



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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**PRICE: RS.2000/-
(NON-REFUNDABLE)**

Identity # _____

M/S _____

STANDARD BIDDING DOCUMENTS FOR OPEN COMPETITIVE BIDDING

SINGLE STAGE – ONE ENVELOPE PROCEDURE

TENDER FOR SUPPLY OF RENTAL FURNITURE FOR SSC EXAMINATIONS-2015

**IN RESPECT OF
IFB No.BSE/P&P/477/2015 dated 25-02-2015**



PART ONE (FIXED)

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

Issued by:

Assistant Secretary (P&P)
Board of Secondary Education
Karachi

Signature of the Bidder with Stamp



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INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT:

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website www.pprasingh.gov.pk or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Procuring Agency of Government of Sindh.	Sindh Public Procurement Regulatory Authority.
ITB 1.1	Name of Contract	Tender for Supply of Rental Furniture for SSC Examinations-2015
ITB 4.1	Name of Procuring Agency	Board of Secondary Education Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Secondary Education Nazimabad, Karachi-75990 Tel: 99260252-6 Tel: 99260268 Fax: 99260262
ITB 8.1	Language of the bid	English

BID PRICE AND CURRENCY	
ITB 11.2	The price shall be inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
ITB 11.5	The price shall be fixed.

PREPARATION AND SUBMISSION OF BIDS		
ITB 13.3 (d)	Qualification Requirements	<ul style="list-style-type: none">• 03 years experience in the related field• Turn-over of last three years having a sum of minimum Rs.10,00,000/-• Registration with Income Tax and Sales Tax Departments• An Affidavit on Stamp Paper that the firm has never been Blacklisted since last 03 years



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PREPARATION AND SUBMISSION OF BIDS		
ITB 15.1	Amount of bid security	<ul style="list-style-type: none">5% (five percent) of the Bid price, in shape of Pay Order in the name of <i>Secretary</i>, Board of Secondary Education Karachi
ITB 16.1	Bid Validity Period	90 days from the date of opening of the Tender whereas the Contract will be awarded up to SSC Supplementary Examinations-2015.
ITB 17.1	Number of Copies	02 Copies shall be submitted by the bidder. One Original and one photocopy of the same.
ITB 18.2 (a)	Address for bid submission	The office of the <i>Secretary</i> (Room No. 33), 1 st Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.
ITB 18.2 (b)	IFB title and number	Title: Tender for Supply of Rental Furniture for SSC Examinations-2015. IFB No: <i>BSE/P&P/477/2015</i> <i>dated 25-02-2015</i>
ITB 19.1	Deadline for bid submission	<u>Thursday, 19-03-2015</u> at 01:00 p.m. Sealed bids duly filled-in, mentioning on top of the envelope " <i>Tender for Supply of Rental Furniture for SSC Examinations-2015</i> "
ITB 22.1	Time, date, and place for bid opening	Bids must be submitted in the office of the <i>Secretary</i> (Room No. 33), 1 st Floor, Block-B, Board of Secondary Education, Nazimabad Karachi, in a sealed cover up to <u>01:00 p.m</u> and will be opened on <u>Thursday 19-03-2015</u> at <u>02:00 p.m</u> in the presence of bidders' representatives who desire to attend at <u>02:00 p.m</u> on <u>Thursday 19-03-2014</u> .

BID EVALUATION		
ITB 25.3	Criteria for bid evaluation	The bid found to be the lowest evaluated or best evaluated bid shall be accepted.
ITB 25.4 (b)	Delivery schedule	The delivery will have to be made at the Examination Centres within stipulated time as mentioned in the Contract Award.

CONTRACT AWARD		
ITB 29.1	Percentage for quantity increase or decrease	The Competent Authority reserves the right to increase or decrease the quantity of the required goods, subject to relevant provisions of SPPRA.



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18. PENALTY

- 1) Preferred penalties according to the issue/subject may be imposed upon the Supplier(s) such as:
 - i. rejection of the unsatisfactory Supplied material
 - ii. Blacklisting of the firm
 - iii. deduction of amount from 5% to 10% of the total value of the bill
 - iv. forfeited whole Security amount

Anyone or more from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the Supplied Item(s)
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material in time or in the required criteria.

19. THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:

- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation
- (b) accept or reject all or any bid
- (c) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.
- (d) to recast and amend the contents/specification of the material at any stage

20. SPECIAL CLAUSE

- i) The Procurement Committee of the Board may visit the Godown/Store of bidder(s) as and when deem fit. Furniture should be best quality.
- ii) The expected Examination days are 25 which may be increased or decreased. Time Table/Date Sheet will be issued with Job Order.
- iii) The goods shall be delivered to Examination Centres, through the concerned Officers as the case may be, against delivery challan in triplicate. Two copies of the bill and challan shall be retained by the Board while the third copy shall be returned to the supplier for his own record.
- iv) The list of Centres showing the requirement of furniture and other articles shall be forwarded to the successful bidder(s) by the Board for the job well before the commencement of Examinations and the successful bidder(s) shall have to supply required furniture and other articles to all the Centres as mentioned in the order of the list of Examination Centres at least one day before the commencement of Examinations.



