



NO: SO / DDO / E&T / CASH / OTHERS / 2017-18
GOVERNMENT OF SINDH
EXCISE, TAXATION & NARCOTICS
CONTROL DEPARTMENT

Karachi, dated the 29th November, 2017

To,

The Assistant Director (Assessment),
Sindh Public Procurement Regulatory Authority,
Government of Sindh,
Karachi

Subject: **NIT NO: SO / DDO / E&T / CASH / OTHERS / 2017-18, DATED: 26-10-2017, SERIAL NO: 34968**

I am directed to refer to your letter No: A.D (/ASMT) / SPPRA / 34968 / 2017 / 1618, dated: 15-11-2017 subject cited above and to convey the replies of the observations as under:-

1. Eligibility Criteria is already mentioned in Bidding Documents, which may kindly be considered. However, it is noted to mention Eligibility Criteria in NIT in future.
2. Bid Validity Period may be read as 90 days instead of 30th June 2018.
3. Revision of CRC Notification for the year 2017-18 is already in process, as and when finalize, will be submitted accordingly.
4. Correct Bid Data Sheet is enclosed in ITB Clause and also informed to all participated Bidders through Notice Board.

ENCL: AS ABOVE

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(MUHAMMAD ISMAIL JOYO)
SECTION OFFICER (ADMIN-II) / DDO
FOR SECRETARY TO GOVERNMENT OF SINDH

RECEIVED INWARD CLERK
NO: 3558
DATED: 29-11-17

Lakho SB

SECTION-III
ELIGIBILITY/QUALIFICATION & EVALUATION CRITERIA

QUALIFICATION			
ITB 16	Criteria for Qualification:	i)	The criteria for Qualification of Bid will be based on the conditions as laid down in this Section, furnishing & submission of following documents/evidence/information.
A	Valid Registration with FBR (Federal Board of Revenue) for Income Tax (NTN) and Sales Tax (GST Registration Certificate)		
B	Valid SST Registration from Sindh Revenue Board. (Where Applicable)		
C	<p>Company Profile included Relevant Experience of Last Five (05) Years.</p> <p>a) Details of similar works and cost, completed during the last 05 years with completion certificates.</p> <p>b) Experience of Supplying similar product in Government/Private Institutions with documentary evidence</p> <p>c) The tenderer has to submit satisfactory performance certificates from minimum 5 users to whom similar system. The performance certificate should be from any reputed Corporate/Government Departments.</p> <p>d) Submit the Original Bank Statement for at least past 36-months (3-Years i.e. 2015, 2016 & 2017) for the purpose of verification of Firm's Financial Capabilities. Each year Bank statement's closing balance which ended on 30th June shall not less than the 10 Million in Pakistani Rupees. Incomplete Bank Statement will be ignored.</p> <p>e) Bidders having at least Five (05) Years' experience for supplies of similar nature Products shall be apply. Valid Documentary evidence should be submitted in shape of copies of Purchase orders/work orders/agreements. (Minimum 30-proofs required for the last Five (05) Years i.e. 2012, 2013, 2014, 2015 & 2016 Work Experience in relating to the concerned field). At least Six (06) Proofs shall be submitted of each Year.</p>		
D	An undertaking on stamp paper Rs. 100/- by the firm / contractor to the effect that "Neither the firm/contractor nor its Directors/ stakeholders as a whole or as a part of the company/ organization", have ever been blacklisted/ defaulted with any Government Agency/ Department/ Organization and also that the information supplied by the firm/ contractor is correct.		
E	Authorized Representative Certificate must have attached with bid and one copy with representative whom attend the bid opening meeting.		

FORMAT FOR PROPOSAL SUBMISSION FORM:

(This format of Proposal Form shall be on the Letter Head of the Bidder(s)/Firm(s) and should be signed by a person competent. It should be included by the Bidder(s) in its Financial Bid(s))

To,

The Drawing and Disbursing Officer,
Excise, Taxation and Narcotics Control Department,
Government of Sindh, Sindh Secretariat Building No. 2,
Kamal Atta-Turk Road,
Karachi.

Subject: ANNUAL PURCHASE OF OTHERS/GENERAL MISC. ITEMS

(Bidder(s) are requested to fill the Blank spaces in this form of Bid).

