

**OFFER FORM**

**FOR SERVICES OF HIRING OF LADY LAWYERS FOR POOR WOMEN  
PRISONERS AND SUPPORT FUND FOR FEMALE JUVENILE PRISONERS**



**GOVERNMENT OF SINDH**

**WOMEN DEVELOPMENT DEPARTMENT 1<sup>ST</sup> FLOOR, OLD KDA  
BUILDING SINDH SECRETARIAT NO-3 KARACHI**

**TENDER FEES RS.1000/- (ONE THOUSAND ONLY)**

**OPENING DATE: 26-10-2015**



**GOVERNMENT OF SINDH  
WOMEN DEVELOPMENT DEPARTMENT 1<sup>ST</sup>  
FLOOR, OLD KDA BUILDING SINDH SECRETARIAT  
NO-3 KARACHI**

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Bidding Documents

Procurement of Services of Lady Lawyers "Poor Women  
Prisoners and Support Fund for Juvenile Prisoners"  
for

**WOMEN DEVELOPMENT DEPARTMENT GOVERNMENT OF SINDH,  
KARACHI**

Date & Time of Bid Submission: 26-10-2015 (upto 11:00 A.M)  
Date & Time of Biding Opening : 26-10-2015 (upto 11:30 A.M)

## 1. SCOPE OF PROGRAMME

- (i) The interested party will play the role for Providing Services "Lady Lawyers for Poor Women Prisoners and Support Fund for Female Juvenile Prisoners" throughout all Divisional Head Quarters Sindh Province.

### Categories of Offence

Categories of Crime involved " Poor Women Prisoners) in Women Jail in Sindh
Murder
Domestic Violence
Suicide
Sexual Assault
Acid Throwing
Burning

### Support Fund for Female Juvenile Prisoners

Support Fund for Female Juvenile Prisoners in kind
Eid Gift Pack
Cloth (three suite pack)
Food & Minerals pack
Books & copies set
Toys for little children
Swing machine

### Terms of Reference

The Women Development Department Government of Sindh is intending to hire the services of legal experts/ professional and Financial Investor Firms, Registered with Federal Board of Revenue, Government of Pakistan "for poor women Prisoners and Support Fund for Female Juvenile prisoners" as per following T.O. R

1. Defend and appear in all cases of poor women Prisoners throughout Divisional Head Quarters in Sindh pending or coming before the District Courts Sindh High Court and Supreme Court of Pakistan.
2. Responsible to draft and file case (including appeal/review/reversion)
3. Responsible to defend all cases and draft file affidavit, Counter Affidavit, written statement, objection para-wise comments intra court application and Miscellaneous.
4. Not appear, act or advise against the Women Development Department Government of Sindh interest in any case/matter whether pending in court.
5. Any information/documents provided to the legal firms by this department or coming in knowledge by virtue of being engaged by this department shall not be divulged/disclosed by the legal firms to any unconcerned person
6. He should bound to submit progress report of cases fortnightly basis.
7. The legal Firms shall sit in his existing office/registered office, however office will not be provided by the Department.
8. He should bond to inform to Women Development Department of any court order passed by the court of law with its status.
9. The legal Firms will be paid fees as per case basis in advance, on the submitting the Bill/Invoice when prepared or going to be submit the case in honorable court

Marking /selection Criteria:

- i) In accordance with the SPPRA Rules, 2010 a selection committee has been constituted which will select the legal firms in consideration of following marking criteria/yardstick.

- |  |             |
|--|-------------|
| 1. Personal Appearance (Personality)                             | (10 Marks)  |
| 2. Educational Qualification                                     | (10 Marks)  |
| 3. Additional qualification                                      | (10 Marks)  |
| 4. Experience/Knowledge about law related<br>Criminal/Civil Laws | (20 Marks ) |



**GOVERNMENT OF SINDH**  
**WOMEN DEVELOPMENT DEPARTMENT 1<sup>ST</sup> FLOOR, OLD KDA**  
**BUILDING SINDH SECRETARIAT NO-3 KARACHI**  
**OFFER FORM**

Reference No. \_\_\_\_\_

Date of Issue: 12-10-2015

Date of opening: 26-10-2015

Official Receipt received a sum of  
Rs. 1,000/- (non-refundable)

M/s \_\_\_\_\_

On account of this documents.

Signature \_\_\_\_\_

Official Stamp.....

**SECTION I**  
**Invitation of Bids**



**GOVERNMENT OF SINDH**  
**WOMEN DEVELOPMENT DEPARTMENT GOVERNMENT OF SINDH**

**NOTICE INVITING TENDER (N.I.T)**

Women Development Department, Government of Sindh, invites sealed tender from well established, experienced and reputed firms having technical experience & possessing their NTN, GST & SRB for the following items / services for the financial year 2015-16 as per provision of Sindh Public Procurement Rules-2010 (Single Stage-Single Envelope Procedure).

Tender #. SO(G)WDD/2-19/2015 due on 12-10-2015

**1. Development ADP Scheme 2015-16.**

- a) Purchase of Equipment & Accessories / Hardware / Software
- b) Purchase of Stationery / Computer Stationery
- c) Purchase of Transport
- d) Purchase of Others / Cost of Others Store
- e) Printing & Publication and Documentation
- f) Purchase of Books / Periodical / Journal / Dictionaries / Newspaper
- g) Purchase of Furniture / Fixture
- h) Training / Conference / Seminar / Workshop / Symposium / Meeting
- i) Fair & Exhibitions Service
- j) Repair & Maintenance of Furniture / Fixture
- k) Repair & Maintenance of Equipment / Machinery & Accessories
- l) Repair & Maintenance of Transport
- m) Publicity & Advertisement
- n) Contingencies / Unforeseen
- o) Purchase of Finished (Goods Revolving Fund)
- p) Entertainment and Gifts, Community Meetings
- q) Commodity Purchase (Others, Baby Foods, Grocery, Milk, Water, etc.)

**2. Non Development 2015-16.**

- a) Services for hiring off lady lawyers for poor women prisoners of Sindh.
- b) Support fund for juvenile prisoner's of Sindh.

3. The interested firms can purchase the set of blank tender document of each from the office of section officer (G), Women Development Department, Government of Sindh, First floor, Old KDA building No.3 Shahrah-e-Kamal Atta turk Karachi from 12-10-2015 to 26-10-2015 against payment of tender fee Rs. 1000/- (Non-Refundable) for each tender in shape of pay order in favor of Section Officer (G) Women Development Department, Karachi.

4. Tender documents duly filled in and supported with required document should be dropped in the tender box kept in the committee room of the Additional Secretary, Women Development Department, first floor old KDA building No.3 Office on 26-10-2015 at 11:00 AM which shall be opened on the same day at 11:30 AM in the presence of participating bidder (s) or their authorized representative who wish to attend.
5. Rate Quoted must be inclusive of all relevant taxes.
6. Eligibility conditions are as per Sindh SPPRA Rules, 2010 for tender participants are as under:-
  - a) Company profile (a Audit copy (Last 03 years) certified by government financial institutional acknowledge chartered accountant b. financial status (Bank Statement) and documentary proof, showing the firms strength & filed expertise.
  - b) Firm must have annual turnover above 100 million.
  - c) Registration with income sales tax department (NTN) Certificate.
  - d) Registration with sale tax department (GST) Certificate.
  - e) Registration with (SRB) Sindh Revenue Board.
  - f) Undertaking of affidavit, that firms is not involved in any litigation or has not abandoned any work in any department.
7. The bidders should submit earnest money, one million for Development ADP scheme and 2% for Non-development tender, in shape of pay order in favor of Additional Section Officer (General) Women Development Department, Government of Sindh, cash/ cheque will not be considered.
8. No. Tender shall be issued on the date of opening.
3. In case the tender is not opened on the schedule date due to any unavoidable circumstance, then the same shall be opened on next working day at the same time.
10. Tender notice is also available at Sindh PPRA website ([pprasindh.gov.pk](http://pprasindh.gov.pk)) & Women Development Department website ([www.sindh.gov.pk](http://www.sindh.gov.pk))
11. Quantities of goods & Services required as per release of DRO's and funds of current financial year 2015-16.

**ADDITIONAL SECRETARY  
WOMEN DEVELOPMENT DEPARTMENT**

## **SECTION II**

# **Instructions to Bidders**

*Bidders are advised to read the Contents of the Instruction to Bidders (ITB)*

*Carefully*

## 1. Scope of Bid

- 1.1 The WOMEN DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH, KARACHI invites bids for conclusion of contract from legal Registered Firms and general order supplier for **“Hiring of Lady Lawyers for Poor Women Prisoners”** Throughout Sindh Province for their relief through Justice and **Support Fund For Female Juvenile Prisoners in shape of kind.**

Interested bidders can download the bidding documents from SPPRA website and also from Procuring Agency’s website.

## 2. Source of Funds

- 2.1 Government of Sindh

## 3. Eligible Bidders

3.1 This Invitation for Bids is open to all bidders for **“Hiring of Lady Lawyers for Poor Women Prisoners”** more specifically described in the Schedule of Requirement (Section-III).

3.2 Government-owned enterprises in Pakistan may participate only if they are legally and financially autonomous and authorized to participate in bidding.

3.4 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

3.5 Bidders eligibility criteria is given at section 45.

## 4. Corruption and Fraud.

4.1 Corrupt and Fraudulent Practices is defined by SPPRA as *“the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the Procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, 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 agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”*

4.2 Indulgence in corrupt and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time.

## 5. Eligible Products and Services.

5.1 All Products and related services to be supplied under the contract shall conform to the policies of the Government of Sindh in vogue. All expenditures made under the contract shall be limited to such Product and services. For purposes of this clause, (a) the

term "Product" includes any Product that are the subject of this Invitation for Bids and (b) the term "Services" includes related ancillary services such as deployment, training and after sale service etc (c) the product should be serviceable, or should have warranty support in Pakistan.

