

INVITATION TO BID

Sindh Service Tribunal, Karachi (hereinafter referred to as Procuring Agency) invites sealed bids from eligible bidders for supply of Generator as mentioned at annexure A.

1. The Bid shall comprise one single envelope containing the financial proposal and required information mentioned at Annexure A.
2. Interested eligible bidders may obtain further information on the bid from the office of Registrar, Sindh Service Tribunal, Barrack No.21, Sindh Secretariat 4-A, Karachi.
3. A complete set of bidding documents may be purchased by any interested eligible bidder from the office of Registrar, Sindh Service Tribunal, Barrack No.21, Sindh Secretariat 4-A, Karachi. Upon payment of a non-refundable fee of Rs.500/- from the date of hoisting up to 20.04.2015 during normal working hours (8.00 am to 3.00 pm) and can also be downloaded from PPRA website.
4. All bids must be accompanied by a bid security equivalent to 2.5% of total bid amount in the shape of pay order or demand draft, and must be delivered to the office of Registrar, Sindh Service Tribunal, Barrack No.21, Sindh Secretariat 4-A, Karachi from the date of hoisting to 20.04.2015. The bids will be publicly opened in the office of Registrar, Sindh Service Tribunal, Barrack No.21, Sindh Secretariat 4-A, Karachi at 2.00pm on the same day in presence of bidders who wish to remain present.
5. (i) The bid shall comprise a single package. The envelopes shall be marked as "BID FOR SUPPLY OF INTEL C13 COMPUTERS WITH LED MONITOR" in bold and legible letters to avoid the confusion.
(i) The procuring agency shall evaluate the proposal in a manner prescribed in advance, and reject any proposal which do not conform to the specified requirements.
(iii) During the evaluation no amendments in the proposal shall be permitted.
6. The Sindh Service Tribunal, Karachi will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
7. Bidders shall submit Bids, which comply with the Bidding Documents. **Alternative Bids will not be considered.** The attention of bidders is drawn to the provisions of Clause on "Determination of Responsiveness of Bid" regarding the rejection of Bids, which are not substantially responsive to the requirements of the Bidding Documents.
8. The Procuring Agency reserves the right to reject all or any bid subject to relevant provisions of SPPRA Rules, 2010.
9. All prices quoted must include any Taxes applicable, such as GST, Income Tax etc. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.
10. In case of failure to complete the Task within the stipulated time period performance security amount will be forfeited and the company will not be allowed to participate in future tenders as well.


ACTING REGISTRAR
SINDH SERVICE TRIBUNAL

BID FORM

To,

The Registrar,
Sindh Service Tribunal,
Karachi.

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

We undertake, (if our Bid is accepted), to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 2.5% percent of the Contract Prince for the due performance of the Contract in shape of pay order or demanded draft.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening and 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 in your Notification of Contract Award, shall constitute a binding Contract between us.

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

Date this _____ day of _____ 2015.

SIGNATURE
Company Name
and address along with
official Seal

GENERAL TERMS AND CONDITIONS

(i) Bid Security

A bid security in the shape of a Bank Draft/Pay Order in favour of Registrar, Sindh Service Tribunal, Karachi equivalent to 2.5% of the total cost of bid should be submitted along with the tender. Bid security of unsuccessful bidder will be released as soon contract is awarded to successful bidder.

(ii) Performance Security

A performance security in shape of Bank Draft / Pay Order in favour of Registrar, Sindh Service Tribunal, Karachi equivalent to 2.5% of the total value of contract will be required to be submitted by successful bidder before placement of final contract.

(iii) Validity of the proposal

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal.

(iv) Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR)

(v) Withholding Tax, Sales Tax and other Taxes

The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under tax laws of Government of Pakistan and Government of Sindh, from all payments for services rendered by any responding organization who signs a contract with the Government. The Bidder will be responsible for all taxes on transaction and/or income, which may be levied by government. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

(vi) OEM relationships & Warranties

- Computers should have adequate onsite warranty.
- The equipment supplied should be through verifiable distribution channel in Pakistan.

