**BIDDING DOCUMENT**

*for*

|  |
| --- |
| **PROCUREMENT OF GOODS**  REFERENCE NO. DFS(I)/P&D/Tender/1485 dated 17-03-2016 |





**OFFICE OF DIRECTOR FISHERIES SINDH (INLAND)**

Near Rani Bagh, Thandi Sarak Hyderabad

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# BID DATA SHEET

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| **BID DATA SHEET** | | |
| ITB Clause 1.1 | Name of Procuring Agency of Government of Sindh. | Director Fisheries Sindh (Inland) Hyderabad. |
| ITB Clause 6.1 | Procuring agency’s address, telephone, telex, and facsimile numbers. | *Directorate of Fisheries Sindh, Inland, near Rani Bagh, Thandi Sarak, Hyderabad Phone # 022-9200054, 9201096, Fax # 022-9200042, email sindhfisheries\_inland@yahoo.com* |
| N/A | Bid Reference No. | NO. DFS(I)/P&D/Tender/1485 dated 17-03-2016 |
| N/A | Date, time for issuance of bid document | From the date of publication, during office hours. |
| N/A | Date, time for closing of bid | 08-04-2016 during office hours. |
| ITB Clause 11 | Date, time for Submission of bid document | 11-04-2016 12:00 noon. |
| Date, time for opening of bid | 11-04-2016 12:30 pm. |
| Venue of submission & opening Bids. | *Directorate of Fisheries Sindh, Inland, near Rani Bagh, Thandi Sarak, Hyderabad* |
| ITB Clause 03 | Language of the bid. | English |
| ITB Clause 15 | Bid Current | Pak Rupee |
| ITB Clause 08 | Amount of Bid Security | 2.5% of the bid value |
| ITB Clause 10 | Bid validity period | 90 days |
| ITB Clause 02 | Bidding procedure | Single stage – Two envelopes |

# Section-I INVITATION OF BIDS

|  |  |  |
| --- | --- | --- |
|  | **GOVERNMENT OF SINDH DIRECTORATE OF FISHERIES SINDH INLAND HYDERABAD** Phone. 9200054 E-mail: sindhfisheries\_inland@yahoo.com |  |

No. DFS(I)/P&D/Tender/1485   
Dated: 19/03/2016

**Invitation for Bids**

Date: ***17.03.21016***

IFB No:**25333**

The Director Fisheries Sindh, Inland Hyderabadhas received an allocation from the Public Fund in Pak rupees towards the cost of **(i)** Construction of Fishermen Colony at Murad Shah Mian and Rylo Mian at Downstream Kotri Barrage (Phase-I) ADP scheme # 954and **(ii)** Development of Public waters (Lakes) and surveillance of coastal waters to Improve Productivity & enhance availability of fish (Thatta, Badin, Hyderabad, Jamshoro, SBA & Sanghar) ADP scheme # 956 of 2015-16 **(iii)** Non-development side budget. It is intended that part of the proceeds of this allocated fund will be applied to eligible payments under the contract for *procurement.*

2. The Director Fisheries Sindh, Inland, Hyderabadnow invites sealed bids from eligible bidders for the supply of following items.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender No.** | **Particulars** | **Quantity** | **Tender Fee.** |
| **1** | Stationary items | Detail as per Tender document | Rs. 1000/ |
| **2** | Printing & publicity items | Detail as per Tender document | Rs. 1000/ |
| **3** | Cost of other store items | Detail as per Tender document | Rs. 1000/ |
| **4** | Misc. & consumable items | Detail as per Tender document | Rs. 1000/ |
| **5** | Chemical, Medicines, hormones, feed, fertilizer & live fish brooders. | Detail as per Tender document | Rs. 1000/ |
| **6** | Machinery, equipments & laboratory equipments and fishing nets. | Detail as per Tender document | Rs. 1000/ |
| **7** | Uniform / liveries | Detail as per Tender document | Rs. 1000/ |
| **8** | Repair of Furniture & fixtures | Detail as per Tender document | Rs. 1000/ |
| **9** | Repair of machinery & equipments. | Detail as per Tender document | Rs. 1000/ |

3. Interested eligible bidders may obtain further information from and inspect the bidding documents at the office of ***Directorate of Fisheries Sindh, Inland, near Rani Bagh, Thandi Sarak, Hyderabad******Phone # 022-9200054, 9201096, Fax # 022-9200042, email sindhfisheries\_inland@yahoo.com***

4. A complete set of bidding documents may be purchased from the date of publication upto 08.04.2016 during office hours by interested bidders on the submission of a written application to the above and upon payment of a nonrefundable fee mentioned above against each Tender number.

