



Tender Notice

Provide & Supplies of Laboratory Equipments/Kits/Chemicals &
Computer Equipments and Furniture & Fixture

The Environmental Protection Agency, Sindh is executing a project having a title of "Strengthening Environmental Monitoring System in EPA" For the execution of project eligible Firms (registered with Sales Tax and Income Tax Authorities) Distributors / Suppliers to supply of **Laboratory Equipments/Kits/Chemicals & Furniture**, and Service, repair & maintenance, calibration and Standardization of lab equipment from authorized Dealers in Pakistan, **Computer Equipments and Furniture & Fixture**, are invited to participate in tender process.

The complete bidding dossiers for supply of lab equipments would be on "single stage two envelope" procedure upon payment of non refundable fee Rs. 1000/= only and for other office Equipments and Furniture & Fixture "one stage on one envelope" procedure upon payment of non refundable fee Rs. 500/= may be purchased by the interested bidders on the submission of written application to the undersigned from 25 February, 2016 till March 14, 2016 between office timing. The bid shall be accompanied with bid security @ 2% of the value of stores quoted will be required in the form of Pay Order/Demand Draft.

Tender Documents should be dropped at above address upto to March 14, 2016 12:00 pm and will be opened on the same date and venue at 12:30 pm in the presence of representatives who may care to attend. In case of any holiday the tender shall be opened / received on next working day at same place and time. Kindly submit 2 % Bid Security of total cost in form of Pay Order or Demand Draft in favor of Environmental Protection Agency, Sindh along with the tender Documents.

Kindly mention "Tender Number" at top left corner of the envelope. Environmental Protection Agency, Sindh may reject any bid subject to relevant provision of SPPRA Rules may cancel the bidding process at any time prior to acceptance of bid or proposal as per the said Rules.

Note:-

1. The successful bidders will have to manage the supply of item within four weeks of the receipt of supply orders on the place of delivery.
2. All relevant taxes or duties payable in connection with the import (if occur) of equipment / items will be paid by the bidders.
3. In case of any official holiday on the proposed date of bids opening, the bids will be opened on the next working day at the same time.

For queries and information, please contact to Admin & Finance.
Phone: 021-35065637 Fax: 021-35065940


Director
(Admin & Finance)

ANNUAL PROCUREMENT PLAN
(WORKS & GOODS)
FINANCIAL YEAR 2015-2016

STRENGTHENING OF ENVIRONMENTAL MONITORING SYSTEM IN EPA.

S. No.	Description of procurement	Quantity (where applicable)	Estimated Cost (where applicable)	Estimated total cost	Funds allocated	Source of Fund (ADP/ Non ADP)	Proposed Procurement method	Time of procurement
1.	Procurement of Furniture and Fixture		1,000,000	1,000,000		ADP	Single Stage One Envelop	Fourth Quarter of 2015-16
2.	Procurement of Office Equipments		1,000,000	1,000,000		ADP	Single Stage One Envelop	Fourth Quarter of 2015-16
3.	Supply of Stationary		500,000	500,000		ADP	Single Stage One Envelop	Fourth Quarter of 2015-16



GOVERNMENT OF SINDH
FOREST, ENVIRONMENT &
WILDLIFE DEPARTMENT

Karachi, dated the 03rd December, 2015

NOTIFICATION

NO.SO(E)V-65/15: In pursuance of rule-7 of SPPRA 2010 a Procurement Committee, comprising on the following is hereby constituted for procurement, executing & implementing the A.D.P. schemes of Environmental Protection Agency, Government of Sindh:-

- Director (Admin & Finance), Environmental Protection Agency Chairman
- Representative of Administrative Department Member
- Deputy Director (Technical), Environmental Protection Agency Member
- Representative of Finance Department (Not below the rank of BPS-18 Officer) Member
- Representative of Industry Department (Not below the rank of BPS-18 Officer) Member

The details of the A.D.P. schemes are as under:-

ADP SCHEME NO.	NAME	TOTAL COST (RS.IN MILLIONS)
350	Study of Environmental & Health impacts of pesticides and chemical fertilizer in Sindh Province	33 millions
351	Strengthening of Environmental Monitoring System in EPA	140 millions
352	Environmental Awareness & Education for Conservation and Protection of Natural and Ecological Resources of Sindh	115 millions

TOR's of the committee in observation of Rule 8 of SPPRA are as under:-

- Preparing bidding documents.
- Carrying out technical as well as financial evaluation of the bids.
- Preparing evaluation report as provided in Rule 45.
- Making recommendations for the award of contract to the competent authority.
- Perform any other function ancillary and incidental to the above.

-- RIZWAN MEMON --

Secretary to Govt. of Sindh

Karachi, dated 03rd December, 2015

NO.SO(E)V-65/15

A copy is forwarded for information & necessary action to:-

- 1) Secretary (Finance), Department Govt. of Sindh, Karachi.
- 2) Managing Director, SPPRA, Govt. of Sindh, Karachi.
- 3) The Accountant General Sindh, Karachi.
- 4) The Director General, Environmental Protection Agency, Sindh, Karachi.
- 5) The Chairman / Members of the Committee.
- 6) P.S. to Minister for Environment Department, Govt. of Sindh, Karachi.
- 7) P.S. to Secretary, Forest, Environment & Wildlife Karachi.
- 8) The DDO / Accountant Forest & Wildlife Department.

*Pl. proceed for further
action on priority*

Dir A/F

8/12

[Signature]

(SYED NISAR AHMED SHAIKH)
SECTION OFFICER (G)
For Secretary to Govt. of Sindh



Karachi dated 17th February, 2016

NOTIFICATION

NO.SO (E) V-65/16: In pursuance of Rule-7 of SPPRA 2010 a procurement committee comprising on the following is hereby constituted for procurement process under Rule-31 of Sindh Public Procurement Regulatory Authority Rules 2010 for Redressal of grievances and settlement of disputes:-

- | | | |
|----|--|----------|
| 1. | Additional Director General, EPA, Sindh. | Chairman |
| 2. | Representative from Accountant General Sindh. | Member |
| 3. | Independent professional from the relevant field
Concerning the procurement process in question,
to be nominated by the Director General of EPA Sindh. | Member |

The terms and references of the committee will be as under:-

- a) Prohibit the Consultant Selection Committee for procurement of Consultancy Services Procurement Committee for Goods and Non-Consulting Services from acting or deciding in a manner, inconsistent with procurement guidelines of World Bank.
- b) Annul in whole or in part, any unauthorized act or decision of the Consultant Selection Committee for procurement of Consultancy Services/procurement Committee for Goods and Non-Consulting Services and.
- c) Reverse any decision of the Consultant Selection Committee for procurement of Consultancy Services/procurement Committee for Good and Non-Consulting Services of substitute its own decision for such a decision that the Compliant Redressal Committee shall not make any decision to award the contract.

RIZWAN MEMON
SECRETARY TO GOVT. OF SINDH

Karachi dated 17th February, 2016

NO.SO (E) V-65/16

A copy is forwarded for information & necessary action to:

1. Secretary, Finance Department, Govt. of Sindh, Karachi.
- ✓ 2. Managing Director, SPPRA, Govt. of Sindh, Karachi.
3. The Accountant General Sindh, Karachi.
4. The Director General, Environmental Protection Agency, Sindh, Karachi.
5. The Chairman / Members of the Committee.
6. P.S to Minister for Environment Department, Govt. of Sindh, Karachi.
7. P.S to Secretary, Forest, Environment & Wildlife Department, Karachi.
8. The D.D.O / Accountant Forest & Wildlife Department.


(Syed Nisar Ahmed Shah)

Section Officer (G)

For secretary to Govt. of Sindh



**ENVIRONMENTAL PROTECTION AGENCY
GOVERNMENT OF SINDH**

Plot No. ST-2/1, Sector-23, Korangi Industrial Area, Shan Chowrangi, Karachi

TENDER NOTICE

**Provide & Supply of Laboratory Equipments / Kits / Chemicals
& Computer Equipments and Furniture & Fixture**

The Environmental Protection Agency, Sindh is executing a project having a title of "Strengthening Environmental Monitoring System in EPA". For the execution of project eligible firms (registered with Sales Tax and Income Tax Authorities) / distributors / suppliers to supply Laboratory Equipments / Kits / Chemicals & Furniture, and service, repair & maintenance, calibration and standardization of lab equipments from authorized dealers in Pakistan, Computer Equipments and Furniture & Fixture are invited to participate in tender process.

The complete bidding dossiers for supply of lab equipments would be on "Single stage - two envelope" procedure upon payment of non-refundable fee of Rs. 1000/- only and for other Office Equipments and Furniture & Fixture "one stage - one envelope" procedure upon payment of non-refundable fee of Rs. 500/- may be purchased by the interested bidders on submission of written application to the undersigned from 25th February, 2016 till March 14, 2016 during office timings. The bid shall be accompanied with bid security @2% of the value of stores quoted will be required in form of Pay Order / Demand Draft.

Tender documents should be submitted at the above address upto March 14, 2016 at 12:00 noon which will be opened on the same date and venue at 12:30 pm in presence of representatives of the tenderers who may care to attend. In case of any holiday the tenders shall be opened / received on the next working day at the same place and time. Kindly

submit 2% bid security of total cost in form of Pay Order or Demand Draft in favour of Environmental Protection Agency, Sindh along with the tender documents.

Kindly mention "Tender Number" at top left corner of the envelope. Environmental Protection Agency, Sindh may reject any bid subject to relevant provision of SPPRA Rules and may cancel the bidding process at any time prior to acceptance of bid or proposal as per the said Rules.

Note:

1. The successful bidders will have to manage the supply of item within four weeks of the receipt of supply orders on the place of delivery.
 2. All relevant taxes or duties payable in connection with the import (if occur) of equipments / items will be paid by the bidders.
 3. In case of any official holiday on the proposed date of bid opening, the bids will be opened on the next working day at the same time.
- For queries and information, please contact to Admin & Finance,
Phone: 021-35065637, Fax 02135065940.

**Director
(Admin & Finance)**

INF-KRY No. 490/16



Phone: 021-35065950
Fax: 021-35065940

ENVIRONMENTAL PROTECTION AGENCY
GOVERNMENT OF SINDH
*PLOT No. ST-2/1, Sector – 23, Korangi Industrial
Area, Shan Chowrangi, Karachi*

“SINDH ENVIRONMENTAL PROTECTION AGENCY”

BIDDING DOCUMENT



FOR

1. PROCUREMENT OF FURNITURE AND FIXTURE
2. HIRING OF VEHICLES
3. PROCUREMENT OF OFFICE EQUIPMENTS
4. **SHORT DOCUMENTARY**
5. SUPPLY OF STATIONERY.

REFERENCE# _____

ADP Project

**“Environmental Awareness & Education
for Conservation And Protection of Natural
and Ecological Resources of Sindh”**

From:

Environmental Protection Agency
Government of Sindh , Karachi

To:

Cell no:

INVITATION TO TENDER NO. _____

- 1) You are hereby invited to submit your tender for the articles as per specifications and condition of schedule given in the Tender subject.
- 2) The contract resulting from this invitation to tender shall be governed by the SPP Rules, 2010 (amended 2013).
- 3) The tenderer quoting against this invitation to Tender shall be deemed to have read and understood the conditions there in and particulars of the goods and their specifications etc.
- 4) The tenderer shall quote on the prescribed schedule to this invitation to Tender, on the basis indicated therein and shall sign the certificate given therein. In case there is any deviation, it should be clearly stated by the tenderer, otherwise it will be presumed that offer is strictly in accordance with the requirements of the tender notice.
- 5) In the case of offers for supply of goods/articles from within the country, price quoted shall be inclusive of all taxes (present & future) duties and charges for packing, marking, handling etc.
- 6) The goods are required for delivery as stated in the schedule. If, however, it is not possible to give delivery by the specified date, the tenderer shall give guaranteed date by which he can deliver the goods.
- 7) Failure to submit the tender in the manner prescribed in the invitation to Tender, will render the same liable to be ignored.
- 8) The purchaser does not pledge himself the right of accepting the full or part quantity, offered & tenderer shall supply the same at the quoted rate.

Instructions to bidders

Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

Documents Comprising the Bid

The bid prepared by the Bidder shall comprise the Bid Form and a Price Schedule completed, documentary evidence established that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted, documentary evidence that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and bid security furnished

Eligible Bidders

This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2010. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids. Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh. Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization.

Eligible Goods and Services

All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPP Rules, 2009 and its Bidding Documents, and all expenditures made under the contract will be limited to such goods and services. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially- recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

The origin of goods and services is distinct from the nationality of the Bidder.

Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Clarification of Bidding Documents

A interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.

Bid Form

The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

Bid Prices

The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected

Bid Currencies Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

Documents Establishing Bidder's

The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

Eligibility and Qualification

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.

The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency's country;
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the goods;
- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and
- (c) an item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

Bid Security

The Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture

The bid security shall be in Pak. Rupees and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (28) days beyond the validity of the bid; or
- (b) irrevocable encashable on-demand Bank call-deposit.

Any bid not secured will be rejected by the Procuring agency as nonresponsive,

Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (28) days after the expiration of the period of bid validity prescribed by the Procuring agency.

The successful Bidder's bid security will be discharged upon the Bidder signing the contract, and furnishing the performance security,

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 or
 - (ii) to furnish performance security.

Period of Validity of Bids

Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency,. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing . The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

Format and Signing of Bid

The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

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

The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

Submission of Bids

Sealing and Marking of Bids

The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall:

- (a) be addressed to the Procuring agency at the address given in the Bid Data Sheet; and
- (b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet,

The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

If the outer envelope is not sealed and marked as required by Procuring agency will assume no responsibility for the bid's misplacement or premature opening.

Deadline for Submission of Bids

Bids must be received by the Procuring agency at the address specified no later than the time and date specified in the Bid Data Sheet.

The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency will be rejected and returned unopened to the Bidder.

Modification and Withdrawal of Bids

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

No bid may be modified after the deadline for submission of bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Opening and Evaluation of Bids

The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

The Procuring agency will prepare minutes of the bid opening.

Clarification of Bids

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.

Preliminary Examination

The Procuring agency will 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.

Arithmetical errors will be rectified on the following basis. 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. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

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.

Prior to the detailed evaluation the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, 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 Bid Security, Applicable Law, and Taxes and Duties, will be deemed to be a material deviation. 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.

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

Evaluation and Comparison of Bids

The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive

The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted, one or more of the following factors as specified in the Bid Data Sheet:

- (a) incidental costs
- (b) delivery schedule offered in the bid;
- (c) deviations in payment schedule from that specified in the Special Conditions of Contract;
- (d) the cost of components, mandatory spare parts, and service;
- (f) the projected operating and maintenance costs during the life of the equipment;
- (g) the performance and productivity of the equipment offered; and/or
- (h) other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

For factors retained in the Bid Data Sheet, one or more of the following quantification methods will be applied:

- (a) Incidental costs provided by the bidder will be added by Procuring agency to the delivered duty paid (DDP) price at the final destination.
- (b) Delivery schedule.
 - (i) The Procuring agency requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery "adjustment" will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery. or
 - (ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements. or

(iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage of DDP price per week of variation from the specified delivery schedule.

(c) Deviation in payment schedule.

(i) Bidders shall state their bid price for the payment schedule. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder.
Or

(ii) The SCC stipulates the payment schedule offered by the Procuring agency. If a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum.

Contacting the Procuring agency

No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

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.

Award of Contract

The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

Procuring agency's Right to Vary Quantities at Time of Award

The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

Procuring agency's Right to Accept any Bid and to Reject any or All Bids

The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

Notification of Award

Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of the performance security the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security,

Signing of Contract

At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

Performance Security

Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.

Failure of the successful Bidder, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

Corrupt or Fraudulent Practices

The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution;

and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Procuring agency of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

ENVIRONMENTAL PROTECTION AGENCY, GOVERNMENT OF SINDH
KARACHI

(BID DATA SHEET)

Tender Inquiry No. _____

1.	Language of bid	English
2.	Estimated cost	Rs.
3.	Bid security	%
4.	Performance security	10%
5.	Procedure for evaluation of bid	Single stage one envelope
6.	Schedule of issuance of bidding documents	from _____ upto _____
7.	Date & Time of receipt of Tender	_____ upto _____ hrs
8.	Date & Time of opening of Tender	_____ upto _____ hrs
9.	Place of Opening Tender.	Office of the _____, Environmental Protection Agency, Karachi
10.	Bid Validity period.	90 days
11.	Name of consignee	Office of the _____, Environmental Protection Agency, Karachi
12.	Eligibility criteria	Registration with all Tax Authorities i.e. Income Tax, Department (NTN copy) etc Bid must be accompanied by manufacturer's authorization letter from principal (sample attached at Annex-) Copy of CNIC & income tax return of last three years Undertaking on stamp paper that firm/supplier is not involved in any litigation, departmental rift, abandoned or unnecessary delay in supply of order The application shall accompany of tender fee of Rs. 2000/- for purchase of bidding documents 2% bid security shall be submitted in the shape

		<p>of call deposit issued from scheduled bank</p> <p>Certificate of bank showing credit worthiness along with current bank statement.</p> <p>Affidavit to the effect that firm has not been black listed previously.</p> <p>Affidavit to the effect that all documents /particulars/information furnished are true and correct</p>
	Bid evaluation criteria	On the basis of specifications of the each item mentioned in the Schedule of Requirement.
12	Clarification of bids	According to the rule-23 of SPP Rules, 2010 (amended 2013)
13	Percentage if any to be deducted from bills	10%
14	Time for completion from written order of comm	03-months
15	Liquidity damages	5% of estimated cost

TENDER NO: _____

SPECIAL CONDITIONS:

1. Rate should be quoted both in figures and words, on free delivery at consignee's address and as per schedule attached at annexure.
2. The delivery of items are required immediately, Tenderer be able to supply the equipment with own expenses & in the period specified in the supply order.
3. Conditions as per tender notice NO: _____ will remain valid. However Office of the _____ Environmental Protection Agency, Karachi reserve the right to extend date, time of bid, opening or receiving the bids and to purchase all or part of stores under the tender.
4. All bidders shall be required to deposit bid security equivalent to ____% of the value of their offer with their tender in the form of call deposit/pay order in favour of Office of the _____ Environmental Protection Agency, Karachi . In case of less deposit of earnest money the tender will not be entertained and treated as cancel.
5. The successful tenderers shall have to deposit, security deposit (10%) of the value of the contract.
6. Any cutting/correction in bid form will make the quotation invalid.
7. The bidder shall mention validity of offer, terms of payment, voluntary period and Schedule of delivery.
8. The Procuring Agency, reserves the right to obtain clarification from any bidder, in respect of item quoted by him. The replies by the bidder will be recorded and will form part of bid document.
9. Supply order/contact will be issued subject to the availability of funds.
10. The payment shall be made / released to the firms against the supply of the items / consignment in full after inspection report ensuring that the items / consignment are according to the specification.
11. The contracting firms will be treated under the relevant clauses of SPP Rules 2010, accordingly, in case of failure in supply of stores
12. The evaluation will be based on the name specification.
13. The tenderers shall sign the below mentioned certificates while quoting their rates failing which the tender/offer is liable be considered NO RESPONSIVE.
14. The bid documents should be properly sealed and tender No. and date of opening may be indicated on the envelope.
15. Price must be quoted in Pak currency per accounting unit.
16. Bid must be supported with relevant literature etc. and country of origin make, brand should be recorded on bids against the item.
17. The firms participating in the tender must be registered with relevant TAX and should mention their sale tax registration No. along with copy of registration certificate in case of offering the tender for instruments & equipment.
18. Breakage/leakage during transport is the responsibility of supplier.

