



OFFICE OF THE REGIONAL DIRECTOR
PROVINCIAL OMBUDSMAN (MOHTASIB) SINDH SECRETARIAT
Bungalow No.3, Old Campus, Court Road, Hyderabad
Tel: 022 9200467 Fax: 022 9201312

Bidders are requested to confirm the specifications and specify the model and make of the product with technical literature/proposal, if any.

TERMS & CONDITIONS

Reputed interested firms/bidders having relevant experience at least three years in dealing with Hardware Computer, Plant & Machinery and Furniture items are requested to submit following information/documents.

1.

- i. Tender documents will be received up to 1:00 P.M. on 19.04.2016 and will be opened on the same date at 2:00 P.M in presence of bidders or their representatives at Regional Office Provincial Ombudsman (Mohtasib) Sindh, Hyderabad.
- ii. Sealed tenders should be addressed to Director, Regional Office, Provincial Ombudsman (Mohtasib) Sindh, Hyderabad, Bungalow No.3, Old Campus, Court Road, Hyderabad by clearly marking on the top of the Envelop "TENDER".
- iii. The bidder should provide Registration Certificates of Income Tax & Sales Tax Department.
- iv. National Competitive Bidding method will be applied as per SPPRA Rules-2010 by following Single Stage One Envelope Procedure.
- v. Free delivery shall be made within 15 days from the date of award of contract/supply order to consignee premises.

2. BID SECURITY

- (a) Bid Security (refundable) at five percent of the bid amount in shape of pay order/demand draft in favour of Director, Regional Office, Provincial Ombudsman (Mohtasib), Sindh, Hyderabad shall be deposited with the offer otherwise offer will be rejected.
- (b) (i). Bid security shall remain valid for a period of 28 days beyond the validity period for bids.
(ii). Bids security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.



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3. PERFORMANCE SECURITY

(a) Successful bidder will have to deposit Performance Security @ 10% of the contract amount in shape of Pay order/Demand Draft/Bank Guarantee in favour of Director, Regional Office, Provincial Ombudsman (Mohtasib), Sindh, Hyderabad (Proforma enclosed).

(b) Validity of performance security shall extend at least ninety days beyond the date of completion of contract to cover defects liability period or maintenance period subject to final acceptance by the procuring agency as per rule-39 of SPPRA-2010.

4. Payment will be released / made on completion of supply/work (in all respect) subject to inspection.
5. The vendor shall enclosed copy of GST invoice along with bill for the amount due on goods supplied.
6. All bidders shall sign in attendance sheet.
7. In case of any holiday or uncertainty in the city Tenders/Bids will be opened on next working day.


SPECIAL CONDITIONS:

1. Tender should be properly sealed.
2. Bidders are required to quote the amount separately for each item both in figures and words on Tender/Bid Documents only alongwith covering letter head duly sealed and signed.
3. Regional Office, Provincial Ombudsman (Mohtasib) Sindh, Hyderabad reserves the right to increase or decrease the quantity without assigning any reason.
4. (i) Regional Office, Provincial Ombudsman (Mohtasib) Sindh, Hyderabad, may cancel the bidding process at any time prior to the acceptance of a bid or proposal.
(ii) Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation.
(iii) The procuring agency 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.



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5. Supply will be accepted subject to inspection according to specification given in the schedule.
6. After acceptance of offer the firm shall be required to submit performance security and execute agreement (performa attached) within 07 days. In case of failure the bid security shall be liable to be forfeited.
7. In case of dispute, if any between the parties the same shall be settled as per arbitrations laws being in force in Pakistan.
8. Free installation/documentation at Bidders responsibility shall be confirmed by the Bidders where necessary.
9. Quoting Firms/Bidders shall be bound to provide warrantee that in case of any material/manufacturing defects, the Firms/Bidders will replace the same/remove the defect free of cost within one year.
10. The successful Bidder/Bidders will be bound to supply the items as per specification mentioned in the Tender Document within specific period given in the supply order. In case of failure, penalty of 3% of the supply order per month or part thereof up to maximum limit of 10% shall be imposed on the supplier or their performance guarantee shall be liable to be forfeited.
11. The firms/bidders will demonstrate/display their quoted item(s) (if procurement agency desire), before procurement committee of this .
12. Presence of representative of successful Bidder(s) is compulsory at the time of Inspection of their supplied items (as per mentioned in the Tender Documents).
13. The bidder should submit the brochures and pictures of the items along with the rates
14. Firms/Bidders will attach the receipt of Accounts Section of this Office with the tender document.