5. The provisions in the Instructions to Bidders and in the General Conditions of Contract are the provisions of the Sindh Public Procurement Act and its Rules made thereunder which also conform to the requirements of the World Bank *Standard Bidding Documents: Procurement of Goods for National Competitive Bidding, Pakistan*, Part One.

6. Bids must be delivered to the above office on or before *12.00 pm* on *11.04.2016 and* must be accompanied by a security of 2.5% (Non refundable) in shape of call deposit / pay order in favour of **Director Fisheries Sindh, Inland, near Rani Bagh, Thandi Sarak, Hyderabad.**

7. Bids will be opened in the presence of bidders’ representatives who choose to attend at *12:30 pm* on 11.04.2016 in the office of **Director Fisheries Sindh, Inland, near Rani Bagh, Thandi Sarak, Hyderabad**

8. The bidders are requested to give their best and final prices as no negotiations are expected.

1. The bidding method will be **Single stage - Two envelopes procedure**. The firms shall prepare two envelope i.e the bid shall comprise a single package containing two separate sealed envelopes each envelope shall contain separately **TECHNICAL PROPOSAL** (with catalogue / literature, country of origin / brand and sample) and **FINANCIAL PROPOSAL**.
2. The Procuring Agency reserves the right to reject all or any bid subject to the relevant provisions of SPPRA rules 2010 (amended 2013).
3. The firm must have valid registration with Income Tax, Sales Tax, and Sindh Board of Revenue.
4. The rates must be quoted inclusive of all Govt. taxes wherever applicable as per rules.
5. Supply order will be issued as per Funds released by the Finance Department.
6. Bid validity period (90 days).

**Tender Schedule**

|  |  |
| --- | --- |
| Tender issuance date: | From the date of publication. |
| Last date of issuance of Tender: | 08.04.2016 during office hours. |
| Tender submission date: | 11.04.2016 upto 12:00 pm |
| Tender opening date: | 11.04.2016 upto 12:30 pm |
| Place of issuance/ submission / opening: | Directorate of Fisheries Sindh, Inland, near Rani Bagh, Thandi Sarak, Hyderabad. |

Sd/-

**Director Fisheries Sindh  
(Inland), Hyderabad**

# Section-II INSTRUCTIONS TO BIDDERS

## **Scope of Bid:**

* 1. The Director Fisheries Sindh (Inland) Hyderabad invites bids for the supply of stationary items, machinery, equipments, laboratory equipments, nets, cost of other stores and as well as repair & maintenance of machinery equipments and furniture fixtures specified in the schedule of requirements along with technical specifications.

## **Eligible Bidders:**

* 1. The invitation for bids is open to all original manufactures / their authorized sole agents / suppliers and in case of imported goods their authorized dealers / importers / suppliers for supply of goods more specifically described in the schedule of requirement. (Section III)

## **Eligible Goods and services:**

* 1. All goods and related services to be supplied under the contract shall confirm to the policies of the Government of Sindh in vogue. All expenditure made under the contract shall be limited to such goods and services. For purpose of this clause (a), the term Goods includes any goods, that are subject of this invitation for bid and (b) the term Services includes related ancillary services such as transportation, insurance, installation, after sale services etc.

## **Cost of Bidding:**

* 1. The Bidders shall bear all cost associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those cost, regardless of the conduct or outcome of the Bidding process.
  2. In the case of offer supply of items / stores from within the country, price quoted shall be inclusive of all taxes (Present and Future) duties and charges for packing, making, handling etc.

