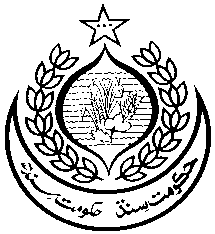
**DIRECTORATE OF SCHOOL EDUCATION (PRIMARY)**

**Sukkur REGION, SUKKUR**



**Bidding Documents**

*Procurement of* ***Stationery Items***

*Under School Specific Budget 2015-16*

*For Primary, Middle and Elementary Schools*

*District Sukkur*

**(FINANCIAL PROPOSAL)**

**For**

**Education & Literacy Department, Government of Sindh**

Directorate of School Education (Primary), Sukkur Region Sukkur

Address: Near ABD Law College, Marvi Hostel 2nd Floor, Sukkur

Phone: 071-9310113 | Fax: 071-9310114

Email: dse\_sukkur@hotmail.com

**Section VI. Sample Forms**

**Sample Forms**

1. BID FORM AND PRICE SCHEDULES..................................................................................................................04

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**R E C E I P T**

Issued to M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(NASEEM PARVEEN LAKHO)**

**DEPUTY DIRECTOR**

**DIRECTORATE OF SCHOOL EDUCATION (PRIMARY)**

**SUKKUR REGION, SUKKUR**

**&**

**CHAIRPERSON PROCUREMENT COMMITTEE**

**1. Bid Form and Price Schedules**

*To,*

***[Name and address of Procuring Agency]* (for example, as below:)**

Respected Sir/Madam

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver ***School In-Class Material Items | In Class Material | Library and Laboratory | Sport Items***specified in and in conformity with the said Bidding Documents for the sum of *Rs. [****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 an unconditional guarantee of a bank in a sum equivalent to **2% 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 **120**days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

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 bidder Amount and Currency Purpose of Commission or gratuity

(if none, state “none”)

Dated this day of 20 .

*[signature]*

*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of

**Price Schedule in Pak. Rupees**

Name of Bidder . IFB Number . Page of \_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Estimated Quantity** | **Unit price DDP named place** | **Unit Price in Words** | **Total DDP per item** | **Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required** |
| **SCHOOL STATIONERY ITEMS** | | | | | | |
| 1 | Paper Reams (Regular A4) | 6132 |  |  |  |  |
| 2 | 480-Paper Reams (Regular Legal) | 4088 |  |  |  |  |
| 3 | 480-Colour paper (Regular A4) Different Color 80 G 500 sheets | 1022 |  |  |  |  |
| 4 | 480-Letter Envelopes(3.6\*6.5) | 12264 |  |  |  |  |
| 5 | 480-Glue Stick medium UHU | 6132 |  |  |  |  |
| 6 | 480-Glue bottle medium Dollar | 6132 |  |  |  |  |
| 7 | 480-Pencil HB Packet Each Packet 12 Nos | 6132 |  |  |  |  |
| 8 | 480-Thumb Pins Packet | 6132 |  |  |  |  |
| 9 | 480-Ink Eraser Pen | 2044 |  |  |  |  |
| 10 | 480-Attendance register teachers 50 Pages | 2044 |  |  |  |  |
| 11 | 480-Attendance register students 100 Pages | 4088 |  |  |  |  |
| 12 | 480-Ball Pen (Blue) Piano/Picasso/Equivalent | 6132 |  |  |  |  |
| 13 | 480-Ball Pen (Black) Piano/ Picasso Equivalent | 6132 |  |  |  |  |
| 14 | 480-Ball Pen (Red) Piano/ Picasso Equivalent | 6132 |  |  |  |  |
| 15 | 480-Board Marker (Per Packet) | 6132 |  |  |  |  |
| 16 | 480-Yellow Highlighters Pelikan / Dollar/Equivalent | 1022 |  |  |  |  |
| 17 | 480-Library Register 300 Pages | 1022 |  |  |  |  |
| 18 | 480-Masking Tape Size 2.5" Each Roll Have 6 Nos/Paking | 2044 |  |  |  |  |
| 19 | 480-Blue Pointer Dollar | 4088 |  |  |  |  |
| 20 | 480-Black Pointer Dollar | 4088 |  |  |  |  |
| 21 | 480-Stapler Deli | 2044 |  |  |  |  |
| 22 | 480-Stapler Pins Dollar 24/6 X1000 | 4088 |  |  |  |  |
| 23 | 480-Scales 12" Stainless Steel | 2044 |  |  |  |  |
| 24 | 480-Stamp Pad Dollar | 2044 |  |  |  |  |
| 25 | 480-Paper Pins Packet/office pin | 2044 |  |  |  |  |
| 26 | 480-Punch Machine Medium Size | 2044 |  |  |  |  |
| 27 | 480-Files Covers Card | 4088 |  |  |  |  |
| 28 | 480-Plan Register 200 Papers | 5110 |  |  |  |  |
| 29 | 480-Paper Cutter/Paper Knife Cutter | 1022 |  |  |  |  |

Signature of Bidder

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

**2. Bid Security Form**

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its bid **dated \_\_\_\_\_\_** for the supply of **School Stationery Items (under SSB 2015-16)**(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 *DSE* (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 up to 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 of the 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]*

**3. Form of Contract**

This Contract (hereinafter called the “Contract”) is made on this **20th** day of **August 2014** between *[****Name of procuring Agency****]* (hereinafter referred to as “the Procuring agency”) of the First Part; and M/s *[****name of Supplier****]* of *[****city and country of Supplier****]* having its registered office at *[****address of the supplier****]* (hereinafter called “the Supplier”) of the Second Part (hereinafter referred to individually as “Party” and collectively as the “Parties”).