(MUHAMMAD AKRAM SAEED)
Regional Director
Regional Office, Provincial Ombudsman
(Mohtasib) Sindh, Hyderabad /
Chairman, Procurement Committee

22/3/16



No. 8/1191-Admn

**SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB)
SINDH**
Shahrah-e-Kamal Ataturk, Opp: Sindh Secretariat, Karachi

Karachi, dated the 22/3/16

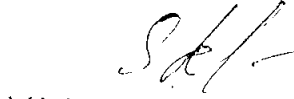
NOTIFICATION

In continuation of Notification of even number dated 11-12-2013, the Hon'ble Ombudsman, Sindh has been pleased to reconstitute the Committee for Redressal of grievances and settlement of disputes of Bidders in terms of Rule-31(1) of SPPRA Rule-2010, comprising of:-

- | | | |
|----|---|----------|
| 1. | Secretary,
Secretariat Provincial Ombudsman, Sindh, Karachi. | Chairman |
| 2. | Director General-I,
Secretariat Provincial Ombudsman, Sindh, Karachi | Member |
| 3. | Director General (Finance),
Secretariat Provincial Ombudsman, Sindh, Karachi. | Member |
| 4. | Representative of Accountant General Sindh,
Karachi. | Member |
| 5. | Representative of Information Technology
Department, Government of Sindh, Karachi. | Member |

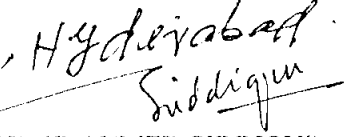
25/3/16

OSPT
17A


(HASHIM RAZA ZAIDI)
SECRETARY

Copy to:-

- 01) The Managing Director, Sindh Public Procurement Regulatory Authority, Govt. of Sindh, Karachi.
- 02) The Secretary, Information Technology Department, Government of Sindh, Karachi.
- 03) Accountant General Sindh, Karachi.
- 04) The Secretary, Industries Department, Govt. of Sindh, Karachi
- 05) All concerned Officer / All Regional Directors, Hyderabad


(OZAIR AHMED SIDDIQUI)
ASSISTANT DIRECTOR (ADMN)
Tel: 99211714

Copy to:

1. P.S. to Hon'ble Ombudsman, Sindh.
2. P.S. to Secretary.

PROVINCIAL OMBUDSMAN (MOHTASIB) SINDH SECRETARIAT
REGIONAL OFFICE, HYDERABAD

PROCUREMENT OF PHYSICAL ASSETS FOR THE YEAR 2015-16

S.No	Title of Procurement	Estimated Cost	Method	Tentative/Actual date of NIT	Tentative/Actual closing date of NIT	Tentative/Actual date of award of contract	Tentative Dead line/Actual Date for Execution	Remarks
HARDWARE/COMPUTER EQUIPMENT								
1	Computer core i5 LED 20" (Dell Brand)(01)	71,875/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
2	HP- Lazer Printer (01)	29,375/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
3	UPS (intex Brand) (03)	21,960/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
	Total	123,210/-						
PLANT & MACHINERY								
4	Photostat Machine (01)	98,500/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
5	Honda Petrol Generator 2.5 KV (01)	75,000/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
5	Split A.C (01)	53,700/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
7	Refrigerator (01)	22,000/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
	Total	249,200/-						
FURNITURE & FIXTURE								
8	Executive Table (01)	37,000/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
9	Executive Chair (01)	15,000/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
10	Visitors Chairs (03)	16,875/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
11	Sofa Seats/Chairs (06)	30,000/-	One envelop procedure	2 nd week of March, 2015	4 th week of March, 2015	4 th week of April, 2015	May, 2015	
	Total	98,875/-						
	Grand Total	471,285/-						

[Signature]
[Seal]

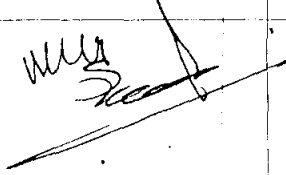

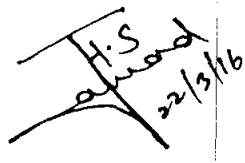
Director
Regional Office Hyderabad
Ombudsman (Mohtasib) Secretariat
Sindh

25/02/16



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MEETING ATTENDENCE SHEET OF CHAIRMAN AND
MEMBERS OF PROCUREMENT COMMITTEE
HELD ON. 22.03.2016 AT 2.00 P.M