Technical Specifications:-

Sr. No.	Item	Quantity	Description
1.	Supply of Intel Ci3 Computer with 18.5" LED monitor alongwith transportation and installation)	2	Intel Ci3 System Legend Casing, Asus Motherboard H81m-E, Intel Ci3 4150 3.5 Ghz Proc., 500GB Hard Disk, 4GB Ram, Dvdrw Sata, Viewsonic 18.5 Inch LED, Tp Link Wifi 300 MBPS Card, A4 Keyboard and Optical Mouse.

Eligibility of bidders / suppliers

- ✓ Registered with Sales Tax /GST
- ✓ Registered with Income Tax
- ✓ Turnover at least 3 years
- ✓ Experience minimum one year of supplying computer
- ✓ Attached relevant brochure
- ✓ Technical specification of product
- ✓ Quotation as per specification of tender documents
- ✓ 4 years relationship with OEM.
- ✓ Authorized distribution certificate.
- ✓ Minimum 02 years warranty
- ✓ Minimum one year free service

Note.

All charges should be included in the total bid price:

Above computers will be supplied with transportation and installation by the successful bidder at Sindh Service Tribunal, Barrack No.21, Sindh Secretariat 4-A, Karachi as per specification mentioned in the bidding documents.

ANNEXURE-B

Tender No. _____ dated _____

Name of company /Firm: _____

Financial Proposal

Sr. No.	Item/Equipment	Qty.	Unit Cost (Rs.) with transportation & installation	Total Cost (Rs.)
1.	Intel Ci3 Computer with 18.5" LED monitor	2		

Note: Bid security will be equivalent to 2.5% of the total bid cost.

Stamp and signature of the company/firm/authorized dealer

EVALUATION AND COMPARISON OF TECHNICAL AND FINANCIAL BIDS

Bidders who have been qualified on the basis of the preliminary evaluation shall be eligible for a detailed evaluation.

The Procuring Agency will evaluate and compare the bids that have been determined to be substantially responsive. The evaluation will be performed assuming the Contract will be awarded to the Lowest Evaluated Bid for the supply of computers with monitors.

NOTE :-

- Incomplete applications will not be considered.
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Affidavit: Firm / bidder has not been declared black listed while providing goods and services.
- Procuring Agency reserves the right to reject any or all proposals subject to SPPRA rules.
- Authority Letter is required from Principal Company for product and vendor authentication.
- The tender must be filled on prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
- Procuring Agency reserves the right to increase or decrease the scope of work / number of items subject to SPPRA rules.
- Only companies registered with Sales Tax and Income Tax Departments shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.

Contacting the Procuring Agency.

Any effort by a bidder to influence the Procuring Agency in the Procuring Agency decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

Procuring Agency's Right to Reject the Bid

The Procuring Agency reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the ground for the Procuring Agency's action.

(viii) Compliance to Specifications

The Bidder to provide information as per (Annexure-A). Bidder should not propose any kind of refurbished equipment/components in their technical proposals.

(ix) Financial Capabilities

The Bidder shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

(x) Penalty Clause

- It is of utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Performance Security will be forfeited in favor of Registrar, Sindh Service Tribunal, Karachi.
- The Bidder will provide an affidavit that the firm has not been entangled in litigation with any client during the last 02 years.
- The Bidder will provide an affidavit that the firm has never been blacklisted by any Government Department.

(X) Delivery Time;

Within 1 (one) week after issuance of purchase order.

(XI) Payment Mode:

Payment to be made through Accountant General (Sindh) after 100% supply, Installation of Computers at the prescribed locations.

2. Instructions of Bidders.

(i) Communication

Enquiries regarding this Tender shall be submitted in writing/ voice to:
Registrar, Sindh Service Tribunal. Karachi,

(ii) Mode of Delivery and Address

Bids should be submitted at the address given below.

Registrar, Sindh Service Tribunal. Karachi,

Proposal shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. Proposals received by fax or email shall not be accepted.