19. The payment will be made to the supplier after deduction of 3.5% Income Tax on each supply on production of receipt/certificate to the effect that the items received by the respective officer, to whom supply order is made.
20. All the rates quoted must be inclusive of all the taxes imposed by the Government, from time to time i.e. GST etc. (present & future) in case may be.
21. Upon shipment, the Supplier shall notify the Procuring agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring agency:
 - (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
 - (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
 - (iii) insurance certificate;
 - (iv) Manufacturer's or Supplier's warranty certificate;
 - (v) inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and
22. After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's warranty obligations
23. In partial modification of the provisions, the warranty period shall be 12-months from date of acceptance of the Goods or 12 months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:
 - a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests,
or
 - b) pay liquidated damages to the Procuring agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 5% of the contract.
25. Payment shall be made in Pak. Rupees in the following manner:
 - (i) Advance Payment: Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the bidding documents or another form acceptable to the Procuring agency.
 - (ii) On Shipment: Eighty (80) percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents
 - (iii) On Acceptance: Ten (10) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Procuring agency.

Payment of local currency portion shall be made in [currency] within thirty (30) days of presentation of claim supported by a certificate from the Procuring agency declaring that the Goods have been delivered and that all other contracted Services have been performed.

(iv) 100% of the Contract Price on complete delivery of store within thirty (30) days on submission of claim supported by acceptance certificate from procuring agency declaring Goods have been delivered and that all contracted services have been performed.

(v) Part payment on part supply may be allowed

26. In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the existing law of arbitration in Pakistan.

REF: _____

Dated

WE GUARANTEE TO SUPPLY THE STORES EXACTLY IN ACCORDANCE WITH THE REQUIREMENTS SPECIFIED IN THE INVITATION TO THIS TENDER.

SIGNATURE OF TENDERER

DESIGNATION. _____

Name & address. _____

NOTE: Above agreement may also be signed separately on stamp paper worth Rs:100/- duly attested by the Oath Commissioner.

Bid Form and Price Schedules

Date: IFB No: _____

To: Office of the _____ Environmental Protection Agency, Karachi

Gentlemen and / or ladies:

Having examined the bidding documents including Addenda Nos [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of requirements.

If our Bid is accepted, we will obtain the guarantee of bank in a sum equivalent to _____ percent of the contract price for the due performance of the contract, in the form prescribed by the Procuring Agency.

We agree to abide by this Bid for a period of (number) days from the date fixed for Bid opening, 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 and your notification of award, shall constitute a binding contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Propose of Commission of gratuity
_____	_____	_____
<small>(if none, state "none")</small>		

We understand that you are not bound to accept the lowest or any bid you may receive. Eligibility for the Provision of Goods, Works 24 and Services in Bank Financed Procurement Dated this _____ day of _____ 20_____

[signature] [in the capacity]
Duly authorized to sign Bid for and on behalf of

Bid Security Form

Whereas [name of the Bidder](hereinafter called “the Bidder”) has submitted its bid dated [date of submission of bid]for the supply of [name and/or description of the goods](hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE [name of bank]of [name of country], having our registered office at [address of bank](hereinafter called “the Bank”), are bound unto [name of Procuring agency](hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency upto the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both ofthe two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ between [name of Procuring Agency]of [country of Procuring agency](hereinafter called “the Procuring agency”) of the one part and [name of Supplier]of [city and country of Supplier](hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [brief description of goods and services]and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) the Bid Form and the Price Schedule submitted by the Bidder;
 - b) the Schedule of Requirements;
 - c) the Technical Specifications;
 - d) the Special Conditions of Contract; and
 - e) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by the ----- (for the Procuring agency)

Signed, sealed, delivered by the----- (for the Supplier)

Performance Security Form

To: [name of Procuring agency] WHEREAS [name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [reference number of the contract] dated _____20_____ to supply [description of goods and services] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____20_____.

Signature and seal of the Guarantors
[name of bank or financial institution]
[address]
[date]

Bank Guarantee for Advance Payment

To: [name of Procuring agency]

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, [name and address of Supplier](hereinafter called "the Supplier") shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

We, the [bank or financial institution], as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding [amount of guarantee in figures and words].

We further agree that no change or addition too other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors
[name of bank or financial institution]
[address]
[date]

ANNEXURE A (i) :

SCHEDULE OF REQUIREMENT

Sr.#	Item	Description/specification	Quantity
1.	Set of Work Station for one person a. Work Station Top Folding type with Angle Iron Brackets with Powder Coating b. Moveable Draws Cabinet. With 3 Draws channel, Fixing each Draws Lock, 4 Caster, Draws channel, Fixing, Draws Lock, 4 Caster	size 4' x 2' MDF, Lamination Sheet 3/4" Front & Two side 1 1/2 L-16" D-18" H-24" With 3 Draws channel, Fixing each Draws Lock, 4 Caster" with Lipping Cover. (1 1/2"x 1 1/2" 1 1/2' x 1 1/2')	
2.	2 to 3 Rows Wooden Racks with open front and door	MDF Lasani 3/4 Lamination Sheet size 6 1/2 X3 Top Open with 2 Shelves (Half cover with Door & Lock, One Shelve) Front Lipping Covered. Height 78 inches, Width 36 Inches, and Depth 12 inches.	
3.	Office Chairs(Officers + Meeting Table)	Master Chairs or Equivalent.	
4.	Visiting Chairs For Reception & Office	Master Chairs or Equivalent.	
5.	Meeting Tables(wooden) for 12 persons rectangular shape	Table size 10'X4' Oke board winner sheet wood structure pertal frame & polish.	
6.	Office Table with Side Table	Office Table Size 54" X 27" 3" Border Wood Okecolour, Center MDF Lasani size 21" X 48" Table frame 2" X 2" W/L 18G or 16G colour coating APS = 16" X 44" MDF Lasani Top to Botom. Side Table Size 36" X 16" side 1/4" wooden gola, front face gola wood 1 1/2" Draw 10 No size L=36" W=16 H=10 1/2 with High quality chenel MS Pipe fram 1"X1" with colour coating	
7.	Sofa Set of Single Seater with Arms of 4 Pcs	Molty Foam 10 years Warranty with Cloth covering or equivalent	
8.	Center Table for Sofa Set	Wooden good quality 4' X 2'	
9.	STEEL ALMIRAH	78"X35"X19"1with Loc	
10.			

11.	ASSTT.TABLE	4'x30"x30"	
12.	SEMINAR CHAIR	22"X16"X18"	
13.	CUSHION ARMED CHAIR	21"x17x19"	
14.	SPL.CUSH.ARMED CHR.	22"X18"X19"	
15.	REV&TILT.ARMED CHR	22"X20"X16"	
16.	EXECUTIVE TABLE	6'x 3'x 2'-6"	
17.	EXECUTIVE TABLE	6'x 4'x 2'- 6"	
18.	EXECUTIVE TABLE	7'x 4'x 2'- 6"	
19.	EXECUTIVE TABLE	8'x 4'x 2'- 6"	
20.	SIDE UNIT OF EXE.TAB.	3'X1«X2«'	
21.	SIDE UNIT OF EXE.TAB.	4'X1«X2-'	
22.	FULL SEC.TABLE	5'X 3'X 2'-6"	
23.	SOFA SINGLE	2«x2-«'X 1-«/2'9"	
24.	CENTRE TABLE OF	3'x16"x1'-6"ht	
25.	HIGH STOOL	15"x12"x2',	
26.	DRESSING STOOL + CUSHION SEAT		
27.	DINING CHAIR	16"x15"x15"	
28.	NOTICE BOARD	3'x 2'x 3"	
29.	NOTICE BOARD	4'x 3'x 3"	
30.	LONG SOFA(3 SITTER)	5«x2-«'x1-«'	
31.	COMPUTER TABLE.	3'x2'x30",	
32.	PRINTER TABLE	30"X2'X30"	
33.	DRAWER UNIT	14"x2'x30",	
34.	RACKS OPEN ALL SIDES	6'X3'X18"	
35.	ASSTT.TAB.,WITHOUT DR WAT-7	3'X2'X30"	
36.	SPL.TYPE CUSH.CHAIR WCS- 1 (B)	22"X18X19"	

ANNEXURE A (ii):

The vehicle must have be paid all taxes. The make of vehicles should be a Toyota, Honda, Suzuki, Ford, etc and the model must be of 2014 or later. However if the tenderer is intended to provide a new vehicle, he can also participate in the tendering process but has to provided the vehicle within a period of 15 days from the date of allotment of tender with all the required documents. The tenderer must not have defaulted from Government or any of its office in any way. A Certificate to that effect has to be attached with the tender from.

The maximum rates quoted can be as follows:

Sr.#	Description of vehicles All vehicles must be in good/running conditioned	Quantity	Rates per vehicles per day along with driver
1.	Sedan:		
2.	Double Cabin:		

3.	Hi-Roof (Having a capacity of 07 peoples):		
4.	Van (Having a capacity of 14 peoples):		

Note:

1. The vehicles may even be required to drop staff after 12 Midnight depending on the load work on that particular day.
2. The timing of drop of the staff may vary between 07 Pm to 12 midnight.
3. The drop facility of the staff should be door to door wise.
4. Rates must be inclusive all taxes.
5. EPA Sindh will not be responsible for any expenses related to Driver or vehicles.
6. The Technical envelope should contain technical formalities such as vehicles fitness certificate, registration documents (Each) and other necessary information as described in SPPRA Rules 2010.
7. The Financial quote should be vehicles and route wise on per day basis with fuel along with necessary information as required under rule 46 (1) of SPPRA -2010.
8. Any Effort by a bidder to influence the DPC decisions in respect of Bid Evaluation, or Contract award will result in therejection of the Bidder's Bid.

ANNEXURE A (iii)

Laptop Computers

- Processor - dual core 2.4 GHz+ (i5 or i7 series Intel processor or equivalent AMD)
- RAM - 8 GB
- Hard Drive - 128 GB or larger solid state hard drive
- Graphics Card - any with DVI support - desktop only
- Wireless (for laptops) - 802.11ac (WPA2 support required)
- Monitor - 23" widescreen LCD with DVI support - desktop only
- Operating System - Windows 7 Home Premium or Professional with Service Pack 1 or Apple OS X 10.10.3
- Warranty - 3 year warranty - desktop only
- Warranty - 4 year warranty with accidental damage protection - laptop only
- Backup Device - External hard drive, USB Flash Drive and/or DVD+/-RW drive
- *Please note: The extended warranties listed above must be added at the enhancement page when selecting your hardware for purchase.*

Minimum Specifications

The current *minimum* computer specifications to ensure the ability to run the basic software most end users operate is:

- Processor - dual core @ 2.4 GHz (Core Duo Intel processor or equivalent AMD)
- RAM - 4 GB
- Hard Drive - 120 GB 5400 RPM hard drive

- Wireless (for laptops) - 802.11g/n (WPA2 support required)
- Monitor - 19" LCD - desktop only
- Operating System - Windows 7 with Service Pack 1 or Apple OS X 10.8
- Backup Device - External hard drive, USB Flash Drive and/or DVD+/-RW drive

Desktop Computers

Recommended Configurations

We recommend systems that meet or exceed the following specifications:

Processor (CPU):	Intel Core i5-6xxx or equivalent
Operating System:	Microsoft Windows 10 Professional x64 SP1 (free via Dreamspark . Restrictions may apply.)
Memory:	8 GB RAM
Storage:	512 GB internal Solid State Drive (SSD) or 1 TB internal HDD
Sustainability	EPEAT Silver rating (preferably EPEAT Gold)
Monitor/Display:	24" " LCD monitor
Network Adaptor:	802.11ac 2.4/5 GHz wireless adaptor
Other:	Webcam, lock, external drive for backups

Minimum Requirements

We support the following minimum computer configurations.

Note: The following lists minimum requirements that allow for network connectivity and other basic functions. If you are planning on purchasing a new computer, please use the recommended configurations above.

Processor (CPU):	Intel Core i3-3xxx
Operating System:	Microsoft Windows 7 Professional x64 SP1. UMass Amherst IT recommends Windows 10 Professional. (Both can be obtained for free via Dreamspark . Restrictions may apply.)
Memory:	4 GB RAM
Storage:	500 GB internal hard drive
Monitor/Display:	15" LCD monitor
Other:	Dual-band WiFi-certified 802.11 a/g - compliant adapter

Fax Machine

TYPE	Desktop
Configuration	CCD
Scanning Method	

Print Method	Laser, electrostatic
COMMUNICATION	
Compatibility	ITU-T Group3, ECM
Modem Speed	33.6 Kbps - 2.4 kbps with automatic fallback
Coding Scheme	MH/MR/MMR
Transmission Speed	Approx. 3 seconds (A4)
Scan Speed	Approx. 3 seconds/page (A4)
Max TX Resolution	16 dots/mm x 15.4 lines/mm
Gray Scale/Halftones	64 levels
PAPER HANDLING	
Standard Paper Capacity	250 sheets
Max Paper Capacity w/Options	500 sheets
Automatic Document Feeder	Up to 50 sheets
Document Size	Max. 257 mm x 2000 mm Min. 128 mm x 148 mm
Effective Scanning Width	208 mm
DIALING CAPABILITIES	
One Touch Auto Dialer	40
Abbreviated Auto Dialer	300
Max Numbers Stored	340
Multi-Station Transmission	352
Program Keys	8
SECURITY / RELIABILITY	
Fax Access Code	Yes
Department Codes	No
User Authentication	No
Job Tracking	No
Misdial Prevention	Yes
Junk Fax Filter	Yes
E-mail Report	No
Verification Stamp	Yes
FEATURES	
Multi Access	Yes
Dual G3 Lines	No
Transmission Reservation	Yes
Job Build	Yes
Auto Fax/Tel Switch	Yes
Polling/Locations	Yes/352
Confidential TX/RX	Yes/10 mailboxes
Right Fax Server	No
MEMORY	
Std/Max Capacity	8-MB RAM/8-MB RAM
Std/Max Page Capacity*¹	480 pages/480 pages
Document Memory Backup	Standard, flash memory
Batch Files	No
Broadcasting	Sequential (170 dest)
Substitute Reception	Yes
Multicopy Quantity	99 copies
MULTIFUNCTION MODES	
Internet Fax/Scan-to-Email	Optional No

Network Printer	No
Network Scanner	No
CONNECTIVITY	
Operating System Support	Windows 2000, XP, Server 2003, Vista
Parallel Interface	No
USB Interface	Std 1.1 No
PC Fax/Print/Scan	Yes/Yes/Yes No
Network Interface	Opt Ethernet No
Interface Type	10/100BaseT No
LAN Fax/Print/Scan	Yes/No/No No/No/No
GENERAL	
Dimensions (W x D x H)	370 mm x 474 mm x 253 mm
Weight	9.3 kg
Power Requirements	AC 220V - 240V, 60 Hz
Power Consumption	
Max.	490 W
Sleep Mode	Approx. 2.4 Wh

Scanners

Scanner Type

- Flatbed color image scanner with Digital ICE™ Technologies for Film

Photoelectric Device

- Color Epson MatrixCCD™ line sensor

Optical Resolution

- 4800 dpi

Hardware Resolution

- 4800 x 9600 dpi with Micro Step Drive™ technology

Maximum Resolution

- 12,800 x 12,800 dpi with software interpolation

Effective Pixels

- 40,800 x 56,160 (4800 dpi)

Color Hardware Bit Depth

- 48-bits per pixel internal, 48-bits per pixel external (External bit depth is selectable to 48 bits depending on the image editing software.)

Grayscale Hardware Bit Depth

- 16-bits per pixel internal, 16-bits per pixel external (External bit depth is selectable to 16 bits depending on the image editing software.)

Optical Density

- 3.4 Dmax

Transparency Unit

- 2.7" x 9.3" Transparency Adapter built-in lid, 12 35mm negative, 4 35mm slide, 1 2-1/4", 6x12cm or 120/220 (medium format) capacity

Automatic Document Feeder

- 30-page Automatic Document Feeder; 3 ppm (monochrome) at 300dpi, 2 ppm (color) at 300 dpi; 17 lb. paper, 3" to 8.5" wide, 5" to 14" long

Buttons

- 4 buttons; Scan, Copy, E-mail, PDF

Maximum Read Area

- 8.5" x 11.7" (flatbed), 3.3" x 5" to 8.5" x 14" (ADF)

Light Source

- White cold cathode fluorescent lamp

Interface

- Hi-Speed USB 2.0

Scanning Speed

- 4800 dpi high-speed mode: Monochrome 16.96 msec/line; Full color 16.96 msec/line

Reliability

- MCBF - 36,000 cycles (carriage); 20,000 cycles (ADF load/eject)

Environment Conditions

- Temperature: Operating 410 F to 950 F (50 to 350C), Humidity: Operating 10% to 80%, storage 10% to 85% (no condensation)

Power Requirements

- Voltage: AC100 - 120V, Frequency: 50 - 60hz, Power Consumption: 20W

Windows Requirements

- IBM® compatible PC with Pentium® II equivalent or higher processor. USB: Windows 98 SE, Windows 2000 Professional, Windows Me or Windows XP Home Edition/XP Professional. Hi-Speed USB 2.0: Windows 2000 Professional or Windows XP Home Edition/XP Professional. 128MB RAM (512MB recommended for Digital ICE), 350MB of available hard disk space minimum (1GB recommended for Digital ICE), CD-ROM drive (4x or faster), available USB connection (Hi-Speed USB 2.0 recommend for optimum performance).

Macintosh Requirements

- iMac® or any G3 or later with built-in USB. USB: Mac OS X 10.2.x and OS 10.3.x. Hi-Speed USB 2.0: Mac OS X 10.2.7 or later. 128MB RAM (512MB recommended for Digital ICE), 450MB of available hard disk space minimum (1GB recommended for Digital ICE), CD-ROM drive (4x or faster), available USB connection.

Physical Dimensions

- Width: 10.71", Depth: 18.7", Height: 4.5", Weight: 8.8 lbs. (with TPU lid); Width: 12.6", Depth: 21.2", Height: 7.8", Weight: 10 lbs. (with ADF lid)

Software

- Adobe® Photoshop® Elements, ABBYY® FineReader® Sprint Plus OCR, Epson Creativity Suite, NewSoft&3153; Presto!® BizCard, Epson Scan with Epson Easy Photo Fix™ Technology

Warranty

- One year limited warranty in the U.S. and Canada

Stabilizer

Model	M-70
Features	Maunal Regulator
Product Detail	Switch -1 Meter

Input V	100
Watts	7000

ANNEXURE A (iv)

Brief Description of the Required Service

Development of a TV quality documentary that will provide complete information Environmental and Ecological Resources of Sindh. The video documentary must be able to bring out the following objectives :

- i) Effective Communication of the Documentary theme.
- ii) Telling the story of Natural and Ecological Resources of Sindh that how Natural and Ecological Resources help to conserve environment.
- iii) Community Development for Conservation of Natural and Ecological Resources.
- iv) Showing the linkage between Ecological Resources and Climate Change.
- v) Community Participation for Conservation of Natural and Ecological Resources possible outcomes on environment and livelihood of community as individual and province as a whole.
- vi) Natural and Ecological contribution towards Environment.
- vii) Awareness raising on the overall idea of conservation of Natural and Ecological Resources.

