

REQUEST FOR QUOTATION

FOR

**PROCUREMENT OF UNIFORM AND
LIVERIES FOR CLASS-IV SERVANTS**

**SINDH GOVERNOR'S SECRETARIAT,
GOVERNOR'S HOUSE, KARACHI.**

APRIL, 2015

TENDER DOCUMENT

BIDDING DOCUMENT

NAME OF COMPANY

ADDRESS & PHONE NO.

SALES TAX NO.

INCOME TAX NO.

CONTACT PERSON

Sindh Governor's Secretariat, Governor's House, Karachi invite application for Procurement of uniform and Liveries for Class-IV Servants from firms having experience in supply of Uniform and Liveries.

S#	PARTICULARS	QUANTITY REQUIRED	RATE	TOTAL COST
01	Bush Coat Khaki and Black Pant	64		
02	Turkish Cap	32		
03	Pant Coat Green	04		
04	Bush Coat and Pant White	24		
05	Bush Coat and Pant Gray	04		
06	Bush Coat and Pant Khaki	06		
07	Black Shoes	47		
08	Peshawari Chappel	02		
09	Shalwar Qamis Khaki	02		
10	Canvas Shoes	06		
11	Hand Gloves	24		
12	Bray Cap	38		
13	Black Socks	104		

The company should quote the unit price including all taxes and the scope work / quantity will be increase 02 decrease during implementation.

INVITATION TO BID

1. The Sindh Governor's Secretariat, Governor's House, Karachi (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for "Procurement of Uniform and Liveries".
2. Interested eligible bidders may obtain further information on the bid and inspect the bidding documents at the office of Section Officer / DDO, Sindh Governor's Secretariat, Governor House, Karachi.
3. A complete set of bidding documents may be purchased by any interested/ eligible bidder from office of Section Officer & DDO, Sindh Governor's Secretariat, Governor House, Karachi upon payment of non-refundable fee of Rs. 500/- upto 19.05.2015 at 15.00 hours.
4. A bid must be accompanied by a security deposit (2%) of total bid amount and must be delivered to the office of the Section Officer / DDO, Sindh Governor's Secretariat, Governor's House, Karachi before 19.05.2015 at 15.00 hours. The bids will be publicly opened in the office of the Additional Secretary, Sindh Governor's Secretariat at 16.00 hours on the same day in the presence of bidders who wish to remain present.
5. The Section Officer / DDO, Sindh Governor Secretariat, Governor's House, Karachi will not be responsible for any costs or expenses incurred by bidders in connection with the delivery/"Procurement of Uniform and Liveries".
6. 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.
7. The procurement agency may reject all or any bids subject to the relevant provision of Sindh Public Procurement Rules 2010.
8. All prices quoted must include any Taxes applicable, such as Income Tax, sales tax and all other taxes related to this tender. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.

Principal Secretary to Governor Sindh,
Governor's House, Karachi

BID FORM

To,

The Principal Secretary to Governor,
Sindh Governor's Secretariat,
Governor House, 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 and test in conformity with the said bidding documents for the Total Bid Price.*

Pak Rupees (in figures _____ inwards _____
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.

We agree to abide by this Bid for the period of ninety (15) days from the date fixed for bid opening 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 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.

Dated this _____ day of _____ 2015

.....

BIDDER

WITNESS

Signature-----

Signature-----

Name -----

Name -----

Title -----

Title -----

Address -----

Address -----

BID SECURITY FORM

WHEREAS _____ (hereinafter called the Bidder has submitted its bid dated _____ for supply of Uniform and Liveries for Sindh Governor's Secretariat) (hereinafter called "The Bid").

KNOW ALL MEN by these presents that we _____ (name of Bank) of _____ (Name of Country) having our registered office at _____ (Address of Bank) hereinafter called the Bank are bound I _____ into the Principal Secretary to Governor, Sindh Governor's Secretariat, Karachi Pakistan (hereinafter called "the Purchaser") in the sum of _____ for which payment well and truly to be made to the said Purchaser., the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this _____ Day of _____ 2015.