WHEREAS the Procuring agency invited bids for procurement of goods, in accordance with the requirements of the bidding document ref no. ***[bid document ref. number]****,* in pursuance where of M/s [***name of supplier***] being the supplier of the said goods in Pakistan to supply the required items; and whereas the Procuring Agency has accepted the the bid by the Supplier for the supply of [***In-Class Material Items / In Class Material / Library and Laboratory / Sport Items***] in the sum of Pak Rupees *[****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 General Conditions and Specific Conditions of this Contract hereinafter referred to as “Contract”.

2. The following documents shall be deemed to form and be read and construed as integral 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 General Conditions of Contract;

(e) the Special Conditions of Contract;

(f) the Procuring agency’s Notification of Award; and

(g) the Contract

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 this 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 this Contract at the time and in the manner prescribed by this Contract.

5. *[****The Supplier****]* hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit form Government of the Sindh or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of the Sindh) through any corrupt business practice.

6. *[****The Supplier****]* 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 Government of the Sindh under any law, Contract or other instrument, be void able at the option of Government of the Sindh.

IN WITNESS Whereof the parties hereto have caused this Agreement to be executed at *[****write the address of DEO office****]* (“the place”) in accordance with their respective laws and shall enter into force on the day and year first above mentioned.

For and on behalf of ***Education & Literacy Department, Govt. of Sindh, Karachi***

| **Name and Designation (*ADO Male / Female*)** | **Date and Signature** |
| --- | --- |
| Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_  TEO (Primary) Male ***Sukkur*** |  |
| Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TEO (Primary) Female ***Sukkur*** |  |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*District Education Officer (Primary),* ***Sukkur*** *District*

*Education & Literacy Department, Govt. of Sindh.*

For and on behalf of ***Supplier’s Name***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Authorised Personnel*

*Name & Designation*

*Supplier’s Name and Stamp*

**4. 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

*[description of goods and services] (*hereinafter called “the Contract”).

20 to supply

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 guar- antee]* 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/bank

*[name of bank or financial institution]*

*[address]*

*[date]*

**Note: It should be valid for a period equal to the warranty period. The contract will be signed/ issued after submission of this Performance Security.**

**5. 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 to or other modification of the terms of the Contract to be performed there under 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]*

**6. Manufacturer’s Authorization Form**

**N/A**

[See Clause 13.3 (a) of the Instructions to Bidders.] To: *[name of the Procuring agency]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of

*[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

*[signature for and on behalf of Manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  |  |  |  |
| **DIRECTORATE OF SCHOOL EDUCATION (PRIMARY)** | | | | |
| **SUKKUR REGION, SUKKUR** | | | | |
|  | | | | |
| **List for Purchase of School Stationery Items** | | | | |
| **Under SSB 2015-16**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sr. No:** | **Description** | **Accounting Unit** | **Unit price** | **Total Price** | | 1 | Paper Reams (Regular A4) | Packet |  |  | | 2 | 480-Paper Reams (Regular Legal) | Packet |  |  | | 3 | 480-Colour paper (Regular A4) Different Color 80 G 500 sheets | Packet |  |  | | 4 | 480-Letter Envelopes(3.6\*6.5) | Packet |  |  | | 5 | 480-Glue Stick Medium UHU | 01 piece |  |  | | 6 | 480-Glue bottle Medium Dollar or equivalent | 01 Piece |  |  | | 7 | 480-Pencil HB Packet Each Packet 12 Nos or equivalent | Packet |  |  | | 8 | 480-Thumb Pins Packet | Packet |  |  | | 9 | 480-Ink Eraser Pen | 01 Piece |  |  | | 10 | 480-Attendance register teachers 50 Pages | 01 Piece |  |  | | 11 | 480-Attendance register students 100 Pages | 01 Piece |  |  | | 12 | 480-Ball Pen (Blue) Piano/Picasso/Equivalent | Packet |  |  | | 13 | 480-Ball Pen (Black) Piano/ Picasso Equivalent | Packet |  |  | | 14 | 480-Ball Pen (Red) Piano/ Picasso Equivalent | Packet |  |  | | 15 | 480-Board Marker (Per Packet) | 01 Piece |  |  | | 16 | 480-Yellow Highlighters Pelican / Dollar / Equivalent | 01 Piece |  |  | | 17 | 480-Library Register 300 Pages | 01 Piece |  |  | | 18 | 480-Masking Tape Size 2.5" Each Roll Have 6 Nos / Packing | 01 Piece |  |  | | 19 | 480-Blue Pointer Dollar | 01 Piece |  |  | | 20 | 480-Black Pointer Dollar | 01 Piece |  |  | | 21 | 480-Stapler Deli | 01 Piece |  |  | | 22 | 480-Stapler Pins Dollar 24/6 X1000 | Packet |  |  | | 23 | 480-Scales 12" Stainless Steel | 01 Piece |  |  | | 24 | 480-Stamp Pad Dollar | 01 Piece |  |  | | 25 | 480-Paper Pins Packet/office pin | Packet |  |  | | 26 | 480-Punch Machine Medium Size | 01 Piece |  |  | | 27 | 480-Files Covers Card | 01 Piece |  |  | | 28 | 480-Plan Register 200 Papers | 01 Piece |  |  | | 29 | 480-Paper Cutter/Paper Knife Cutter | 01 Piece |  |  | | | | | |