ANNEXURE A (v)

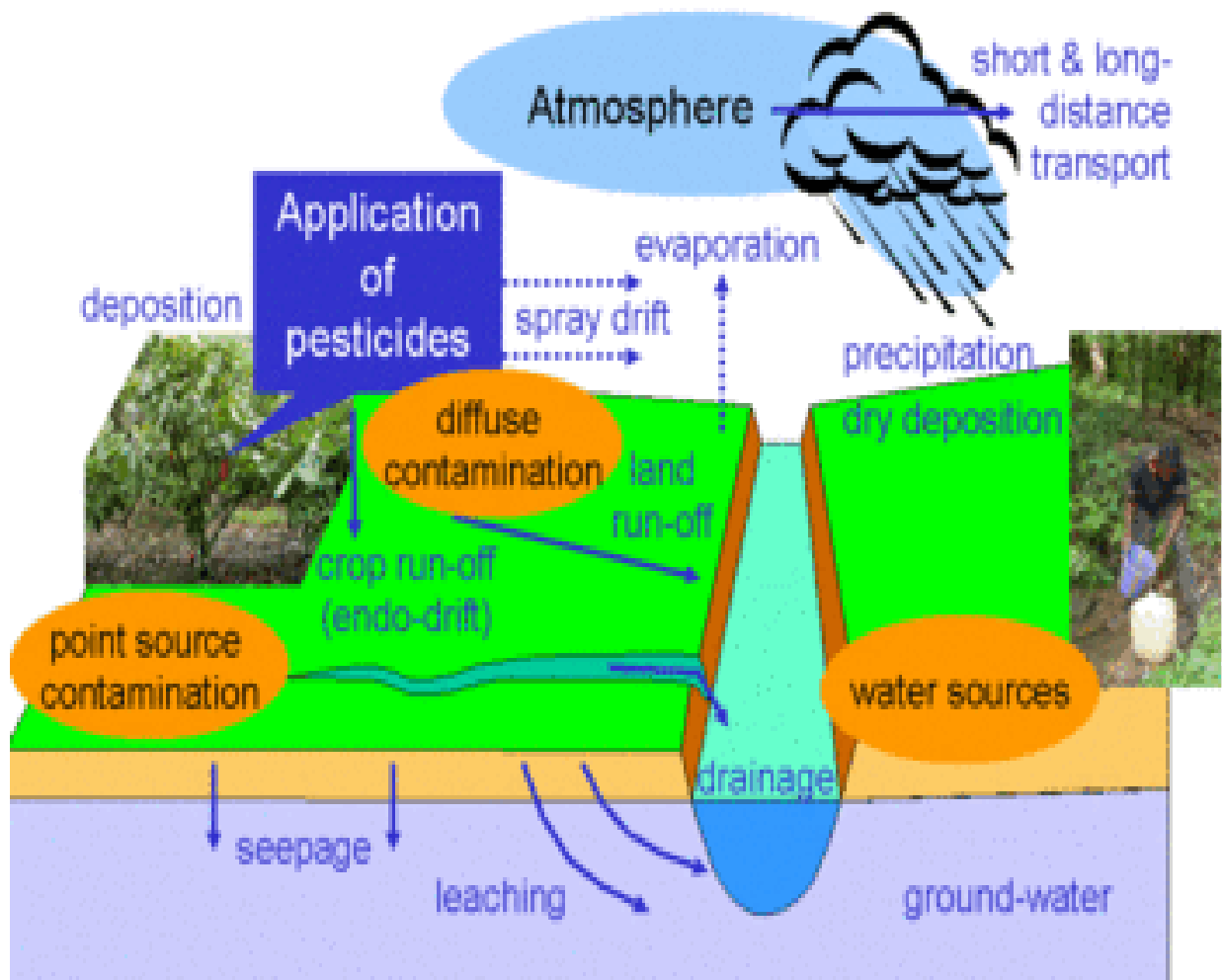
1. File Flat (SBP) A-4 Size 20,000
2. File Flat (BSC) A-4 Size 32,000
3. File Folder(SBP) A-4 Size 20,000
4. File Folder(BSC) A-4 Size 18,000
5. Flaps (SBP) 6,000
6. Flaps(BSC) 6,000
7. Paste Adhesive 142 grms 1,500
8. Pencil Lead
9. Desk Calendar Stand 400
10. Ball Point(Blue)
12. Ball Point(Black)
13. Ball Point(Black)
14. Ball Point(Red)
15. Ball Point(Red)
16. File Flat
17. Duplicating Paper (Legal Size 8½" x 13 ½") 100 Pkt
18. Wrapping Paper Brown 35"x47"(70 grms) 4,000 Sheets
19. Laser Paper Superior Type(Legal Size 8½" x 13 ½") 80 grams 500 Sheets Per Pkts. 2,000 Pkt
20. Laser Paper Superior Type(A-4 Size)80 grams 500 Sheets Per Pkts 18,000 Pkt
21. Tracing Paper(A-4 Size 8½" x 11 ¾")100grams (France) 500 Sheets Per Pkts 50 Pkt
22. Computer Paper (For Salary) 15"x 11" 500 Boxes
23. Computer Paper (For MSD) 9 ½"x 11" 2000 Sheets in One Box 200 Boxes

24. Paper Roll of 3 Ply (Color) 40 Rolls
25. Computer Paper 9 ½"x 5½" Salary 15 Boxes
26. Envelops(Brown) 6"x 3 ½" for dispensary 5,000
27. Envelops (Brown) for SBP(File Size 15"x 12") 2,000
28. Envelops (Brown) for BSC(File Size 15"x 12") 20,000
29. Envelops (Brown) for SBP(Half File Size 8"x12") 5,000
30. Envelops (Brown) for BSC(Half File Size 8"x12") 20,000
31. Envelops Brown for ERD(Half File Size 8"X12") 15,000
32. Window Envelop Brown for SBP(Size 6"X 3 ½") 22,000
33. Envelop(Brown) for SBP(Small Size 9 ½" x 4") 40,000
34. Envelop(Brown) for BSC(Small Size 9½" x 4") 50,000
35. Envelop(Brown) for SBP(Medium Size 11"x 15") 50,000
36. Envelop(Brown) for BSC(Medium Size 11"x 15") 50,000
37. Envelops White cloth line for ERD{Half File Size 12" x 10"} 15,000
38. Envelop(Brown) Window Type forSBP Size 9½" x 4" 20,000
39. Envelop(Brown) Window Type forSBP Size 11" x 5" 20,000



**Environmental Protection Agency
Government of Sindh**

**STUDY OF ENVIRONMENTAL & HEALTH IMPACTS OF PESTICIDES AND CHEMICAL FERTILIZER IN
SINDH PROVINCE**



REQUEST FOR PROPOSAL (RFP)

Documents issued to.....
.....on.....

INDEX

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Environmental Protection Agency Sindh, Government of Sindh

REQUEST FOR PROPOSALS

Consultancy Services for Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province

The Study is intended to examine the existing methods of manufacture, transportation, storage, usage and safety measures practiced by the manufacturer, distributors, Retailers and consumers of pesticides and fertilizers in order to identify the shortcomings and failures, by investigating the presence of pollutants in the soil, surface water, ground water and agricultural products. The study would also examine the effects of such pollution on human beings, wild life and livestock. The Consultant would further propose remedial measures and phase wise standard Operating Procedures to prevent such pollution. The study would also propose how to enhance awareness among stakeholders about hazards of excessive use of pesticides and fertilizers and the dangers of sub-standards and fake fertilizers. The study would also examine the existing legislation and propose modifications or fresh legislation to improve its enforcement.

Under the Project consulting firm will help / assist EPA Sindh to plan, prepares, and execute strategies to reduce agriculture pollution in the province effectively and efficiently.

1. BRIEF SCOPE OF WORK

The details of Terms of Reference for Consulting firm is as under:

The Consultant will examine the existing methods of manufacture, transportation, storage, usage and safety measures practiced by the manufacturer, distributors, Retailers and consumers of pesticides and fertilizers in order to identify the shortcomings and failures, by investigating the presence of pollutants in the soil, surface water, ground water and agricultural products. The Consultant would also examine the effects of such pollution on human beings, wild life and livestock. The Consultant would further propose remedial measures and phase wise standard Operating Procedures to prevent such pollution. The Consultant would also propose how to enhance awareness among stakeholders about hazards of excessive use of pesticides and fertilizers and the dangers of sub-standards and fake fertilizers. The study would also examine the existing legislation and propose modifications or fresh legislation to improve its enforcement.

The study will provide base-line information and integrated approach to take Environmental Planning and Management Initiative (EPMI) for minimization of negative impacts attributed to the use of pesticides to protect the crops from diseases and improved production, has resulted in major drawbacks to human health, particularly to the farming community in Sindh. This study will help in identifying issues and aspects which laid to the deterioration of the human health Environment through the use of Pesticides and Chemical Fertilizer in Sindh and restoration of this natural resources.

2. MODE OF ACCESS FOR REQUEST FOR PROPOSAL

This 'Request for Proposal (RFP) document' has been issued to all shortlisted bidders.

3. SUBMISSION OF DOCUMENTS

Sealed proposals should reach **Director (Admin & Fin)**, EPA Sindh at the address for communication not later than 11.00 hrs on 14-03,-2016. Technical Proposals shall be opened on the same day at 12.00 hrs in the presence of bidders/their representative who choose to be present.

The Condition regarding award of work are stipulated in this RFP document.

EPA Sindh, will not be responsible for any delay in receiving the proposals and reserves the right to accept/ reject any or all proposals by assigning any reason thereof as per SPP rules 2010. The consultancy firms will be selected as per the guidelines indicated in this RFP document.

5. ADDRESS FOR COMMUNICATION

Deputy Director (Admin & Fin)

EPA Complex, Plot No. ST-2/1, Sector 23 Second Chowrangi, Korangi Industrial Area, Karachi

Phone NO: 0213-5065620

Fax No. : 0213-5065940

LETTER OF INVITATION

No. _____
Date March , 2016

To, _____

Subject: Consultancy Services for Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province.

I am directed refer your application regarding above mentioned project and to inform you that Consultancy Services required for Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province.

2. A detailed description of the assignment and its objectives are given in the enclosed Terms of Reference (TORs).
3. You are hereby invited to submit Technical Proposal for Consultancy services for the above assignment, which would form the basis for a contract agreement between your firm and the EPA Sindh (Client) should your proposal is found to be the lowest evaluated proposal.
4. A firm will be selected in accordance with the Procedures and the method of selection mentioned in the Evaluation Criteria appended with the Data Sheet of the Consultancy Services for the Project.
5. To enable you to submit a proposal, EPA Sindh provides the following suggested information:

Section- I	Letter of Invitation
Section –II	Information to Firms
Section-III	Technical Proposal – Standard Forms
Section- IV	Terms of Reference
Section – V	Evaluation Criteria
6. In order to familiarize yourself with the project and to assess the extent of Services to be provided by your firm, you may wish collect information of the project, However, it should be clearly understood that any cost incurred by you for the Collection of preliminary information, preparation and submission of the proposal (s) or the subsequent clarifications required will not be reimbursed to you.
7. In the event that you desire additional information, EPA would endeavor to provide such information expeditiously if available with them but any delay in providing such additional information will not be considered as a reason for extending submission date of your proposal.
8. Your detailed Technical Proposal should be submitted (original and one copy) in sealed envelope to reach the office of the Director General, EPA Sindh, before 25-03 2013
9. A proposal will be treated as non-responsive and not considered for evaluation if any of the information requested in this letter of invitation is omitted or not complied and no proposal will be accepted upon expiry of deadline date and time.

(Irfan Ahmed Abbasi)
Director

INTRODUCTION

- 1.1 Technical Proposal is invited from competent / consulting firms/ companies registered with Registrar of Firms for the consultancy service of the project **‘Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province’**, as per terms of reference of the project.
- 1.2 The Inception report has to be submitted complete in all respect within One month from the signing of the agreement with the Consultant. After completion of the Report, intermittent inputs will be required from the Consultants in the form of assistance and coordination from its Financial & Legal Consultants, preparation of the bid documents, answering the technical queries and clarifying technical points that the prospective developer may raise and accomplishment of pre-construction activities.
- 1.3 A detailed description of the assignment and its objectives are given in the enclosed Terms of Reference (TORs).
- 1.4 In a case you are considered that you/your firm possesses the requisite experience and the capabilities required for undertaking the assignment and is not under a declaration of ineligibility or debarred from doing business with Government of Sindh you may submit a proposal in response to this invitation. The manner in which the proposals are required to be submitted, evaluated and accepted is explained in this ‘Request for Proposal’ (RFP) document.
- 1.5 You are encouraged to inform yourself fully about the assignment and the local Conditions before submitting the proposal by paying a visit to the Client and the project site, sending written queries to the Client, and attending a pre-bid conference on the date, time and venue specified in the Data Sheet. Please note that no cost of any such visit or queries is reimbursable.
- 1.6 It shall be deemed that by submitting a Bid, the Bidder has:
- (a) made a complete and careful examination of the Bidding Documents;
 - (b) received all relevant information requested from EPA Sindh;
 - (c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of EPA Sindh relating to any of the matters referred to in Clause 1.6 above;
 - (d) satisfied itself about all matters, things and information contained in this RFP hereinabove necessary and required for submitting Bid, execution of the Project in accordance with the Bidding Documents and performance of all of its obligations there under;
 - (e) acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the Procuring Agency, or a ground for termination of the Agreement; and
 - (f) agreed to be bound by the undertakings provided by it under and in terms hereof.

1.7 EPA Sindh shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP, the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by the Procuring Agency.

1.8 Financial Proposals of only those firms as are qualified in accordance with clause 6.3 hereof will be opened.

1.9 Please note that (i) costs of preparing the proposal, are not reimbursable irrespective of the outcome of the evaluation process; and (ii) EPA Sindh, is not bound to accept any of the proposals submitted and reserves the right to reject any or all proposals by assigning any reason(s) thereof as per provision of SPP Rules 2010.

1.10 The proposals must be properly signed as detailed below:

- i. by the proprietor in case of a proprietary firm
- ii. by the partner holding the Power of Attorney in case of a firm in partnership (A certified copy of the Power of Attorney shall accompany the proposal).
- iii. by a duly authorized person holding the Power of Attorney in case of a Limited Company or a corporation (A certified copy of the Power of Attorney shall accompany the proposal).
- iv. by the authorized representative in case of Consortium (A certified copy of the authorization shall accompany the proposal).

1.10.1 In case of Consortium of firms, the proposal shall be accompanied by a certified true copy of the Consortium agreement. The Consortium Agreement as applicable shall confirm the following therein:

- i. Date and place of signing;
- ii. Purpose of Consortium (must include the details of contract works for which the consortium has been invited to bid;
- iii. A clear and definite description of the proposed administrative arrangements for the management and execution of the assignment;
- iv. Delineation of duties, responsibilities and scope of work to be undertaken by each along with resources committed by each partner / member of the Consortium for the proposed services;
- v. An undertaking that the firms are jointly and severally liable to the Client for the performance of the services;
- vi. Duties, responsibilities and powers of lead firm;
- vii. The authorized representative of Consortium.

1.10.2 In case of Consortium, It is expected that the lead partner would be authorized to incur liabilities and to receive instructions and payments for and on behalf of the Consortium. For a Consortium to be eligible for bidding, the experience of lead partner and other partner should be as indicated in the enclosed Data Sheet.

1.10.3 Any alternative proposal, such as one by a firm in sole capacity and another in Consortium with another firm or as a part of 2 or more consortiums, will be summarily rejected. In such an event, all the proposals submitted by such firm and its Consortium or associate shall be rejected.

1.10.4 Where the Bidder is a Consortium, change in composition of the Consortium may be permitted by EPA Sindh during the Bid Stage, only where:

- (a) the Lead Member continues to be the Lead Member of the Consortium;
- (b) the substitute is at least equal, in terms of Technical Capacity and Financial Capacity, to the Consortium Member who is sought to be substituted and the modified Consortium shall continue to meet the pre-qualification/ short-listing criteria for Applicants; and
- (c) the new Member(s) expressly adopt(s) the Application already made on behalf of the Consortium as if it were a party to it originally, and is not an Applicant/Member of any other Consortium bidding for this Project.

1.10.5 Approval for change in the composition of a Consortium shall be at the sole discretion of EPA Sindh and must be approved by EPA Sindh in writing.

1.10.6 The modified/ reconstituted Consortium shall be required to submit a revised joint Bidding Agreement before the Bid Due Date.

1.10.7 The proposal of a firm is liable to be rejected if the firm makes any false or misleading statement in the proposal(s) without prejudice to the rights of EPA Sindh , to initiate further proceedings against the said Firm(s).

1.10.8 Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the draft Agreement shall have overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Agreement.

2. DOCUMENTS

2.1 To enable you to prepare a proposal, please find and use the attached Documents listed in the Data Sheet.

2.2 Firms requiring a clarification of the Documents must serve upon the Client, a request in writing, two days before the Pre bid conference date. Any request for clarification must be made in writing and sent to the Client's address indicated in the Data Sheet through courier or fax or email. The Client will respond in writing through fax or courier or email. Copies of the responses will be sent to all Consultants who get the RFP document.

2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a Consulting firm, modify the Documents by amendment. The amendment will be notified in writing through fax

or email to all consulting firms who got the RFP document and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals or change other specifications of the RFP which will be notified in writing through fax or email to all.

2.4.a At any time prior to the Proposal Due Date, The EPA Sindh may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP Document by the issuance of Addenda.

b. Any Addendum thus issued shall be sent in writing to all those who have shortlisted for the issuance of the RFP Document have duly intimated this fact to EPA Sindh giving their particulars including address for communication by fax (Registered Bidders). Bidders shall promptly acknowledge receipt thereof to EPA Sindh.

c. In order to provide the Bidders a reasonable time to examine the Addendum, or for any other reason, EPA Sindh may, at its own discretion, extend the Proposal Due Date.

3. PREPARATION OF PROPOSAL

Your proposal shall be prepared in two separate parts, each to be contained in a separate cover as follows:

Cover 1: Technical Proposal

Cover 2: Financial Proposal

3.1 Technical Proposal

3.1.1 The envelope containing Technical Proposal shall contain all the information in the format prescribed in **Appendix I**.