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- v) The job(s) may be assigned at any time up to SSC Annual/Supplementary/Oriental Language Examinations-2015 etc.
- vi) In case of emergency, the supplier shall have to supply the required furniture/articles at the Examination Centres before/during the conduct of Examinations time to time on telephonic call by the Officers deputed for the job in addition to the list of Centres for requirement of furniture already forwarded to successful bidder(s).
- vii) Up to 15% increase in the required quantity is predicted.
- viii) The supply of furniture/articles to respective Centres shall start well before the commencement of Examinations. In addition to the actual number of Examination days for which furniture shall be required and utilized at the Centres, the supplier shall be paid one day's extra hiring charges for advance supplies. (In case of emergency arising out of any unforeseen situation the supplier shall make their best efforts to meet the situation).
- ix) Location of Examination Centres and quantity of required furniture for award of contract to successful bidders will solely be at Board's discretion. It may be awarded either on Towns or Districts or map location of the city, as deem appropriate by the Board.
- x) The furniture/articles shall be lifted by the supplier from the centre as soon as they deem to be required according to the information provided by the Board or directly from the Centre Superintendent. The Board shall not be responsible at all for rent or other eventualities at any centre beyond the indicated dates.
- xi) No transportation charges shall be paid to the supplier and the supplier shall not be entitled to claim for wages, collies or cartage etc.
- xii) The supplier shall not be entitled to prefer any claim on the Board for any normal breakage of material supplied for the conduct of Examinations but shall be compensated for shortage and abnormal breakage which may be caused due to disturbances at the Centres or any other reason.
- xiii) The delivery will have to be made at the Examination Centres within stipulated time.
- xiv) All applicable Taxes including GST @17% and other as announced by the Govt. will be deducted from the Bill(s).
- xv) The Board shall pay the rent of only the actual/utilized Examination days for which furniture was required at the Examination Centres, as per Date Sheet (Programe/Schedule of Examinations) issued by the Board. (The term "actual/utilized Examination days" means the particular days at which the Examinations are conducted).
- xvi) The Board shall not pay the rent/charges of furniture for Sundays, Holidays or Gap between two Papers.



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- xvii) The Board shall pay the rent/charges of that day only
- a) if any Paper may be cancelled after the issuance of Date Sheet (Programme/Schedule of Examinations) by the Board
OR
 - b) due to law & order situation
OR
 - c) any unforeseen happened on that day

SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS:

The delivery of item(s) will have to be made at the Examination Centres within the stipulated time that will be mentioned in the Contract Award.



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TECHNICAL SPECIFICATIONS

<u>S.NO.</u>	<u>SPECIFICATION</u>	<u>QUANTITY</u>	<u>RATES INCLUDING ALL TAXES</u>
1)	Tablet Chair/Study Chair (Rate to be quoted with available stock)	Stock available _____	Rs. _____ Per day charges for each
2 (a)	Folding Table 2' x 2'	10,000 to 20,000 approx.	Rs. _____ Per day charges for each
2 (b)	Chairs	10,000 to 20,000 approx.	Rs. _____ Per day charges for each
3 (a)	Folding Table 2' x 2'	20,001 to 40,000 approx.	Rs. _____ Per day charges for each
3 (b)	Chairs	20,001 to 40,000 approx.	Rs. _____ Per day charges for each
4 (a)	Folding Table 2' x 2'	40,001 to 55,000 approx.	Rs. _____ Per day charges for each
4 (b)	Chairs	40,001 to 55,000 approx.	Rs. _____ Per day charges for each
5)	Kanaat 15" x 7"		Rs. _____ Per day charges for each
6)	Tent (Shaamiyana) 15" x 30"		Rs. _____ Per day charges for
7)	Water Cooler/Tanki		Rs. _____ Per day charges for each
8)	Pedestal Fan		Rs. _____ Per day charges for each
9)	Jug (Steel)		Rs. _____ Per day charges for each Jug
10)	Glass (Steel)		Rs. _____ Per day charges for each
11)	Daree		Rs. _____ Per day charges for each



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SUMMARY OF TURN-OVER OF LAST THREE YEARS		
YEAR-2012	YEAR-2013	YEAR-2014
TOTAL:		

C E R T I F I C A T E

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Secondary Education, Karachi.

SIGNATURE WITH DATE:

NAME OF FIRM:

ADDRESS OF FIRM:

FULL NAME OF CONCERNED PERSON:

CNIC NUMBER:

POSITION HELD IN:

PHONE NUMBER(S):

MOBILE NUMBER(S):

FAX NUMBER(S):

NATIONAL TAX NUMBER:

GENERAL SALES TAX NUMBER:

STAMP OF THE FIRM:

PAY ORDER NUMBER:

BANK & BRANCH NAME:

DATED:

FOR RUPEES:

DRAWN:

as Bid Security is enclosed herewith.