



# **OFFICE OF THE TOWN COMMITTEE THANA BULA KHAN**

## **DISTRICT JAMSHORO**

**Instructions to Bidders/ Procuring Agencies regarding NIT of Sanitation & Drain Contract for the year**

### **General Rules and Directions for the Guidance of Contractors.**

This section of the bidding documents should provide the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Agency. It should also give information on bid submission, opening and evaluation, and on the award of contract.

Matters governing the performance of the Contract or payments under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are included as Conditions of Contract and *Contract Data*.

The *Instructions to Bidders* will not be part of the Contract and will cease to have effect once the contract is signed.

1. All work proposed to be executed by contract shall be notified in a form of Notice Inviting Tender (NIT)/Invitation for Bid (IFB) hoisted on website of Authority and Procuring Agency and also in printed media where ever required as per rules.

NIT must state the description of the work, dates, time and place of issuing, submission, opening of bids, completion time, cost of bidding document and bid security either in lump sum or percentage of offered ratep . The interested bidder must have valid NTN also.

2. Content of Bidding Documents must include but not limited to: Conditions of contract, Contract Data, specifications or its reference, Bill of Quantities containing description of items with scheduled/item rates with premium to be filled in form of percentage above/ below or on item rates to be quoted, Form of Agreement and drawings.

3. Fixed Price Contracts: The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

4. The Procuring Agency shall have right of rejecting all or any of the tenders as per provisions of SPP Rules 2010.

5. Conditional Offer: Any person who submits a tender shall fill up the usual printed form stating at what percentage above or below on the rates specified in Bill of Quantities for items of work to be carried out: he is willing to undertake the work and also quote the rates for those items which are based on market rates. Only one rate of such percentage, on all the Scheduled Rates shall be framed. Tenders, which propose any alternative in the works specified in the said form of invitation to tender or in the

time allowed for carrying out the work, or which contain any other conditions, will be liable to rejection. No printed form of tender shall include a tender for more than one work, but if contractor wish to tender for two or more works, they shall submit a separate tender for each.

The envelope containing the tender documents shall refer the name and number of the work.

6. All works shall be measured by standard instruments according to the rules.

7. Bidders shall provide evidence of their eligibility as and when requested by the Procuring Agency.

8. Any bid received by the Agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.

9. Prior to the detailed evaluation of bids, the Procuring Agency will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, registration with PEC (where applicable), turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.

10. Bid without bid security of required amount and prescribed form shall be rejected.

11. Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;

(A) In case of schedule rates, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.

(B) In case of item rates, .If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.

(C) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

  
**Assistant Engineer**  
**Town Committee Thana Bula Khan**



**OFFICE OF THE TOWN COMMITTEE THANA BULA KHAN**  
**DISTRICT JAMSHORO**

**CLEANING ,SWEEPING DE-SILTING OF DRAIN /NALLAS/ SEWERAGE LINE AND LIFTING OF COLLECTED GARBAGE FROM STREETS, ROADS AND VARIOUS PLACES OF TOWN AREA THANA BULA KHAN,THANA AHMED KHAN ,VILLAGE SARI AND VILLAGE MOLE.**


**TERMS AND CONDITION**

On the following terms and conditions the contract regarding sanitation & cleaning of drain in Town Area Thana Bula Khan, for the year 2015-16 (from date of start till 30<sup>th</sup> June 2016) will be awarded to the lower offer rate Contractor.

1. The above contract will be executed in the area of Town Committee Thana Bula Khan (along with the area of defunct TMA) for the period 2015-16 (from the date work started till 30<sup>th</sup> June 2016).
2. Contractor/ interested parties will have to offer their rates for the year on the monthly bases and 5% of such offer in shape of Bank draft, may be enclosed with sealed offer, without enclosing of 5% deposit money /Bid Security, such offers will not be considered / entertained.
3. The contractor, will provide his payment bill to this office on the 5<sup>th</sup> of every month, this office will remain responsible to pay such bill with in the week time (subject to the funds are available).
4. Contractor will obtained certificate regarding satisfactory work from A.E.N or any other officer who nominated by the authority of this office same may be attached with provided payment bill.
5. Contractor, will responsible for Cleaning ,sweeping De-silting of drain /Nallas/ Sewerage lines and lifting of collected Garbage from streets, roads and various places of Town Area Thana Bula Khan, Thana Ahmed Khan ,village Sari and Village Mole.
6. If this office not satisfy with the performance of contractor a reasonable (according to rule) fine can be imposed against contractor and same will be deducted from provided monthly bill.
7. The contractor will be responsible to arrange all kind of vehicle/equipment useable for cleanness and sanitation work like Belcha, Hand Trolley, Jharo, Kodar and any other thing which is necessary for above work, on his own risk & cost, and there is not extra payment will be paid to him.
8. In case of any dispute in between contractor or Local residents the decision of this office will be final which will be binding on both parties.
9. If any complain received from local residential against contractor, which will be heard by the Town Officer Town Committee Thana Bula Khan, and decision by him will be final and contractor will not take any action against same on any forum.