THE CONSITIONS 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 does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity.
 - a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
 - b) Fails or refuses to execute the Contract Form, when requested; or

We undertake to pay to the Purchaser upto the above amount, according to, and upon receipt of, its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto) _____, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)

By _____

Title

Authorized Representative

INFORMATION REQUIRED

A General

1. Name of Bidder
2. No. of Years in business in Pakistan
3. No. offices location in Pakistan
4. Status of the Bidder

13

- Sole Proprietor
 - Partnership Firm
 - Private Limited Company
 - Public Limited Company
 - Entity registered/incorporated outside Pakistan(Give Details)
4. Letter from OEM for each item should be provided after delivery

B Support Capabilities

1. Years in Business in Support area
2. No. of Staff employed (capable of providing support
3. Cumulative Experience (in years)
4. List of Customer of "Support" alongwith contract details.

NOTE:

- Incomplete application 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.
- Sindh Governor's Secretariat reserves the right to accept or reject any or all proposals without assigning any reasons thereof.
- The tender must be filled on prescribed form without any alteration/over writing.
- Conditional tenders / bids will not be acceptable.
- Sindh Governor's Secretariat reserves the right to increase or decrease the scope of work/number of items without assigning any reasons.
- 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.

GENERAL TERMS AND CONDITION

- The supply of Uniform and Liveries should be delivered within fifteen days after successful tender.
- The payment to the company will be made throw cheque by Section Officer & DDO, Sindh Governor's Secretariat at the time of delivery of the said Uniform.
- The firm should have previous working relation/interaction with NTC (documented proof required).
- Firm should have proper trained and qualified staff having sound knowledge of modern Uniform.
- Interfacing of the modern with NTC exchanges will be sole responsibility of the firm.
- The modems should be 100% compatible with NTC exchange configuration.
- Quotation for the purchase procurement of Uniform and liveries in is invited in accordance with the terms and conditions noted below.
- Quotation should be submitted on the basis of supply of Uniform and Liveries for Sindh Governor's Secretariat including charges for taxes like GST and Income Tax (if applicable) etc.
- Sealed quotation/tenders must reach this office alongwith company profile should be submitted upto 19-05-2015 at 15:00 hours and will be opened on the same day at 16:00 hours in the presence of Committee Members and intending tenderness, who choose to be present on the occasion, in the office of the Additional Secretary-II to Governor Sindh. Quotations tenders received after the due date and time straightway ignore.
- Amendments or alternations or cuttings etc in the quotation/tender must be attested in full by the person who has signed the quotation/tender. Changes or revision in rates after the opening of the tenders will not be entertained and may be disqualify the original offer.

BID BOND

The tender must be furnished with Security Deposit equal to 2% of the total tender value in favour of Section Officer and DDO Sindh Governor Secretariat, Karachi. Tenders not accompanied by Security Deposit will not be entertained. Security Deposit of successful tenders will be retained and that of the rest will be returned. If the tender is withdrawn before the expiry of its validity or the assigned supply is not made within due date the security deposit will be forfeited.

- Tenders must be sealed cover and on the Envelop it must written in bold letters "TENDER TO BE OPENED ON 19-05-2015 at 16:00 hours for the supply of Uniform and Liveries should be sent by due date and time. Any tender which is not submitted within specified time, will not be accepted. Tender by fax or email will also not be submitted.
- Sindh Governor's Secretariat shall not consider any quotation, which is not fully complied with the spccs. Sindh Governor's Secretariat does not pledge to accept the lowest tender and reserve the right of accepting full

or part quantity offered and tender would supply the same at the rates quoted by them.

- Sindh Governor's Secretariat reserves the right to accept or reject any bid without assigning any reasons thereof. Sindh Governor's Secretariat shall not be liable for any expenses relating to submission of any documents relating to this tender. The decision of Sindh Governor's Secretariat will be final and shall not be challengeable on any ground.
- Contract if placed will be governed by the terms and conditions of this Tender Enquiry as well as general terms and conditions applicable under Government Rules.

Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR) withholding Tax, Sales Tax and Other Taxes.

The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government.

The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by the Government.

CERTIFICATE

- We guarantee to supply the all equipment exactly in accordance with the requirements/specifications in the invitation to this tender.
- We accept the terms and conditions of the contract as well as general provision applicable to Government contracts.

SEAL OF FIRM

Signature of Tender _____

NAME _____
CNIC _____
DESIGNATION _____
COMPANY NAME _____
ADDRESS _____