Dear Sir,

1. Having inspected site and checked all local conditions affecting the Stores and having also examined all Bid Documents including the Instruction to the Bidders, General Conditions of Contract and Schedule of Requirement, I/We the undersigned offer to provide the Others/General Misc. Items in conformity with the Bid Documents including Instructions to Bidder, General Conditions of Contract and Schedule of Requirement for the total sums as specified at **Schedule of Requirements**, as agreed upon under the contract.
2. I/We accept the above bid documents as valid and binding including those parts not countersigned in fully by us.
3. I/We conform that we have satisfied ourselves about the goods and all other conditions which influence or may influence the goods, and I/We do not require any clarification and additional information thereto and that I/We cannot raise any claim for not knowing them.
4. I/We undertake to carry out such alternations, additions or curtailments of the Goods as may from time to time be determined and ordered in writing by the Excise, Taxation and Narcotics Control Department, Government of Sindh, in accordance with the contract.
5. The rates and prices which I/We have quoted and all information and data attached with our Bid(s) are complete and without any hidden reservations or implications. They have been duly checked and are correct in every aspect.
6. The rates and prices entered in the Bid(s) are firm and are inclusive of all cost of manpower, labor, equipment, custom duties, sales tax, surcharges, local and Federal Taxes, insurances, royalties, overhead and profit and all other direct and indirect costs related to and connected with the satisfactory execution of Goods.
7. I/We undertake if our Bid is accepted to sign the Agreement of Contract within Three (03) working days of the issue of the Letter of Award.
8. If my/our Bid is accepted we will furnish a Performance Security from a scheduled bank approved by the Government of Sindh, Excise, Taxation and Narcotics Control Department for the amount of 05% of the Bid amount.
9. I/We agree to pay all costs towards the preparation of the Agreement of Contract.
10. I/We further agree to abide by this Bid till 90 days from the date of opening of the Bid and it shall remain binding upon us for this period.
11. Unless and until a formal agreement is prepared and signed, the Bid Documents together with your written acceptance thereof shall constitute a binding contract between us.
12. I/We understand that you are not bound to accept the lowest or any Bid, you may receive.

- c) a list, giving full particulars, including available sources and current prices, of all spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods, for a period of (two years); and
 - d) A clause-by-clause commentary on the specifications, demonstrating the Goods' responsiveness to those Specifications or a statement of deviations and exceptions to the provisions of the Specifications.
- 16.2 For purposes of the commentary to be furnished pursuant to sub-clause (d) above, the Bidder shall Note that standards for workmanship, material and goods, and reference to brand names or catalogue numbers, designated by the purchaser in the specifications are intended to be descriptive only and not restrictive. The Bidder may substitute other authoritative standards, brand names or catalogue numbers in its Bids provided that it demonstrates the Purchaser's satisfaction that the substitutions are equivalent or superior or those designated in the specifications, except if the specifications specifically provide otherwise.
- 16.3 In order to prove that the Goods offered are of acceptable quality and standard, the bidders shall furnish the documentary evidence that the Goods offered have been in production for several years and reasonable units of similar capacity have been sold and have been in operation satisfactorily to the end users.

17. Earnest Money

- 17.1 Pursuant to Clause 12, the bidder shall furnish, as part of its Bid, a bid security in the amount of (2%) of the offered value.
- 17.2 The Bid security shall be denominated in the currency of the Bid. It shall be valid for thirty (30) days beyond the validity of the Bid and shall be in form of Pay Order/Demand Draft/Bank Guarantee.
- 17.3 Any Bid not secured in accordance with clauses 17.1 and 17.2 above will be Rejected by the Purchaser as Non-responsive, pursuant to Clause 18.
- 17.4 An unsuccessful Bidder's bid security will be discharged /returned as promptly as possible upon award of Contract, but in any event Not later than thirty (90) days after the expiration of the period of bid validity prescribed by the Purchaser, pursuant to Clause-20.
- 17.5 The successful bidder's bid security will be discharged/returned upon the bidder's executing the Contract, and furnishing the performance security, pursuant to Clause 36.
- 17.6 The bid security may be forfeited:
- (a) if a bidder withdraws its Bid during the period of bid validity specified by the bidder on the Bid Form; or
 - (b) In the case of a successful bidder, if the bidder fails
 - (i) To sign the Contract in accordance with Clause-35; or
 - (ii) To furnish the performance security in accordance with Clause-36.

18. Period of Validity of Bid and alternative Bids

- 18.1 Bids shall remain valid for 90 days after the date of Bid closing Prescribed by the Purchaser pursuant to clause-21
- 18.2 Notwithstanding clause-18.1 above, the Purchaser may solicit Bidder's consent to extend of the period of Bid validity. The request and the responses thereto shall be made in writing (or by Cable or Telex). If the Bidder agrees to extend request, the validity of the Earnest Money provided under clause-17 shall also be suitably extended. A Bidder may refuse the request without forfeiting his Earnest Money. A Bidder granting the request will not be required or permitted to modify its Bid.
- 18.3 Bidders may submit Alternative Bids, which do not conform to the Specifications of Goods but meet the performance prescribed in, or the objectives of the Specifications. However, only the Alternative Bids of the bidder whose main bides the lowest evaluated substantially responsive Bid will be considered. If a bidder wishes to have its Alternative Bid or Bids considered on an equal basis with all other main Bids, it shall submit a bid Earnest Money to each Alternative Bid. All Alternative Bids submitted in this manner will be treated as main

S No.	Description of Items	Qty	Unit	U/Rate	Total
83	Toner for Photocopier Machine (Sharp)	12	Each		
84	Toner HP LaserJet Printers 12-A, 85-A, 36-A, 49-A	72	Each		
85	Towel White Fine Quality Large	36	Each		
86	Tray Set (3 in 1)	12	Each		
87	Tricycle Locks	24	Each		
88	Wall Clocks	24	Each		
89	Water Jug (Plastic)	12	Each		
90	Wax Polish	12	Each		
91	Yellow Duster for Cars (50 in a Packet)	36	Packet		