6. **Cost of Bidding.**

6.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Women Development Department (WDD) shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. **Bidding for Selective Items.**

7.1 A Bidder can choose or select any part to quote. But it should quote whole quantity of that part. The Bidder cannot quote for partial quantity of any item.

## **The Bidding Procedure**

8. **The Governing Rules.**

8.1 The Bidding procedure shall be governed by the SPPRA Rules, 2010 as amended in 2013

9. **Applicable Bidding Procedure.**

9.1 The bidding procedure is governed by Rule 47 "Procedures of Open Competitive Bidding" sub-rule (1) "Single stage – One Envelope procedure".

9.2 The bidding procedure prescribed in SPPRA Rules is explained as below.

### **Single Stage: One Envelope Procedure**

- i) The bid shall comprise a single package containing one separate envelope. The envelope shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion;
- ii) the financial proposals of bids shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance;

### **Single Stage: One Envelope Procedure**

- iii) In the light of SPPRA Rule No. 49, the bid found to be the best evaluated bid shall be accepted (it means: it is not necessary that the lowest submitted price would get award.

# The Bidding Documents

## 10. Contents of the Bidding Documents

10.1 The goods required, applicable bidding procedures, and Contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:

- (a) Instructions to Bidders (ITB)
- (b) Schedule of Requirement.
- (c) Evaluation Criteria.
- (d) Bid Forms
  - i) Letter of Invitation
  - ii) Financial Forms
- (f) General Conditions of the Contract
- (g) Special Conditions of Contract,

10.2 The "Invitation for Bids" is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.

10.3 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 shall be at the Bidder's risk and may result in the rejection of its bid.

## 11. Clarification(s) on Bidding Documents.

11.1 A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Additional Secretary, of Procuring Agency in writing. The Additional Secretary Women Development Department shall respond in writing to any request for clarification(s) of the bidding documents, which it receives not later than Seven (7) days prior to the deadline for the submission of bids

## 12. Amendment(s) to the Bidding Documents.

12.1 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(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

12.2 All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in writing through Post, e-mail or fax, and shall be binding on them.



12.3 In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

## **Preparation of Bids**

### **13. Language of Bids.**

13.1 All correspondences, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English, Urdu or Sindhi languages. Supporting documents and printed literature furnished by the Bidder may be in any language as listed above.

### **14. Documents comprising the Bids.**

14.1 The Bid shall comprise of the Bid Forms of this Bidding Document and all those ancillary documentation that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms in Section V.

14.2 The Bidder shall complete the Bid Forms and an appropriate Price Schedule furnished in the bidding documents, indicating the goods/services to be supplied, a brief description of the goods/services, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

### **15. Bid Price.**

15.1 The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the unit prices and total bid price of the goods/services, it proposes to supply under the Contract.

15.2 Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/ correction must be initialled. Every page is to be signed and stamped at the bottom.

15.3 The Bidder should quote the prices of goods/services according to the of goods/services, different from the required specifications, shall straightway be rejected.

15.4 The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/duties.

15.5 The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.

15.6 Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offers shall straightway be rejected. Conditional offer shall also be considered as non-responsive Bid.

15.7 While making a price quote, trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

For more details refer to 42

**16. Bid Currencies.**

16.1 Refer to clause 42.

**17. Samples.**

17.1 The Bidder shall provide samples of quoted goods/services at his own cost and in a quantity prescribed by the Procuring Agency in Section III.

**18. Documentation on Eligibility of Bidders.**

18.1 Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

18.2 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 an eligible as defined under ITB Clause 3 above.

Refer to clause 42

**19. Documentation on Eligibility of Goods/services.**

19.1 The Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the eligibility and conformity to the bidding documents of all goods/services, which the Bidder proposes to supply under the Contract.

**20. Bid Security / Earnest Money**

20.1 The Bidder shall furnish, 2% Bid Security of the total bid value which should reach the Procuring Agency. The Earnest money should be in the form of Demand Draft/ Pay Order /Call Deposit in favor of Secretary Women Development Department Government of Sindh Bids without, deficient or other forms of earnest money except Demand Draft/Pay Order/Call Deposit will not be entertained

20.2 The successful Bidder's bid security shall be discharged upon signing of contract and furnishing the performance security.

20.3 The bid Security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity;  
Or

(b) in the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance security (if any).

## 21. Bid Validity.

21.1 Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of technical bid prescribed by the Procuring Agency. Bids should be valid for 90 days. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

21.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

21.3 Bidders who,-

- (a) agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
- (b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

## 22. Format and Signing of Bids.

22.1 The Bidder shall prepare and submit its bid and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder.

22.2 The Bid shall be accompanied by the original receipt for payment made for the purchase of the bidding document. In an event where the Bidder has downloaded the bidding document from the web, he will require to get the original bidding document against original payment receipt of the prescribed fee from the Procuring Agency well before the date of submission of bid.

22.3 The original bid shall be typed or written in indelible ink and shall be signed & stamped/sealed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall sign all pages of the bid form.

22.4 Any interlineations, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

## Submission of Bids

### 23. Sealing and Marking of Bids.

23.1 The envelope shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the proposal/ bid in envelope.

3.2 The envelopes shall:

(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and

(b) Bid Reference No. indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," the time and the date specified in the Bid Data Sheet for opening of Bids.

23.3 The envelope shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as "non-responsive" or "late".

23.4 In case the Bidder is bidding for more than one item, they will have to prepare separate price schedule for each item, seal them in separate envelopes with naming of items. Envelops of each individual items will further be sealed in one envelope marked as "Financial Proposal". This arrangement will enable the Procuring Agency to return bid related to any item of any Bidder unopened in case the item is declared as ineligible or non-responsive.

23.5 If the envelope is not sealed and marked as required by 23.1 to 23.4 above the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.

#### 24. Deadline for Submission of Bids

24.1 Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Bid Data Sheet will stand summarily rejected.**

24.2 The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

#### 25. Late Bids

25.1 Any bid received by the Procuring Agency, after the date and time as announced in NIT will be rejected / not entertained.

#### 26. Withdrawal of Bids

26.1 The Bidder may withdraw its bid after the bid's submission and prior to the deadline prescribed for submission of bids.

26.2 No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of a bid during this period may result in forfeiture of the Bid Security submitted by the Bidder, pursuant to the ITB Clause 20 above.

# Opening and Evaluation of Bids

## 27. Opening of Bids by the Procuring Agency.

27.1 All bids received, shall be opened by the Procuring Agency publically in the presence of the Bidders or their representatives on the date, time and venue prescribed in the Bid Data Sheet.

27.2 The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above.

27.3 All Bidders in attendance shall sign an attendance sheet.

27.4 The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the SPPRA-2010, specifically Rule 41(Opening of Bids)

27.5 The Procuring Agency shall have the minutes of the Bid opening (financial) recorded.

27.6 No bid shall be rejected at technical proposal/ bid opening, except for late bids, which shall be returned unopened to the Bidder

27.7 The financial bids found having without Bid Security shall also be returned unannounced to the Bidders. However, prior to return to the Bidder, the Chairman of the Purchase/ Procurement Committee shall record a statement giving reasons for return of such bid(s).

## 28. Clarification of Bids.

28.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

## 29. Preliminary Examination.

29.1 The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

29.2 In the financial bids the arithmetical errors shall be rectified on the following basis.

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.



b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.

c) If there is a discrepancy between words and figures, the amount in words shall prevail.

29.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

29.4 Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, Taxes & Duties and internationally recognized best practices shall be deemed to be a material deviation for technical proposals and Bid Security for financial proposals. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

29.5 If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### **30. Evaluation of Bids.**

30.1 The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive in accordance with ITB Clause 29 above.

30.2 All bids shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these bidding documents.

30.3 For the purposes of comparison of bids quoted in different currencies, the price shall be converted into Pak Rupees. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan/ National Bank of Pakistan on that day.

30.4 A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

### **31. Qualification of Bidder**

31.1 The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder's capacities, may require the Bidder to provide

information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.

31.2 Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

31.3 The Procuring Agency shall determine to its satisfaction whether a Bidder, financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.

31.4 The determination can take into account the Bidder's financial, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder's

qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/ production capacity/ warehousing system/ practices by a team of experts for assessment, if it deems necessary.

31.5 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder's bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

31.6 The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

## **32. Rejection of Bids**

32.1 The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

32.2 The Procuring Agency incurs no liability, solely by virtue of its invoking Clause 32.1 towards Bidders who have submitted bids.

32.3 Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders who submitted bids.

## **33. Re-Bidding**

33.1 If the Procuring Agency rejected all bids in pursuant to ITB Clause 32, it may call for a re-bidding. The Procuring Agency, if it deems necessary may prescribe another method of procurement not inconsistent with the SPPRA 2010.

33.2 The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications,

deems necessary may prescribe another method of procurement not inconsistent with the SPPRA 2010.

33.2 The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

**34. Announcement of Evaluation Report**

34.1 The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with SPPRA-2010 giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

**35. Contacting the Procuring Agency.**

35.1 Subject to ITB Clause 28 above, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.

**35.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.**

## **Award of Contract**

**36. Acceptance of Bid and Award Criteria.**

36.1 the Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section IV under SPPRA rule No. 49, being best evaluated bid but not necessarily the lowest submitted bid, if not in conflict with any other law, rules, regulations or policy of the Sindh Government, shall be awarded the Contract, within the original or extended period of bid validity.

**37. Procuring Agency's Right to vary quantities at the time of Award.**

37.1 The Procuring Agency reserves the right at the time of award of Contract to increase or decrease, the quantity of goods originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

**38. Notification of Award.**

38.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted.



### 39. Limitation on Negotiations.

39.1 Negotiations, that may be undertaken in finalization of the Contract shall not relate to the price or substance of bid specified by the Bidder, but only to minor contractual or logistical details.