TECH-1	Technical Proposal Submission Form
TECH-2	<p>Consultant's <i>Specialization skills and access to particular technologies related to the assignment</i></p> <p>A. consultant's <i>Specialized skills with reference to TOR of the project</i></p> <p>B. Firm's Organization Strength in respect of physical assets and Technologies as per TOR of the Project</p>
TECH-3	<p>Experience: <i>Consultants' experience and past performance on similar contracts or assignments and in similar geographical conditions</i></p> <p>A. Firm's Organization</p> <p>B. Experience on assignments of similar nature completed in last ---years Consultant's Experience</p> <p>C. Scope, profile of staff engaged, duration, amount of the contract and firm's involvement.</p>
TECH-4	<p>Financial Capability: <i>Financial capability of the consulting firms may be evaluated with a view to ensuring that they can complete the assigned task in a timely manner;</i></p> <p>A. Income Tax Return of Firm.</p> <p>B. Average Annual Turnover of last five years.</p>
TECH-5	<p>Understanding of the Assignment: <i>Consultant's understanding of the assignment;</i> Comments of Suggestions on the Terms of Reference on Counterpart Staff and Facilities to be Provided by the EPA.</p> <p>A On the Terms of Reference</p> <p>B On the Counterpart Staff and Facilities.</p>

TECH-6	Proposed Methodology.; Description of the Approach, Methodology and work Plan for Performing the Assignment.
TECH-7	Quality Management: <i>Availability of a well-established Quality Management system may be taken into account for large and complex assignments</i> Team Composition and Task Assignments Curriculum Vitae (CV) for proposed Professional Staff. Staffing Schedule Work Schedule

3.1.2 While submitting the Technical Proposal, the firm shall ensure the following:

- (i) The composition of the proposed team and Task Assignment to individual personnel shall be clearly stated. Consultants shall make their own assessment of support personnel to undertake the assignment. Additional staff or personnel if required to complete the assignment in the prescribed time, must be provided, within the total estimated cost only. Client shall not be responsible for any wrong assessment by Consultants and shall not in any case bear any additional cost arising there from.
- (ii) No such key personnel shall be proposed for any position if the CV of the personnel does not meet the requirements of the TOR.
- (iii) The key personnel shall remain available for the period indicated in the TOR. An undertaking to this effect must also be submitted. It is further clarified that all the key personnel are required available for full assignment period of 09 to 12 months.
- (iv) No alternative proposal to any key personnel shall be made and only one CV for each position shall be furnished.
- (v) Each CV needs to have been recently signed with date in blue indelible ink by the key personnel and countersigned by the authorized official of the Firm. Photocopy or unsigned/countersigned CVs shall be rejected.
- (vi) Each CV shall contain the proof of qualification as well as an undertaking from the key personnel about his availability for the duration prescribed in the TOR. In order to check incorrect/ inflated bio-data of Key Personnel, the Client has the right to verify details mentioned in CV by writing to the Employer/University/ Institute indicated in the CV. The Consultancy Firm shall be liable for any incorrect information.
- (vii) If a firm as a Consortium is qualified on the strength of experience of a foreign company, requisite key personnel from that foreign company shall be fielded.
- (viii) In case a firm is proposing key personnel from educational/research institutions, a 'No Objection Certificate' from the concerned institution shall be enclosed with his CV.
- (ix) The telephone no. of each of key personnel in the CV at the time of submission of proposal shall be mentioned.

3.1.3 Failure to comply with the requirements spelt out in Para 3.1.2 shall make the proposal liable to be rejected and the evaluation of Financial Proposal shall not be undertaken. If, individual, key personnel makes an averment regarding his qualification, experience, and it turns out to be false, or his commitment regarding availability for the project is not fulfilled at any stage after signing of the agreement, he shall be debarred for any future assignment in/with/of the Client. The firm shall also be liable for its authorized representative counter signing a CV, which is subsequently found to contain false and misleading statements or claims.

(Form-I)

FORM TECH-1 Technical Proposal Submission FORM

TECHNICAL PROPOSAL

FROM:

TO:

[Location, Date]

To:

Director(Admin. &Fin.)

EPA Sindh
Karachi

Subject: **Providing Consultancy Service for_** Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province

We, the undersigned, offer to provide the consulting services for Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province in accordance with your Request for proposal dated March ,2013 and our Proposal. We are hereby submitting our proposal sealed envelop.

We are submitting our Proposal in association with: [insert a list with full name and address of each associated Consultant, if applicable] ²

We hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us for a period of Ninety (90) days from the date of opening of Technical Proposal.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours faithfully,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

(Authorized Representative)

FORM TECH-2

Specialization: Consultants' specialized skills and access to particular technologies related to the assignment;

A. Consultants' Specialized skills with reference to TOR of the project

A. Academic Qualifications of concerned consultants 30 marks

Research team include .

- | | |
|---|----|
| i. Research Scholar. | |
| • Qualification: Ph.D (Analytical Chemistry) | 05 |
| • Experience: 10 years relevant experience water analysis. | 05 |
| ii. Research Scholar. | |
| • Qualification: Ph.D (Soil Analysis) | 05 |
| • Experience: 10 years relevant experience. | 05 |
| iii. Research Scholar. | |
| • Qualification: Ph.D
(Effects of Pesticides residues in Environment) | 05 |
| • Experience: 10 years relevant experience. | 05 |

B. Experience in the concerned and related fields 50 Marks

- | | |
|--|----------|
| i. Experience of analysis of Pesticides residues in Environment
Projects (05 Mark for each project) | 20 Marks |
| ii. Experience of Survey and data Collection
(02 Marks for each project) | 10 Marks |
| iii. Experience of analysis soil, surface water, ground water and agricultural products..
(02 Marks for each project) | 10 Marks |
| iv. Experience of projects related to remove pollutants from water
(05 Marks for each project) | 10 Marks |
| v. Experience of to enhance awareness among general public, academia and decision
makers (05 Marks for each project) | 10 Marks |
| <i>(Attach satisfactory completion certificates)</i> | |

Firm's Organization Strength in respect of physical assets and Technologies as per TOR if the Project

C. Organizational Set-up 15 Marks

- | | |
|--|----------|
| i. Period since Firm is in Chemical Analysis business. 05 Marks | |
| From 1 to 5 years. | 01Marks |
| From 5 to 10 years. | 02 Marks |
| Above 10 years. | 02 Marks |
| <i>(Attach certificates for each year)</i> | |
| ii. Office facilities. 5 Marks | |
| In Karachi | 01 Marks |
| In Hyderabad | 01 Marks |
| In Sukkur | 01 Marks |
| In Larkana | 01 Marks |

Request for Proposal (RFP) - Consultancy Services
Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province

In Mirpurekhas
(Attach Properly / Rent Agreements)

01 Marks

1. Details of Staff.

5 marks

i.	Microbiology Laboratory staff.	01
ii.	Chemical Lab. staff.	01
iii.	Field monitoring staff	01
iv.	Office staff	01

D. Availability of Equipments, Instruments and Logistics

20 marks

i.	Microbiology Lab.	05
ii.	Chemical Lab.	05
iii.	Field Equipments for field analysis	05
iv.	Number of field vehicles for analysis	05

(Form-III)

FIRM'S REFERENCES

Relevant Services Carried out in the Last five Years Which Best Illustrate Qualifications.

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted individually as a corporate entity or as one of the major companies within an association. For carrying out consulting services similar to the ones requested under this assignment. Use separate pages for each assignment]

FIRM'S REFERENCES

Relevant Services Carried out in the Last five Years Which Best Illustrate Qualifications.

The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the client stated below:

Assignment Name:		Approx. value of the contract (in Pak Rs.):	
Duration of assignment (months):		Professional Staff Provided by your firm:	
Name of Client :		No. of Staff : month of the assignment.	
Address :		No. of Staff Months :	
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services : (in current PKR) :	
Name of Association Firm(s) if any :		No. of Months of Professional Staff provided by Associated Firm(s)	
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed: (indicate most significant profiles such as project Director / Coordinator, Team Leader):			
Narrative Description of Project :			
Description of Actual Services Provided by your Staff : within the assignment			

Signature of Authorized Representative

(Certificate from Employer regarding experience should be furnished)

(FORM-IV)

CONSULTANT NAME:

E. Financial Capability

5 Marks

1. Income Tax Return of Firm.

- | | |
|-----------------------------|----|
| i. Last year only | 01 |
| ii. Last Continuous 5 years | 01 |

2. Average Annual Turnover of last five years.

- | | |
|--|----|
| i. Rs 4.00 Million and above. | 01 |
| ii. Between RS 2.00 Millionto Rs 4.00 Million. | 01 |
| iii. Below RS 20.00 Million. | 01 |

(FORM-V)

CONSULTANT NAME:

APPROACH AND METHODOLOGY
PROPOSED FOR PERFORMING THE ASSIGNMENT

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE Procuring Agency

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal,]

The approach and methodology will be detailed precisely under the following topics:

- 1) Composition of the team with reference to the TORs.
- 2) Methodology for services, surveying, data collection, analysis, design and supervision in responding to the TORs.
- 3) Approach for consultancy assignment with reference to the TORs.

FORM TECH-6

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

- a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objective of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA) and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents including reports, drawings, and table to be delivered as final output, should be included here. The work plan should be consistent with the work Schedule of Form TECH-8.
- c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.
- d) Proposal Presentation A presentation on multimedia by your authorized representative encompassing all the above aspects of your proposal will be required as an essentially important element of the proposal.

**Composition of the Team Personnel and the task
which would be assigned to each Team Member**

I Key Staff

S.No.	Name	Position	Task Assignment
			1
2			
3			
4			
5			
6			
7			

II Support Staff

Request for Proposal (RFP) - Consultancy Services
Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province

S.No.	Name	Position	Task Assignment
			1
2			
3			

FORM TECH-7

COMPOSITION OF THE TEAM (PERSONNEL), AND TASK(S) OF EACH TEAM MEMBER

(Use separate sheets if necessary in the same format but annexure should be avoided).

1. Technical / Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

FORM TECH-7 CURRICULUM VIATE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position *[only one candidate shall be nominated for each position]* _____

2. Name of Firm *[insert name of firm proposing the staff]* _____

3. Name of Staff *[insert full name]:* _____

4. Date of Birth: _____ **Nationality:** _____

5. Education *[indicate college / university and other specialized education of staff member, giving name of institutions, degrees obtained, and date of obtainment]:* _____

6. Membership of Professional Associations: _____

7. Other Training *[indicate significant training since degrees under 5- Education were Obtained]* _____

8. Countries of Work Experience: *[List countries where staff has worked in the last ten years]:* _____

9. Languages *[For each language indicate proficiency: good fair, or poor in speaking reading and writing]:* _____

10. Employment Record *[starting with present position, list in reverse order employment held by staff member since graduation, giving for each employment (see format here below) dates of employment, name of employing organization, positions held]:*

From [year]:_____ To [Year]: _____

Procuring Agency: _____

Positions held: _____

Request for Proposal (RFP) - Consultancy Services
 Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province

<p>11. Detailed</p> <p>Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned.</p> <p><i>[Among the assignment in which the staff has been involved. indicate the following information for those assignment that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
---	---

13. Certification:

I, the undersigned, certify that to be best of my knowledge and belief, this CV correctly describes myself, my qualifications, any may experience, I understand that may willful misstatement described herein my lead to my disqualification or dismissal, if engaged.

_____ Date: _____
 [Signature of staff member or authorized representative of the firm] Day/Month/Year

Full name of authorized representative: _____

FORM TECH-7 STAFFING SCHEDULE ¹

N	Name of Staff	Staff input (in the form of a bar chart) ²													Total staff-month input		
		1	2	3	4	5	6	7	8	9	10	11	12	N	Home	Field ³	Total
1		[Home]															
		[Field]															
2																	
N																	
											Subtotal						
											Total						

1. For Professional Staff in the input should be indicated individually; for Support staff it should be indicated by category (e.g. draftsman, clerical staff, etc).
2. Months are counted from the start of the assignment. For each indicate separately staff input for home and field work.
3. Field work means work carried out at a place other than the consultant's home office.

FORM TECH-8 WORK SCHEDULE

N ^o	Activity ¹	Months ²												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
N														

- 1 Indicate all main activities of the assignment, including delivery of report,(e.g. inception, interim, and final reports), and other benchmarks such as client approval. For phased assignment indicate activities, delivery of report, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar char.

(Form-VII)

Format of Curriculum Vitae (CV) For Proposed Key Staff

1. Proposed Position: _____

2. Name of Staff: _____

3. Date of Birth : _____

4. Nationality: _____

5. Educational Qualification:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained).

(Please furnish proof of qualification)

6. **Membership of Professional Societies:** _____

7. Publications:

(List of details of major technical reports/papers published in recognized national and international journals)

8. **Employment Record:**

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience **period of specific assignment must be clearly mentioned**, also give client references, where appropriate).

9. **Summary of the CV**

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV).

A) Education:

Field of Graduation and year

Field of post graduation and year

Any other specific qualification

B) Experience

i) Total experience: _____ Yrs.

ii) Responsibilities held: i) _____ Yrs.

ii) _____ Yrs.

iii) _____ Yrs.

iii) Relevant Experience: _____ Yrs.

C) Permanent Employment with the Firm

(Yes/No): If yes, how many years:

If no, what is the employment?

Arrangement with the firm?

10. Details of the current assignment and the time duration for which services are required for the current assignment.

11. Certification:

1. I am willing to work on the project as indicated in the deployment schedule and as required during the assignment period.

2 I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself my qualification and my experience.

3. I understand that EPA, Government of Sindh may initiate departmental proceedings against me if I abandon the assignment before its completion.

Signature of the Candidate _____

Place

Date

Signature of the Authorized Representative of the firm _____

Place

Date

Note:

i) Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation.

ii) In order to check incorrect inflated bio-data of pay personnel, the client shall verify the details mentioned in CV by writing to the Employer indicated in the CV. The Consultancy firm shall be liable for any incorrect information.

(Form-VIII)

**WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL
MONTHS (in the Form of Bar Chart)**

Sl. No.	Name	Position	Report Due/ Activities	Months	Number of Months
---------	------	----------	---------------------------	--------	---------------------

1													Sub Total (1)
2													Sub Total (2)
3													Sub Total (3)
4													Sub Total (4)
...													
....													

Field Full:

Part Time:

Reports Due:

Activities:

Duration:

(Form-IX)

FIELD INVESTIGATION

(1st, 2nd etc. are months from the date of assignment)

Sl. No.	Item of Work / Activities	Months							
1									
2									
3									
..									
..									

COMPLETION AND SUBMISSION OF REPORTS

S.No	Reports	Program
1		
2		
3		
4		
5		

4. SUBMISSION OF PROPOSALS

4.1 The Applicants shall submit all the details required in this RFP Document. All pages should be numbered serially and by giving an index of submissions.

4.2 You must submit the proposal as indicated in the Data Sheet. Each proposal will be sealed in an outer envelope which will bear the address and information indicated in the Data Sheet. The envelope must be clearly marked:

“Consultancy Services for Study of Environmental & Health Impacts of Pesticides and Chemical Fertilizer in Sindh Province”

Do not open, except in presence of the Evaluation Committee

4.2.1 This envelope will clearly marked ‘**Technical Proposal**’.

4.2.2 The Technical Proposal must be prepared in indelible ink and must be signed by the authorized representative of the Firm. The letter of authorization must be confirmed by a written power of attorney accompanying the proposals. All pages of the original Technical Proposal must be numbered and initialed by the person or persons signing the proposal.

4.3 The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Consultants themselves, in which cases such corrections must be initialed by the person or persons signing the proposal.

4.4 Your completed proposal must be delivered on or before the time and date stated in Data Sheet. EPA Sindh, Government of Sindh shall not be liable for any delay in submission of the Proposal within the stipulated period on any account whatsoever.

4.5 No bidder shall be allowed to alter or modify his bid(s) after the expiry of deadline for the receipt of the bids; Provided that EPA Sindh may ask the bidders for clarifications needed to evaluate the bids but shall not permit any bidder to change the substance or price of the bid.

4.5 Your proposal must be valid for the number of days stated in the Data Sheet from the closing date of submission of proposal.

5. CANCELLATION OF BIDDING PROCESS

5.1 A procuring agency may cancel the bidding process at any time prior to the acceptance of a bid or proposal;

5.2 EPA Sindh shall incur no liability towards the bidders, solely by virtue of its invoking 5.1

5.3 Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation.

5.4 EPA Sindh shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds.

6. PROPOSAL EVALUATION

6.1 A Single Stage two envelope procedure will be adopted in evaluating the proposal. In the first stage a technical evaluation will be carried out. Only those Technical proposals, which score at least 70 points out of 100 shall be considered for financial evaluation in the second stage. The evaluation of the technical and financial bids shall be held under the Quality and Cost Based Selection (QCBS) method. The Evaluation criteria under QCBS is at Appendix III

6.2 Evaluation of Technical Proposal

The Consultant Evaluation Committee (CEC) appointed by the Client will carry out its evaluation applying the evaluation criteria and point system specified in the Data Sheet.

6.3 Evaluation of Financial Proposal

6.3.1 For financial evaluation, total cost of Financial Proposal will be considered including all taxes.

6.3.2 The CEC will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm/Consultant to be compensated and the liability to fulfill its obligations as per the terms of reference within the total quoted price shall be that of the Consultant. The committee will correct any computational errors and convert prices in different currencies to the single currency specified in the Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies and other charges imposed under the applicable law as applicable on foreign and domestic inputs.

7 BID SECURITY

The Consultant shall deposit a Bid Security equivalent to 1% (one per cent) of the bid price, which shall remain valid for a period of 28 days beyond the validity period for bids, in order to provide EPA Sindh reasonable time to act, if the security is to be called; Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired. The Bidder has the option to provide the Bid Security either as a Demand Draft, Pay Order or in the form of a Bank Guarantee, acceptable to the Procuring Agency. The Bid shall be summarily rejected if it is not accompanied by the Bid Security.

8 DISQUALIFICATION OF CONSULTANTS

8.1 EPA Sindh shall disqualify consultant, whether already pre-qualified or not, if it

finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal or managerial competence as, consultant, was false and materially inaccurate or incomplete; or

8.2 At any stage has indulged in corrupt and fraudulent practices, as defined in Section 2 (q) of Part I-General Provisions of SPPRA rules 2010;

8.3 A consultant being aggrieved by the decision of EPA Sindh regarding disqualification may seek relief through the mechanism of grievance redressal, as provided under Rule 31 of SPPRA 2010.

9. BAR ON HIRING IN CASE OF CONFLICT OF INTEREST

Consultants shall not be hired if there is a conflict of interest. Any Consulting firm(s)/Consortium found to have a Conflict of Interest shall be disqualified.

10. MISCELLANEOUS

The Bidding Process shall be governed by this RFP, and construed in accordance with, the laws of Pakistan and the Courts at Karachi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.

11. INDEMNITY

The Consultants will indemnify the Client for any direct loss or damage that is caused due to deficiency in services.

12. AWARD OF CONTRACT

The Contract shall be awarded to the best evaluated Consultant.

13. CONFIRMATION

We would appreciate you informing us by Telephone/fax/Email

- i. Your receipt of the RFP.
- ii. Whether or not you will submit a proposal.

Thanking you.

Deputy Director (Admin & Fin)

EPA Complex, Plot No. ST-2/1, Sector 23 Second Chowrangi, Korangi Industrial Area
, Karachi

Phone NO: 0213-5065620

Fax No. : 0213-5065940

(Form-VII)

Format of Curriculum Vitae (CV) For Proposed Key Staff

12. Proposed Position: _____

13. Name of Staff: _____

14. Date of Birth : _____

15. Nationality: _____

16. Educational Qualification:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained).

(Please furnish proof of qualification)

17. **Membership of Professional Societies:** _____

18. Publications:

(List of details of major technical reports/papers published in recognized national and international journals)

19. Employment Record:

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience **period of specific assignment must be clearly mentioned**, also give client references, where appropriate).

20. Summary of the CV

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV).

A) Education:

Field of Graduation and year

Field of post graduation and year

Any other specific qualification

B) Experience

iv) Total experience: _____ Yrs.

v) Responsibilities held: i) _____ Yrs.

ii) _____ Yrs.

iii) _____ Yrs.

vi) Relevant Experience: _____ Yrs.

C) Permanent Employment with the Firm

(Yes/No): If yes, how many years:

If no, what is the employment?

Arrangement with the firm?

21. Details of the current assignment and the time duration for which services are required for the current assignment.

22. Certification:

1. I am willing to work on the project as indicated in the deployment schedule and as required during the assignment period.

2. I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself my qualification and my experience.

3. I understand that EPA, Government of Sindh may initiate departmental proceedings against me if I abandon the assignment before its completion.

Signature of the Candidate _____

Place

Date

Signature of the Authorized Representative of the firm _____

Place

Date

Note:

i) Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation.

ii) In order to check incorrect inflated bio-data of pay personnel, the client shall verify the details mentioned in CV by writing to the Employer indicated in the CV. The Consultancy firm shall be liable for any incorrect information.

(Form-VIII)

**WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL
MONTHS (in the Form of Bar Chart)**

Sl. No.	Name	Position	Report Due/ Activities	Months	Number of Months
---------	------	----------	---------------------------	--------	---------------------

1													Sub Total (1)
2													Sub Total (2)
3													Sub Total (3)
4													Sub Total (4)
...													
....													

Field Full:

Part Time:

Reports Due:

Activities:

Duration:

(Form-IX)

FIELD INVESTIGATION

(1st, 2nd etc. are months from the date of assignment)

Sl. No.	Item of Work / Activities	Months							
1									
2									
3									
..									
..									

COMPLETION AND SUBMISSION OF REPORTS

S.No	Reports	Program
1		
2		
3		
4		
5		

APPENDIX III EVALUATION CRITERIA

The evaluation of the technical and financial bids shall be held under the Quality and Cost Based Selection (QCBS).

1. Evaluation of Technical Proposals

1.1 The Technical Proposal will be evaluated on the basis of Consultants' relevant experience, its understanding of assignment, proposed methodology and Work Plan, the experience of Key Personnel. Only those Consultants' whose Technical Proposals score 70% marks or more shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score. Financial proposals of those bidders who secure less than 70% marks shall be returned un-opened to the firm/consortium.

1.2 The total score of the technical and financial evaluation shall be 100, out of which 70% weight age shall be for the technical and remaining 30% weight age shall be allocated to the financial evaluation.

1.3 The technical proposals shall be assigned marks/ score without weight age (Str) on the basis of the criteria mentioned at 4.1.4. Subsequently, this score shall be scaled up by assigning weightage as mentioned above to this proposal. The final technical score (Stw) shall be calculated in the following manner:

$$\text{Stw} = \text{Str} \times 0.70$$

2. Financial Bid opening

2.1 A public Financial Bid opening shall be held at the time, date and venue which shall be communicated to all technically qualified Bidder(s).

2.2 Confirm submission of bid security. In case the security is not submitted along with the financial proposal in the same sealed envelope, such proposal(s) shall be rejected without being evaluated.

2.3 The financial proposals shall first be checked for arithmetic errors. Financial scores shall be computed on the basis of following formula.

$$Sf = 100 \times (F_{min}/F_f)$$

Where F_{min} = Lowest Total bid fee and F_f = Total bid fee by the consortium under consideration.

The financial scores thus obtained shall be assigned weightage (30%) and final weighted score will be arrived at.

$$Sfw = Sf \times 0.30$$

Sfw is weighted financial score.

3. Combined Score

3.1 The combined Technical Proposal (Sc) shall be calculated in the following manner, namely:

$$Sc = Stw + Sfw$$

3.2 The Bid obtaining the maximum combined score shall be declared as the Best Evaluated Bid and the consultants offering the Best Evaluated Bid shall be declared the successful Bidder and issued Letter of Acceptance, containing invitation for contract negotiation. Any factor having a bearing on the quoted price shall not be subject to negotiations.

3.3 The Agreement shall however, be signed after getting the same duly vetted and approved from the competent authority.

DATA SHEET

(References to corresponding paragraphs of LOI are mentioned alongside)

1. (a) Date, Time and Venue of Bid Evaluation committee meeting

**March 14, 2016 at 1300 hrs at
Conference Room EPA Complex .**

(b) Date of Receiving Clarification regarding RFP:

Mach 14, 2016 (Before 4:00pm)

2. The Documents are:

(i) Terms of Reference (TOR)

(ii) Appendices

i. Appendix-I:

Formats for Technical Proposal

ii. Appendix-II:

Evaluation Criteria

(Ref. Para 2.1)

3. The Name of the Client is:

**Director General EPA Sindh,
Government of Sindh**

(Ref. Para 2.2)

4. The address is:

EPA Complex, Plot No. ST-2/1, Sector 23
Second Chowrangi, Korangi Industrial Area,
Karachi

Phone NO: 0213-5065620

Fax No. : 0213-5065940

(Ref. Para 2.2, 4.2)

5. Tax liability

Government of Sindh will only deduct Income Tax on Services. Consultant has to assess all other taxes and cost of insurance while quoting the price in the financial proposal

(Ref. Para 3.2.2 (iii))

6. The envelopes must be clearly marked:

- i. "ORIGINAL PROPOSAL"
- ii. DOCUMENTS IN TECHNICAL PROPOSAL or FINANCIAL PROPOSAL as appropriate; and,
- iii. DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE on the outer envelope.
- iv. Consultancy Package
- v. Name and Address of Consultant

(Ref. Para 4.2)

7. The date and time of proposal submission are:

January 27, 2013

(up to 11 hrs)

(Ref. Para 4.4)

Opening of technical proposal (Technical Proposal Shall be opened before the Bidders who choose to be present) Same Day at (12:00 NOON)

Proposal Validity period (days, date): 90days (Ref. Para 4.5)

8. Evaluation criteria (Ref. Para 5)

9.1 First stage: Technical Evaluation

The evaluation of the technical and financial bids shall be held under Quality and Cost Based Selection (QCBS) method.

(Ref. Para 3.1 & 5.2)

9.1.1 Evaluation of selected key personnel of the firms qualifying in the first stage will be carried out following a marking system.

Each key personnel must score a minimum of 75 marks out of 100. Evaluation of key personnel will be carried out according to criteria provided at 9.1.2.

9.1.2 Rating System

The Technical Proposal will be evaluated on the basis of Firms Experience and the experience of the personnel. The criteria to be used for evaluation and working system to be followed shall be as over leaf:

S. No	Description	Points	Break-up details as given below
1	Firm's Relevant Experience	20	
2	Adequacy of Approach and Methodology	40	
3	Qualification and Relevant Experience of the Proposed Key Personal	40	
Total		100	

The number of points to be given under each of the evaluation criteria is:

1. Firm's relevant experience		Points
(a)	Experience of Consultant in Relevant field	10
(b)	Experience in interior surface decoration	10
Total		20

2. Adequacy of the proposed work plan and methodology in responding to the TOR		
(a)	Understanding of TOR and Comments	15
(b)	Quality of Approach and Methodology	15
(c)	Work Program and Manning Schedule	10
Total		40

3. Qualifications and competence of the key staff for adequacy of the Assignment		
S.No.	Key Personal	Points
Technical and Creative Team		40
1		09
2		09
3		10
4		04
5		04
6		04
Total		40

The weight age points given to evaluation sub-criteria for qualifications and competence of key staff are.

Weight-age Points for Key Professionals

Description	Weight (%)
General Qualification	25
Employment with firm	5
Relevant Experience and Adequacy for the Project	70
Total	100

9.2 Second stage -- Evaluation of Financial Proposal

Financial Proposal of all the firms who pass in Technical Evaluation will be opened and award shall be made according to Quality and Cost Based Selection (QCBS) method.

9.2.1 The common currency is **"Pak Rupee"**. (Ref. Para 5.3.2)

9.2.2 Commencement of Assignment: The Consultant shall commence the services from the date of effectiveness of the contract at the project site. (Ref. Para 9.2)

TERMS OF REFERENCE (TORs)

The details of Terms of Reference for Consulting firm is as under:

- Task 1 – . Profile of usage of pesticides and chemical fertilizers in Sindh.
- Task 2 – To launch and regular updating website for compilation of all existing data/studies regarding effects of pesticides / agro-chemicals and their application procedures, and current application practices in Sindh.
- Task 3 - Study of the post environmental & health impacts and social repercussion due to use and non use of pesticides and chemical fertilizers.
- Task 4 - Capacity building of **Personnel** of EPA Sindh for sustainable implementation of recommendations in coordination with other stake holders.
- Task 5 -- Develop / propose legislative framework for controlled mechanism (import / export, manufacturing, production, storage, handling, distribution, transportation, application, disposal and waste management).
- Task 6-- Propose mechanism to enhance awareness among stakeholders about hazards of excessive use of pesticides and fertilizers and the dangers of sub-standards and fake fertilizers.
- Task 7 – Proposal to setup a body to implement proposal of the project and to control agriculture pollution.

After the selection the consulting firm proposes and submit Inception Report to EPA Sindh for approval of Project Implementation Committee .

Task 1 – . Profile of usage of pesticides and chemical fertilizers in Sindh.

To accomplish this task Consulting Firm study the existing methods of manufacture, transportation, storage , usage and safety measures practiced by the manufacturer, distributors , retailers and consumers of pesticides and fertilizers and current and indigenous application practices. Evaluation of branded pesticides manufacturer and adulterated pesticides and develop their database. Develop mechanism for management of agriculture pollution which include characterization of pesticides and agro chemicals (also cover obsolete pesticides/chemicals) their usage, storage, transport and ultimate disposal. Evaluation of branded pesticides manufacturer and adulterated pesticides and develop their database. The Consulting Firm will develop a database for branded pesticides manufacturer and adulterated pesticides in Sindh.

- Collection of district wise data of consumption of chemical fertilizer and pesticides in Sindh province.
- Details of pesticides import in the province.
- Procedure of registration of pesticide marketing companies
- Procedure for packing , handling ,storing, distribution and Retail selling
- evaluation of obsolete and unwanted chemicals, especially obsolete pesticides and their environmental risks (inventory survey, and risk assessment)
- To study the existing quality control/assurance systems in the facilities of Pesticides manufacturers/formulators inSindh, adequacy of their inbuilt quality control/assurance and evaluation systems and recommend a code of conduct/good manufacturing processes/quality control practices for the industry to adopt.
- To assess the existing system of quality control/assurance mechanism of imported pesticides and make practical recommendations for improving the effectiveness of the control of technical grade Pesticides imported for formulation, or precursors imported for manufacturing pesticides, in Sindh, including establishing some benchmarks for quality and the periodic sampling and monitoring of imported shipments.
- To study the existing Quality Control System in the Agricultural Laboratories working under Agriculture Department

- To study the adequacy of quality testing infrastructure in Sindh and suggest for practical means of creating/hiring the required testing infrastructure and the needed incentive system to promote creation of such infrastructure.

Task 2 – To launch and regular updating website for compilation of all existing data/studies regarding effects of pesticides / agro-chemicals and their application procedures, and current application practices in Sindh.

The Consulting Firm will compile and gather all reports studies conducted by research scholars on effects pesticides and chemical fertilizer on human health and on environment. The Consulting Firm will launch and regular updating website for compilation of all existing data/studies regarding effects of pesticides / agro-chemicals and their application procedures, and current application practices in Sindh. Consulting Firm will present summarization of the existing/ current and old/ indigenous agricultural practices and engage stakeholders and interested parties involved in the project.

Task 3 - Study of the post environmental & health impacts and social repercussion due to use and non use of pesticides and chemical fertilizers.

For the accomplishment of above task the Consulting Firm will submit proposal on the basis Task-2. The study will focus those area not covered in pervious conducted studies also focuses authenticity pervious conducted studies. This Proposal contain target area , population and crops. This proposal will also contain study effects due to non usage of pesticides and chemical fertilizers.

The Consulting Firm analysis of the contamination by pesticides and chemical fertilizers in crops & vegetable, live stock, fish, serum, ground water (sub surface), surface water and soil in designed areas.

Task 4 - Capacity building of Personnel of EPA Sindh for sustainable implementation of recommendations in coordination with other stake holders.

The Consulting Firm will provide necessary training for using field equipments, GPS and other instruments and sample collection, storage. The consulting firm should equipped with Laboratories advanced research facilities and including necessary equipments, trained staff, good access to international literature and data bases as well as validated methodologies. Training and availability of technical and logistic support to monitoring activities which adhere to the endorsed monitoring plans;

For the sustainable implementation of recommendations of the project it is necessary to build the capacities and capabilities of the institutions/ stakeholders . Therefore Consulting Firm will review the existing facilities of stakeholders and recommend strategies This should include:

- a) education and training and awareness
- b) availability of resources needed
- c) sufficient safety information about chemicals and fertilizers
- d) development of infrastructure for regulatory system (e.g. accredited laboratories)

Task 5 - – Develop / propose legislative framework for controlled mechanism (import / export, manufacturing, production, storage, handling, distribution, transportation, application, disposal and waste management).

The Consulting Firm will examine the existing legislation and propose modifications and fresh legislation to improve its enforcement. Legal instruments required to manage all aspects of chemical fertilizer and pesticides in the Sindh are far from being sufficient or efficient. Legislation addressing pesticides are contained in different instruments, the most important of direct relevance are the Pakistan Agriculture Ordinance; the Environmental Protection Act, 1997; the chemical fertilizers, industrial chemicals and consumer chemicals are not covered by any legislation. The Environmental Protection Act is an umbrella legislation delineating the necessary polices and guidelines for the protection and improvement of the environment. It supports other acts pertaining the pollution control.

The Environmental Protection 1997 Act is abroad general umbrella law with various explanations and specific details, which may require periodical revisions. The Consulting firm will propose Rules , Regulation and Guidelines dealt with in following bylaws (not limited) relevant

bylaws, which are easy to amend on periodical terms as necessary. A list of these bylaws is given below;

- i. Bylaw for commercial handling(storage, transportation) of pesticides and pest control products.
- ii. Bylaw for inspection of pesticides and pest control products.
- iii. Bylaw for the Importation &Registration of pesticides and pest control products.
- iv. Bylaw for the Formulation of pesticides and pest control products.
- v. Standards and acceptable limits for chemicals and Fertilizers release in environment (including water, air, soil)
- vi. Food laws would also be reviewed proposal also be made Maximum Residual level in food and consumer goods.

Task 6-- Propose mechanism to enhance awareness among stakeholders about hazards of excessive use of pesticides and fertilizers and the dangers of sub-standards and fake fertilizers.

Awareness raising in the whole community addressing the hazards of chemicals and how the humans and environment can be protected.

1. development of awareness programme which cover all health and environmental impact of chemical and their judicious and safe use
2. establishment of poison control centres with sufficient clinical and analytical capacities in addition to functions of treatment and prevention
3. incorporation of the provisions of the international conventions in which the country is party, in policy and programmes of chemicals management
4. establishment of pesticides use surveillance and monitoring programme to obtain information on use conditions and their impact on the environment

The Consulting Firm will hold meetings and provide presentation of all reports and studies to the stakeholders.

Task 7 – Proposal to setup a body to implement proposal of the project and to control agriculture pollution.

Specific tasks are as under

- Enforcement of laws and regulations as well as other guidance in the province;
- Implement strategic plan for continuous monitoring of hazardous chemical residues in various environmental compartments;
- Similarly a plan for research should set forward and follow the strategic goals and research activities should serve the specific goals set-out in the development plan;
- Following integrated pest management program utilizing all available methods in integrated manner to reduce the use of pesticides and chemical fertilizer in various sectors;
- Similarly releases of other hazardous chemicals in the environment have to be managed and reduced to the minimum;
- Awareness raising in the whole community addressing the hazards of chemicals and how the humans and environment can be protected.

Draft Integrity Pact

(to be filled and submitted with Bid documents by Bidding consulting firm)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE CONSULTANTS

Contract Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

[Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [Name of Supplier/Contractor/Consultant] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier/Contractor/Consultant] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

[Procuring Agency]

[Consultant]

Preparation and Submission of proposal

Part I Preparation of Technical Proposal

The applications shall be complete with the following documents:

- a. Letter of proposal submission
- b. Application form for Expression of Interest including the details of similar projects undertaken
- c. Consultancy organization and Experience including Capability Statement
- d. Comments and suggestions on the terms of reference including a write-up on the understanding of the assignment.
- e. Description of approach, methodology and work plan for performing the assignment
- f. Team composition and task assignment
- g. Details of educational qualifications and experience details of personnel assigned to the work
- h. Staffing schedule
- i. Work schedule
- j. Comments/modifications suggested on draft contract

The information shall be furnished in the formats prescribed in Appendices I and II.

Preparation and Submission of proposal

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- g. Details of educational qualifications and experience details of personnel assigned to the work
- h. Staffing schedule
- i. Work schedule
- j. Comments/modifications suggested on draft contract

a. To study the existing system of registration of pesticides and make recommendations for making it efficient from the point of ensuring quality control/assurance so as to ensure supply of quality pesticides to the farmers. Also study the existing human resource in terms of quality and recommend for improving them for delivery of services in terms of capacity building, outsourcing, application of ICT etc.,

b. To study the existing quality control/assurance systems in the facilities of Pesticides manufacturers/formulators in the country, adequacy of their inbuilt quality control/assurance and evaluation systems and recommend a code of conduct/good manufacturing processes/quality control practices for the industry to adopt.

c. To study the existing system of licensing by the states for manufacturing pesticides and measures to be taken including minimum infrastructure to be in place to improve it so as to ensure the supply of quality pesticides.

d. To study the existing system of licensing of traders and distributors of pesticides and make recommendations for improving quality of distributors for ensuring quality assurance of pesticides and simplification of its operation. This shall also include minimum technical knowledge required to be possessed by the dealers/distributors.

e. To assess the existing system of quality control/assurance mechanism of imported pesticides and make practical recommendations for improving the effectiveness of the control of technical grade Pesticides imported for formulation, or precursors imported for manufacturing pesticides, in SINDH, including establishing some benchmarks for quality and the periodic sampling and monitoring of imported shipments

f. To study the existing Pesticides Samples Collection system and Quality Certification System by Insecticides Inspectors as per the Insecticides Act, 1968 and Rules framed thereunder and recommend changes for improvement and prescribe standard procedures for risk based quality control systems.

g. To study the existing Quality Control System in the Central Insecticide Laboratory (CIL), Regional Pesticides Testing Laboratories (RPTLs), State Pesticides Testing Laboratories (SPTLs) and recommend – this should include the existing system of Coding adopted by CIL and other laboratories - and recommend changes for improvement.

h. To study the adequacy of quality testing infrastructure in the country and suggest for practical means of creating/hiring the required testing infrastructure and the needed incentive system to promote creation of such infrastructure.



Phone: 021-35065950

Fax: 021-35065940

ENVIRONMENTAL PROTECTION AGENCY
GOVERNMENT OF SINDH
PLOT No. ST-2/1, Sector – 23, Korangi Industrial
Area, Shan Chowrangi, Karachi

“SINDH ENVIRONMENTAL PROTECTION AGENCY”

BIDDING DOCUMENT



FOR

1. PROCUREMENT OF FURNITURE AND FIXTURE
2. PROCUREMENT OF OFFICE EQUIPMENTS
3. SUPPLY OF STATIONERY

REFERENCE# _____

ADP Project

**“Strengthening Environmental Monitoring
System in EPA”**

From:

Environmental Protection Agency
Government of Sindh , Karachi

To:

Cell no:

INVITATION TO TENDER NO. _____

- 1) You are hereby invited to submit your tender for the articles as per specifications and condition of schedule given in the Tender subject.
- 2) The contract resulting from this invitation to tender shall be governed by the SPP Rules, 2010 (amended 2013).
- 3) The tenderer quoting against this invitation to Tender shall be deemed to have read and understood the conditions there in and particulars of the goods and their specifications etc.
- 4) The tenderer shall quote on the prescribed schedule to this invitation to Tender, on the basis indicated therein and shall sign the certificate given therein. In case there is any deviation, it should be clearly stated by the tenderer, otherwise it will be presumed that offer is strictly in accordance with the requirements of the tender notice.
- 5) In the case of offers for supply of goods/articles from within the country, price quoted shall be inclusive of all taxes (present & future) duties and charges for packing, marking, handling etc.
- 6) The goods are required for delivery as stated in the schedule. If, however, it is not possible to give delivery by the specified date, the tenderer shall give guaranteed date by which he can deliver the goods.
- 7) Failure to submit the tender in the manner prescribed in the invitation to Tender, will render the same liable to be ignored.
- 8) The purchaser does not pledge himself the right of accepting the full or part quantity, offered & tenderer shall supply the same at the quoted rate.

Instructions to bidders

Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

Documents Comprising the Bid

The bid prepared by the Bidder shall comprise the Bid Form and a Price Schedule completed, documentary evidence established that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted, documentary evidence that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and bid security furnished

Eligible Bidders

This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2010. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids. Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh. Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization.

Eligible Goods and Services

All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPP Rules, 2009 and its Bidding Documents, and all expenditures made under the contract will be limited to such goods and services. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially- recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

The origin of goods and services is distinct from the nationality of the Bidder.

Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Clarification of Bidding Documents

A interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.

Bid Form

The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

Bid Prices

The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected

Bid Currencies Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

Documents Establishing Bidder's

The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

Eligibility and Qualification

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.

The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency's country;
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the goods;
- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and
- (c) an item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

Bid Security

The Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture

The bid security shall be in Pak. Rupees and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (28) days beyond the validity of the bid; or
- (b) irrevocable encashable on-demand Bank call-deposit.

Any bid not secured will be rejected by the Procuring agency as nonresponsive,

Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (28) days after the expiration of the period of bid validity prescribed by the Procuring agency.

The successful Bidder's bid security will be discharged upon the Bidder signing the contract, and furnishing the performance security,

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 or
 - (ii) to furnish performance security.

Period of Validity of Bids

Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency,. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing . The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

Format and Signing of Bid

The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

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

The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

Submission of Bids

Sealing and Marking of Bids

The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall:

- (a) be addressed to the Procuring agency at the address given in the Bid Data Sheet; and
- (b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet,

The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

If the outer envelope is not sealed and marked as required by Procuring agency will assume no responsibility for the bid's misplacement or premature opening.

Deadline for Submission of Bids

Bids must be received by the Procuring agency at the address specified no later than the time and date specified in the Bid Data Sheet.

The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency will be rejected and returned unopened to the Bidder.

Modification and Withdrawal of Bids

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

No bid may be modified after the deadline for submission of bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Opening and Evaluation of Bids

The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

The Procuring agency will prepare minutes of the bid opening.

Clarification of Bids

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.

Preliminary Examination

The Procuring agency will 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.

Arithmetical errors will be rectified on the following basis. 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. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

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.

Prior to the detailed evaluation the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, 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 Bid Security, Applicable Law, and Taxes and Duties, will be deemed to be a material deviation. 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.

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

Evaluation and Comparison of Bids

The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive

The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted, one or more of the following factors as specified in the Bid Data Sheet:

- (a) incidental costs
- (b) delivery schedule offered in the bid;
- (c) deviations in payment schedule from that specified in the Special Conditions of Contract;
- (d) the cost of components, mandatory spare parts, and service;
- (f) the projected operating and maintenance costs during the life of the equipment;
- (g) the performance and productivity of the equipment offered; and/or
- (h) other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

For factors retained in the Bid Data Sheet, one or more of the following quantification methods will be applied:

- (a) Incidental costs provided by the bidder will be added by Procuring agency to the delivered duty paid (DDP) price at the final destination.
- (b) Delivery schedule.
 - (i) The Procuring agency requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery "adjustment" will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery. or
 - (ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements. or

(iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage of DDP price per week of variation from the specified delivery schedule.

(c) Deviation in payment schedule.

(i) Bidders shall state their bid price for the payment schedule. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder.
Or

(ii) The SCC stipulates the payment schedule offered by the Procuring agency. If a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum.

Contacting the Procuring agency

No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

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.

Award of Contract

The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

Procuring agency's Right to Vary Quantities at Time of Award

The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

Procuring agency's Right to Accept any Bid and to Reject any or All Bids

The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

Notification of Award

Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of the performance security the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security,

Signing of Contract

At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

Performance Security

Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.

Failure of the successful Bidder, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

Corrupt or Fraudulent Practices

The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution;

and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Procuring agency of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

ENVIRONMENTAL PROTECTION AGENCY, GOVERNMENT OF SINDH
KARACHI

(BID DATA SHEET)

Tender Inquiry No. _____

1.	Language of bid	English
2.	Estimated cost	Rs.
3.	Bid security	%
4.	Performance security	10%
5.	Procedure for evaluation of bid	Single stage one envelope
6.	Schedule of issuance of bidding documents	from _____ upto _____
7.	Date & Time of receipt of Tender	_____ upto _____ hrs
8.	Date & Time of opening of Tender	_____ upto _____ hrs
9.	Place of Opening Tender.	Office of the _____, Environmental Protection Agency, Karachi
10.	Bid Validity period.	90 days
11.	Name of consignee	Office of the _____, Environmental Protection Agency, Karachi
12.	Eligibility criteria	Registration with all Tax Authorities i.e. Income Tax, Department (NTN copy) etc Bid must be accompanied by manufacturer's authorization letter from principal (sample attached at Annex-) Copy of CNIC & income tax return of last three years Undertaking on stamp paper that firm/supplier is not involved in any litigation, departmental rift, abandoned or unnecessary delay in supply of order The application shall accompany of tender fee of Rs. 500/- for purchase of bidding documents 5% bid security shall be submitted in the shape

		<p>of call deposit issued from scheduled bank</p> <p>Certificate of bank showing credit worthiness along with current bank statement.</p> <p>Affidavit to the effect that firm has not been black listed previously.</p> <p>Affidavit to the effect that all documents /particulars/information furnished are true and correct</p>
	Bid evaluation criteria	On the basis of specifications of the each item mentioned in the Schedule of Requirement.
12	Clarification of bids	According to the rule-23 of SPP Rules, 2010 (amended 2013)
13	Percentage if any to be deducted from bills	10%
14	Time for completion from written order of comm	03-months
15	Liquidity damages	5% of estimated cost

TENDER NO: _____

SPECIAL CONDITIONS:

1. Rate should be quoted both in figures and words, on free delivery at consignee's address and as per schedule attached at annexure.
2. The delivery of items are required immediately, Tenderer be able to supply the equipment with own expenses & in the period specified in the supply order.
3. Conditions as per tender notice NO: _____ will remain valid. However Office of the _____ Environmental Protection Agency, Karachi reserve the right to extend date, time of bid, opening or receiving the bids and to purchase all or part of stores under the tender.
4. All bidders shall be required to deposit bid security equivalent to ____% of the value of their offer with their tender in the form of call deposit/pay order in favour of Office of the _____ Environmental Protection Agency, Karachi . In case of less deposit of earnest money the tender will not be entertained and treated as cancel.
5. The successful tenderers shall have to deposit, security deposit (10%) of the value of the contract.
6. Any cutting/correction in bid form will make the quotation invalid.
7. The bidder shall mention validity of offer, terms of payment, voluntary period and Schedule of delivery.
8. The Procuring Agency, reserves the right to obtain clarification from any bidder, in respect of item quoted by him. The replies by the bidder will be recorded and will form part of bid document.
9. Supply order/contact will be issued subject to the availability of funds.
10. The payment shall be made / released to the firms against the supply of the items / consignment in full after inspection report ensuring that the items / consignment are according to the specification.
11. The contracting firms will be treated under the relevant clauses of SPP Rules 2010, accordingly, in case of failure in supply of stores
12. The evaluation will be based on the name specification.
13. The tenderers shall sign the below mentioned certificates while quoting their rates failing which the tender/offer is liable be considered NO RESPONSIVE.
14. The bid documents should be properly sealed and tender No. and date of opening may be indicated on the envelope.
15. Price must be quoted in Pak currency per accounting unit.
16. Bid must be supported with relevant literature etc. and country of origin make, brand should be recorded on bids against the item.
17. The firms participating in the tender must be registered with relevant TAX and should mention their sale tax registration No. along with copy of registration certificate in case of offering the tender for instruments & equipment.
18. Breakage/leakage during transport is the responsibility of supplier.

19. The payment will be made to the supplier after deduction of 3.5% Income Tax on each supply on production of receipt/certificate to the effect that the items received by the respective officer, to whom supply order is made.
20. All the rates quoted must be inclusive of all the taxes imposed by the Government, from time to time i.e. GST etc. (present & future) in case may be.
21. Upon shipment, the Supplier shall notify the Procuring agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring agency:
 - (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
 - (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
 - (iii) insurance certificate;
 - (iv) Manufacturer's or Supplier's warranty certificate;
 - (v) inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and
22. After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's warranty obligations
23. In partial modification of the provisions, the warranty period shall be 12-months from date of acceptance of the Goods or 12 months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:
 - a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests,
or
 - b) pay liquidated damages to the Procuring agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 5% of the contract.
25. Payment shall be made in Pak. Rupees in the following manner:
 - (i) Advance Payment: Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the bidding documents or another form acceptable to the Procuring agency.
 - (ii) On Shipment: Eighty (80) percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents
 - (iii) On Acceptance: Ten (10) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Procuring agency.

Payment of local currency portion shall be made in [currency] within thirty (30) days of presentation of claim supported by a certificate from the Procuring agency declaring that the Goods have been delivered and that all other contracted Services have been performed.

(iv) 100% of the Contract Price on complete delivery of store within thirty (30) days on submission of claim supported by acceptance certificate from procuring agency declaring Goods have been delivered and that all contracted services have been performed.

(v) Part payment on part supply may be allowed

26. In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the existing law of arbitration in Pakistan.

REF: _____

Dated

WE GUARANTEE TO SUPPLY THE STORES EXACTLY IN ACCORDANCE WITH THE REQUIREMENTS SPECIFIED IN THE INVITATION TO THIS TENDER.

SIGNATURE OF TENDERER

DESIGNATION. _____

Name & address. _____

NOTE: Above agreement may also be signed separately on stamp paper worth Rs:100/- duly attested by the Oath Commissioner.

Bid Form and Price Schedules

Date: IFB No: _____

To: Office of the _____ Environmental Protection Agency, Karachi

Gentlemen and / or ladies:

Having examined the bidding documents including Addenda Nos [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of requirements.

If our Bid is accepted, we will obtain the guarantee of bank in a sum equivalent to _____ percent of the contract price for the due performance of the contract, in the form prescribed by the Procuring Agency.

We agree to abide by this Bid for a period of (number) days from the date fixed for Bid opening, 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 and your notification of award, shall constitute a binding contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Propose of Commission of gratuity
_____	_____	_____
(if none, state "none")		

We understand that you are not bound to accept the lowest or any bid you may receive. Eligibility for the Provision of Goods, Works 24 and Services in Bank Financed Procurement Dated this _____ day of _____ 20_____

[signature] [in the capacity]
Duly authorized to sign Bid for and on behalf of

Bid Security Form

Whereas [name of the Bidder](hereinafter called “the Bidder”) has submitted its bid dated [date of submission of bid]for the supply of [name and/or description of the goods](hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE [name of bank]of [name of country], having our registered office at [address of bank](hereinafter called “the Bank”), are bound unto [name of Procuring agency](hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency upto the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both ofthe two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ between [name of Procuring Agency]of [country of Procuring agency](hereinafter called “the Procuring agency”) of the one part and [name of Supplier]of [city and country of Supplier](hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [brief description of goods and services]and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) the Bid Form and the Price Schedule submitted by the Bidder;
 - b) the Schedule of Requirements;
 - c) the Technical Specifications;
 - d) the Special Conditions of Contract; and
 - e) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by the ----- (for the Procuring agency)

Signed, sealed, delivered by the----- (for the Supplier)

Performance Security Form

To: [name of Procuring agency] WHEREAS [name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [reference number of the contract] dated _____20_____ to supply [description of goods and services] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____20_____.

Signature and seal of the Guarantors
[name of bank or financial institution]
[address]
[date]

Bank Guarantee for Advance Payment

To: [name of Procuring agency]

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, [name and address of Supplier](hereinafter called "the Supplier") shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

We, the [bank or financial institution], as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding [amount of guarantee in figures and words].

We further agree that no change or addition too other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors
[name of bank or financial institution]
[address]
[date]

ANNEXURE A(i): Allocation AS PER PC-1 Rs. 2,50,000/-
SCHEDULE OF REQUIREMENT

Sr.#	Item	Description/specification	Quantity
1.	Set of Work Station for one person a. Work Station Top Folding type with Angle Iron Brackets with Powder Coating b. Moveable Draws Cabinet. With 3 Draws channel, Fixing each Draws Lock, 4 Caster, Draws channel, Fixing, Draws Lock, 4 Caster	size 4' x 2' MDF, Lamination Sheet 3/4" Front & Two side 1 1/2 L-16" D-18" H-24" With 3 Draws channel, Fixing each Draws Lock, 4 Caster" with Lipping Cover. (1 1/2"x 1 1/2" x 1 1/2')	1
2.	2 to 3 Rows Wooden Racks with open front and door	MDF Lasani 3/4 Lamination Sheet size 6 1/2 X3 Top Open with 2 Shelves (Half cover with Door & Lock, One Shelve) Front Lipping Covered. Height 78 inches, Width 36 Inches, and Depth 12 inches.	1
3.	Office Chairs(Officers + Meeting Table)	Master Chairs or Equivalent.	1
4.	Visiting Chairs For Reception & Office	Master Chairs or Equivalent.	1
5.	Meeting Tables(wooden) for 12 persons rectangular shape	Table size 10'X4' Oke board winner sheet wood structure pertal frame & polish.	
6.	Office Table with Side Table	Office Table Size 54" X 27" 3" Border Wood Okecolour, Center MDF Lasani size 21" X 48" Table frame 2" X 2" W/L 18G or 16G colour coating APS = 16" X 44" MDF Lasani Top to Botom. Side Table Size 36" X 16" side 1/4" wooden gola, front face gola wood 1 1/2" Draw 10 No size L=36" W=16 H=10 1/2 with High quality chenel MS Pipe fram 1"X1" with colour coating	
7.	Sofa Set of Single Seater with Arms of 4 Pcs	Molty Foam 10 years Warranty with Cloth covering or equivalent	
8.	Center Table for Sofa Set	Wooden good quality 4' X 2'	
9.	STEEL ALMIRAH	78"X35"X19"1with Loc	

Laptops Computers

Quantity : 1

- Processor - dual core 2.4 GHz+ (i5 or i7 series Intel processor or equivalent AMD)
- RAM - 8 GB
- Hard Drive - 128 GB or larger solid state hard drive
- Graphics Card - any with DVI support - desktop only
- Wireless (for laptops) - 802.11ac (WPA2 support required)
- Monitor - 23" widescreen LCD with DVI support - desktop only
- Operating System - Windows 7 Home Premium or Professional with Service Pack 1 or Apple OS X 10.10.3
- Warranty - 3 year warranty - desktop only
- Warranty - 4 year warranty with accidental damage protection - laptop only
- Backup Device - External hard drive, USB Flash Drive and/or DVD+/-RW drive
- *Please note: The extended warranties listed above must be added at the enhancement page when selecting your hardware for purchase.*

Minimum Specifications

The current *minimum* computer specifications to ensure the ability to run the basic software most end users operate is:

- Processor - dual core @ 2.4 GHz (Core Duo Intel processor or equivalent AMD)
- RAM - 4 GB
- Hard Drive - 120 GB 5400 RPM hard drive
- Wireless (for laptops) - 802.11g/n (WPA2 support required)
- Monitor - 19" LCD - desktop only
- Operating System - Windows 7 with Service Pack 1 or Apple OS X 10.8
- Backup Device - External hard drive, USB Flash Drive and/or DVD+/-RW drive

Desktop Computers

Quantity : 2

Recommended Configurations

We recommend systems that meet or exceed the following specifications:

Processor (CPU):	Intel Core i5-6xxx or equivalent
Operating System:	Microsoft Windows 10 Professional x64 SP1 (free via Dreamspark . Restrictions may apply.)
Memory:	8 GB RAM
Storage:	512 GB internal Solid State Drive (SSD) or 1 TB internal HDD
Sustainability:	EPEAT Silver rating (preferably EPEAT Gold)
Monitor/Display:	24" " LCD monitor
Network Adaptor:	802.11ac 2.4/5 GHz wireless adaptor
Other:	Webcam, lock, external drive for backups

Minimum Requirements

We support the following minimum computer configurations.

Note: The following lists minimum requirements that allow for network connectivity and other basic functions. If you are planning on purchasing a new computer, please use the recommended configurations above.

Processor (CPU): Intel Core i3-3xxx

Operating System:

Microsoft [Windows 7 Professional](#) x64 SP1. UMass Amherst IT recommends Windows 10 Professional. (Both can be obtained for free via [Dreamspark](#). Restrictions may apply.)

Memory:

4 GB RAM

Storage:

500 GB internal hard drive

Monitor/Display:

15" LCD monitor

Other:

Dual-band WiFi-certified 802.11 a/g - compliant adapter

Fax Machine _____ **Quantity : 1**

TYPE

Configuration

Desktop

Scanning Method

CCD

Print Method

Laser, electrostatic

COMMUNICATION

Compatibility

ITU-T Group3, ECM

Modem Speed

33.6 Kbps - 2.4 kbps with automatic fallback

Coding Scheme

MH/MR/MMR

Transmission Speed

Approx. 3 seconds (A4)

Scan Speed

Approx. 3 seconds/page (A4)

Max TX Resolution

16 dots/mm x 15.4 lines/mm

Gray Scale/Halftones

64 levels

PAPER HANDLING

Standard Paper Capacity

250 sheets

Max Paper Capacity w/Options

500 sheets

Automatic Document Feeder

Up to 50 sheets

Document Size

Max. 257 mm x 2000 mm

Min. 128 mm x 148 mm

Effective Scanning Width

208 mm

DIALING CAPABILITIES

One Touch Auto Dialer

40

Abbreviated Auto Dialer

300

Max Numbers Stored

340

Multi-Station Transmission

352

Program Keys

8

SECURITY / RELIABILITY

Fax Access Code	Yes
Department Codes	No
User Authentication	No
Job Tracking	No
Misdial Prevention	Yes
Junk Fax Filter	Yes
E-mail Report	No
Verification Stamp	Yes

FEATURES

Multi Access	Yes
Dual G3 Lines	No
Transmission Reservation	Yes
Job Build	Yes
Auto Fax/Tel Switch	Yes
Polling/Locations	Yes/352
Confidential TX/RX	Yes/10 mailboxes
Right Fax Server	No

MEMORY

Std/Max Capacity	8-MB RAM/8-MB RAM
Std/Max Page Capacity*¹	480 pages/480 pages
Document Memory Backup	Standard, flash memory
Batch Files	No
Broadcasting	Sequential (170 dest)
Substitute Reception	Yes
Multicopy Quantity	99 copies

MULTIFUNCTION MODES

Internet Fax/Scan-to-Email	Optional	No
Network Printer	No	
Network Scanner	No	

CONNECTIVITY

Operating System Support	Windows 2000, XP, Server 2003, Vista	
Parallel Interface	No	
USB Interface	Std 1.1	No
PC Fax/Print/Scan	Yes/Yes/Yes	No
Network Interface	Opt Ethernet	No
Interface Type	10/100BaseT	No
LAN Fax/Print/Scan	Yes/No/No	No/No/No

GENERAL

Dimensions (W x D x H)	370 mm x 474 mm x 253 mm
Weight	9.3 kg
Power Requirements	AC 220V - 240V, 60 Hz
Power Consumption	

Max.	490 W
Sleep Mode	Approx. 2.4 Wh

Epson Perfection 4490 Office Scanner

Specifications

Scanner Type

- Flatbed color image scanner with Digital ICE™ Technologies for Film

Photoelectric Device

- Color Epson MatrixCCD™ line sensor

Optical Resolution

- 4800 dpi

Hardware Resolution

- 4800 x 9600 dpi with Micro Step Drive™ technology

Maximum Resolution

- 12,800 x 12,800 dpi with software interpolation

Effective Pixels

- 40,800 x 56,160 (4800 dpi)

Color Hardware Bit Depth

- 48-bits per pixel internal, 48-bits per pixel external (External bit depth is selectable to 48 bits depending on the image editing software.)

Grayscale Hardware Bit Depth

- 16-bits per pixel internal, 16-bits per pixel external (External bit depth is selectable to 16 bits depending on the image editing software.)

Optical Density

- 3.4 Dmax

Transparency Unit

- 2.7" x 9.3" Transparency Adapter built-in lid, 12 35mm negative, 4 35mm slide, 1 2-1/4", 6x12cm or 120/220 (medium format) capacity

Automatic Document Feeder

- 30-page Automatic Document Feeder; 3 ppm (monochrome) at 300dpi, 2 ppm (color) at 300 dpi; 17 lb. paper, 3" to 8.5" wide, 5" to 14" long

Buttons

- 4 buttons; Scan, Copy, E-mail, PDF

Maximum Read Area

- 8.5" x 11.7" (flatbed), 3.3" x 5" to 8.5" x 14" (ADF)

Light Source

- White cold cathode fluorescent lamp

Interface

- Hi-Speed USB 2.0

Scanning Speed

- 4800 dpi high-speed mode: Monochrome 16.96 msec/line; Full color 16.96 msec/line

Reliability

- MCBF - 36,000 cycles (carriage); 20,000 cycles (ADF load/eject)

Environment Conditions

- Temperature: Operating 410 F to 950 F (50 to 350C), Humidity: Operating 10% to 80%, storage 10% to 85% (no condensation)

Power Requirements

- Voltage: AC100 - 120V, Frequency: 50 - 60hz, Power Consumption: 20W

Windows Requirements

- IBM® compatible PC with Pentium® II equivalent or higher processor. USB: Windows 98 SE, Windows 2000 Professional, Windows Me or Windows XP Home Edition/XP Professional. Hi-Speed USB 2.0: Windows 2000 Professional or Windows XP Home Edition/XP Professional. 128MB RAM (512MB recommended for Digital ICE), 350MB of available hard disk space minimum (1GB recommended for Digital ICE), CD-ROM drive (4x or faster), available USB connection (Hi-Speed USB 2.0 recommend for optimum performance).

Macintosh Requirements

- iMac® or any G3 or later with built-in USB. USB: Mac OS X 10.2.x and OS 10.3.x. Hi-Speed USB 2.0: Mac OS X 10.2.7 or later. 128MB RAM (512MB recommended for Digital ICE), 450MB of available hard disk space minimum (1GB recommended for Digital ICE), CD-ROM drive (4x or faster), available USB connection.

Physical Dimensions

- Width: 10.71", Depth: 18.7", Height: 4.5", Weight: 8.8 lbs. (with TPU lid); Width: 12.6", Depth: 21.2", Height: 7.8", Weight: 10 lbs. (with ADF lid)

Software

- Adobe® Photoshop® Elements, ABBYY® FineReader® Sprint Plus OCR, Epson Creativity Suite, NewSoft&3153; Presto!® BizCard, Epson Scan with Epson Easy Photo Fix™ Technology

Warranty

- One year limited warranty in the U.S. and Canada

Stabilizer

Quantity : 1

Universal Stabilizer M70 Detail

You are looking now latest Universal Stabilizer M70 price in pakistan market 2015 including in all major cities, Universal Stabilizer M70 Price in Karachi, Universal Stabilizer M70 price in Lahore, Islamabad, Faislabad, Pesahwer, Quetta, Multan, Rawalpindi and many more cities.

Model	M-70
Features	Maunal Regulator
Product Detail	Switch -1 Meter
Input V	100
Watts	7000

List of the Instruments needs services & repair/maintenance

S.No	Name of the Instrument	Manufacturer
1.	Auto Clave	HiClave HVE-50
2.	Pure Water Maker (Ionized water)	Millipore
3.	Water Purification System	Millipore
4.	Spectroquant	Nova 60
5.	CoD Reactor	Hash
6.	Analytical Balance	Mettler Toledo
7.	Physical Balance	Mettler Toledo
8.	Digital Water Bath (SB-1000)	Eyela
9.	Fuming Hood	Air Tech
10.	CoD Reactor	Merck TR-320
11.	Waste Water Treatment Plant	BL-40S
12.	Freezer	NIHON Freezer
13.	DO Meter	YSI 5100
14.	Desiccators	SP Drying Model/AS ONE
15.	Magnetic Stirrer	Eyela RCN-7
16.	Ultra Sonic Bath	clifton
17.	incubator	HIRayama
18.	Oven	WTC-Binder
19.	Portable Spectrophotometer	Hash Dr/2010
20.	Electric Conductivity Meter	CM-25-R Toa-DKK
21.	Ph Meter	HM-25-R Toa DKK
22.	E- Titration	Digitrate Jensions 50 ml
23.	Ph/IoN/EC/DO Meter	MM-60-R Toa-DKK
24.	Micro Wave Reaction System	Anton Paar
25.	Ultra Sonic Bath	Thomas T104NA
26.	Hot Plate	Advantec HTP-452AA
27.	Thermostate Water Bath	Thomas T-N22J
28.	Magnetic Stirrer	Eyela RCN-3
29.	Water Bath	Ultra Wave
30.	Hot Plate Stirrer	Clifton
31.	Vacuum Distillation Assembly	Eyela CCA III0
32.	Atomic absorption spectrophotometer	Perkin Elmer
33.	High Performance Liquid Chromatography	Perkin
34.	Gas Chromatogram	PE Nelson
35.	Photometer UV-Visible	Thermo Scientific
36.	Water Analyser 2000N	Nippon Denshoku
37.	Spectrophotometer UV	Perkin Elmer
38.	Automated Sampler AS-40	Dionex
39.	Incubator (O2)	ELE International
40.	Deep Freezer	Dawlance
41.	Centrifugal Machine	Harmle Z-200 A
42.	Oven	Memmert
43.	Diesel Generator	

44.	Oil content analyzer	Horiba
45.	Multi meter Analyser	
46.	Hydrogen Generator	



Phone: 021-35065950

Fax: 021-35065940

ENVIRONMENTAL PROTECTION AGENCY
GOVERNMENT OF SINDH
PLOT No. ST-2/1, Sector – 23, Korangi Industrial
Area, Shan Chowrangi, Karachi

“SINDH ENVIRONMENTAL PROTECTION AGENCY”

BIDDING DOCUMENT



FOR

1. PROCUREMENT OF FURNITURE AND FIXTURE
2. HIRING OF VEHICLES
3. PROCUREMENT OF OFFICE EQUIPMENTS
4. SUPPLY OF STATIONERY.

REFERENCE# _____

ADP Project

**“Study of Environmental & Health Impacts
Of Pesticides And Chemical Fertilizer In
Sindh Province”**

From:

Environmental Protection Agency
Government of Sindh , Karachi

To:

Cell no:

INVITATION TO TENDER NO. _____

- 1) You are hereby invited to submit your tender for the articles as per specifications and condition of schedule given in the Tender subject.
- 2) The contract resulting from this invitation to tender shall be governed by the SPP Rules, 2010 (amended 2013).
- 3) The tenderer quoting against this invitation to Tender shall be deemed to have read and understood the conditions there in and particulars of the goods and their specifications etc.
- 4) The tenderer shall quote on the prescribed schedule to this invitation to Tender, on the basis indicated therein and shall sign the certificate given therein. In case there is any deviation, it should be clearly stated by the tenderer, otherwise it will be presumed that offer is strictly in accordance with the requirements of the tender notice.
- 5) In the case of offers for supply of goods/articles from within the country, price quoted shall be inclusive of all taxes (present & future) duties and charges for packing, marking, handling etc.
- 6) The goods are required for delivery as stated in the schedule. If, however, it is not possible to give delivery by the specified date, the tenderer shall give guaranteed date by which he can deliver the goods.
- 7) Failure to submit the tender in the manner prescribed in the invitation to Tender, will render the same liable to be ignored.
- 8) The purchaser does not pledge himself the right of accepting the full or part quantity, offered & tenderer shall supply the same at the quoted rate.

Instructions to bidders

Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

Documents Comprising the Bid

The bid prepared by the Bidder shall comprise the Bid Form and a Price Schedule completed, documentary evidence established that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted, documentary evidence that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and bid security furnished

Eligible Bidders

This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2010. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids. Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh. Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization.

Eligible Goods and Services

All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPP Rules, 2009 and its Bidding Documents, and all expenditures made under the contract will be limited to such goods and services. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially- recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

The origin of goods and services is distinct from the nationality of the Bidder.

Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Clarification of Bidding Documents

A interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.

Bid Form

The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

Bid Prices

The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected

Bid Currencies Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

Documents Establishing Bidder's

The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

Eligibility and Qualification

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.

The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency's country;
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the goods;
- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and
- (c) an item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

Bid Security

The Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture

The bid security shall be in Pak. Rupees and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (28) days beyond the validity of the bid; or
- (b) irrevocable encashable on-demand Bank call-deposit.

Any bid not secured will be rejected by the Procuring agency as nonresponsive,

Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (28) days after the expiration of the period of bid validity prescribed by the Procuring agency.

The successful Bidder's bid security will be discharged upon the Bidder signing the contract, and furnishing the performance security,

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 or
 - (ii) to furnish performance security.

Period of Validity of Bids

Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency,. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing . The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

Format and Signing of Bid

The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

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

The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

Submission of Bids

Sealing and Marking of Bids

The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall:

- (a) be addressed to the Procuring agency at the address given in the Bid Data Sheet; and
- (b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet,

The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

If the outer envelope is not sealed and marked as required by Procuring agency will assume no responsibility for the bid's misplacement or premature opening.

Deadline for Submission of Bids

Bids must be received by the Procuring agency at the address specified no later than the time and date specified in the Bid Data Sheet.

The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency will be rejected and returned unopened to the Bidder.

Modification and Withdrawal of Bids

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

No bid may be modified after the deadline for submission of bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Opening and Evaluation of Bids

The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

The Procuring agency will prepare minutes of the bid opening.

Clarification of Bids

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.

Preliminary Examination

The Procuring agency will 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.

Arithmetical errors will be rectified on the following basis. 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. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

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.

Prior to the detailed evaluation the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, 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 Bid Security, Applicable Law, and Taxes and Duties, will be deemed to be a material deviation. 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.

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

Evaluation and Comparison of Bids

The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive

The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted, one or more of the following factors as specified in the Bid Data Sheet:

- (a) incidental costs
- (b) delivery schedule offered in the bid;
- (c) deviations in payment schedule from that specified in the Special Conditions of Contract;
- (d) the cost of components, mandatory spare parts, and service;
- (f) the projected operating and maintenance costs during the life of the equipment;
- (g) the performance and productivity of the equipment offered; and/or
- (h) other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

For factors retained in the Bid Data Sheet, one or more of the following quantification methods will be applied:

- (a) Incidental costs provided by the bidder will be added by Procuring agency to the delivered duty paid (DDP) price at the final destination.
- (b) Delivery schedule.
 - (i) The Procuring agency requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery "adjustment" will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery. or
 - (ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements. or

(iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage of DDP price per week of variation from the specified delivery schedule.

(c) Deviation in payment schedule.

(i) Bidders shall state their bid price for the payment schedule. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder.
Or

(ii) The SCC stipulates the payment schedule offered by the Procuring agency. If a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum.

Contacting the Procuring agency

No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

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.

Award of Contract

The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

Procuring agency's Right to Vary Quantities at Time of Award

The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

Procuring agency's Right to Accept any Bid and to Reject any or All Bids

The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

Notification of Award

Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of the performance security the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security,

Signing of Contract

At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

Performance Security

Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.

Failure of the successful Bidder, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

Corrupt or Fraudulent Practices

The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution;

and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Procuring agency of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

ENVIRONMENTAL PROTECTION AGENCY, GOVERNMENT OF SINDH
KARACHI

(BID DATA SHEET)

Tender Inquiry No. _____

1.	Language of bid	English
2.	Estimated cost	Rs.
3.	Bid security	%
4.	Performance security	10%
5.	Procedure for evaluation of bid	Single stage one envelope
6.	Schedule of issuance of bidding documents	from _____ upto _____
7.	Date & Time of receipt of Tender	_____ upto _____ hrs
8.	Date & Time of opening of Tender	_____ upto _____ hrs
9.	Place of Opening Tender.	Office of the _____, Environmental Protection Agency, Karachi
10.	Bid Validity period.	90 days
11.	Name of consignee	Office of the _____, Environmental Protection Agency, Karachi
12.	Eligibility criteria	Registration with all Tax Authorities i.e. Income Tax, Department (NTN copy) etc Bid must be accompanied by manufacturer's authorization letter from principal (sample attached at Annex-) Copy of CNIC & income tax return of last three years Undertaking on stamp paper that firm/supplier is not involved in any litigation, departmental rift, abandoned or unnecessary delay in supply of order The application shall accompany of tender fee of Rs. 2000/- for purchase of bidding documents 2% bid security shall be submitted in the shape

		<p>of call deposit issued from scheduled bank</p> <p>Certificate of bank showing credit worthiness along with current bank statement.</p> <p>Affidavit to the effect that firm has not been black listed previously.</p> <p>Affidavit to the effect that all documents /particulars/information furnished are true and correct</p>
	Bid evaluation criteria	On the basis of specifications of the each item mentioned in the Schedule of Requirement.
12	Clarification of bids	According to the rule-23 of SPP Rules, 2010 (amended 2013)
13	Percentage if any to be deducted from bills	10%
14	Time for completion from written order of commec	03-months
15	Liquidity damages	5% of estimated cost

TENDER NO: _____

SPECIAL CONDITIONS:

1. Rate should be quoted both in figures and words, on free delivery at consignee's address and as per schedule attached at annexure.
2. The delivery of items are required immediately, Tenderer be able to supply the equipment with own expenses & in the period specified in the supply order.
3. Conditions as per tender notice NO: _____ will remain valid. However Office of the _____ Environmental Protection Agency, Karachi reserve the right to extend date, time of bid, opening or receiving the bids and to purchase all or part of stores under the tender.
4. All bidders shall be required to deposit bid security equivalent to ____% of the value of their offer with their tender in the form of call deposit/pay order in favour of Office of the _____ Environmental Protection Agency, Karachi . In case of less deposit of earnest money the tender will not be entertained and treated as cancel.
5. The successful tenderers shall have to deposit, security deposit (10%) of the value of the contract.
6. Any cutting/correction in bid form will make the quotation invalid.
7. The bidder shall mention validity of offer, terms of payment, voluntary period and Schedule of delivery.
8. The Procuring Agency, reserves the right to obtain clarification from any bidder, in respect of item quoted by him. The replies by the bidder will be recorded and will form part of bid document.
9. Supply order/contact will be issued subject to the availability of funds.
10. The payment shall be made / released to the firms against the supply of the items / consignment in full after inspection report ensuring that the items / consignment are according to the specification.
11. The contracting firms will be treated under the relevant clauses of SPP Rules 2010, accordingly, in case of failure in supply of stores
12. The evaluation will be based on the name specification.
13. The tenderers shall sign the below mentioned certificates while quoting their rates failing which the tender/offer is liable be considered NO RESPONSIVE.
14. The bid documents should be properly sealed and tender No. and date of opening may be indicated on the envelope.
15. Price must be quoted in Pak currency per accounting unit.
16. Bid must be supported with relevant literature etc. and country of origin make, brand should be recorded on bids against the item.
17. The firms participating in the tender must be registered with relevant TAX and should mention their sale tax registration No. along with copy of registration certificate in case of offering the tender for instruments & equipment.
18. Breakage/leakage during transport is the responsibility of supplier.

19. The payment will be made to the supplier after deduction of 3.5% Income Tax on each supply on production of receipt/certificate to the effect that the items received by the respective officer, to whom supply order is made.
20. All the rates quoted must be inclusive of all the taxes imposed by the Government, from time to time i.e. GST etc. (present & future) in case may be.
21. Upon shipment, the Supplier shall notify the Procuring agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring agency:
 - (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
 - (ii) original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
 - (iii) insurance certificate;
 - (iv) Manufacturer's or Supplier's warranty certificate;
 - (v) inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and
22. After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's warranty obligations
23. In partial modification of the provisions, the warranty period shall be 12-months from date of acceptance of the Goods or 12 months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:
 - a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests,
or
 - b) pay liquidated damages to the Procuring agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 5% of the contract.
25. Payment shall be made in Pak. Rupees in the following manner:
 - (i) Advance Payment: Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the bidding documents or another form acceptable to the Procuring agency.
 - (ii) On Shipment: Eighty (80) percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents
 - (iii) On Acceptance: Ten (10) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Procuring agency.

Payment of local currency portion shall be made in [currency] within thirty (30) days of presentation of claim supported by a certificate from the Procuring agency declaring that the Goods have been delivered and that all other contracted Services have been performed.

(iv) 100% of the Contract Price on complete delivery of store within thirty (30) days on submission of claim supported by acceptance certificate from procuring agency declaring Goods have been delivered and that all contracted services have been performed.

(v) Part payment on part supply may be allowed

26. In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the existing law of arbitration in Pakistan.

REF: _____

Dated

WE GUARANTEE TO SUPPLY THE STORES EXACTLY IN ACCORDANCE WITH THE REQUIREMENTS SPECIFIED IN THE INVITATION TO THIS TENDER.

SIGNATURE OF TENDERER

DESIGNATION. _____

Name & address. _____

NOTE: Above agreement may also be signed separately on stamp paper worth Rs:100/- duly attested by the Oath Commissioner.

Bid Form and Price Schedules

Date: IFB No: _____

To: Office of the _____ Environmental Protection Agency, Karachi

Gentlemen and / or ladies:

Having examined the bidding documents including Addenda Nos [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of requirements.

If our Bid is accepted, we will obtain the guarantee of bank in a sum equivalent to _____ percent of the contract price for the due performance of the contract, in the form prescribed by the Procuring Agency.

We agree to abide by this Bid for a period of (number) days from the date fixed for Bid opening, 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 and your notification of award, shall constitute a binding contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Propose of Commission of gratuity
_____	_____	_____
<small>(if none, state "none")</small>		

We understand that you are not bound to accept the lowest or any bid you may receive. Eligibility for the Provision of Goods, Works 24 and Services in Bank Financed Procurement Dated this _____ day of _____ 20_____

[signature] [in the capacity]
Duly authorized to sign Bid for and on behalf of

Bid Security Form

Whereas [name of the Bidder](hereinafter called “the Bidder”) has submitted its bid dated [date of submission of bid]for the supply of [name and/or description of the goods](hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE [name of bank]of [name of country], having our registered office at [address of bank](hereinafter called “the Bank”), are bound unto [name of Procuring agency](hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency upto the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both ofthe two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ between [name of Procuring Agency]of [country of Procuring agency](hereinafter called “the Procuring agency”) of the one part and [name of Supplier]of [city and country of Supplier](hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [brief description of goods and services]and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) the Bid Form and the Price Schedule submitted by the Bidder;
 - b) the Schedule of Requirements;
 - c) the Technical Specifications;
 - d) the Special Conditions of Contract; and
 - e) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by the ----- (for the Procuring agency)

Signed, sealed, delivered by the----- (for the Supplier)

Performance Security Form

To: [name of Procuring agency] WHEREAS [name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [reference number of the contract] dated _____20_____ to supply [description of goods and services] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____20_____.

Signature and seal of the Guarantors
[name of bank or financial institution]
[address]
[date]

Bank Guarantee for Advance Payment

To: [name of Procuring agency]

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, [name and address of Supplier](hereinafter called "the Supplier") shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

We, the [bank or financial institution], as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding [amount of guarantee in figures and words].

We further agree that no change or addition too other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors
[name of bank or financial institution]
[address]
[date]

SCHEDULE OF REQUIREMENT

Sr.#	Item	Description/specification	Quantity
1.	One Set of Work Station for one person a. Work Station Top Folding type with Angle Iron Brackets with Powder Coating b. Moveable Draws Cabinet. With 3 Draws channel, Fixing each Draws Lock, 4 Caster, Draws channel, Fixing, Draws Lock, 4 Caster	size 4' x 2' MDF, Lamination Sheet ¾" Front & Two side 1 ½ L-16" D-18" H-24" With 3 Draws channel, Fixing each Draws Lock, 4 Caster" with Lipping Cover. (1 ½"x 1 ½" 1 ½' x 1 ½')	3
2.	2 to 3 Rows Wooden Racks with open front and door	MDF Lasani ¾ Lamination Sheet size 6 ½ X3 Top Open with 2 Shelves (Half cover with Door & Lock, One Shelve) Front Lipping Covered. Height 78 inches, Width 36 Inches, and Depth 12 inches.	3
3.	Office Chairs(Officers + Meeting Table)	Master Chairs or Equivalent.	3
4.	Visiting Chairs For Reception & Office	Master Chairs or Equivalent.	3
5.	Meeting Tables(wooden) for 12 persons rectangular shape	Table size 10'X4' Oke board winner sheet wood structure perral frame & polish.	3
6.	Office Table with Side Table	Office Table Size 54" X 27" 3" Border Wood Okecolour, Center MDF Lasani size 21" X 48" Table frame 2" X 2" W/L 18G or 16G colour coating APS = 16" X 44" MDF Lasani Top to Botom. Side Table Size 36" X 16" side 1/4" wooden gola, front face gola wood 1 1/2" Draw 10 No size L=36" W=16 H=10 1/2 with High quality chenel MS Pipe fram 1"X1" with colour coating	3
7.	Sofa Set of Single Seater with Arms of 4 Pcs	Molty Foam 10 years Warranty with Cloth covering or equivalent	3
8.	Center Table for Sofa Set	Wooden good quality 4' X 2'	3
9.	STEEL RACK		3

10.	STEEL ALMIRAH	78"X35"X19"1 Loc	3
11.	STEEL ALMIRAH	50"x30"x17"1 Loc	3
12.	STEEL ALMIRAH	78"X36"X21"1 LOC	3
13.	STEEL RACK		3
14.	COMPUTER TABLE.	3'x2'x30",	3

ANNEXURE A (i):

The vehicle must have be paid all taxes. The make of vehicles should be a Toyota, Honda, Suzuki, Ford, etc and the model must be of 2014 or later. However if the tenderer is intended to provide a new vehicle, he can also participate in the tendering process but has to provided the vehicle within a period of 15 days from the date of allotment of tender with all the required documents. The tenderer must not have defaulted from Government or any of its office in any way. A Certificate to that effect has to be attached with the tender from.

The maximum rates quoted can be as follows:

Sr.#	Description of vehicles All vehicles must be in good/running conditioned	Quantity	Rates per vehicles per day along with driver
1.	Sedan:		
2.	Double Cabin:		
3.	Hi-Roof (Having a capacity of 07 peoples):		
4.	Van (Having a capacity of 14 peoples):		

Note:

1. The vehicles may even be required to drop staff after 12 Midnight depending on the load work on that particular day.
2. The timing of drop of the staff may vary between 07 Pm to 12 midnight.
3. The drop facility of the staff should be door to door wise.
4. Rates must be inclusive all taxes.
5. EPA Sindh will not be responsible for any expenses related to Driver or vehicles.
6. The Technical envelope should contain technical formalities such as vehicles fitness certificate, registration documents (Each) and other necessary information as described in SPPRA Rules 2010.
7. The Financial quote should be vehicles and route wise on per day basis with fuel along with necessary information as required under rule 46 (1) of SPPRA -2010.
8. Any Effort by a bidder to influence the DPC decisions in respect of Bid Evaluation, or Contract award will result in therejection of the Bidder's Bid.

ANNEXURE A (ii):

Laptops Computers

- Processor - dual core 2.4 GHz+ (i5 or i7 series Intel processor or equivalent AMD)
- RAM - 8 GB
- Hard Drive - 128 GB or larger solid state hard drive
- Graphics Card - any with DVI support - desktop only
- Wireless (for laptops) - 802.11ac (WPA2 support required)
- Monitor - 23" widescreen LCD with DVI support - desktop only
- Operating System - Windows 7 Home Premium or Professional with Service Pack 1 or Apple OS X 10.10.3
- Warranty - 3 year warranty - desktop only
- Warranty - 4 year warranty with accidental damage protection - laptop only
- Backup Device - External hard drive, USB Flash Drive and/or DVD+/-RW drive
- *Please note: The extended warranties listed above must be added at the enhancement page when selecting your hardware for purchase.*

Minimum Specifications

The current *minimum* computer specifications to ensure the ability to run the basic software most end users operate is:

- Processor - dual core @ 2.4 GHz (Core Duo Intel processor or equivalent AMD)
- RAM - 4 GB
- Hard Drive - 120 GB 5400 RPM hard drive
- Wireless (for laptops) - 802.11g/n (WPA2 support required)
- Monitor - 19" LCD - desktop only
- Operating System - Windows 7 with Service Pack 1 or Apple OS X 10.8
- Backup Device - External hard drive, USB Flash Drive and/or DVD+/-RW drive

Desktop Computers

Recommended Configurations

We recommend systems that meet or exceed the following specifications:

Processor (CPU): Intel Core i5-6xxx or equivalent

Operating System: Microsoft [Windows 10 Professional](#) x64 SP1 (free via [Dreamspark](#).)

Memory: 8 GB RAM

Storage: 512 GB internal Solid State Drive (SSD) or 1 TB internal HDD

Sustainability: EPEAT Silver rating (preferably EPEAT Gold)

Monitor/Display: 24" " LCD monitor

Network Adaptor: 802.11ac 2.4/5 GHz wireless adaptor

Other: Webcam, lock, external drive for backups

Minimum Requirements

We support the following minimum computer configurations.

Note: The following lists minimum requirements that allow for network connectivity and other basic functions. If you are planning on purchasing a new computer, please use the recommended configurations above.

Processor (CPU): Intel Core i3-3xxx

Operating System:

Microsoft [Windows 7 Professional](#) x64 SP1. UMass Amherst IT recommends Windows 10 Professional. (Both can be obtained for free via [Dreamspark](#). Restrictions may apply.)

Memory:

4 GB RAM

Storage:

500 GB internal hard drive

Monitor/Display:

15" LCD monitor

Other:

Dual-band WiFi-certified 802.11 a/g - compliant adapter

Fax Machine

TYPE

Desktop

Configuration

CCD

Scanning Method

Print Method

Laser, electrostatic

COMMUNICATION

Compatibility

ITU-T Group3, ECM

Modem Speed

33.6 Kbps - 2.4 kbps with automatic fallback

Coding Scheme

MH/MR/MMR

Transmission Speed

Approx. 3 seconds (A4)

Scan Speed

Approx. 3 seconds/page (A4)

Max TX Resolution

16 dots/mm x 15.4 lines/mm

Gray Scale/Halftones

64 levels

PAPER HANDLING

Standard Paper Capacity

250 sheets

Max Paper Capacity w/Options

500 sheets

Automatic Document Feeder

Up to 50 sheets

Document Size

Max. 257 mm x 2000 mm

Min. 128 mm x 148 mm

Effective Scanning Width

208 mm

DIALING CAPABILITIES

One Touch Auto Dialer

40

Abbreviated Auto Dialer

300

Max Numbers Stored

340

Multi-Station Transmission

352

Program Keys

8

SECURITY / RELIABILITY

Fax Access Code	Yes	
Department Codes	No	
User Authentication	No	
Job Tracking	No	
Misdial Prevention	Yes	
Junk Fax Filter	Yes	
E-mail Report	No	
Verification Stamp	Yes	
FEATURES		
Multi Access	Yes	
Dual G3 Lines	No	
Transmission Reservation	Yes	
Job Build	Yes	
Auto Fax/Tel Switch	Yes	
Polling/Locations	Yes/352	
Confidential TX/RX	Yes/10 mailboxes	
Right Fax Server	No	
MEMORY		
Std/Max Capacity	8-MB RAM/8-MB RAM	
Std/Max Page Capacity*¹	480 pages/480 pages	
Document Memory Backup	Standard, flash memory	
Batch Files	No	
Broadcasting	Sequential (170 dest)	
Substitute Reception	Yes	
Multicopy Quantity	99 copies	
MULTIFUNCTION MODES		
Internet Fax/Scan-to-Email	Optional	No
Network Printer	No	
Network Scanner	No	
CONNECTIVITY		
Operating System Support	Windows 2000, XP, Server 2003, Vista	
Parallel Interface	No	
USB Interface	Std 1.1	No
PC Fax/Print/Scan	Yes/Yes/Yes	No
Network Interface	Opt Ethernet	No
Interface Type	10/100BaseT	No
LAN Fax/Print/Scan	Yes/No/No	No/No/No
GENERAL		
Dimensions (W x D x H)	370 mm x 474 mm x 253 mm	
Weight	9.3 kg	
Power Requirements	AC 220V - 240V, 60 Hz	
Power Consumption	490 W	
Max. Sleep Mode	Approx. 2.4 Wh	

Scanners

Epson Perfection 4490 Office Scanner Specifications

Scanner Type

- Flatbed color image scanner with Digital ICE™ Technologies for Film

Photoelectric Device

- Color Epson MatrixCCD™ line sensor

Optical Resolution

- 4800 dpi

Hardware Resolution

- 4800 x 9600 dpi with Micro Step Drive™ technology

Maximum Resolution

- 12,800 x 12,800 dpi with software interpolation

Effective Pixels

- 40,800 x 56,160 (4800 dpi)

Color Hardware Bit Depth

- 48-bits per pixel internal, 48-bits per pixel external (External bit depth is selectable to 48 bits depending on the image editing software.)

Grayscale Hardware Bit Depth

- 16-bits per pixel internal, 16-bits per pixel external (External bit depth is selectable to 16 bits depending on the image editing software.)

Optical Density

- 3.4 Dmax

Transparency Unit

- 2.7" x 9.3" Transparency Adapter built-in lid, 12 35mm negative, 4 35mm slide, 1 2-1/4", 6x12cm or 120/220 (medium format) capacity

Automatic Document Feeder

- 30-page Automatic Document Feeder; 3 ppm (monochrome) at 300dpi, 2 ppm (color) at 300 dpi; 17 lb. paper, 3" to 8.5" wide, 5" to 14" long

Buttons

- 4 buttons; Scan, Copy, E-mail, PDF

Maximum Read Area

- 8.5" x 11.7" (flatbed), 3.3" x 5" to 8.5" x 14" (ADF)

Light Source

- White cold cathode fluorescent lamp

Interface

- Hi-Speed USB 2.0

Scanning Speed

- 4800 dpi high-speed mode: Monochrome 16.96 msec/line; Full color 16.96 msec/line

Reliability

- MCBF - 36,000 cycles (carriage); 20,000 cycles (ADF load/eject)

Environment Conditions

- Temperature: Operating 410 F to 950 F (50 to 350C), Humidity: Operating 10% to 80%, storage 10% to 85% (no condensation)

Power Requirements

- Voltage: AC100 - 120V, Frequency: 50 - 60hz, Power Consumption: 20W

Windows Requirements

- IBM® compatible PC with Pentium® II equivalent or higher processor. USB: Windows 98 SE, Windows 2000 Professional, Windows Me or Windows XP Home Edition/XP Professional. Hi-Speed USB 2.0: Windows 2000 Professional or Windows XP Home Edition/XP Professional. 128MB RAM (512MB recommended for Digital ICE), 350MB of available hard disk space minimum (1GB recommended for Digital ICE), CD-ROM drive (4x or faster), available USB connection (Hi-Speed USB 2.0 recommend for optimum performance).

Macintosh Requirements

- iMac® or any G3 or later with built-in USB. USB: Mac OS X 10.2.x and OS 10.3.x. Hi-Speed USB 2.0: Mac OS X 10.2.7 or later. 128MB RAM (512MB recommended for Digital ICE), 450MB of available hard disk space minimum (1GB recommended for Digital ICE), CD-ROM drive (4x or faster), available USB connection.

Physical Dimensions

- Width: 10.71", Depth: 18.7", Height: 4.5", Weight: 8.8 lbs. (with TPU lid); Width: 12.6", Depth: 21.2", Height: 7.8", Weight: 10 lbs. (with ADF lid)

Software

- Adobe® Photoshop® Elements, ABBYY® FineReader® Sprint Plus OCR, Epson Creativity Suite, NewSoft&3153; Presto!® BizCard, Epson Scan with Epson Easy Photo Fix™ Technology

Warranty

- One year limited warranty in the U.S. and Canada

Stabilizer

Universal Stabilizer M70 Detail

You are looking now latest Universal Stabilizer M70 price in pakistan market 2015 including in all major cities, Universal Stabilizer M70 Price in Karachi, Universal Stabilizer M70 price in Lahore, Islamabad, Faislabad, Pesahwer, Quetta, Multan, Rawalpindi and many more cities.

Model	M-70
Features	Maunal Regulator
Product Detail	Switch -1 Meter
Input V	100
Watts	7000

ANNEXURE A (iii):

1. File Flat (SBP) A-4 Size 20,000
2. File Flat (BSC) A-4 Size 32,000
3. File Folder(SBP) A-4 Size 20,000
4. File Folder(BSC) A-4 Size 18,000
5. Flaps (SBP) 6,000

6. Flaps(BSC) 6,000
7. Paste Adhesive 142 grms 1,500
8. Pencil Lead
9. Desk Calendar Stand 400
10. Ball Point(Blue) With Printing
- 11 Ball Point(Blue)
12. Ball Point(Black)
13. Ball Point(Black)
- 14 Ball Point(Red)
15. Ball Point(Red)
16. File Flat
17. Duplicating Paper (Legal Size 8½" x 13 ½") 100 Pkt
18. Wrapping Paper Brown 35"x47"(70 grms) 4,000 Sheets
19. Laser Paper Superior Type(Legal Size8½" x13 ½") 80 grams 500 Sheets Per Pkts. 2,000 Pkt
20. Laser Paper Superior Type(A-4 Size)80 grams 500 Sheets Per Pkts 18,000 Pkt
21. Tracing Paper(A-4 Size 8½" x 11 ¾")100grams (France) 500 Sheets Per Pkts 50 Pkt
22. Computer Paper (For Salary) 15"x 11" 500 Boxes
23. Computer Paper (For MSD) 9 ½"x 11"2000 Sheets in One Box 200 Boxes
24. Paper Roll of 3 Ply (Color) 40 Rolls
25. Computer Paper 9 ½"x 5½" Salary 15 Boxes
26. Envelops(Brown) 6"x 3 ½" for dispensary 5,000
27. Envelops (Brown) for SBP(File Size 15"x 12") 2,000
28. Envelops (Brown) for BSC(File Size 15"x 12") 20,000
29. Envelops (Brown) for SBP(Half File Size 8"x12") 5,000
30. Envelops (Brown) for BSC(Half File Size8"x12") 20,000
31. Envelops Brown for ERD(Half File Size 8"X12") 15,000
32. Window Envelop Brown for SBP(Size 6"X 3 ½") 22,000
33. Envelop(Brown) for SBP(Small Size 9 ½" x 4") 40,000
34. Envelop(Brown) for BSC(Small Size 9½" x 4") 50,000
35. Envelop(Brown) for SBP(Medium Size 11"x 15") 50,000
36. Envelop(Brown) for BSC(Medium Size 11"x 15") 50,000
37. Envelops White cloth line for ERD{Half File Size 12" x 10"} 15,000
38. Envelop(Brown) Window Type forSBP Size 9½" x 4" 20,000
39. Envelop(Brown) Window Type forSBP Size 11" x 5" 20,000

Evaluation Sheet

Name of Company _____

S/No	Item	Quantity	Rates

Signature