S.No.	Name of Officer	Designation	Signature	Remarks
1	2	3	4	6
1.	Mr. Muhammad Akram Saeed Chairman of Procurement Committee	Regional Director Regional Office, Hyderabad		
2.	Ms. Saima Mustafa Member	Accounts Assistant Regional Office, Hyderabad		
3.	Syed Mudammad Jawad Haider Member	Assistant Commissioner, City, Hyderabad		



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TENDER NO. POS/HYD/ACCT/PRO/2016

TENDER DOCUMENTS

FOR

**HARDWARE/COMPUTER AND PLANT &
MACHINERY AND FURNITURE ITEMS**



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TENDER DOCUMENT

SCHEDULE TO INVITATION TO TENDER NO. POS/HYD/ACCT/PRO/2016

1. Date & Time of Receipt of Tender: 19.04.2016 till 1.00 p.m.
2. Date & Time of Opening Tender: 19.04.2016 at 2.00 p.m.

As per above mentioned schedule tenders shall be opened before the bidders or their representatives at Regional Office, Provincial Ombudsman (Mohtasib) Sindh, Hyderabad.

Offer shall remain valid for 90 days from the date of opening of tender. Tender should quote their price clearly on the basis of free delivery to consignee at Hyderabad, inclusive of all taxes.



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(MUHAMMAD AKRAM SAEED)
Regional Director
Regional Office, Provincial Ombudsman
(Mohtasib) Sindh, Hyderabad /
Chairman, Procurement Committee

22/3/16



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TENDER NO.POS/HYD/ACCT/PRO/2016

**(The Bidders shall fill in the certificate below failing which the Tender will
liable to be considered as cancelled**

CERTIFICATE

WE GUARANTEE TO SUPPLY THE STORES EXACTLY IN ACCORDANCE WITH THE REQUIREMENT SPECIFIED IN THE INVITATION TO TENDER & AGREED ACCORDING TO ABOVE TERMS AND CONDITIONS. WE WILL COMPLETE ALL THE FORMALTIES TILL FINAL OF PROCUREMENT PROCESS AT REGIONAL OFFICE, PROVINCIAL OMBUDSAMAN, SINDH, HYDERABAD. WE WILL NOT BACK OUT (IF WE BECOME SUCCESSFUL BIDDER).

Name (in Block Letter): _____

Designation : _____

Office Address: _____

Signature with Date: _____

Office Stamp : _____

REGIONAL OFFICE PROVINCIAL OMBUDSMAN
(MOHTASIB), SINDH, HYDERABAD
PH NO.022-9200467

TENDER DOCUMENT

Items	Description of Stores	Quantity Required	Price per Unit both in figures & words free delivery to Consignee's end (inclusive all taxes)														
01	<p><u>COMPUTER</u></p> <p>-Core i5 4th Generation Branded Desktop PC</p> <p>-Processor : Intel Corei5, (4670, 4570) or Equivalent</p> <p>-Operating System : Windows® 7 Professional 32 bit (English)</p> <p>-LED : 20"</p> <p>-Mother Board Original : Intel or Equivalent</p> <p>-RAM : 4GB (1x4GB) 1600 MHz DDR3</p> <p>-Hard Disk : 500 GB SATA Hard Drive (5400RMP)</p> <p>-Removable Media : DVD RW</p> <p>-Video Card : Intel® HD Graphics</p> <p>-Keyboard : USB Multimedia Pro or USB Entry Keyboard</p> <p>-Mouse : USB Optical or Laser Mouse</p> <p>-Brand : Internationally Reputable (Dell/HP) or Equivalent</p> <p><u>Support Capabilities</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr. No</th> <th style="width: 20%;">Item</th> <th style="width: 30%;">Action Item</th> <th style="width: 40%;">Response Time (in Hours)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td rowspan="4" style="text-align: center;">Personal Computers</td> <td style="text-align: center;">Replacement</td> <td rowspan="4"></td> </tr> <tr> <td></td> <td style="text-align: center;">Repair</td> </tr> <tr> <td></td> <td style="text-align: center;">Re-Configuration</td> </tr> <tr> <td></td> <td style="text-align: center;">Backup Replacement</td> </tr> </tbody> </table>	Sr. No	Item	Action Item	Response Time (in Hours)	1	Personal Computers	Replacement			Repair		Re-Configuration		Backup Replacement	1 No.	Rs _____
Sr. No	Item	Action Item	Response Time (in Hours)														
1	Personal Computers	Replacement															
		Repair															
		Re-Configuration															
		Backup Replacement															