39.2 Negotiations may relate to the following areas; (the list is being provided as guidance only and under no circumstances be treated as exhaustive and final):

- minor alterations to technical details, such as the scope of work, the specification or drawings;
- minor amendments to the Special Conditions of Contract;
- finalization of payment schedule and ancillary details;
- mobilization arrangements;
- agreements on final delivery or completion schedules to accommodate any changes required by the Procuring Agency;
- the proposed methodology or staffing;
- inputs required from the Procuring Agency;
- clarifying details that were not apparent or could not be finalized at the time of bidding;
- The Bidder's tax liability in Pakistan, if the Bidder is a foreign company.

#### **Negotiations shall not be used to:**

- substantially change the technical quality or details of the requirement, including the tasks or responsibilities of the Bidder or the performance of the goods;
- substantially alter the terms and conditions of Contract;
- reduce unit rates or reimbursable costs;
- Substantially alter anything which formed a crucial or deciding factor in the evaluation of the bids or proposals

### 40. Signing of Contract.

40.1 After the completion of the Contract Negotiations the Procuring Agency shall send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the Parties.

40.2 Within ONE week of receipt of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract in accordance with the legal requirements in vogue.

40.3 If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and debarred from future participation, whether temporarily or

permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.

40.4 The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document, and shall be governed for ONE year period and by the terms and conditions mutually agreed in the contract.

**41. Performance Guarantee.**

41.1 On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee, on the Form and in the manner prescribed by the Procuring Agency.

41.2 The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

41.3 Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid.

**42. Delivery.**

The local supplied goods/services should reach at the stores of Procuring Agency within 2 to 4 weeks from the date of signing contract.

**43. Payment.**

- 1) Payment will be issued in shape of cross cheque in favour of supplier/Firms after the delivery is reached at stores of Procuring Agency. The management of Procuring Agency will inspect the goods/services and after satisfaction a completion certificate will be issued. The payment will be issued after submission of bills along with completion certificate and receipt of stores with property entry of stock page numbers. The payment will be released after deduction of applicable Taxes such as Income Tax and 1/10<sup>th</sup> of GST amount.

# **SECTION III**

## **EVALUATION CRITERIA**

#### 44. Evaluation Criteria:

The Evaluation Criteria is prepared in accordance with the SPPRA Rule No. 46/II (Single Stage One Envelope Procedure and the SPPRA Guidelines available on SPPRA web-site.

Since the procurement is purely of a SENSATIVE NATURE because the Procuring Agency is exam conducting authority however it is important to filter best of the best suppliers who may have excellent business track records of supplying goods/services timely, because the Procuring Agency cannot afford delay in supply as such delay will cause disturbance in conducting exams.

Therefore the evaluation will be conducted from four different angles such as:-

- Evaluation of BIDDING FIRMS
- Evaluation of the CASE TO CASE BASIS offered by the Bidders.

The documents required from bidders in their Financial Proposal have a purpose of evaluation. Procuring Agency will not give marks to the “papers” but marks will be awarded to the “purpose” for which such documents are required from the bidders. The purpose of acquiring documents is to EVALUATE, MEASURE & ASSESS the worth and stature of bidding firms to safeguard the interest of Procuring Agency and public money.

The evaluation method and criteria is prepared to avoid favoritism, interferences, prejudice and maintain impartiality by finding firms who are genuine, tax payers, financially sound, reliable and having good market repute.

To ensure transparency and fairness in the instant procurement, evaluation will be conducted on MARKS. In this way there will be healthy competition of “apple vs apple” not “apple vs banana” and will leave no room for favoritism, interferences and preferentialism.

## BIDDING FIRMS EVALUATION / QUALIFICATION CRITERIA.

### NO. DESCRIPTION

Bidding Firms will be disqualified in case of failure to provide Mandatory Requirement as below:

Sr. #	Requirement	Marks												
1	<p>Bidders Name &amp; Address will be verified from "Tax Facilitation Portal profile". If Procurement Committee feels any doubt, Physical Verification of office can be done. 10 Marks will be given if firm's office is situated at the same place as is declared in FBR Portal. No Marks if the Bidding firm's address is different from the declared address in FBR. 05 marks if office is owned by the Bidding Firm. 02 Marks if office is owned by its owner. 01 marks if the office is on rent. Provide (Property Lease / Sub lease / Sale Dead / Tenancy Agreement). Also provide Tax Facilitation Portal profile" from the FBR website. <i>NO Marks if bidder fails to provide required documents.</i></p>	15												
2	<p>Numbers of Years in Business (Bidders should be active in Business since last 3 years) this will be assessed from the Registration Certificates issued by FBR. ) 1 Mark for per year. <i>The Registration date will be verified from FBR's website &amp; print will be taken as evidence.</i></p>	3												
3	<p>2 marks for NTN, 02 marks for GST Registration Certificate, 02 Marks for SRB Certificate, 2 mark for Chamber of Commerce Certificate, 2 mark for Professional Certificate and 2 marks for SECP Registration Certificate. The Registration Certificates will be verified from the Websites of issuing authorities or by Fax or by letter. Evidence of such verification will be kept on record.</p>	12												
4	<p>Past Business Performance: The Bidder should provide minimum 5 projects of different Organizations to whom Bidder has served during last year (July-2013 to June-2014). Bidder should provide as under</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">S. #</th> <th style="width: 30%;">Name of Organization</th> <th style="width: 15%;">Project Name</th> <th style="width: 10%;">Project Worth</th> <th style="width: 10%;">Project Completion Period (From · To</th> <th style="width: 5%;">Contact Person, Email &amp; Phone</th> </tr> </thead> <tbody> <tr> <td colspan="6">NB: Procuring Agency will not consider subordinate offices as separate Organization.</td> </tr> </tbody> </table>	S. #	Name of Organization	Project Name	Project Worth	Project Completion Period (From · To	Contact Person, Email & Phone	NB: Procuring Agency will not consider subordinate offices as separate Organization.						10
S. #	Name of Organization	Project Name	Project Worth	Project Completion Period (From · To	Contact Person, Email & Phone									
NB: Procuring Agency will not consider subordinate offices as separate Organization.														
		40												

## BIDDING FIRM'S EVALUATION / QUALIFICATION CRITERIA.

### NO. DESCRIPTION

NO.	DESCRIPTION	Marks
	<b>Bidding Firm's Financial Assessment / Evaluation.</b>	
1	<p><b>Requirement</b></p> <p><b>Financial Soundness.</b> It is required in the <i>SPRA guidelines Section 2.16 under Evaluation Criteria, sub-section (iv) Financial Capability of Bidder Page No. 13</i> that the "Annual Turnover" (not balance) of bidder should be either equal or twice the estimated cost of project, required for assessment of Procuring Agency project is 20M. However following documents are</p> <ol style="list-style-type: none"> <li>1. Clear and readable attested photocopy of Bank Statements for two years <i>separately</i> (Jul-2013 to June-2014) and (July-2014-June 2015).</li> <li>2. Two years Annual Income Tax Return last two years.</li> <li>3. Three years Wealth Statement of firm or the proprietor of bidding firm.</li> <li>4. Three years Sales Tax Returns (July 2013 to June 2015).</li> </ol> <p><i>Bidders should provide documents as required above and these should be in Order / period wise also. Do not provide Junk papers, un-required documents or dis-ordered and un-sequenced papers. The Evaluation Committee will reject such documents and no marks will be awarded.</i></p> <p>If a Bidder is not participating for the whole project of Procuring Agency but it intend to submit <b>QUOTE</b> for any part of the project it is allowed. In this case Financial Worth of Bidder will be evaluated / assessed only on the <b>SUM (TOTAL) of QUOTED</b> amount. It is required that the Bidder should provide a Certificate on its letter head Certifying that it has submitted quotation only for a part of the tender and the sum of its quotation is (mention <b>SUM /TOTAL</b>). <i>Bidders are restricted not to specify part or item name for which they are providing certificate. Such certificate will be used only to benefit Bidder by calculating its Financial worth.</i> If a bidder did not provide the certificate, it will be assumed that the bidder has submitted quotation for whole project and the Financial Worth of Bidder will be evaluated for whole project.</p> <p>30 Marks if Bidder's Financial worth is "double" than the whole project or than the Total Sum of amount of Quote. 15 Marks if the Bidders worth is Equal to the whole project or the Total Sum of amount provided or incomplete documents are provided, procurement Committee will not give ZERO marks. <b>IMPORTANT:</b> The Procuring Agency's procurement Committee will assess the worth of Bidders by matching figures of Bank Statement with Income Tax Return, Wealth Statement and Sales Tax Returns. If Bidders Bank statement show higher turnover but Tax documents show less turn over, it means the Bidder's Tax behavior is negative. Mis-matching cases will not be awarded marks and the case will be referred to concern Regional Tax Offices.</p>	30
		30



## BIDDING FIRM'S EVALUATION / QUALIFICATION CRITERIA.

NO.	DESCRIPTION	Marks	Marks											
3	<p><b>Bidding Firm's Evaluation regarding GST and Income Tax Behavior.</b></p> <p><b>Sr. #</b> Requirement</p> <p>1 Bidding firms evaluation will be conducted regarding its behavior to the Tax payments and/or Tax declarations on the basis provided documents in section 2 above and Marks will be awarded as per following criteria:                      30 Marks if Bidder has paid Annual Income Tax of Rs: 3.0 Million or more in last three years. (this will be calculated from Annual Income Tax Returns for the Year 2013, 2014 and 2015). There will be no increase in marks even if the bidder had paid/declared Tax amount more than 30 Million. <i>One mark per Lac of Tax will be given to the Bidder.</i></p>	30	30											
	<p><b>Bidding Firm's Evaluation regarding its Company Profile.</b></p> <p><b>SR #</b> Documents Required</p> <p>1 Bidder's Business Nature e.g. Proprietorship / Partnership / Pvt. Limited etc. If it is "Partnership Firm" then Provide Partnership Deed. If it is Private Limited Firm then provide Memorandum of Articles. If it is Proprietorship firm provide a Certificate on letter that the firm is Proprietorship and details of proprietor.                      Also attach readable copies of CNICs of Proprietor, Partners, and Directors.                      20 Marks if Bidder is Private Limited (SECP) Certificate will be required.                      15 Marks if Bidding Firm is Partnership. (Registered Partnership Deed required)                      10 Marks if Bidding Firm is Proprietorship.</p> <p>2 The Procuring Agency's Procurement Committee will evaluate Bidding Firms contribution towards eradication of UNEMPLOYMENT. Data will be required as:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">NAME</th> <th style="width: 20%;">Qualification.</th> <th style="width: 20%;">What is his responsibility in Bidding Firm</th> <th style="width: 20%;">Mobile &amp; Number</th> <th style="width: 20%;">CNIC NO.</th> <th style="width: 20%;">Employed since.</th> </tr> </thead> <tbody> <tr> <td colspan="6"> <ul style="list-style-type: none"> <li>There should be 20 Employees if Bidder is a Private Limited Firm</li> <li>There should be 15 Employees if Bidder is a Partnership Firm</li> <li>There should be 10 Employee if Bidder is a Proprietorship Firm</li> </ul> </td> </tr> </tbody> </table> <p>20 Marks, will be given if the Bidding firm provides data in the format as mentioned above. Zero marks if data is not provided as required or less number of employees are employed by the Bidder. Also attach clear and readable copies of CNICs.                      Also provide Registration Certificate from Labor Department Government of Sindh. Without certificate from Labor Department, no marks will be given.</p>	NAME	Qualification.	What is his responsibility in Bidding Firm	Mobile & Number	CNIC NO.	Employed since.	<ul style="list-style-type: none"> <li>There should be 20 Employees if Bidder is a Private Limited Firm</li> <li>There should be 15 Employees if Bidder is a Partnership Firm</li> <li>There should be 10 Employee if Bidder is a Proprietorship Firm</li> </ul>						20
NAME	Qualification.	What is his responsibility in Bidding Firm	Mobile & Number	CNIC NO.	Employed since.									
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4														

**TOTAL MARKS 180. Those firms who will acquire 50% (90 Marks) will be qualified for Financial Bid opening.**

## EVALUATION OF OFFENCES BASIS

NO.	DESCRIPTION		Marks
	Sr. #	CASES OF WOMEN POOR PRISONERS FOR THEIR RELIEF THROUGH JUSTICE	
5	1	Murder	10
	2	Domestic Violence	10
	3	Suicide	5
	4	Sexual Assault	5
	5	Acid Throwing	10
		Burning	
			40



## **FINANCIAL PROPOSAL**

Categories of Crime involved " Poor Women Prisoners) in Women Jail in Sindh

<b>Sr.No.</b>	<b>Nature of Crime</b>	<b>Registered No.of cases in women prisoners</b>	<b>Rate per case</b>	<b>Amount</b>
	Murder		15	
	Domestic Violence		198	
	Suicide		97	
	Sexual Assault		315	
	Acid Throwing		225	
	Burning		137	

### **CERTIFICATE**

We guarantee to provide above items for Categories of Crime involved " Poor Women Prisoners) in Women Jail in Sindh exactly in accordance with the requirement in the invitation to this tender.

We accept terms and condition of the contract as well general provision applicable to Government contracts.

Signature of vendor

---

Name

---

C.N.I.C No.

---

Designation

---

Supplier/Firm

---

Address

---

## **FINANCIAL PROPOSAL**

**Supporting Female Juvenile Prisoners through Support Fund in Shape of kind throughout the Sindh Province**

<b>Sr.No.</b>	<b>Item</b>	<b>Required quantity</b>	<b>Price per item</b>
1.	Suits (cloths) 1 packet		500
2.	Perishable goods 1 packet		500
3.	Eid gift 1 packet		500
4.	Sewing Machine		300
5.	Education books 1 packet		1000
6.	Toys 1 packet		500

### **CERTIFICATE**

We guarantee to provide above items for Supporting Female Juvenile Prisoners through Support Fund in Shape of kind throughout the Sindh Province exactly in accordance with the requirement in the invitation to this tender.

We accept terms and condition of the contract as well general provision applicable to Government contracts.

Signature of vendor

\_\_\_\_\_

Name

\_\_\_\_\_

C.N.I.C No.

\_\_\_\_\_

Designation

\_\_\_\_\_

Supplier/Firm

\_\_\_\_\_

Address

\_\_\_\_\_



**GOVERNMENT OF SINDH  
WOMEN DEVELOPMENT DEPARTMENT 1<sup>ST</sup>  
FLOOR, OLD KDA BUILDING SINDH SECRETARIAT  
NO-3 KARACHI**

---

Bidding Documents

Procurement of Goods and Services for running of  
Development of ADP Schemes, 2015-16

**WOMEN DEVELOPMENT DEPARTMENT GOVERNMENT OF SINDH,  
KARACHI**

Date & Time of Bid Submission:  
Date & Time of Biding Opening :

26-10-2015 (upto 11:00 A.M)  
26-10-2015 (upto 11:30 A.M)

**GOVERNMENT OF SINDH**  
**WOMEN DEVELOPMENT DEPARTMENT 1<sup>ST</sup> FLOOR, OLD KDA**  
**BUILDING SINDH SECRETARIAT NO-3 KARACHI**  
**OFFER FORM**

Reference No. \_\_\_\_\_

Date of Issue: 12-10-2015

Date of opening: 26-10-2015

Official Receipt received a sum of  
Rs. 1,000/- (non-refundable)

M/s \_\_\_\_\_

On account of this documents.

Signature \_\_\_\_\_  
Official Stamp.....

## Table of Contents

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Part B	Terms and Conditions Evaluation Criteria	07
Part C	Evaluation Criteria	21

# **SECTION I**

## **Invitation of Bids**



**GOVERNMENT OF SINDH**  
**WOMEN DEVELOPMENT DEPARTMENT**  
**GOVERNMENT OF SINDH**

**NOTICE INVITING TENDER (N.I.T)**

Women Development Department, Government of Sindh, invites sealed tender from well established, experienced and reputed firms having technical experience & possessing their NTN, GST & SRB for the following items / services for the financial year 2015-16 as per provision of Sindh Public Procurement Rules-2010 (Single Stage-Single Envelope Procedure).

Tender #. SO(G)WDD/2-19/2015 due on 12-10-2015

1. **Development ADP Scheme 2015-16.**

- a) Purchase of Equipment & Accessories / Hardware / Software
- b) Purchase of Stationery / Computer Stationery
- c) Purchase of Transport
- d) Purchase of Others / Cost of Others Store
- e) Printing & Publication and Documentation
- f) Purchase of Books / Periodical / Journal / Dictionaries / Newspaper
- g) Purchase of Furniture / Fixture
- h) Training / Conference / Seminar / Workshop / Symposium / Meeting
- i) Fair & Exhibitions Service
- j) Repair & Maintenance of Furniture / Fixture
- k) Repair & Maintenance of Equipment / Machinery & Accessories
- l) Repair & Maintenance of Transport
- m) Publicity & Advertisement
- n) Contingencies / Unforeseen
- o) Purchase of Finished (Goods Revolving Fund)
- p) Entertainment and Gifts, Community Meetings
- q) Commodity Purchase (Others, Baby Foods, Grocery, Milk, Water, etc.)

2. **Non Development 2015-16.**

- a) Services for hiring off lady lawyers for poor women prisoners of Sindh.
- b) Support fund for juvenile prisoner's of Sindh.

3. The interested firms can purchase the set of blank tender document of each from the office of section officer (G), Women Development Department, Government of Sindh, First floor, Old KDA building No.3 Shahrah-e-Kamal Atta turk Karachi from 12-10-2015 to 26-10-2015 against payment of tender fee Rs. 1000/- (Non-Refundable) for each tender in shape of pay order in favor of Section Officer (G) Women Development Department, Karachi.

4. Tender documents duly filled in and supported with required document should be dropped in the tender box kept in the committee room of the Additional Secretary, Women Development Department, first floor old KDA building No.3 Office on 26-10-2015 at 11:00 AM which shall be opened on the same day at 11:30 AM in the presence of participating bidder (s) or their authorized representative who wish to attend.

5. Rate Quoted must be inclusive of all relevant taxes.

6. Eligibility conditions are as per Sindh SPPRA Rules, 2010 for tender participants are as under:-
- a) Company profile (a Audit copy (Last 03 years) certified by government financial institutional acknowledge chartered accountant b. financial status (Bank Statement) and documentary proof, showing the firms strength & filed expertise.
  - b) Firm must have annual turnover above 100 million.
  - c) Registration with income sales tax department (NTN) Certificate.
  - d) Registration with sale tax department (GST) Certificate.
  - e) Registration with (SRB) Sindh Revenue Board.
  - f) Undertaking of affidavit, that firms is not involved in any litigation or has not abandoned any work in any department.
7. The bidders should submit earnest money, one million for Development ADP scheme and 2% for Non-development tender, in shape of pay order in favor of Additional Section Officer (General) Women Development Department, Government of Sindh, cash/ cheque will not be considered.
8. No. Tender shall be issued on the date of opening.
3. In case the tender is not opened on the schedule date due to any unavoidable circumstance, then the same shall be opened on next working day at the same time.
10. Tender notice is also available at Sindh PPRA website (pprasindh.gov.pk) & Women Development Department website ([www.sindh.gov.pk](http://www.sindh.gov.pk))
11. Quantities of goods & Services required as per release of DRO's and funds of current financial year 2015-16.

Sd/-

**ADDITIONAL SECRETARY  
WOMEN DEVELOPMENT DEPARTMENT**



## **SECTION II**

# **Instructions to Bidders**

*Bidders are advised to read the Contents of the Instruction to Bidders (ITB)*

*Carefully*

## 1. Scope of Bid

- 1.1 The WOMEN DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH, KARACHI invites bids for conclusion of contract from invites bid from reputed and financially and technically sound firms for procurement of goods and services for running of development ADP schemes for the C.F.Y 2015-16.

Interested bidders can download the bidding documents from SPPRA website and also from Procuring Agency's website.

## 2. Source of Funds

### 2.1 Government of Sindh

## 3. Eligible Bidders

3.1 This Invitation for Bids is open to all bidders for conclusion of contract from invites bid from reputed and financially and technically sound firms for procurement of goods and services for running of development ADP schemes for the C.F.Y 2015-16. more specifically described in the Schedule of Requirement (Section-III).

