

Advertisement

DEPUTY COMMISSIONER
LARKANO

INVITATION TO BID

NO. 117/04-2016


Dated: 11-04-2016

1. Sealed Tenders are invited on the prescribed form in Single Stage - Two Envelopes procedure as per Public Procurement Rules 2004 under Rule 36(b) for the following work from the Manufacturers or Authorized Distributors, Sales and Income Tax registered Contractors:

Provide & Supply of Furniture

Due date & time of submission:	21-04-2016	12.00 Noon
Date & time of opening technical bids:	21-04-2016	01.00 PM
Date & time of opening of financial bids:		

- Bidders must have a documented track of completing at least 3 similar assignments of same capacity and quantity or above, during last 3 (three) years, of similar functional / technical characteristics and of a comparable scale.
- Prescribed tender documents can be obtained from the Office of the under signed during office hours up to Date 15.04.2016 at Accounts Office DC Larkano on payment of Rs. 500/- Pay Order (non-refundable) in favor of DC Larkano on production of Request Letter on Company's Letter Head and copy of Sales Tax Certificate, Income Tax Certificate, and Company's Profile on any working day/timings and 03 copies of work orders of similar nature of works.
- The Earnest Money **should not less be than 5% of the total quoted amount** in shape as mentioned in the tender documents should be submitted with the Financial proposal of tender (cash will not be accepted).
- The technical and financial proposals should be sealed separately and be placed in 3rd envelope.**
- The name of the bidder and tender description (Name and technical or financial bid) shall be clearly marked on all envelopes. Tender should be dropped in tender box kept in the office of the Accounts deputy commissioner Larkano as per the detail mentioned in the above table.**
- In case the tender is not opened on the scheduled date due to any force majeure then the same shall be opened on the next working day at the same time and place. Further details are provided in the tender documents.
- Tender Notice is available at PPR A .


Additional Deputy Commissioner / Chairman
Procurement Committee
DC office Larkano
074-9410318-329

Deputy Commissioner Office

Larkano

TENDER FORM
Tender # CI/01/2015-16

Provide & Supply of Furniture

Date of Issue :

Date of Submission : 21.04.2016 12.00 Noon

Date of Opening of Tender : 21.04.2016 01.00 PM

Pay Order / Demand Draft #, Drawn on Bank..... Amount of

Rs..... Dated

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1. Introduction

Dear Tenderer,

Thank you the interest you have shown in response to the Deputy Commissioner Office Larkano advertisement which has floated on website of SSPRA on Dated _____ to Provide Furniture. We are interested to procure Furniture from your esteemed firm/company. We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction. Please feel free to contact on _____ for any information and query.

Thank you.

-sd

Accounts Officer Deputy Commissioner Larkano

2. Instructions

(a) The Deputy Commissioner, Larkano expects that aspirant manufacturer/supplier/distributor should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.

(b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write "Doesn't Apply/Doesn't Arise". If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.

(c) Tender Documents can be obtained from the Account Office Deputy Commissioner Larkano . The Tender Fees Rs. 1000/- shall be paid through Demand Draft/ Pay Order in favor of, Deputy Commissioner, Larkano. The copy of D.D/P.O will be attached with the Tender Documents.

(d) The last date of submit the Tender Document in sealed envelope in _____ by 10:30am in the Account Office Deputy Commissioner Larkano. The Tender will be opened on same day at 11:00am in the presence of representatives who may care to attend.

(e) Bid Security of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Deputy Commissioner Larkano.

(f) Successful bidder shall provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/ Completion of work / Contract.

(g) Kindly mentioned "Tender Number" at top left corner of the envelope.

_____ Stamp & Signature

TENDER FORM

Provide & Supply of Furniture

S.No	Description	Qty	Rate Rs.	Amount Rs
1	Executive Table Specification: Structure made of veneer pressed on solid wood with corners inlay. Leatherette wrapped top and polish finish makes it more attractive. Dimensions: 1829 W 914 D 762 H (mm) interwood or Equivalent. with 20+20 visitors chairs total 40	02		
2	Executive Chair Specification: Structure made of solid wood upholstered with foam & leatherette. Commercial ply back with base, pedestal & gas lifter machine. polish finish. Dimensions: 590 W 540 D 1050 H.(mm) interwood or Equivalent	02		
3	Officer Table Specification: The structure made of veneer pressed on particle board, having cable ducting, leatherette wrapped on top. Solid wood edging and polish finish combination makes it more elegant. Dimensions: 1800 W 900 D 760 H (mm) interwood or Equivalent	06		
4	Officer Chair Specification:	06		
5	Office Table/Clerks	12		
6	Office Chair Specification: Structure made of solid wood upholstered with foam & leatherette. Dimensions: W:610 D:560 H:940 Interwood or Equivalent	40		
7	Book shelf	02		
Total Bid Amount				

