



KARACHI METROPOLITAN KARACHI INFORMATION TECHNOLOGY DEPARTMENT

GENERAL CONDITIONS OF THE CONTRACT
Tender for "Purchase of Computer Stationary & allied Accessories for
Information Technology Department, KMC for the year 2013-14".

Tender Cost Rs.1000/-

Issued to M/s.	
Date of Issue On	
Pay Order No. Date / Drawn from / Amount (Cost of Tender Non Refundable).	
Opening of Tender	15-04-2014 at 11:30 am
Dropping of Tender	15-04-2014 at 11:00 am

Issuing Authority

PROCEDURE FOR SUBMISSION OF PROPOSALS:

1. Submission of Bids:

- Bids must be submitted under a proper cover letter mentioning important points/ enclosures.
- The Bid should be submitted on Single Stage – One Envelope Procedure under Rule 46 (1) of SPPRA 2010. Any deviation from this procedure shall be considered as null and non responsive, which may please be noted.
- Envelope of Financial Proposals will be opened on the day of submission of bids i.e.15-04-2014 at 11:30 AM by the Tender Opening Committee in presence of bidders or their representatives present.
- No conditional offer shall be accepted.

2. Requirements of the proposals:

- Covering Letter:** A covering letter from the Head of the company or an authorized representative of the applicant should be attached with the proposal.
- CNIC of the Chief Executive or authorized representative of the bidder.
- NTN Certificate
- GST Certificate
- Valid Professional Tax Registration**
- Company's profile:** Brief description of the company, major areas of expertise, outline of work experience with references to project,
- Experience:** Minimum Five years experience in similar type and similar capacity of subject tender to be provided with the proposal. Detailed description of work done, supported by the relevant documents should be submitted along with the Proposal.

NOTE: BIDS NOT accompanied by following shall be treated as **NON-RESPONSIVE:**

- 1) CNIC of the Chief Executive or authorized representative of the bidder
- 2) NTN certificate
- 3) GST certificate
- 4) Valid Professional Tax Registration
- 5) Financial profile with assessment order
- 6) Disputes litigation cases (if any)
- 7) Client list
- 8) Any other information

(If you feel any further query, Please don't hesitate to contact us)

Post evaluation steps:

KMC shall issue a letter of acceptance of award to the successful bidder and sign contract with the successful bidder.

I have read and understood the contents of RFP / Bid document as well as evaluation criteria.

**Signature of Tenderer
With Seal**

Name: _____

Designation: _____

Company Name: _____

CNIC # _____

Contact # _____

Address: _____

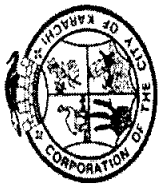


**KARACHI METROPOLITAN KARACHI
INFORMATION TECHNOLOGY DEPARTMENT**

Tender for "Purchase of Computer Stationary & allied Accessories for Information Technology Department, KMC for the year 2013-14".

[Computer Stationary & allied Accessories :]

S. No.	Equipment Description	Qty.	Unit Price (Rs.)	Qty. price (Rs.)
	Computer Stationary & allied Accessories :			
01	132 Column Paper (Part I) Imported 68 Grams (With Water Mark KMC Logo size 4" X 4")	100 Boxes		
02	80 Column Paper (Part I) Imported 68 Grams (With Water Mark KMC Logo size 4" X 4")	50 Boxes		
03	Color Toner for Hp4650 (04 Sets) Original	01 No.		
04	Tally Genicom 6300 Ribbon Cartridge (original) 60 Million Character	12 Nos.		
05	Cartridge for Printronix Line Printer	10 Nos.		
06	Toner for Hp 1020	08 Nos.		
07	Toner for Kyocera Photo Copier KM 1620 Original	08 Nos.		
08	ITB My passport ultra (USB powered) Western Digital	02 Nos.		
09	Network Kit Complete (Germany)	01 Nos.		
10	Hardware Tools Kit (Germany)	02 Nos.		
11	Diagnostic Card	02 Nos.		
12	Hot Air Gun	02 Nos.		
13	Iron	03 Nos.		
14	Sucker	04 Nos.		
15	Digital Meter	02 Nos.		



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S. No.	Equipment Description	Qty.	Unit Price (Rs.)	Qty. price (Rs.)
	Computer Stationary & allied Accessories :			
16	Analog Meter	02 Nos.		
17	Blour	02 Nos.		
18	Power supply (12 pins)	02 Nos.		
19	DDR-II (1 GB) 667 Bus	10 Nos.		
	Grand Total :			

Rupees in words :

Note:

1. Verified that the items quoted above are same as per required specifications mentioned against each item.
2. The warranty from the Principal (manufacturer) as well as supplier is mandatory.
3. The evaluation of the bid shall be on the basis as a whole. Each column should be filled in a manner that no item will be left over, other wise the bid quoted in the section shall not be entertained.
4. No bid shall be entertained unless it is accompanied by 2 % earnest money.
5. No bid shall be entertained unless the original tender Schedule issued by KMC is properly filled and signed by the authorized representative of the company and bears the Seal of the Company. Make, model and rates if not mentioned on the original tender Schedule shall not be accepted.
6. The bidder must sign each & every Annexure & affix company Seal.
7. KMC reserves the rights to increase or decrease the quantities of each item or whole.
8. We have read and understood all terms & conditions and accept to abide.

NAME OF FIRM: _____

PHONE/FAX NO.: _____

PAY ORDER NO. & DATE: _____

Signature of Tender
with official Seal



KARACHI METROPOLITAN CORPORATION INFORMATION TECHNOLOGY DEPARTMENT

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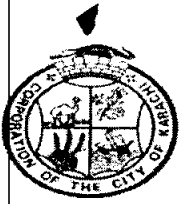
1. The Tender are to be made in the attached Schedule and sent under sealed cover to the Director (Coordination & Admin), **Information Technology Department, KMC** Super scribed "TENDER for _____ and accompanied with Rs. _____ as initial deposit reach him by **11:30 a.m. (PST) on 15th April, 2014** when they would be opened in the office of the Executive District Officer IT. Tenders received by post or otherwise after the prescribed time, shall not be considered and no allowance shall be made for alleged different in clocks.
2. Tender must be duly filled in, signed and correctly totaled in **INK**.
3. Canvassing by Tenderer or his agent shall be a disqualification.
4. The Tender shall be required to conform to all conditions of this contract and the plea of "Custom Prevailing", shall not, on any account, be admitted as an excuse for the breach of infringement of any of the said conditions.
5. No alteration or interpolation will be allowed to be made in Tender or Condition of this Contract or in the Specification or in the Schedule and if any such alteration or interpolation is made by a Tenderer, his Tender shall be deemed to have been rejected.
6. Tenderers are warned to exercise the greatest care in entering their rates in the Schedule annexed to the Tender. No excuse or request for correction of mistakes will be entertained by KMC after the receipt of the Tender. The decision on Tender will be taken on the rates entered in the Schedule by the Tenderer.
7. The question against any item, the UNIT of which has been altered by the Tenderer, will not be considered.
8. In case of items in the Schedule, against which Specifications are made about the Country of origin, Manufacturer's name, Brand of article, place of manufacture etc. the full particulars shall be given by the Tenderer. Items whose full particulars are not given by the Tenderer shall not be considered.
9. No tender shall be entertained unless it is accompanied by earnest money of 2% of bid the value in shape of Pay Order in favour of "KMC".