3.2 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE

3.3 Bidders eligibility criteria is given at section 45.

## 4. Corruption and Fraud.

4.1 Corrupt and Fraudulent Practices is defined by SPPRA as "the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the Procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, 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 agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty"

4.2 Indulgence in corrupt and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a stated or indefinite period of time.

## 5. Eligible Products and Services.

5.1 All Products and related services to be supplied under the contract shall conform to the policies of the Government of Sindh in vogue. All expenditures made under the contract shall be limited to such Product and services. For purposes of this clause, (a) the term "Product" includes any Product that are the subject of this Invitation for Bids and (b) the term "Services" includes related ancillary services such as deployment, training and after sale

service etc (c) the product should be serviceable, or should have warranty support in Pakistan.

6. **Cost of Bidding.**

6.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Women Development Department (WDD) shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. **Bidding for Selective Items.**

7.1 A Bidder can choose or select any part to quote. But it should quote whole quantity of that part. The Bidder cannot quote for partial quantity of any item.

## **The Bidding Procedure**

8. **The Governing Rules.**

8.1 The Bidding procedure shall be governed by the SPPRA Rules, 2010 as amended in 2013

9. **Applicable Bidding Procedure.**

9.1 The bidding procedure is governed by Rule 47 "Procedures of Open Competitive Bidding" sub-rule (1) "Single stage – One Envelope procedure".

9.2 The bidding procedure prescribed in SPPRA Rules is explained as below.

**Single Stage: One Envelope Procedure**

- i) The bid shall comprise a single package containing one separate envelope. The envelope shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion;
- ii) the financial proposals of bids shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance;

**Single Stage: One Envelope Procedure**

- iii) In the light of SPPRA Rule No. 49, the bid found to be the best evaluated bid shall be accepted (it means: it is not necessary that the lowest submitted price would get award.

# The Bidding Documents

## 10 Contents of the Bidding Documents

10.1 The goods required, applicable bidding procedures, and Contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:

- (a) Instructions to Bidders (ITB)
- (b) Schedule of Requirement.
- (c) Evaluation Criteria.
- (d) Bid Forms
  - i) Letter of Invitation
  - ii) Financial Forms
- (f) General Conditions of the Contract
- (g) Special Conditions of Contract,

10.2 The "Invitation for Bids" is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.

10.3 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 shall be at the Bidder's risk and may result in the rejection of its bid.

## 11. Clarification(s) on Bidding Documents.

11.1 A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Additional Secretary, of Procuring Agency in writing. The Additional Secretary Women Development Department shall respond in writing to any request for clarification(s) of the bidding documents, which it receives not later than Seven (7) days prior to the deadline for the submission of bids

## 12. Amendment(s) to the Bidding Documents.

12.1 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(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

12.2 All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in writing through Post, e-mail or fax, and shall be binding on them.

12.3 In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

## **Preparation of Bids**

### **13. Language of Bids.**

13.1 All correspondences, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English, Urdu or Sindhi languages. Supporting documents and printed literature furnished by the Bidder may be in any language as listed above.

### **14. Documents comprising the Bids.**

14.1 The Bid shall comprise of the Bid Forms of this Bidding Document and all those ancillary documentation that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms in Section V.

14.2 The Bidder shall complete the Bid Forms and an appropriate Price Schedule furnished in the bidding documents, indicating the goods/services to be supplied, a brief description of the goods/services, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

### **15. Bid Price.**

15.1 The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the unit prices and total bid price of the goods/services, it proposes to supply under the Contract.

15.2 Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration/ correction must be initialled. Every page is to be signed and stamped at the bottom.

15.3 The Bidder should quote the prices of goods/services according to the of goods/services, different from the required specifications, shall straightway be rejected.

15.4 The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/duties.

15.5 The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.

15.6 Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid.

15.7 While making a price quote, trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

For more details refer to 42

**16. Bid Currencies.**

16.1 Refer to clause 42.

**17. Samples.**

17.1 The Bidder shall provide samples of quoted goods/services at his own cost and in a quantity prescribed by the Procuring Agency in Section III.

**18. Documentation on Eligibility of Bidders.**

18.1 Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

18.2 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 an eligible as defined under ITB Clause 3 above.

Refer to clause 42

**19. Documentation on Eligibility of Goods/services.**

19.1 The Bidder shall furnish, as part of its bid (Bid Form) as specified in Section V, documents establishing the eligibility and conformity to the bidding documents of all goods/services, which the Bidder proposes to supply under the Contract.

**20. Bid Security / Earnest Money**

20.1 The Bidder shall furnish, 1.0 million Bid Security of the total bid. The Earnest money should be in the form of Demand Draft/ Pay Order /Call Deposit in favor of Secretary Women Development Department Government of Sindh Bids without, deficient or other forms of earnest money except Demand Draft/Pay Order/Call Deposit will not be entertained

20.2 The successful Bidder's bid security shall be discharged upon signing of contract and furnishing the performance security.

20.3 The bid Security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity;  
Or

(b) in the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance security (if any).



## 21. Bid Validity.

21.1 Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of technical bid prescribed by the Procuring Agency. Bids should be valid for 90 days. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

21.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

21.3 Bidders who,-

- (a) agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
- (b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

## 22. Format and Signing of Bids.

22.1 The Bidder shall prepare and submit its bid and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder.

22.2 The Bid shall be accompanied by the original receipt for payment made for the purchase of the bidding document. In an event where the Bidder has downloaded the bidding document from the web, he will require to get the original bidding document against original payment receipt of the prescribed fee from the Procuring Agency well before the date of submission of bid.

22.3 The original bid shall be typed or written in indelible ink and shall be signed & stamped/sealed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall sign all pages of the bid form.

22.4 Any interlineations, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

## Submission of Bids

### 23. Sealing and Marking of Bids.

23.1 The envelope shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the proposal/ bid in envelope.

3.2 The envelopes shall:

(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and

(b) Bid Reference No. indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," the time and the date specified in the Bid Data Sheet for opening of Bids.

23.3 The envelope shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as "non-responsive" or "late".

23.4 In case the Bidder is bidding for more than one item, they will have to prepare separate price schedule for each item, seal them in separate envelopes with naming of items. Envelopes of each individual items will further be sealed in one envelope marked as "Financial Proposal". This arrangement will enable the Procuring Agency to return bid related to any item of any Bidder unopened in case the item is declared as ineligible or non-responsive.

23.5 If the envelope is not sealed and marked as required by 23.1 to 23.4 above the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.

### 24. Deadline for Submission of Bids

24.1 Bids must be submitted by the Bidder and received by the Procuring Agency at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Bid Data Sheet will stand summarily rejected.**

24.2 The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 12 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

### 25. Late Bids

25.1 Any bid received by the Procuring Agency, after the date and time as announced in NIT will be rejected / not entertained.

### 26. Withdrawal of Bids

26.1 The Bidder may withdraw its bid after the bid's submission and prior to the deadline prescribed for submission of bids.



26.2 No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of a bid during this period may result in forfeiture of the Bid Security submitted by the Bidder, pursuant to the ITB Clause 20 above.

## **Opening and Evaluation of Bids**

### **27. Opening of Bids by the Procuring Agency.**

27.1 All bids received, shall be opened by the Procuring Agency publically in the presence of the Bidders or their representatives on the date, time and venue prescribed in the Bid Data Sheet.

27.2 The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above.

27.3 All Bidders in attendance shall sign an attendance sheet.

27.4 The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the SPPRA-2010, specifically Rule 41(Opening of Bids)

27.5 The Procuring Agency shall have the minutes of the Bid opening (financial) recorded.

27.6 No bid shall be rejected at technical proposal/ bid opening, except for late bids, which shall be returned unopened to the Bidder

27.7 The financial bids found having without Bid Security shall also be returned unannounced to the Bidders. However, prior to return to the Bidder, the Chairman of the Purchase/ Procurement Committee shall record a statement giving reasons for return of such bid(s).

### **28. Clarification of Bids.**

28.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

### **29. Preliminary Examination.**

29.1 The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

29.2 In the financial bids the arithmetical errors shall be rectified on the following basis.

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
- b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.
- c) If there is a discrepancy between words and figures, the amount in words shall prevail.

29.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

29.4 Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, Taxes & Duties and internationally recognized best practices shall be deemed to be a material deviation for technical proposals and Bid Security for financial proposals. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

29.5 If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### 30. Evaluation of Bids.

30.1 The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive in accordance with ITB Clause 29 above.

30.2 All bids shall be evaluated in accordance with the Evaluation Criteria and other terms and conditions set forth in these bidding documents.

30.3 For the purposes of comparison of bids quoted in different currencies, the price shall be converted into Pak Rupees. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan/ National Bank of Pakistan on that day.

30.4 A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

### 31. Qualification of Bidder

31.1 The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder's capacities, may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.

31.2 Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

31.3 The Procuring Agency shall determine to its satisfaction whether a Bidder, financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.

31.4 The determination can take into account the Bidder's financial, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder's

qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the manufacturing plant/ production capacity/ warehousing system/ practices by a team of experts for assessment, if it deems necessary.

31.5 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder's bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

31.6 The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

### 32. Rejection of Bids

32.1 The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

32.2 The Procuring Agency incurs no liability, solely by virtue of its invoking Clause 32.1 towards Bidders who have submitted bids.

32.3 Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders who submitted bids.

### 33. Re-Bidding

33.1 If the Procuring Agency rejected all bids in pursuant to ITB Clause 32, it may call for a re-bidding. The Procuring Agency, if it

deems necessary may prescribe another method of procurement not inconsistent with the SPPRA 2010.

