



No. SST/Admin / 28 /2016
SINDH SERVICE TRIBUNAL
Barrack No.21, Sindh Secretariat 4-A

Karachi dated the 5th January, 2016.

To

The Director Information (Advertisement)
Information Department,
Government of Sindh,
Karachi.

Subject: - PUBLICATION OF TENDER NOTICE IN THE NEWSPAPERS.

I am directed to enclose herewith a copy of Notice for inviting tender (NIT), with a request that the same may be published in well circulated newspapers of Sindhi, Urdu and English.

Copy of newspapers containing the advertisement may also be sent to this office, immediately after its publication.

(FAHEEM ALI)
REGISTRAR

✓ A copy of this letter alongwith copy of NIT are forwarded to the Managing Director, Sindh Public Procurement Regulatory Authority, Karachi with a request to hoist the same on Authority's website

ahmed ali
05/11/2016
(FAHEEM ALI)
REGISTRAR

6691
06-01-16



No. SST/Estb./T.N-1(1)/2016

SINDH SERVICE TRIBUNAL

Barrack No.21, Sindh Secretariat, Block 4-A,

Karachi, dated 5th January, 2016

TENDER NOTICE

Sindh Service Tribunal, invites following sealed as per Single Stage Single Envelop bids under the SPP. Rules, 2010 from interested bidders:-

| Sr. No. | Description | Tender documents issuance date | Bid submission and opening date and time | Tender fee | Bid Security |
|---------|---|---|---|----------------------------------|-------------------------------------|
| 1. | SUPPLY OF Two Digital Photocopier of latest design along with trolley (details in bidding documents) | From the date of publication up to <u>25-01-16</u> @ <u>2:00 p.m.</u> | From the date of publication (during office hours i.e. 08:00 a.m. to 03:00 p.m.)_up to <u>26-01-16 @ 12:00 p.m</u> and same will be opened on the same day at @ <u>02:00 p.m.</u> | Rs.500/- (non refundable) | 2.5% of the total amount of the bid |

- Tender documents can be collected from the office of Registrar, Sindh Service Tribunal, Barrack No.21, Sindh Secretariat 4-A, Karachi.
- Tender documents can be downloaded from SPPRA website www.pprasindh.gov.pk.
- The sealed tenders on the prescribed forms can be dropped in the Tender Box in the office of Registrar, Sindh Service Tribunal, Barrack No.21, Sindh Secretariat 4-A, Karachi.
- The tenders will be publicly opened in presence of the bidders or their authorized representatives who wish to be present.
- The bid shall comprise a single package. The envelopes shall be marked as "BID FOR SUPPLY OF TWO DIGITAL PHOTOCOPIERS OF LATEST DESIGN ALONG WITH TROLLEY" in bold and legible letters to avoid the confusion.
- In case of holiday. Tenders will be submitted/opened on the next working day as per given schedule.
- Bid security @ 2.5% of total amount of bid in shape of pay order in favour of Registrar, Sindh Service Tribunal, Karachi will have to be submitted along with the tender fee.
- All prices quoted must include any Taxes applicable, such as GST, Income Tax etc. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.

- The Sindh Service Tribunal, Karachi will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- The procuring agency reserves the right to reject all or any bid subject to relevant provisions of SPP Rules, 2010.


(Faeem Ali)
REGISTRAR



SINDH SERVICE TRIBUNAL

Barrack No.21, Sindh Secretariat, Block 4-A,
Karachi.

TENDER DOCUMENT FOR SUPPLY OF TWO
DIGITAL PHOTOCOPIERS IN KARACHI FOR
SINDH SERVICE TRIBUNAL

Tender NO. SST/EstB/T.N - 1(1)/2016

Tender Document Issuance Proforma

Name of Tender: Supply of Two Digital Photocopiers.

Official Address: Sindh Service Tribunal, Barrack No. 21, Sindh Secretariat, Block 4-A, Court Road, Karachi.

Date of Tender Issue/Closure: } from the date of publication of notice
Tender Submission Date and Time: } upto 26/01/2016

Bidding Process: Single Stage- One Envelope

Bid Validity: 90 working days from the date of submission of tender.

Bid Security: 2.5% of total amount of bid.

Cost of Bidding Documents: Rs. 500/-.

BID FORM

To,

The Registrar,
Sindh Service Tribunal,
Karachi.

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

We undertake, (if our Bid is accepted), to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 2.5% percent of the Contract Price for the due performance of the Contract in shape of pay order or demanded draft.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening and Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Date this _____ day of _____ 2016.