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10. The successful Tenderer will be required to submit security deposit in favour of the "**Karachi Metropolitan Corporation**" at the rate of **10%** of the total amount of the Contract in shape of the Pay order or Bank Guarantee. The said deposit will be held by KMC until the satisfactory completion of the Contract and will be forfeited at the discretion of the KMC in case of failure to fulfill all or any of the Conditions of the said Contract irrespective of and without prejudice to any other remedy for such failure which the KMC may choose to seek against the party. The successful Tenderer, shall within one week from the date of receipt of acceptance of his tender, attend at the KMC office and execute an Agreement in the Form prescribed, for the performance of the Contract and pay the cost of the Stamp duty etc. of the said agreement.
11. KMC does not bind itself to accept the lowest of any Tender.
12. KMC will reject any tender if it has not been signed by the Tenderer or by an agent of the Tenderer duly authorized by a Power of Attorney attached to the Tender or previously registered with the KMC.
13. All offers must remain open till the expiration of 90 days from the last date prescribed for the receipt of Tender. The Contractors receiving intimation of acceptance of their Tender within the period will be liable to supply materials to KMC even prior to the finalization of the subsequent formalities.
14. Deposits made in connection with a Tender of Contract, will be credited to and, receipt granted therefore, in the name of the person he makes the deposit on their behalf.
15. If the amount of the deposit is not claimed within three years from the date of the completion of Contract, the same shall stand forfeited to the KMC and the Contractor shall have no right to recover the same.
16. All articles shall be subject to the approval of the Sr. Director concern and in the event of the rejection of any article on the grounds that it was below the basic sample or where the basic sample is not available that it was not according to the specification the decision shall be final conclusive and binding on the Contractor.
17. The "**Competent Authority**" of KMC shall have the option of terminating the Contract at any time on service of a written notice of 15 days to the Contractor in case of unsatisfactory supply of articles or on failure of the Contractor to supply the goods within the stipulated time. It shall be optional with the "**Competent Authority**" of KMC in such a case to forfeit or refund the amount of the Contractor's Security Deposit, in whole or in part on recovers from him the loss or damages suffered by the Corporation because of his said breach.



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18. In the event of Contractor failing to supply the material according to basic samples or as contracted for, on the grounds that it was not available in the market or on any other account, it will be optional with the "**Competent Authority**" of KMC without prejudice to his right to take action against the party in any other form. To accept a substitute of equal or superior value and quantity at the tendered rate from the said Contractor. If the contractor fails or refuses to supply such an article against his Contract, the "**Competent Authority**" of KMC will have the right to purchase any such article at the risks and cost of the Contractor and his decision in all such cases will be final, conclusive and binding on the Contractor.
19. Supply of materials shall be made on Requisitions or Purchase Orders signed by the Sr. Director or other officers authorized by the Administrator and the KMC shall not be liable for any supply which is alleged to have been made by him unless the Contractor produces a duly signed Requisition and Receipt either from the Sr. Director or other Officers authorized in this behalf.
20. Every Purchase Order or Requisition for the supply of goods should be compiled within full and the instruction on the purchase order or Requisition regarding delivery, transmission of delivery etc. shall be exactly followed. The "**Competent Authority**" of KMC shall be at liberty to purchase at his risk and cost of the contractor any article, which they fail to supply according to the Purchase Order, unless they have within 24 hours after receipt thereof, explained their inability to do so to the satisfaction of the "**Competent Authority**" of KMC.
21. Bills shall be made up and submitted without delay by the contractor to the Director (IT), Coordination & Admin. Every bill should be supported by the original acceptance of Director (IT), Coordination & Admin or the KMC officer concerned, for hence articles supplied on the requisition. If the KMC has prescribed forms of bills then the contractor shall use the said forms of bills alone especially when the said forms are available at the KMC office on payment. Payments of bills (and/or refunds of Earnest Money Deposit) will as rule is made only by Cheque. Every effort will be made to make payments of bills within two weeks after the period of supply. Provided the claim is preferred without delay.
22. Requisitions and letters sent to the Contractor will be sent to his address as given in his tender and any change of address must be notified to the Director (IT), Coordination & Admin, whose acknowledgement must be obtained unless the advice is sent by registered post.
23. All rejected material shall be removed by the contractor from the KMC not later than 48 hours of the intimation of rejection.
24. Materials are to be delivered by the Contractor at his own expense on the places of KMC mentioned in the Purchase Order or in the Requisition.