33.2 The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

**34. Announcement of Evaluation Report**

34.1 The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with SPPRA-2010 giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

**35. Contacting the Procuring Agency.**

35.1 Subject to ITB Clause 28 above, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.

**35.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.**

## **Award of Contract**

**36. Acceptance of Bid and Award Criteria.**

36.1 the Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section IV under SPPRA rule No. 49, being best evaluated bid but not necessarily the lowest submitted bid, if not in conflict with any other law, rules, regulations or policy of the Sindh Government, shall be awarded the Contract, within the original or extended period of bid validity.

**37. Procuring Agency's Right to vary quantities at the time of Award.**

37.1 The Procuring Agency reserves the right at the time of award of Contract to increase or decrease, the quantity of goods originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

**38. Notification of Award.**

38.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted.

38.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

38.3 The enforcement of the Contract shall be governed by SPPRA-2010.

### 39. Limitation on Negotiations.

39.1 Negotiations, that may be undertaken in finalization of the Contract shall not relate to the price or substance of bid specified by the Bidder, but only to minor contractual or logistical details.

39.2 Negotiations may relate to the following areas; (the list is being provided as guidance only and under no circumstances be treated as exhaustive and final):

- minor alterations to technical details, such as the scope of work, the specification or drawings;
- minor amendments to the Special Conditions of Contract;
- finalization of payment schedule and ancillary details;
- mobilization arrangements;
- agreements on final delivery or completion schedules to accommodate any changes required by the Procuring Agency;
- the proposed methodology or staffing;
- inputs required from the Procuring Agency;
- clarifying details that were not apparent or could not be finalized at the time of bidding;
- The Bidder's tax liability in Pakistan, if the Bidder is a foreign company.

#### **Negotiations shall not be used to:**

- substantially change the technical quality or details of the requirement, including the tasks or responsibilities of the Bidder or the performance of the goods;
- substantially alter the terms and conditions of Contract;
- reduce unit rates or reimbursable costs;
- Substantially alter anything which formed a crucial or deciding factor in the evaluation of the bids or proposals

### 40. Signing of Contract.

40.1 After the completion of the Contract Negotiations the Procuring Agency shall send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the Parties.

40.2 Within ONE week of receipt of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract in accordance with the legal requirements in vogue.



40.3 If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and debarred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.

40.4 The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document, and shall be governed for ONE year period and by the terms and conditions mutually agreed in the contract.

**41. Performance Guarantee.**

41.1 On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee, on the Form and in the manner prescribed by the Procuring Agency.

41.2 The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

41.3 Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid.

**42. Delivery.**

The local supplied goods/services should reach at the stores of Procuring Agency within 2 to 4 weeks from the date of signing contract.

**43 Payment.**

- 1) Payment will be issued in shape of cross cheque in favour of supplier/Firms after the delivery is reached at stores of Procuring Agency. The management of Procuring Agency will inspect the goods/services and after satisfaction a completion certificate will be issued. The payment will be issued after submission of bills along with completion certificate and receipt of stores with property entry of stock page numbers. The payment will be released after deduction of applicable Taxes such as Income Tax and 1/10<sup>th</sup> of GST amount.

# **SECTION III**

## **EVALUATION CRITERIA**

#### 44. Evaluation Criteria:

The Evaluation Criteria is prepared in accordance with the SPPRA Rule No. 46/II (Single Stage One Envelope Procedure and the SPPRA Guidelines available on SPPRA web-site.

Since the procurement is purely of a SENSATIVE NATURE because the Procuring Agency is exam conducting authority however it is important to filter best of the best suppliers who may have excellent business track records of supplying goods/services timely, because the Procuring Agency cannot afford delay in supply as such delay will cause disturbance in conducting exams.

Therefore the evaluation will be conducted from four different angles such as:-

- Evaluation of BIDDING FIRMS

The documents required from bidders in their Financial Proposal have a purpose of evaluation. Procuring Agency will not give marks to the “papers” but marks will be awarded to the “purpose” for which such documents are required from the bidders. The purpose of acquiring documents is to EVALUATE, MEASURE & ASSESS the worth and stature of bidding firms to safeguard the interest of Procuring Agency and public money.

The evaluation method and criteria is prepared to avoid favoritism, interferences, prejudice and maintain impartiality by finding firms who are genuine, tax payers, financially sound, reliable and having good market repute.

To ensure transparency and fairness in the instant procurement, evaluation will be conducted on MARKS. In this way there will be healthy competition of “apple vs apple” not “apple vs banana” and will leave no room for favoritism, interferences and preferentialism.



## BIDDING FIRM'S EVALUATION / QUALIFICATION CRITERIA.

NO.	DESCRIPTION	Marks												
Bidding Firms will be disqualified in case of failure to provide Mandatory Requirement as bellow:														
1	<p><b>Sr. #</b>    <b>Requirement</b></p> <p>1        Bidders Name &amp; Address will be verified from "Tax Facilitation Portal profile". If Procurement Committee feels any doubt, Physical Verification of office can be done. 10 Marks will be given if firm's office is situated at the same place as is declared in FBR Portal. No Marks if the Bidding firm's address is different from the declared address with FBR. 05 marks if office is owned by the Bidding Firm. 02 Marks if office is owned by its owner. 01 marks if the office is on rent. Provide (Property Lease / Sub lease / Sale Dead Tenancy Agreement). Also provide Tax Facilitation Portal profile" from the FBR website. <i>NO Marks if bidder fails to provide required documents.</i></p>	15												
2	<p>2        Numbers of Years in Business (Bidders should be active in Business since last 3 years) this will be assessed from the Registration Certificates issued by FBR. ) 1 Mark for per year. <i>The Registration date will be verified from FBR's website &amp; print will be taken as evidence.</i></p>	3												
3	<p>3        2 marks for NTN, 02 marks for GST Registration Certificate, 02 Marks for SRB Certificate, 2 mark for Chamber of Commerce Certificate, 2 mark for Professional Certificate and 2 marks for SECP Registration Certificate. The Registration Certificates will be verified from the Websites of issuing authorities or by Fax or by letter. Evidence of such verification will be kept on record.</p>	12												
4	<p>4        Past Business Performance: The Bidder should provide minimum 5 projects of different Organizations to whom Bidder has served during last year (July-2013 to June-2014). Bidder should provide as under</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">S. #</th> <th style="width: 30%;">Name of Organization</th> <th style="width: 15%;">Project Name</th> <th style="width: 15%;">Project Worth</th> <th style="width: 10%;">Project Completion Period (From - To</th> <th style="width: 10%;">Contact Person, Email &amp; Phone</th> </tr> </thead> <tbody> <tr> <td colspan="6">NB: Procuring Agency will not consider subordinate offices as separate Organization.</td> </tr> </tbody> </table>	S. #	Name of Organization	Project Name	Project Worth	Project Completion Period (From - To	Contact Person, Email & Phone	NB: Procuring Agency will not consider subordinate offices as separate Organization.						10
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1		40												

## BIDDING FIRM'S EVALUATION / QUALIFICATION CRITERIA.

### NO. DESCRIPTION

NO.	DESCRIPTION	Marks	Marks
1	<p><b>Bidding Firm's Financial Assessment / Evaluation.</b></p> <p>Requirement</p> <p><b>Financial Soundness.</b> It is required in the <i>SPPRA guidelines Section 2.16 under Evaluation Criteria, sub-section (iv) Financial Capability of Bidder Page No. 13</i> that the "Annual Turnover" (not balance) of bidder should be above 100 million. However following documents are required for assessment of Financial worth of the Bidder:</p> <ol style="list-style-type: none"> <li>1. Clear and readable attested photocopy of Bank Statements for two years <i>separately</i> (Jul-2013 to June-2014) and (July-2014-June 2015).</li> <li>2. Two years Annual Income Tax Return last two years.</li> <li>3. Three years Wealth Statement of firm or the proprietor of bidding firm.</li> <li>4. Three years Sales Tax Returns (July 2013 to June 2015)</li> </ol> <p><i>Bidders should provide documents as required above and these should be in Order / period wise also. Do not provide Junk papers, un-required documents or dis-ordered and un-sequenced papers. The Evaluation Committee will reject such documents and no marks will be awarded.</i></p> <p>If a Bidder is not participating for the whole project of Procuring Agency but it intend to submit QUOTE for any part of the project it is allowed. In this case Financial Worth of Bidder will be evaluated / assessed only on the SUM (TOTAL) of QUOTED amount. It is required that the Bidder should provide a Certificate on its letter head Certifying that it has submitted quotation only for a part of the tender and the sum of its quotation is (mention SUM /TOTAL). <i>Bidders are restricted not to specify part or item name for which they are providing certificate. Such certificate will be used only to benefit Bidder by calculating its Financial worth.</i> If a bidder did not provide the certificate, it will be assumed that the bidder has submitted quotation for whole project and the Financial Worth of Bidder will be evaluated for whole project.</p> <p>30 Marks if Bidder's Financial worth is above 100 million. 15 Marks if the Bidders worth is Equal to 100 million. No marks if Bidder's worth is LESSER than the required substance. (Note: if any document is not provided or incomplete documents are provided, procurement Committee will not give ZERO marks.</p> <p><b>IMPORTANT:</b> The Procuring Agency's procurement Committee will assess the worth of Bidders by matching figures of Bank Statement with Income Tax Return, Wealth Statement and Sales Tax Returns. If Bidders Bank statement show higher turnover but Tax documents show less turn over, it means the Bidder's Tax behavior is negative. Mis-matching cases will not be awarded marks and the case will be referred to concern Regional Tax Offices.</p>	30	30

## BIDDING FIRM'S EVALUATION / QUALIFICATION CRITERIA.

NO.	DESCRIPTION	Marks	Marks																					
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2	The Procuring Agency's Procurement Committee will evaluate Bidding Firms contribution towards eradication of UNEMPLOYMENT. Data will be required as: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">NAME</th> <th style="width: 25%;">Qualification.</th> <th style="width: 25%;">What is his responsibility in Bidding Firm</th> <th style="width: 25%;">Mobile &amp; Number</th> <th style="width: 20%;">CNIC NO.</th> <th style="width: 20%;">Employed since.</th> </tr> </thead> <tbody> <tr> <td colspan="6"> <ul style="list-style-type: none"> <li>There should be 20 Employees if Bidder is a Private Limited Firm</li> <li>There should be 15 Employees if Bidder is a Partnership Firm</li> <li>There should be 10 Employee if Bidder is a Proprietorship Firm</li> </ul> </td> </tr> </tbody> </table>	NAME	Qualification.	What is his responsibility in Bidding Firm	Mobile & Number	CNIC NO.	Employed since.	<ul style="list-style-type: none"> <li>There should be 20 Employees if Bidder is a Private Limited Firm</li> <li>There should be 15 Employees if Bidder is a Partnership Firm</li> <li>There should be 10 Employee if Bidder is a Proprietorship Firm</li> </ul>						20										
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**TOTAL MARKS 180. Those firms who will acquire 50% (90 Marks) will be qualified for Financial Bid opening.**

Tender from no: \_\_\_\_\_

Signature: \_\_\_\_\_

**TENDER FORM**  
**(Forming part of Tender Document)**

Additional Secretary,  
Women Development Department  
Government of Sindh,  
Karachi.