SIGNATURE
Company Name
and address along with
official Seal

Technical Specifications:-

| Sr. No. | Item | Quantity | Description |
|---------|--|----------|---|
| 1. | Digital Photocopier of latest design along with trolley, transportation and installation | 2 | Technology: Laser Single Component (Developer Less) Type: Desktop Copier Copy Speed: 22 CPM (Minimum) Continuous Copying: 1-999 Copies Work Load: 1,000 Copies per Day Memory Capacity: 32 MB Standard Original Copy Size: Max. A-3 Zoom Range: 25% - 400% Paper Feeding: 1 x 300 sheets + 100 Sheets Multiple Bypass Drum Life: Minimum 150,000 copies Toner Life: Minimum 9,000 copies per bottle OR Equivalent |

Eligibility of bidders / suppliers

- ✓ Registered with Sales Tax /GST
- ✓ Registered with Income Tax
- ✓ Turnover at least 3 years
- ✓ Experience minimum one year of supplying digital photocopier
- ✓ Attached relevant brochure
- ✓ Technical specification of product
- ✓ Quotation as per specification of tender documents
- ✓ 4 years relationship with OEM.
- ✓ Authorized distribution certificate.
- ✓ Minimum 02 years warranty
- ✓ Minimum one year free service

Note:

All charges should be included in the total bid price:

Above digital photocopiers will be supplied with transportation and installation by the successful bidder at Sindh Service Tribunal, Barrack No.21, Sindh Secretariat 4-A, Karachi as per specification mentioned in the bidding documents.

Tender No. _____

Name of company / Firm: _____

Financial Proposal

| Sr. No. | Item/Equipment | Qty. | Unit Cost (Rs.) with transportation & installation | Total Cost (Rs.) |
|---------|---|------|--|------------------|
| 1. | Digital Photocopier of latest design along with trolley | 1 | | |

Note: Bid security will be equivalent to 2.5% of the total bid cost.

Stamp and signature of the company/firm/authorized dealer

EVALUATION AND COMPARISON OF TECHNICAL AND FINANCIAL BIDS

Bidders who have been qualified on the basis of the preliminary evaluation shall be eligible for a detailed evaluation.

The Procuring Agency will evaluate and compare the bids that have been determined to be substantially responsive. The evaluation will be performed assuming the Contract will be awarded to the Lowest Evaluated Bid for the supply of digital photocopiers with tray.

NOTE :-

- Incomplete applications will not be considered.
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Affidavit: Firm / bidder has not been declared bankrupt while providing goods and services.
- Procuring Agency reserves the right to reject any or all proposals subject to SPPRA rules.
- Authority Letter is required from Principal Company for product and vendor authentication.
- The tender must be filled on prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
- Procuring Agency reserves the right to increase / or decrease the scope of work / number of items subject to SPPRA rules.
- Only companies registered with Sales Tax and Income Tax Departments shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.

Contacting the Procuring Agency.

Any effort by a bidder to influence the Procuring Agency in the Procuring Agency decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

Procuring Agency's Right to Reject the Bid.

The Procuring Agency reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder or any grounds for the Procuring Agency's action.

GENERAL TERMS AND CONDITIONS

(i) Bid Security

A bid security in the shape of a Bank Draft/Pay Order in favour of Registrar, Sindh Service Tribunal, Karachi equivalent to 2.5% of the total cost of bid should be submitted along with the tender. Bid security of unsuccessful bidder will be released as soon contract is awarded to successful bidder.

(ii) Performance Security

A performance security in shape of Bank Draft / Pay Order in favour of Registrar, Sindh Service Tribunal, Karachi equivalent to 2.5% of the total value of contract will be required to be submitted by successful bidder before placement of final contract.

(iii) Validity of the proposal

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal.

(iv) Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR)

(v) Withholding Tax, Sales Tax and other Taxes

The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the laws of Government of Pakistan and Government of Sindh, from all payments for services rendered by any responding organization who signs a contract with the Government. The Bidder will be responsible for all taxes on transaction and/or income, which may be levied by government. If bidder is exempted from any specific taxes, that it is requested to provide the relevant documents with the proposal.

(vi) OEM relationships & Warranties

- Digital photocopiers should have adequate onsite warranty.
- The equipment supplied should be through verifiable distribution channel in Pakistan.

(viii) Compliance to Specifications.

The Bidder to provide information as per (Annexure-A). Bidder should not propose any kind of refurbished equipment or components in their technical proposals.

(ix) Financial Capability:

The Bidder shall describe the financial position of his organization. Income Statement or Annual Report should be included in the Bidding Technical proposal.

