper Rems (Regular A4)		
2	Pencil HB (Packet)		
3	Glue Bottle Large		
4	Colour Drawing Paper (A4) Ream		
5	Calculator		
6	Register 200 Pages		
7	Register 300 Pages		
8	File Cover		
9	Colour Markers (Packet)		
10	Blue Pointer (Pocket)		
11	Black Pointer (Packet)		
12	Colour Pencil (Packet)		
13	Students Attendance Register		
14	Paper Cutter		
15	Office Table Test		
16	Office Pin (Packet)		
17	Stepler Large		
18	Stepler Pins Packet (large)		
19	Muster Roll		
20	Whole Machine		

21	Glue Stick Packet		
22	School Name Printed File		
23	Ball Point Blue Packet		
24	Ball Point Back Packet		
25	Ball Point Red Pocket		
26	Geometrical Box (Large)		
27	Thamb Pins (Packet)		
28	Ereasers Packet		
29	Sharpners Packet		
30	Stamp Paid		
31	Single Line Paper (Dasta)		
32	Soft Board Pins		
33	Shopnkers		
34	Stabler Pins		
35	Scale		
36	Stamp Pad		
37	Solution Tape		
38	Stabler Machine		
39	Plane Register		
40	Board Marker		
41	Drawing Copies		
42	File Cover		
43	Double Sheet paper Ream		
44	Pen Box		
45	Dust Bin		
46	Charts		
47	File Baskeit		
48	Samand Bond		
49	Regular Paint Bursh		
50	Answer Sheet		
51	Glazed Paper		
52	Graph Paper		

53	Ledger Register		
54	Carbon Paper		
55	Colour Card		
56	Tissue Paper		
57	Students ID Card		
58	Addmission Form		
59	Calculator		
60	School Bell with Hammer		
61	Visit Book		
62	Punch Machine		
63	Register 200 Pages		
64	Regular Paint Brush		
65	Red Pointer		
66	Scale		
67	Sharpeners Packet		
68	Stamps		
69	Stamp Pad		
70	Stapler		
71	Stapler Pins		
72	Stapler Remover		
73	Tags		
74	Teacher Diary (English)		
75	Teacher's Diary		
76	Thumb Pins		
77	Tissue Paper Tape		
78	Transparencies A4		
79	White PanaFlex with Stand Screen		
80	Yellow Highlighters.		

Section VI. Sample Forms

Sample Forms

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1.Bid Form and Price Schedules

To,

**[DISTRICT EDUCATION OFFICER HYDERABAD](for example, as below:
(PhoneNo.:0229210296).**

Respected Sir/Madam

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver **480** Stationery specified in and in conformity with the said Bidding Documents for the sum of Rs. / 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 **60** 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
	476 LIBRARY & LAB ITEM						
			2489				
			2				
	Descraptaion	3 9 6	Pakistan Imported	3314			
Kids Magazine		3 9 6	Pakistan Imported				
1	Paper Rems (Regular A4)	0	Pakistan Imported	4993			
2	Pencil HB (Packet)	6 9	Pakistan Imported	71719			
Dawing Books			Pakistan Imported				
3	Glue Bottle Large		Pakistan Imported	2757			
Kids Magziner Drawing Paper			Pakistan Imported				
4	(A4) Ream		Pakistan Imported	5434			
Dawing Books			Pakistan Imported	5902	7122		
AlmirahCalculator			Pakistan Imported	4006			
Dictionary Urdu			Pakistan Imported	6930			
6	Register 200 Pages		Pakistan Imported	3722			
Dictionary English			Pakistan Imported	5649	3942		
World Map 100 SPages			Pakistan Imported	4904			
Register 300 Pages				5483			
Computer Dule Core				5459			
				616			

8	File Cover	Pakistan Imported	3406				
9	Colour Markers (Packet)	Pakistan Imported	5897				
10	Blue Pointer (Pocket)	Pakistan Imported	6413				
11	Black Pointer (Packet)	Pakistan Imported	4649				
12	Colour Pencil (Packet)	Pakistan Imported	4979				
13	Students Attendance Register	Pakistan Imported	3515				
14	Paper Cutter	Pakistan Imported	13626				
15	Office Table Test	Pakistan Imported	13275				
16	Office Pin (Packet)	Pakistan Imported	5948				
17	Stepler Large	Pakistan Imported	3888				
18	Stepler Pins Packet (large)	Pakistan Imported	11950				
19	Muster Roll	Pakistan Imported	8211				
20	Whole Machine	Pakistan Imported	5118				
21	Glue Stick Packet	Pakistan Imported	7207				
22	School Name Printed File	Pakistan Imported	7702				

23	Ball Point Blue Packet	Pakistan Imported	4082				
24	Ball Point Back Packet	Pakistan Imported	13049				
25	Ball Point Red Pocket	Pakistan Imported	6086				
26	Geometrical Box (Large)	Pakistan Imported	4205				
27	Thamb Pins (Packet)	Pakistan Imported	5410				
28	Ereasers Packet	Pakistan Imported	4762				
29	Sharpners Packet	Pakistan Imported	4027				
30	Stamp Paid	Pakistan Imported	3861				
31	Single Line Paper (Dasta)	Pakistan Imported	6904				
32	Soft Board Pins	Pakistan Imported	4262				
33	Shopners	Pakistan Imported	9453				
34	Stabler Pins	Pakistan Imported	5337				
35	Scale	Pakistan Imported	28				
36	Stamp Pad	Pakistan Imported	2781				
37	Solution Tape	Pakistan Imported	2151				

38	Stabler Machine	Pakistan Imported	1876				
39	Plane Register	Pakistan Imported	101				
40	Board Marker	Pakistan Imported	766				
41	Drawing Copies	Pakistan Imported	1099				
42	File Cover	Pakistan Imported	718				
43	Double Sheet paper Ream	Pakistan Imported	399				
44	Pen Box	Pakistan Imported	1168				
45	Dust Bin	Pakistan Imported	733				
46	Charts	Pakistan Imported	929				
47	File Baskeit	Pakistan Imported	8752				
48	Samand Bond	Pakistan Imported	297				
49	Regular Paint Bursh	Pakistan Imported	611				
50	Answer Sheet	Pakistan Imported	2183				
51	Glazed Paper	Pakistan Imported	2183				
52	Graph Paper	Pakistan Imported	1396				

53	Ledger Register	Pakistan Imported	709				
54	Carbon Paper	Pakistan Imported	2136				
55	Colour Card	Pakistan Imported	624				
56	Tissuue Paper	Pakistan Imported	315				
57	Students ID Card	Pakistan Imported	1174				
58	Addmission Form	Pakistan Imported	216				
59	Calculator	Pakistan Imported	762				
60	School Bell with Hammer	Pakistan Imported	104				
61	Visit Book	Pakistan Imported	332				
62	Punch Machine	Pakistan Imported	114				
63	Register 200 Pages	Pakistan Imported	88				
64	Regular Paint Bursh	Pakistan Imported	143				
65	Red Pointer	Pakistan Imported	74				
66	Scale	Pakistan Imported	<u>1137</u>				
67	Sharpnets Packet	Pakistan Imported	260				

68	Stamps	Pakistan Imported	103				
69	Stamp Pad	Pakistan Imported	102				
70	Stapler	Pakistan Imported	108				
71	Stapler Pins	Pakistan Imported	627				
72	Stapler Remover	Pakistan Imported	89				
73	Tags	Pakistan Imported	89				
74	Teacher Dairy (English)	Pakistan Imported	52				
75	Teacher's Dairy	Pakistan Imported	52				
76	Thumb Pins	Pakistan Imported	133				
77	Tissue Paper Tape	Pakistan Imported	183				
78	Transparencies A4	Pakistan Imported	47				
79	White PanaFlex with Stand Screen	Pakistan Imported	47				
80	Yellow Highlighters.	Pakistan Imported	3314				

Signature of Bidder _____

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

2.Bid Security Form

Whereas *[nameoftheBidder]*(hereinaftercalled“theBidder”)hassubmitteditsbid**dated** _____ for thesupplyof **476 Library & Lab Items (under SSB 2014-15)**(hereinaftercalled“the Bid”).

KNOW ALL PEOPLE by thesepresents that we [nameofbank] of [nameofcountry], having our registered office at [addressofbank] (hereinaftercalled“theBank”), are bound unto DSE(hereinaftercall ed“theProcuringagency”)inthesumofforwhichpayment well and truly to bemade to thesaid Procuring agency, the Bank binds itself, its successors, and assigns by thesepresents. 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 undertakes 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
DISTRICT EDUCATION OFFICER PRIMARY Hyderabad (hereinafter referred to as "the Procuring Agency") of the First Part; and M/s
[] of [] having its registered office at [] (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. [] in pursuance where of M/s [] being the supplier of the said goods in Pakistan to supply the required items; and whereas the Procuring Agency has accepted the bid by the Supplier for the supply of **[480 Stationery]** in the sum of Pak Rupees [] (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 to remedy of defects therein, the Contract Price

or such other sums as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.

5. I _____ 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. I _____ 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 voidable at the option of Government of the Sindh.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed at
[DISTRICT EDUCATION OFFICER PRIMARY Hyderabad] ("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 **District Education Officer Primary Hyderabad**

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

*District Education Officer Primary, **Hyderabad** District
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 limit of *[amount of guarantee]* as aforesaid, without you 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 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 thereunder or of any of the Contract documents which maybe 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]*.

Your truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]



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.