M/S \_\_\_\_\_

Subject: **PROCUREMENT OF PURCHASE OFFICE EQUIPMENTS AND ACCESSORIES**  
**(HARDWARE AND SOFTWARE) OFFICE FURNITURE**

Dear Sir,

In response to your tender notice appeared in the daily \_\_\_\_\_ on \_\_\_\_\_ we/ I hereby offer our/ my rates mentioned against each for the following items in accordance with the terms and conditions of the tender document.

S. No.	Purchase of Equipment	Specification	Qty	Unit Price	Amount (Rs.)
01.	Computer (Warranty 01 year after sale service with installation charges )	<ul style="list-style-type: none"> <li>• Core i3 4130(3.2ghz/8mb cache)</li> <li>• DDR3</li> <li>• RAM DDR-4GB</li> <li>• DVD WRITER</li> <li>• 500 GB HARD DISK</li> <li>• 20 LCD SCREEN</li> <li>• PRINTER</li> <li>• CORDLESS KEY BOARD AND MOUSE</li> </ul>	20		
02.	LASER Printer (Warranty 01 year after sale service)	<ul style="list-style-type: none"> <li>• SPEED: 22 PRINTS PER MINUTE</li> <li>• RELOLUTION: 2400* 600 dpi</li> <li>• Paper Size A6-A4</li> <li>• Paper Weight 60gm-163 gm</li> <li>• Memory: Standard 16 MB</li> </ul>	10		
03.	Air Conditioner With installation charges (warranty 01 year after sale service)	<ul style="list-style-type: none"> <li>• CAPACITY: 1800 BTU</li> <li>• EER COLING 10.00 BTU</li> <li>• POWER SOURCE (V)/HZI) 220 240/50/1</li> <li>• MF CONDENSER AUTO</li> <li>• SWING IN</li> </ul>	20		
04.	FAX Machine Television (warranty 01 year after sale service)	<ul style="list-style-type: none"> <li>• FAX/PRINTER/COLOUR/ SCANNER/COPIER/</li> <li>• SPEED:22 PRINTS PER MINUTS</li> <li>• PAPER SIZE A6-A4 AND F4</li> <li>• MEMORY: STANDARD 16/32/MB</li> <li>• MH/MR/MMR/JBIG</li> <li>• CIRCUIT: PSTN, PABX.</li> <li>• COMPATIBILITY: SUPER G3</li> </ul>	10		
05.	Television (warranty 01 year after sale service)	<ul style="list-style-type: none"> <li>• 30 INCH COLOR LED</li> <li>• SAMSUNG/ SONY</li> </ul>	10		

S. No.	Purchase of Equipment	Specification	Qty	Unit Price	Amount (Rs.)
06.	Refrigerator (warranty 01 year after sale service)	<ul style="list-style-type: none"> <li>• 5 Pipe Oil Cooled Compressor for Faster Cooling</li> <li>• Thick Insulation provides Cooling Retention Anti Fungus Gasket</li> <li>• 1 Year parts and 3 years compressor warranty size 12 cubic ft.</li> </ul>	10		
07.	Stabilizer UPS	<ul style="list-style-type: none"> <li>• 1000 VA, SERVO MOTOR CONTROL FAST RESPONSE TIME</li> <li>• 1 Year parts and 3 years compressor warranty size 12 cubic ft.</li> </ul>	20 20		
08.	Microwave Oven	Haier/Dawlance 52 liters	08		
09.	Bottle Sterilizer	Large Size	20		
10.	Vacuum Cleaner	Heavy Duty	10		
11.	Weight Machine	Standard Size	10		
12.	BP Apparatus	Regular	10		
13.	Generator	Gas/Petrol Range of 3 KVA with installation charges Honda	10		
14.	Multimedia Projector with Screen	Asar/Dell/ Bangue (Latest Model)	05		
15.	Scanner	HP Scanner latest model	05		
16.	Photostat Machine	Panasonic/canon/ Toshiba Photostat Machine 25 CPM	05		
17.	Sugar Testing Equipment	Latest Model Equipment	15		
18.	Geyser	Large Size Singer Company 502 gallon	05		
<b>TOTAL</b>					



## PURCHASE OF ACCESSORIES (HARDWARE & SOFTWARE)

S. No.	Purchase of Accessories (Hardware & Software)	Qty	Unit Price	Amount (Rs.)
<b>Hardware Items.</b>				
01	Data Card Reader	10		
02	Hard Disk 300 GB (Seagate)	15		
03	USB Flash 16 GB	25		
04	Key Board Standard Quality	35		
05	Mouse Standard Quality	25		
06	Computer Power /VGA Cable	15		
07	Power Supply	08		
08	Mother Board D-950	20		
09	DDR-2,2 GB (Kingston)	18		
10	DDR-2,4 GB (Kingston)	18		
11	Hard Disk (Seagate)			
<b>Software Items.</b>				
01.	Software Installation of Window 7 latest registered version with original CD	20		
02.	Installation of Microsoft 2012 Professional addition with CD	15		
03.	Installation of Microsoft office 2007 with original CD	15		
04.	Software Installation of Window Vista latest addition 2012 with original CD	15		
05.	Installation of MACAFEE Antivirus with original CD	25		
06.	Installation of Microsoft Office 2010 with original CD	20		
07.	Software Norton Antivirus Latest version with original CD	15		
08.	Installation of Norton Antivirus Latest Version	15		
09.	Software Adobe Reader Registered Version with original CD	06		
10.	Software Installation Adobe Reader Registered Version	06		
11.	Software Data Recover (Get Data Back) original CD	10		
			<b>TOTAL</b>	

## PURCHASE OF FURNITURE

S. No	Purchase of Furniture	Specification	Qty	Unit Price	Amount (Rs)
01.	Office Table for Doctor	5x2.5 made of ¾ thick lamination board having 03 drawz right side metal drawz, lasani board 4mm use in the bottom all edges sprit polish feet wooden top of glass	10		
02.	Office Table for House Manager	5x3 made of ¾ thick lamination board having 03 drawz right side metal drawz, lasani board 4mm use in the bottom all edges sprit polish feet wooden top of glass	10		
03..	Table for Child Attendant	4x3 made of ¾ thick lamination board having 03 drawz right side metal drawz, lasani board 4mm use in the bottom all edges sprit polish feet wooden top of glass	10		
04.	Office Chair Standard with foarn	Seat and back cushion with master multi form heavy duty tiling machine and revolving base having 5 costar wheel imported Taiwan hydraulic system.	30		
05.	Sofa Set 3+1+1	Five Seater, made of portal wood frame 1" thick Seat and back qushan with master multi form & artificial leather imported Rexene latest design	15		
06.	Centre Table Set 4'x2'x18"	2 side table 2' x 2' x 18 made of ¾ thick shesham vlium board sprit polish tope of glass 6mm	20		
07.	Office Table for Accountant	4'x30"x30" made of ¾ thick lamination board having 03 drawz right side metal drawz, lasani board 4mm use in the bottom all edges sprit polish	10		



S. No	Purchase of Furniture	Specification	Qty	Unit Price	Amount (Rs)
08.	Office Chair for Staff with	Standard size Sheesham wood frame seat in back cushion with master multi foam A-one cloth / imported rexine with aprit polish	50		
09.	Notice Board 6x3	Made of ¾ thick soft board covered with green cloth all boarder 3" Sheesham wood/polish	10		
10.	Side Racks 3' x 18" x 30"	Made of lamination 01 Shelve and all edges Sheesham veneer sprit polish with top of glass	20		
11.	Shelves	Plastic multicolored with one divided 4x8x2	15		
12.	Baby Carry Cots	Steel frame with form seat, washable	35		
13.	Play Pans	2 ½ x 4	80		
14.	Small Beds with Matters	2 ½ x 4 ½	15		
15.	Small Tables	For age group 1-4 year. Plastic material with round edge	50		
16.	Small Chairs	For age group 1-4 year. Plastic material with round edge	1580		
17.	Computer Table	3'2"x2.5" made of lamination board heavy density table have one drawz one CPU box one keyboard tray and ball bearing chair and all edges Sheesham veneer sprit polish	05		
18.	File Rack 36" x 18" x 30"	Made of Sheesham wood frame top and bottom shelve ¾ thick lamination board all edges sprit polish	05		
19.	Kitchen Cabinet	Lasani Wood 4x8	03		
20.	<b>Play room / Play land material Toys.</b>				
I	Blocks	Multi Color, large Plastic	25 Sets		
ii	Puzzles	Wooden/ Plastic (Nursery Material)	25 Sets		

S. No	Purchase of Furniture	Specification	Qty	Unit Price	Amount (Rs)
iii	Dolls	Standard	25 Sets		
iv	Dinkies	Medium Size	25 Sets		
v	Ball House	Large with 100 Balls	30 Sets		
vi	Jumping Castle	Large	15		
vii	Story Books	Large Size with strong binding	30		
viii	Shape Sorters	Multi Color	50		
ix	Flash Cards	Numbers & Alphabets	50		
x	Indoor Slid	Plastic Material Balanced	15		
xii	Indoor See Saw	Plastic Material Balanced	30		
xiii	Abacus	For Infants	15		
xiv	Rattles	Tether	50		
xv	Soft Toys	Leather covered	50 (Sets)		
xvi	Cushions	Wooden with foam & reczine (Size 4 1/2 x2 1/2 x3)	75		
20	Changing Table		15		
21	Cupboard	Double door 8 drawers (Large Size)	15		
22	Pigeon Box	1x1x1 (16 compartment)	15		
23	Bedding Set 280	Bed Sheet, pillow with cover & comforter in each set	280 Sets		
24	Ne: Covers	Acc. To bed size	25		
	Plastic Cabinet	4.5x1.25x1.5 ft, 5 drawers with locks, multi colored with round edge	20		
				<b>TOTAL</b>	
				<b>GRAND TOTAL</b>	

Tender from no: \_\_\_\_\_

Signature: \_\_\_\_\_

**TENDER FORM**  
**(Forming part of Tender Document)**

Additional Secretary,  
Women Development Department  
Government of Sindh,  
Karachi.