Total Amount Rupees (In words) _____

Stamp & Signature

4. Terms & Conditions

The following terms of the purchase are agreed by the manufacturer/ supplier/ distributor:

- (i) Receiving/Acceptance of Purchase Order: The manufacturers / distributor / supplier will sign the copy of the Purchase Order as acknowledgement.
- (ii) Delivery Challan: Copies of Delivery Challan on which the Order Number, Date of Delivery Execution, Quantity, Quality, Specifications, Manufacturer name clearly mentioned. Noncompliance with this condition renders the goods / works liable to non acceptance. After seven days, DC Office, Larkano will not be responsible for any claim(s) / responsibility.
- (iii) Place of Delivery: As specified in the Purchase Order unless otherwise informed accordingly.
- (iv) Delayed Delivery: 2% penalty of the total amount will be imposed per month for which the manufacturer/supplier/distributor failed to deliver within the delivery/execution period.
- (v) Inspection: Physical inspection will be carried out by DC Office, Larkano authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) Quantity: Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) Condition of Goods: All items must meet in all respects with the primary specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) Delivery of Goods: All the items must be delivered to the Store of the DC Office, Larkano and sign receipt with stamp on delivery note should be obtained.

- (ix) Rejection of Goods: We reserve the right to cancel any or all the items if material is not in accordance with the primary specification or if the delivery is delayed.
- (x) Sub-letting: No sub-letting in any case and form will be acceptable.
- (xi) Termination: That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xii) Submission of Bills/Invoices: Invoice/bill, Purchase Order & Delivery Challan should be submitted to the Office of the Planning, Procurement & Logistics Officer.
- (xiii) Advance Payment: No advance payment.
- (xiv) Bid Security: 5% Bid Security should be evaluated on higher cost and deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name Deputy Commissioner Larkano.
- (xv) Performance Security: Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work/Contract.
- (xvi) Validity of Bid: Validity is for ninety (90) days.
- (xvii) Company Profile: Company Profile be attached with this document along with quoted item specifications.
- (xviii) OEM Partnership Certificate: Provide the OEM partnership certificate (if any).
- (xix) Rules, Regulations & Policies: All rules, regulations and policies will be governed in accordance to the SPPRA & DC Larkano.

- (xx) Price / Rate: Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xxi) Arbitration: In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the DC Larkano and CEO of the manufacturer/supplier/distributor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of LARKANA binding to the parties.
- (xxii) General Sales Tax: General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxiii) Government tax(es), levi(es) and charges(s): All Government taxes (including Income tax, stamp duty & SRO), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxiv) Rights: Deputy Commissioner Larkano reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. DC Larkano, also reserve the right to issue Purchase Order for any single items to different lowest evaluated bidders or issue Purchase Order for all the items to any lowest evaluated bidder.
- (xxv) Tender Document: Tender Document are also available at the Office of Accounts Office Deputy Commissioner, Larkano.
- (xxvi) Submission of Documents: Last date for tender submission is date 21.04.2016 up to 12:00 Noon.

(xxvii) Opening of Tender: Tender will be opened on Date 21.04.2016 on 01:00 pm at Deputy Commissioner Office Larkano.

(xxviii) Stamp Duty: Stamp duty 0.30% for Goods against total value of Purchase Order will be levied accordingly or as per rule.

(xxix) Experience: Please attached at least 3 plus year experience for this tender and also provide minimum three smiler type & size Work Orders of government agencies (Provide contact information of the completed projects). (Compulsory)

(xxx) Turn Over: Please attached last 3 plus year "Financial Turnover in terms of Bank Statement or Financial Statement". (Compulsory)

(xxxi) Certificates-Sales Tax & Income Tax: Copy of Sales Tax & Income Tax Certificate should be attached. (Compulsory) Note: This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

_____ Stamp & Signature

5. Integrity

Pact Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the manufacturer/supplier/distributor works;

M/s _____, the manufacturer / supplier / distributor hereby declares that:

(a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the Deputy Commissioner Office Larkano or any Administrative or Financial Offices thereof or any other department under the control of the Deputy Commissioner Office Larkano through any corrupt practice(s).