1. Bidder should be quoted the items treat as a least price.
2. Items should be quoted exactly the specification given.
3. In case of discrepancy between figure and words price, the words price shall prevail.
4. No any kind of separate payment shall be made for the incidental services.
5. The rates quoted for the items mentioned above shall be valid till 90 days from the date of opening of tender.
6. The items should be delivered at specified consignees at risk and cost of contracting firm.
7. The payment shall be subject to deduction of Income/Sales Tax at source, inspection and production of delivery challans as being delivered the stores in full quantity & quality specified in contract.
8. The rates quoted in this schedule are inclusive of all the applicable taxes & freight/transportation etc. and written against each item in figures and words without any cutting/error.
9. The samples of the articles as required may provide.
10. In case of discrepancy between unit price and total, the unit price shall prevail.
11. Bids will be recommended as package for items.
12. The quantity of items specified above may increase or decrease as per need and availability of funds, therefore the contract shall be valid for continuous / periodical supply of items for financial year 2017-18.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the security for and on behalf of _____

Date _____

SECTION-II

BID DATA SHEET

The following specific data for the goods to be procured shall complement, supplement, or amend the provision in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction		
ITB 1.1	Name of Contract.	Purchase of Others/Misc. Items
ITB 1.2	Name of Purchaser.	Excise, Taxation and Narcotics Control, Department
ITB 1.2	Purchaser' address, Telephone & Fax #.	Tughlaq House, Sindh Secretariat Building No. 2, Karachi. Phone No: 021-99211433
ITB 9.1	Language of Bid	The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English language. Any printed literature furnished by the Bidder may be written in another language, provided that this literature is accompanied by the English translation, in which case, for purpose of interpretation of the Bids, the English Translation shall govern.
Bid Price & Currency		
ITB 12.1	Price Quoted:	Delivered at Consignee End as mentioned in Schedule of Requirements.
ITB 12.2	Bid Price:	Fixed.
ITB 13.1	Bid Currency:	Pak Rupees (PKR).
Bid Submission		
ITB 17.1	Bid Security	2% of the quoted Price.
ITB 18.1	Bid Validity Period	90 days from the date of opening the bids.
ITB 19.1	Number of Copies	One (01) Original
ITB 20.2	Address for Bid Submission	Room No. 345, Tughlaq House, Sindh Secretariat Building No. 2, Karachi. Phone No: 021-99211433
ITB 20.2	ITB Title and Number	Purchase of Others/Misc. Items
ITB 20.4	Deadline for Bid Submission	14 th November, 2017 at 12:00 Noon
ITB 20.4	Date, Time & Place for Bid Opening	14 th November, 2017 at 1:00 PM at 2nd Floor, Room 338-A, Tughlaq House, Sindh Secretariat No. 2, Karachi.
Contract Award		
ITB 33.1	Purchaser's right to increase or decrease the quantities.	The Purchaser reserves the right to increase or decrease the quantities of articles to be produced, subject to the availability of Budget 2017-18 according to SPPRA Rules 2010 (Amended 2013).

1. All offers are made as per format of Price Schedule of this document. Additional Pages may be used, if needed. **In order to facilitate Bidders, a price schedule (containing the specifications & quantities of required stores) has been provided at Annex-A.**
2. Prices quoted to cover all expenses including Freight, Taxes, and Insurance etc.
3. Goods will be required to be delivered as per schedule and at Consignee End.

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

The Excise, Taxation and Narcotics Control Department, Government of Sindh inviting bids for Annual Purchase of Others/General Misc. Items for its Administrative office at Tuqlaq House, Sindh Secretariat Building No. 2, Karachi.

01. Source of Funds

- 1.1 The Excise, Taxation and Narcotics Control Department, Government of Sindh. has received funds from the Government of Sindh indicated in the bidding data in various currencies towards the cost of the Goods/Services specified in the bidding data and it is intended that part of the proceeds of this funds will be applied to eligible payments under the contract for which these bidding documents are issued.
- 1.2 The Excise, Taxation and Narcotics Control Department, Government of Sindh inviting bids for Annual Purchase of Others/General Misc. Items for its Administrative office at Tuqlaq House, Sindh Secretariat Building No. 2, Karachi.

02. Eligible Bidders

- 2.1 The invitation for Bids is open to all suppliers having Pakistani Nationality.

03. Eligible Goods and Services

- 3.1 The Goods and related services to be supplied under the contracts (such Services here in after referred to services) shall have their origin and all expenditures made under the contract will be limited to such articles.
- 3.2 For purpose of clause 3.1 above 'origin' shall be considered to be the place where the Goods, Goods are mined, Grown, produced through manufacturing, processing or substantial and major assembling of components, some commercially recognized products result that is substantially different in basic characteristics or in purpose of utility from its components.

04. Cost of Bidding / Contract

- 4.1 The Bidder shall bear all costs associated with the Preparation and delivery of its Bid/ Contract, and the Purchaser will in no case be responsible or liable for those costs.

05. Assurance

- 5.1 The successful bidder will be required to give satisfactory assurance of its ability and intention to deliver the goods and services pursuant of the contract, within the time set forth therein.