M/S \_\_\_\_\_

Subject: **PROCUREMENT OF PURCHASE OF OTHERS/COST OF OTHERS STORES/CONTINGENCIES/UNFORESEEN/COMMODITY (OTHERS, BABY FOOD, CROCCERY, MILK, WATER, ETC) NEWS PAPER AND PERIODICALS &BOOKS/ STATIONERY.**

Dear Sir,

In response to your tender notice appeared in the daily \_\_\_\_\_ on \_\_\_\_\_ we/ I hereby offer our/ my rates mentioned against each for the following items in accordance with the terms and conditions of the tender document.

S. No.	Purchase of Others/Misc. Items	Qty	Unit Price (each item)	Amount (Rs.)
01.	Dinner Set	12		
02.	Baby care lotion	50		
03.	Small Cup with saucer	50		
04.	Air freshener	50		
05.	Cerilace food 200 gm packet	1000 Pkts		
06.	Eiscuits	5000 Pkts		
07.	Juice	10000 Pkts		
08.	Broom hard	50		
09.	Broom soft phool	50		
10.	Coffee large bottle	24		
11.	Cup Set 6 pcs	30		
12.	Dettol	50		
13.	Dustbin	100		
14.	Ferozen Milk / Everyday Milk 1 KG	1000		
15.	Spoon steel plastic	50		
16.	Glass set 6 pcs	50		
17.	Green Tea Lipton 100 Tea Begs	35		
18.	Hand wash liquid bottle	50		
19.	Large spoon Steel set	24		
20.	Lipton tea yellow label tea bags	50		
21.	Lux soap large	50		
22.	Mineral water bottle Nestle 1.5 Lts	1000		

S. No.	Purchase of Others/Misc. Items	Qty	Unit Price (each item)	Amount (Rs.)
23.	Blanket	1000		
24.	Mortain Spray	30		
25.	Bowel small	24		
26.	Phenyl Bottle	50		
27.	Sever light 25 watts Phillips	100		
28.	Soap Washing 101	50		
29.	Spoon Steel set	50		
30.	Sugar for tea 5 Kg Bag	1000 Bags		
31.	Surf 1 KG	100		
32.	Surf ½ KG	100		
33.	Tea pot, Sugar pot, milk pot	10		
34.	Sea set for office	10		
35.	Telephone set	25		
36.	Thermos for tea	30		
37.	Tissue box	200		
38.	Tissue roll	200		
39.	Towel White Large	200		
40.	Tray set for office	30		
41.	Vim Powder Lemon	100		
42.	Wash room set	20		
43.	Wiper steel handle	24		
44.	Electric kettle	12		
45.	Nido ½ KG	24		
46.	Mineral Water bottle Mini	50		
47.	Baby Lunch Box Set	50		
48.	Pamper bag 1000 Pieces	10		
49.	Baby Dolls	24		
50.	Towel White Small	100		
51.	Fed Liquid Chemical for tile clean	50		
52.	Wall clock	24		
53.	Dinner Set 45 Pieces	12		
54.	Cutlery set( for 12 person) stainless steel	12		
55.	Cooking Pans (with Spoon, double layer Steel ) set of five pans	06		
56.	Fry Pans, non- stick	07		

S. No.	Purchase of Others/Misc. Items	Qty	Unit Price (each item)	Amount (Rs.)
57.	Bucket (1x3), plastic medium size	07		
58.	Kitchen knife set, regular	07		
59.	Air Tight Jars (1x7), Plastic in three size with lid	07		
60.	Dinner plates (glass oven proof), marble with light colorful print	178		
61.	Quarter plates (glass oven proof), marble with light colorful print	175		
62.	Training cups/beakers, plastic nontoxic with cover	60		
63.	Bowls (6-8 inch), marble with light colorful prints	175		
64.	Frozen Food	1000		
65.	Wheat Flour 10 Kg Bag	1000 Bags		
66.	Rice 5 Kg Bag	1000 Bags		
67.	Cooking Oil 1 Ltr pack	5000 Pkts		
68.	Baby feeder Bottle 200 ml	1000		
69.	Mix pluses 1 Kg packet	1000 Pkts		
70.	Mix Spice 500 gm	1000 Pkts		
71.	Iodine Salt 1 Kg Packet	1000 Pkts		
72.	Tea 250 gms Packet tapal	1000 Pkts		
			<b>TOTAL</b>	

## PURCHASE OF COST OF OTHER STORES ITEMS

S. No.	Purchase of Cost of other Stores Items	Qty	Unit Price (each item)	Amount (Rs.)
01.	Bracket Fan Pak	100		
02.	Pedestal Fan (Pak Fan)	100		
03.	Capacitor Phillips (Fuji)	200		
04.	Electric Wire 7/29 coil Pakistan Cable	50		
05.	Electric Wire 7/36 coil Pakistan Cable	50		
06.	Extension Board (China)	200		
07.	Fan Dimmer	200		
08.	Hammer (Regular Size)	150		
09.	Holder	250		
10.	Saver Phillips 24 Watts	1000		
11.	Socket	500		
12.	Switch Board (4 hole)	250		
13.	Tape	200		
14.	Telephone set Panasonic	100		
15.	Tester	200		
16.	Tube Light Chowk Phillips	200		
17.	Tube Light rod Phillips	200		
18.	Tube Light Starter	200		
19.	Universal Board	250		
20.	Wall Clock	100		
21.	Water Cooler Rehbar (16 Liter)	200		
22.	Iron Panasonic	50		
23.	Exhaust Fan Pak 12"	50		
24.	Switch Button PPI	100		
25.	Switch two pin PPI	100		
26.	Wireless Bell	25		
			<b>TOTAL</b>	

**PURCHASE OF BOOKS / NEWS PAPER / PERIODICALS**

No.	Purchase of Books/ News Paper/ Periodicals	Qty	Unit Price (each item)	Amount (Rs.)
01.	Zia rizvi income tax 2001 (2012-2013)	10		
02.	West Pakistan TA rules	10		
03.	Treasury public private partnership	10		
04.	Sindh wp civil servant pension rules 1963-2013	10		
05.	Sindh purchase manual book 1991	10		
06.	Sindh public private partnership	10		
07.	Sindh manual of contingent expenditure	10		
08.	Sindh government Server conduct 1996-2008	10		
09.	Sindh government Server conduct	10		
10.	Sindh general provident fund rules 1938	10		
11.	Sindh civil servant effacing & discipline	10		
12.	Sindh civil servant Act 1973 Sindh CS probation confirmation & seniority rules 1975	10		
13.	Sindh Civil servant (promotion & transfer rules 1974)	10		
14.	Sindh Basis Scales of pay 1983-1987-1911-1994-2001-2005-2007-8-11	10		
15.	Oxford English Urdu dictionary	10		
16.	Manual of Sindh service law book 2012	10		
17.	Income tax ordinance 2001 to 2013	10		
18.	Huzaima & Ikram practical hand book 2012-2013 income tax	10		
19.	Guide of Sindh drawing & disbarring officer 2011-2012	10		
20.	East code 2013 (civil establishment)	10		
21.	CS hand book for drawing & disbarring officer 2012	10		
22.	CP gupta dictionary accounts	10		
23.	Combined set of Sindh CSR Vol 1&2	10		
24.	Combined set of Sindh CSR finance rules Vol 1&2	10		
			<b>TOTAL</b>	



## PURCHASE OF STATIONERY ITEMS

S. No.	Purchase of Stationery	Qty	Unit Price (each item)	Amount (Rs.)
1.	Ball Pen Black (Picasso)	1000		
02.	Ball Pen Blue	1000		
03.	Calculator Casio (MJ-120)	24		
04.	Common Pin / Paper Pin	100		
05.	Computer Paper A4 Size 75 gms (Paper one)	500		
06.	Computer Paper A4 Size 70 gms (Paper one)	500		
07.	Computer Paper Legal Size 75 gms	50		
08.	Dak File Folder Leather	100		
09.	File Board	1000		
10.	File Tags Medium	100		
11.	File Tags Small	100		
12.	Fluid Pen	100		
13.	Green Paper 80 gms 100 pages one packet	100		
14.	Gum Bottle Large Dollar	100		
15.	Gum Bottle Small Dollar	100		
16.	Gum Stick UHU Large	100		
17.	Highlighter	100		
18.	Highlighter Different Colour	100		
19.	Hole punch Single	100		
20.	Ink Pad	100		
21.	Jam Clip Multi Colour (26mm)	100		
22.	Paper Cutter	100		
23.	Pencil	1000		
24.	Feon Book 200 pages	25		
25.	Register 200 Pages	100		
26.	Register 400 Pages	100		
27.	Register Inward 1000 Pages	100		
28.	Scissor	100		
29.	Shopner	100		
30.	Stamp Pad Dollar Black (Crystal)	100		
31.	Stamp Pad Dollar Blue (Crystal)	100		
32.	Stapler Machine	100		
			<b>TOTAL</b>	