(b) Without limiting the generality of the foregoing the manufacturer/supplier/distributor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the Deputy Commissioner Office Larkano directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the Deputy Commissioner Office Larkano, except that which has been expressly declared pursuant hereto.

(c) The manufacturer/supplier/distributor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the Deputy Commissioner Office

Larkano under any law, contract, or other instrument, be stand void at the discretion of the Deputy Commissioner Office Larkano.

(d) Notwithstanding any right and remedies exercised by the Deputy Commissioner Office Larkano in this regard, manufacturer/supplier/distributor agrees to indemnify the Deputy Commissioner Office Larkano for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the Deputy Commissioner Office Larkano in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the Deputy Commissioner Office Larkano.

Note: This integrity pact is mandatory requirement other than auxiliary services / works.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

_____ SIGNATURE & STAMP



Ph: Office: 0749-410243-5
Ph: Camp: 0749-410294-5
Fax: 9410304 & 9410293
Email: comptroller_larkano@gmail.com

OFFICE OF THE
COMMISSIONER
LARKANO DIVISION

No. AB/Tender/ 663
Dated: 09.03.2016

NOTIFICATION:

A 'Procurement Committee' for procurement of machinery/equipment/sound system/furniture items for office of Deputy Commissioner, Larkano, is hereby constituted with following composition:

- | | |
|---|----------|
| 1) Additional Deputy Commissioner, Larkano | Chairman |
| 2) Executive Engineer, PHED, Larkano | Member |
| 3) Assistant Executive Engineer, Buildings, Larkano | Member |
| 4) Accounts Officer, DC Office, Larkano | Member |
| 5) Assistant Director (P&D), DC Office, Larkano | Member |

The committee shall ensure that Sindh Public Procurement Regulatory Authority Rules, 2010, and other financial rules are strictly observed during the procurement process and no irregularity is committed.


(G. AKBAR LAGHARI)

Commissioner Larkano Division

Copy to:

1. The Director (CB), Sindh Public Procurement Regulatory Authority, Karachi
2. The Deputy Commissioner, Larkano, w/r to his letter No. DC/Acctt-Br/986 dated 09.03.2016
3. The District Accounts Officer, Larkano



Tel: 074-9410318-329-337-338
Fax: 074-9410348-334-336
email: dc@larkano@gmail.com

OFFICE OF THE
DEPUTY COMMISSIONER
LARKANO

No. DC/Accit:Br:2016/ 987
Dated: 25/03/2016

OFFICE ORDER

In exercise the powers instead me under Rule-31 Sindh Public Procurement Rule 2010, constitute Redressal Committee comprising odd member of persons Redressal Committee is constituted as the "Redressal Committee" for Deputy Commissioner Office Larkano consisting of following members.

- | | |
|--|----------|
| 1- Deputy Commissioner, Larkano | Chairman |
| 2- Executive Engineer, Buildings or his representative | Member |
| 3- District Accounts Officer Larkano or his representative | Member |

TORs

To review and give its deliberations on the compliance / objections raised by the contesting vendors / bidders.


Deputy Commissioner
Larkano

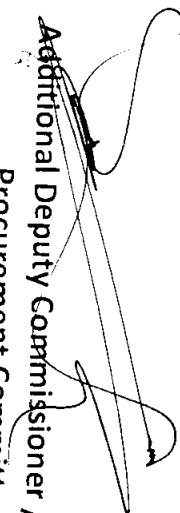
Copy to:

- 01- The Deputy Director.(Enf-I) SPPRA Government of Sindh Karachi.
- 02- All concerned.
- 03- Office File.

OFFICE OF THE DEPUTY COMMISSIONER, LARKANO

Annual Procurement Plan
(Works, Good & Services)
Financial Year 2015-16

Sr. No	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (Where applicable Million)	Funds allocated (Million)	Source of funds (ADPs Non ADPs)	Proposed Procurement method	Timing of Procurement				Remarks
							1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
1	Purchase of Furniture & Fixture			1.00	Non ADP	Single stage one Envelop procurement					


Additional Deputy Commissioner / Chairman
Procurement Committee
DC Office Larkano