10. During the Moon Soon Season or any other emergency the contractor will take special / specific measures to remove accumulated dirty water from the street or any other place as point out by this office and there is no extra charges will be paid to him.
11. After acceptance / conformation of contract, the contractor will execute agreement with this office at the cost 0.30% pessos of official bid as stamp duty.
12. Income Tax will be deduct from contractor bill as per Income Tax Rates.
13. The Tax on Services (SRB) will be deducted from contractor's bill under the provision of SRB Rules /Rate.
14. If this office required do not proceed this contract for further period the one month advance notice will be issued to contractor and contractor have no right to file any complain or appeal in the court of law or any other forum against same.
15. If the contractor leaves the contract, his call deposit will be forfeited and contract will again held on the expenses of contractor who leaved it.
16. If contractor required any vehicle, equipment and machinery etc from this office, he will paid /Deposit advance rent for the same.
17. If this office required staff /vehicle and equipment, for any Government program on Annual Urs of Hazrat Lal Shahbaz Qalandar (Sehwan Shair), and Hazrat Peer Baqir Shah Jeelani (Thana Bula Khan) or any other auspicious occasion of Muslims/Minorities or in emergency, the contractor will make arrangement in this regard and will never demand extra payment for the same.

**Contractor**

  
**Assistant Commissioner / Administrator**  
**Town Committee Thana Bula Khan.**

THANA BULA KHAN.



# OFFICE OF THE TOWN COMMITTEE THANA BULA KHAN

## DISTRICT JAMSHORO

### BIDDING DATA

- a. **Name of Procuring Agency:-** Town Committee Thana Bula Khan, District Jamshoro
- b. **Brief Description of Works:-** Sanitation & Cleaning of Drains Contract for the year 2015-2016(from the date of Start to 30<sup>th</sup> June 2016)
- c. **Procuring Agency's address:-** Office of Town Committee Thana Bula Khan, District Jamshoro
- d. **Estimated Cost:-** Open Rate (Offered Rate)
- e. **Amount of Bid Security:-** 5% of Offered Rate
- f. **Period of Bid Validity (days):-** 45 days.
- g. **Security Deposit:-** 5%
- h. **Percentage, if any, to be deducted from bills :-** 10% income Tax  
One Fifth of total S.Tax (SRB)
- i. **Deadline for Submission of Bids along with time:-** 30-9-2015 @ 1: pm
- j. **Venue, Time, and Date of Bid Opening:-** Office of the Town Committee Thana Bula Khan  
District Jamshoro on 30-9-2015@ 2: pm
- k. **Liquidity damages:-** 0.06 on offered Rate (per day of delay)
- l. **Deposit Receipt No: Date, Amount:-** Rs.2500/= (Tender Documents Fee)

  
Assistant Commissioner & Administrator  
Town Committee Thana Bula Khan



**OFFICE OF THE TOWN COMMITTEE THANA BULA KHAN**  
**DISTRICT JAMSHORO**

**BILL OF QUANTITIES**

**Sanitation & Cleaning of Drains contract for the year 2015-16 (from the date of start to 30<sup>th</sup> June 2016).**

**(B) Description and rate of items based on market (Offered rates).**

Name of Contractor/Firm:- \_\_\_\_\_.

Item No.	Quantities	Description of item to be executed at site.	Rate	Unit	Amount in Rupees offered by Contractor
1	2	3	4	5	6
1	1	Cleaning ,sweeping De-silting of drain /Nallas/ Sewerage line and lifting of collected Garbage from streets, roads and various places of Town Area Thana Bula Khan,Thana Ahmed Khan ,village Sari and Village Mole.	Offer rate /Open Rate	Per Job monthly basis	Rupees _____

In words Rupees \_\_\_\_\_

Mr./M/s. \_\_\_\_\_  
Contractor.

  
Administrator  
Town Committee Thana Bula Khan

THANA BULA KHAN.