**STATEMENT SHOWING THE DETAILS OF ITEMS / STORE PERTAINING TO OFFICE OF THE DIRECTOR FISHERIES SINDH (INLAND) HYDERABAD FOR THE YEAR 2015-16 FOR PROCUREMENT OF ITEMS AS ILLUSTRATED IN THE TENDER DOCUMENTS.**

|  |  |  |
| --- | --- | --- |
| **Sr.No.** | **Budget items** | **Quantity** |
| 1 | stationary items, machinery, equipments, laboratory equipments, nets, cost of other stores and as well as repair & maintenance of machinery equipments and furniture fixtures | As per list enclosed |

# TERMS & CONDITIONS

## **The Governing Rules:**

* 1. The Bidding procedure shall be governed by Sindh Public Procurement Regulatory Authority (SPPRA) 2010 (amended 2013).
  2. Condition as per Tender Notice will remain valid however procuring agency reserves the right to extend date & time of bid. Opening or receiving the bids and to purchase all or part of store under the tender.
  3. Any cutting / correction in bid form will make the quotation invalid.
  4. Procurement Committee reserves the right to obtain clarification from any bidder, in respect of items quoted by him. The replies by the bidder will be recorded and will form part of bid document.
  5. 100% payment shall be released on receipt of consignment in full.
  6. The contracting firm will be treated under SPPRA Rules 2010 accordingly in case of failure in supply of stores, it shall be obtained to purchase the store elsewhere without notice on account and risk the contract.
  7. Breaking / leakage during transport is the responsibility of supplier.
  8. No medicine / drug will be accepted with the expiry less than 1 year.
  9. All the rates quoted must be inclusive of all the taxes imposed by the Government time to time.
  10. The rates offered will be valid for the financial year 2015-16.
  11. The sealed tenders will be opened on same day before interested bidders.
  12. All the firms are required to attached on affidavit of above agreement and that their firms has not declare black listed by Provincial and Federal Government on Stamp Paper worth Rs. 100/-
  13. All the items must be stamped *“Government of Sindh Property, Not for Sale”*.
  14. Payment by the Fund will be made only at the request of the Procuring agency and upon approval by the Government of Sindh., and in case of a project will be subject in all respect to the terms and conditions of the agreement. The Project Agreement prohibits a withdrawal from the allocated fund account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Federal Government/ Sindh Government, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Procuring agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.

## **Applicable Bidding Procedure:**

* 1. The Bidding Procedure is government by SPPRA rule 46 “Procedure of open Competitive Bidding” Sub-rule (2) “Single stage - Two envelopes above to confirm the bidding procedure applicable in the present bidding process”.

## **Single Stage Two Envelopes Procedure:**

* 1. The bid shall comprise a single package containing two separate envelopes, each envelope shall contain separately technical and financial proposals.
  2. The procuring agency shall evaluate the technical and financial proposal and reject any proposal which do not confirm to the specified requirements.
  3. During the technical evaluation no amendments in the technical proposal shall be permitted.
  4. Financial proposal of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
  5. Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders:
  6. Bid found to be the lowest evaluated or best evaluated bid shall be accepted.

## **Language of Bids:**

* 1. All correspondence, communications, associated with preparation of bids, clarifications, amendments, and submission shall be written in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by the accurate translation in English or Urdu, in which case, for purpose of interpretation of the bids, the said translation shall take precedence.

## **Bid Price**

* 1. The bidder shall indicates on the appropriate form prescribed in the bidding document the unit price and total bid prices of the goods, its proposes to supply under the contract.
  2. Form prescribed for quoting of prices is to be filled in very carefully, preferably typed. Any alteration / correction must be initiated. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red /yellow marker.
  3. The bidder should quote the prices of goods according to the technical specification as provided in the bidding document. The technical specification of goods, different from the required specification shall straightway be rejected.
  4. The bidders are required to offer a competitive prices. All prices must be include the g taxes and duties, where applicable. If there is no inclusive of taxes, the offered / quoted price shall be considered as inclusive of all prevailing taxes / duties.
  5. While making a price quote, trend / inflation in the rate of goods and services in the market should be kept in mind. No request for increase in the price due to market fluctuation in the cost of goods and services shall be entertained.

## **Bid Currencies:**

* 1. Price shall be quoted in Pak Rupees

## **Supporting Documents to judge specification:**

* 1. The Bidders shall provide the leaflet / broachers / catalogs of quoted Products with the bid.

## **Documentation on Eligibility of Bidders:**

* 1. Bidders shall furnish documents establishing the bidder’s eligibility to the bid and its qualification to perform the contract its bid is accepted.
  2. The documentary evidence of the bidder’s eligibility to bid shall establish to the procuring agency’s satisfaction that the bidder, at the time of submission of its bid, is an eligible.