Signature of Bidder: _____

REGIONAL OFFICE PROVINCIAL OMBUDSMAN
(MOHTASIB), SINDH, HYDERABAD
PH NO.022-9200467

TENDER DOCUMENT

Items	Description of Stores	Quantity Required	Price per Unit both in figures & words free delivery to Consignee's end (inclusive all taxes)
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02	<p><u>PRINTER</u></p> <p>Hp LaserJet P2055 / 2050 or Equivalent</p>	01 No.	Rs _____
03.	<p><u>UPS FOR COMPUTER</u></p> <p>UPS 1 KVA Intex Brand or Equivalent</p>	03 Nos.	Rs _____
04.	<p><u>PHOTOSTATE MACHINE</u></p> <p><u>DIGITAL PHOTOCOPIER OF LATEST MODEL EAST OPERATION ALONGWITH TROLLEY OF FOLLOWING SPECIFICATIONS</u></p> <p>Technology : Laser Single Component (Developer Less)</p> <p>Type : Desktop Copier</p> <p>Copy Speed : 22 CPM (Minimum)</p> <p>Continuous Copying: 1-999 Copies</p> <p>Memory Capacity : 32 MB Standard</p> <p>Original copy Size : Max. A-3</p> <p>Zoom Range : 25% - 400%</p> <p>Paper Feeding : 1 X 300 Sheets, Universal Cassette</p> <p>Drum Life : Minimum 150,000 copies</p> <p>Toner Life : Minimum 8000 copies per bottle</p> <p>Cost of Toner : should be mentioned in the tender</p> <p>Cost of Drum : should be mentioned in the tender (including maintenance Kit/Parts)</p> <p>Country of origin : should be mentioned in the tender (alongwith update dealership certificate)</p> <p>Country where Assembled : should be mentioned in the Tender.</p> <p>List of clients (update) : should be attached with Tender.</p> <p>Where machine have been Supplied/installed (last two years)</p>	01 No.	Rs _____

Signature of Bidder: _____

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Items	Description of Stores	Quantity Required	Price per Unit both in figures & words free delivery to Consignee's end (inclusive all taxes)
05.	HONDA PETROL GENERATOR or Equivalent 2.5 KVA	01 No.	Rs _____
06.	<u>SPLIT AIR-CONDITIONER 1.5 TON WITH INSTALLATION</u> Ken Wood Brand or Equivalent	01 No.	Rs _____
07.	<u>REFRIGERATOR</u> Hitachi Brand 7 cubic. feet. No Frost (Latest Model) or Equivalent	01 No.	Rs _____
08.	<u>EXECUTIVE OFFICER TABLE WITH SIDE RACK</u> Size 6 X 3' X 2 ½' with side rack size 4' X 20" X 27" (Height) having computer facility (size of Key Board tray 24"), mobile drawers with lock made with artificial partal of standard quality, brown colour, alongwith 5mm tinted table glass.	01 No.	Rs _____

Signature of Bidder: _____

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(MOHTASIB), SINDH, HYDERABAD
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Items	Description of Stores	Quantity Required	Price per Unit both in figures & words free delivery to Consignee's end (inclusive all taxes)
09.	<p><u>EXECUTIVE REVOLVING CHAIR</u></p> <p>High back, back care design, artificial leather, master molty foam in seat at least 3" and back 2 ½ " to 3" thickness imported iron/steel base having round solid moving wheels with imported hydraulic system with iron arms cover with foam & leather.</p>	1 No.	Rs _____
10.	<p><u>VISITOR CHAIRS.</u></p> <p>Wooden visitor chair of standard size, Height 18.2" sheesham wood with arms and laker polish full cushion master molty foam in back 3" thickness and seat 3" thickness minimum and artificial best quality leather .</p>	03 Nos.	Rs _____
11.	<p><u>05 SEATER EXECUTIVE SOFA SET WITH CENTRE TABLE</u></p> <p>Standard Size, Frame should be made of wood (Best Quality). Inner frame work will be of new partal wood. Master Molty Foam will be used in seat (at least 6") back 4" and arms. Its colour should be matched with the executive officer table.</p>	01 No.	Rs _____
12.	<p><u>STAFF CHAIR</u></p> <p>Shesham wood frame, standard size with arms and laker polish cushion foam seat in 2.5" thickness and back in 2.5" thickness</p>	06 Nos.	Rs _____

Signature of Bidder: _____