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25. The material, wherever their delivery is ordered, shall be laid down in regular order by the contractor's workmen for the convenience of weightment or measurement without any excess charges on this account and no delivery of materials is to be made on a Friday and Bank holidays except on written requisition to that effect.
26. The Contractor shall give timely Notice of every intended delivery failing which they will be answerable for any damage to or loss of materials, which may arise for want of proper shelter or protection and the value of the said damage, shall be recoverable from the Contractor.
27. The quantities and figures given in the Tender Schedule of supply are not final and conclusive but are inserted to give a rough idea of the quantities likely to be required during the period of the Contract. The KMC does not bind them to order the full quantity of the said articles but without prejudice to their right aforesaid KMC Do not bind it to purchase any quantities. In case, the "**Competent Authority**" of KMC does not terminate the Contract, the contractor shall be bound to supply up to 25% in excess of the quantities stated in the schedule. It shall however be optional with the contractor to supply any of the schedule articles in excess of the above limits during the continuance of this contact and in case of such excess supply to the Contractor shall be paid therefore according to the rates entered in the schedule provided that the total amount of the Contract shall not thereby exceeded by more then 25% in the aggregate.
28. The contract shall not necessarily come to an end at the close of the prescribed period, but shall be liable to termination at any time thereafter at the option of either party by the service of one week's notice on the opposite party.
29. Any dispute of whatever nature (including the interpretation of this or any other relevant documents) arising under this contract, shall be referred to the sole arbitration of the Administrator, Karachi Metropolitan Corporation whose decision shall be final and binding on the parties.

Signature of Tenderer: _____
With official seal

Dated: _____

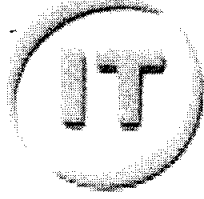


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INFORMATION TECHNOLOGY DEPARTMENT

KARACHI METROPOLITAN CORPORATION (DEFUNCT CDGK)
2nd Floor (Front Right Wing), CIVIC CENTER, GULSHAN-E-IQBAL, KARACHI

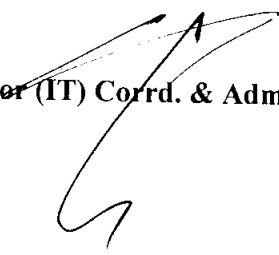
Ref No: KMC/ Director (C&A)/IT/ 2014/191

Dated: 11/4/2014.

Order :

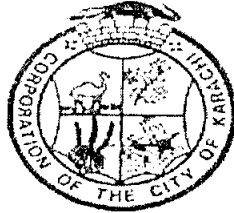
With the approval of the Competent Authority, Purchase / Technical Evaluation Committee comprising the following officers has been constituted for the Tender "Purchase of Computer Stationary & allied accessories for Information Technology, KMC for the year 2013-14" :-

1. Mr. Muhammad Masood Alam Senior Director (IT), KMC (Chairman)
2. Mr. Kamal Ahmed Siddiqui Director (IT), KMC (Convenor)
3. Mr. Muhammad Abdul Nasir Director (SWD), IT, KMC
4. Mr. Shahabuddin Sabir Director, Public Relation Department, M.D.A.
5. Mr. Agha Nafees Executive Engineer, Lyari Development Authority


Director (IT) Corrd. & Admin

Copy to:
Senior Director (IT), KMC

Copy to All concerned.



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INFORMATION TECHNOLOGY DEPARTMENT

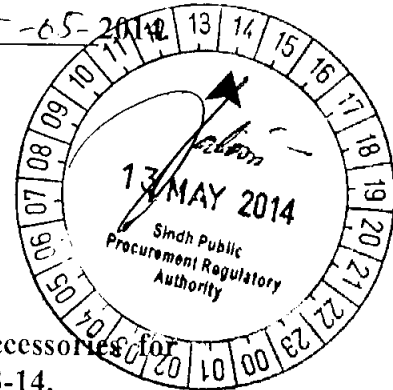
KARACHI METROPOLITAN CORPORATION (DEFUNCT CDGK)

2nd Floor (Front Right Wing), CIVIC CENTER, GULSHAN-E-IQBAL, KARACHI

No. KMC/IT/Sr. Director/2014/239

Dated: 05-05-2014

Manager (CB)
Sindh Public Procurement Regulatory Authority (SPPRA),
Govt. of Sindh,
Barrack # 8, Sindh Secretariat No. 4-A, Court Road,
Karachi.



Sub: Tender for "Purchase of Computer Stationary & allied accessories for Information Technology Department, KMC" for the year 2013-14.

With reference to the above mentioned tender, you are requested to arrange for placing the following documents on SPPRA Website at the earliest :-

1. Bidding Documents as per Rule 21 (4) SPP Rules - 2010 (amended 2013)
2. Notification of Procurement committee in terms of Rule -7 of SPP Rules, 2010.

Director (IT) C&A

Copy for information to the:

- Senior Director (IT), KMC.
- M.D. Sindh Public Procurement Regulatory Authority, Karachi with a request to place it on SPPRA website/portal
- Addl. Director, Web Section, Administrator Secretariat, KMC with a request to place it on KMC web portal.
- Master File

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NOTE SHEET

Paras

(01)

Reference

Sub: Approval for the Constitution of a Procurement Committee as per SPPRA Rules-7 for the tender "Purchase of Computer Stationary & allied accessories for Information Technology Department, KMC for the year 2013-14".

A purchase committee to be constitute as per SPPRA Rules-7 (Constitution of a Procurement Committee) the tender "Purchase of Computer Stationary & allied accessories for Information Technology Department, KMC for the year 2013-14".

The name of the proposed Purchase /Technical team as follows:

Members from the Procuring Agency:

1. Mr. Muhammad Masood Alam, Sr. Director (IT), KMC
(Chairman)
2. Mr. Kamal Ahmed Siddiqui, Director (IT), KMC
(Convener)
3. Mr. Muhammad Abdul Nasir, Director (SWD), IT, KMC

Members from other Procuring Agency or Department :

4. Shahab uddin Sabir, Director, Public Relation Deptt, M.D.A.
5. Agha Nafees, Executive Engineer, L. D. A.

It is stated that approval of the Head of the Department is required as per SSPRA-Rules -7 to constitute a Purchase committee as mentioned above at Para 1-3/n.

Director (IT), Coord. & Admin

Senior Director (IT), KMC.

Plase 3/4 may be dg

in app

MC

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INFORMATION TECHNOLOGY DEPARTMENT

KARACHI METROPOLITAN CORPORATION (DEFUNCT CDGK)

2nd Floor (Front Right Wing), CIVIC CENTER, GULSHAN-E-IQBAL, KARACHI

Ref. No. KMC / IT/ Sr. Director /2014/256

Dated: 09-05-2014.

BID EVALUATION REPORT

(In Compliance of Clause 45 SPP Rules 2010)

1. Name of Procuring Agency: Information Technology Department, KMC.
2. Tender Reference No: KMC/ IT/ Sr. Director /2014/154, Dated: 24/03/2014
3. Tender Description/Name of work/item: "Purchase of Computer Stationary & allied Accessories for Information Technology Department, KMC for the year 2013-14".
4. Method of Procurement: Single Stage (One envelope)
5. Tender Published: Tender uploaded on SPPRA site bearing #19518, Dt: 25-03-2014 As per Rule 46 (1) of SPPRA 2010.
6. Total Bid Documents Sold: 02
7. Total Bids Received: 02
8. Technical Bid Opening date: (if applicable) N/A
9. No. of Bid technically qualified (if applicable): N/A
10. Bid (s) Rejected: N/A
11. Financial Bid Opening date 15/04/2014
12. Bid Evaluation Report:

SN	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejections	Remarks
0	1	2	3	4	5	6
01	M/s. Al-Malik & Sons	Rs.999,100/-	1st	Rs. 1,000,000/-	Through Competitive Bidding, Essential requirement for payroll & other offices of I.T.	
02	M/s. Asif Brothers	Rs.1,005,375/-	2nd	Rs. 1,000,000/-	Through Competitive Bidding, stood 2 nd as per bidding cost	



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KARACHI METROPOLITAN CORPORATION (DEFUNCT CDGK)

2nd Floor (Front Right Wing), CIVIC CENTER, GULSHAN-E-IQBAL, KARACHI

Name of Work "Purchase of Computer Stationary & Accessories for Information Technology Department, KMC for the year 2013-14"

This issued with the approval of the members of the procurement committee.

Members from Procuring Agency :-

Director (IT) SWD

Director (IT)
Coord. & Admin.
Convener

Sr. Director IT Department, KMC
(Chairman)

Members from Other Procuring Agency or Department :-

Director (Public Relation Department)
(Lyari Development Authority), (L.D.A.)

Executive Engineer
Lyari Development Authority (L.D.A.)