(x) Penalty Clause

- It is of utmost importance that schedule to tender should be filled in very carefully and the instructions on which above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Performance Security will be forfeited in favor of Registrar, Sindh Service Tribunal, Karachi.
- The Bidder will provide an affidavit that the firm has not been entangled in litigation with any client during the last 02 years.
- The Bidder will provide an affidavit that the firm has never been blacklisted by any Government Department.

(xi) Delivery Time;

Within 1 (one) week after issuance of purchase order.

(xii) Payment Mode:

Payment to be made through Accountant General (Sindh) after 100% supply, Installation of Digital Photocopiers at the prescribed locations.

2. Instructions of Bidders.

(i) Communication:

Enquiries regarding this Tender shall be submitted in writing/ voice to:

Registrar, Sindh Service Tribunal,

Barrack No. 21, Sindh Secretariat Compound, Connaught Road, Karachi - 99202683

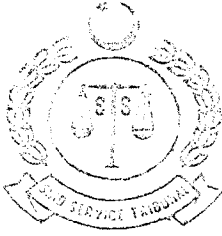
(ii) Mode of Delivery and Address:

Bids should be submitted at the address given below.

Registrar, Sindh Service Tribunal, Karachi,

Proposal shall be delivered in hard or e-copies so as to reach the address given above by the last date indicated. Proposals received by fax or email shall not be accepted.

| Sr. No. | Description of Procurement | Quantity | Estim unit |
|---------|---|----------|------------|
| 1. | Digital Multimeter of class design on a trolley, incorporation and installation | 02 | |



SINDH SERVICE TRIBUNAL

Banash No.21, Sindh Secretariat 4-A
Ph: 02199202683, Fax: 02199202155

Karachi, dated 5th December, 2015

ORDER

No. SST/Admn/ 27 /2015: In pursuance of Rule 31 of SPP Rules, 2010, the Honourable Chairman, Sindh Service Tribunal, has been pleased to constitute a Complaint Redressal Committee (CRC) for Procurement of Goods, Works and Services in Sindh Service Tribunal, with the following composition:-

- | | |
|---|----------|
| 1. Member-III, Sindh Service Tribunal | Chairman |
| 2. Representative of A.G. Sindh | Member |
| 3. An Independent profession from relevant Field and be nominated by Sindh Service Tribunal | Member |

TOR of the committee will be as under:-

TORs of the Committee are as provided under Rule 31 of SPP Rules, 2010 and to perform any other function ancillary and incidental to above.


(FAHEEM ALI)
REGISTRAR

A copy is forwarded for information and n/e to:-

1. The Accountant General Sindh, Karachi.
2. All Members of the Committee.
3. P.S. to Chairman, Sindh Service Tribunal.
4. Personal/Master file.

(AHMED MOOSA)
DEPUTY REGISTRAR

SINDH SERVICE TRIBUNAL, KARACHI

No. SST/Acctt./2015

Karachi, dated 7 January, 2015

ORDER

The Honourable Chairman, Sindh Service Tribunal in supersession of earlier order No.SST/ACCOUNTS/914/2014 dated 26th of November, 2014, has been pleased to approve and reconstitute the Procurement Committee for the Sindh Service Tribunal, under Rule 7 and 8 of the Sindh Public Procurement Regulatory Rules, 2010, comprising the following:-

1. Mr. Ameer Faisal,
Member, Sindh Service Tribunal Chairman
2. Mr. Farooq Azam Memon,
Member, Sindh Service Tribunal Member
3. Mr. Manzoor Ahmed Memon,
Section Officer (Judicial) Law Department,
Government of Sindh, Member

T. O. R

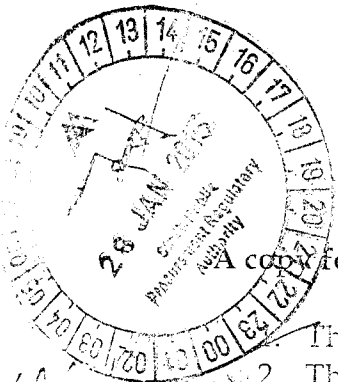
- 1) Preparing bidding documents;
- 2) Carrying out technical as well as financial evaluation of the bids;
- 3) Preparing evaluation report as provided in Rule 45 of SPP Rules, 2010;
- 4) Making recommendations for the award of contract to the competent authority; and
- 5) Perform any other function ancillary and incidental to the above.

A copy for information is forwarded to:-

1. The Secretary to Government of Sindh, Law Department, Karachi.
2. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
3. Officers Concerned
4. Office Order File

(MUHAMMAD ASLAM SAMMO)
ACTING REGISTRAR

(MUHAMMAD ASLAM SAMMO)
ACTING REGISTRAR



RECEIVED
28/1/15
Law Department

28-1-15