## **Bid Security:**

* 1. The bidder shall furnish, as part of its bid, a bid security in the amount specified in the bid data sheet. Unsuccessful bidders bid security shall be discharged or returned soon after announcement of the successful bids.
  2. The successful bidder’s security shall be discharged upon signing of contract / purchase order and furnishing the performance security.
  3. If a bidder withdraw its bid during the period of bid validity or
  4. In case of a successful bidder, if bidder fails to sign the contract purchased order of fails to provide a performance security (if any)

## **Late Bids:**

* 1. Any bid received by the procuring agency after the deadlines for submission shall be rejected and returned unopened to the bidder.

## **Bid Validity:**

* 1. Bids shall remain valid for the period identified in the bid data sheet after the data of opening of technical bid. A bid valid for a shorter period shall be rejected by the procuring agency as non-responsive.
  2. Bidders who:

1. Agree to the procuring agency request for extension of bid validity period shall not be permitted to change the substance of their bids and.
2. Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

## **Opening and evaluation of Bids:**

* 1. All bids received shall be opened by procuring agency publically in the presence of the bidders of their representatives on the date, time and venue prescribed in the bid data sheet.
  2. The opening of bids shall be subject to the bidding procedure prescribed in the bid data sheet and elaborated in clause 02 above.
  3. All bidders in attendance shall sign an attendance sheet.
  4. The procuring agency shall open on bid at a time and read out aloud its contents which may include name of bidders, bided for and unit prices and total amount of the bid (if applicable) which is deemed appropriate if not in conflict with the SPPRA rules 2010 (Amended 2013).
  5. No bid shall be rejected at technical proposal / bid opening, except for late bids which shall be returned unopened to the bidders.

## **Announcement of evaluation Report:**

* 1. The procuring agency shall announce the results of the bid evaluation report in the form of a report giving reasons for acceptance or rejection of bids. The report shall be hoisted on website of the authority / SPPRA and that of the procuring agency if its website exist and inlimited to all the bidders at least seven days prior to the award of contact.

## **Performance Security:**

* 1. After signing of contract, the successful bidders shall furnish a performance security within a week, equivalent 10% in the form of pay order / demand draft to the total contract and validity period of at least six months. Performance security shall be released to the supplied upon successful completion of the contract. Supplier bid security already submitted with the bid shall be released upon satisfactory submission of a performance security.
  2. The bid security submitted by the bidder at the time of submitting its bid shall be returned to the bidder upon submission of performance security.
  3. Failure to provide a performance security by the bidder is a sufficient ground for annulment of the award and forfeiture of the bid security. In such event the procuring agency may award the contract to lowest evaluated bidder or cal for new bid.

Note: **In accordance with existing SPPRA Rules 2010 (Amended 2013), procuring agency reserve the rights to cancel on or all the bids without assigning reasons if the bidder is incomplete or defective.**

Ref:

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_

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

**SIGNATURE OF BIDER**

**Designation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name & Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# EVALUTION CITERIA

## **MANDATORY REQUIREMENTS**

* 1. NTN Certificate.
  2. GST Certificate (where applicable)
  3. Must be registered with Sindh Board of Revenue.
  4. Compliance Technical Specifications
  5. Bidder should not have been blacklisted by any Provincial / Federal Government of organization of the State / Federal Government of Pakistan.
  6. Compliance with schedule of requirements.
  7. Submission of required amount of earnest money.
  8. Letter for nomination as sole distributor / authorized dealer.
  9. Leaflets / broachers / catalogues of quoted products along with samples.

## **GENERAL REQUIREMENTS**

* 1. Experience in the relevant field (evidence must be provided)
  2. Financial Position

1. Turnover of at least last two years.
2. Tax return of last three years.
   1. Nature of Suppliers.
3. Original Manufacturer
4. Distributor
5. General Traders

Note: Procuring agency is authorized to conduct the physical inspection to review the authenticity of manufacturer facilities and submitted documents, if deemed necessary.

# PRICE SCHEDULE

## **Price Schedule in Pak. Rupees**

User Note: *This forms is to be filled by the bidder for each individual item and shall submit with salad tender.*

Name of the Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Ref. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Opening of Bid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | |
| **Sr.#** | **Name of Item** | **Unit Price** (incentive of all applicable taxes) | **No. of Units** | **Total Price** | **Discount** (if any) | **Final Total Price** (Incentive of all applicable taxes) | |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
| *Note: The quoted price should include all expenses including delivery charges on consignee address:*   1. Total Price \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Discount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Final Total Price \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Official Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |