

GOVERNMENT BOYS HIGHER SECONDARY SCHOOL,
SANGRAR, DISTRICT SUKKUR.



BIDDING DOCUMENTS

***Procurement of School Furniture & Fixture , In Class Material, Repair &
Maintenance & Others items
Under One Time Grant 2015-16
For Primary, Middle, Elementary, High & Higher Secondary Schools
Of District Sukkur SEMIES CODE (418020397)
(FINANCIAL PROPOSAL)***

For

**EDUCATION & LITERACY DEPARTMENT,
GOVERNMENT OF SINDH.**

GOVERNMENT BOYS HIGHER SECONDARY SCHOOL, SANGRAR,
TALUKA ROHRI, DISTRICT SUKKUR.
Phone: 0343-8006727
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Section VI. Sample Forms

Sample Forms

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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 _____

(ABDUL GHAFUOR ARAIN)
PRINCIPAL
GOVERNMENT BOYS HIGHER SECONDARY
SCHOOL SANGRAR, DISTRICT SUKKUR
&
CHAIRMAN PROCUREMENT COMMITTEE

1. Bid Form and Price Schedules

To,

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

Respected Sir

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver School Furniture & Fixture 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 **5% 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 _____.

Sr.#	Description	Estimated Quantity	Unit Price delivered duty paid (DDP)	Total
1	ROUSTREM	10		
2	Dual Desk With Seat & Back For Class VI To XII (As Per Specification)	20		
3	Solar system (3KVA)	1		
4	Rapir & Mentenance Boundry Wall 60'x8' Mislaniance Repair WorkRoof Work	1		
5	White Board 6'x4'16mm AMB Board, Round with Silver Patti	10		
	Marker for White Board(Black/Blue)	24		
7	Duster	24		
8	Maps Pak + Dist:	12		
9	Chart Misliance as per requirment	60		
10	Paper Reams (Regular A4)	24		
11	480-Paper Reams (Regular Legal)	6		
12	480-Glue Stick medium UHU	12		
13	480-Glue bottle medium Dollar	2		
14	480-Pencil HB Packet Each Packet 12 Nos	2		
15	480-Thumb Pins Packet	6		
16	480-Ink Eraser Pen	1 pkt		
17	480-Attendance register teachers 50 Pages	6		
18	480-Attendance register students 100 Pages	12		
19	480-Ball Pen (Blue) Piano/Picasso/Equivalent	6 pkt		
20	480-Ball Pen (Black) Piano/ Picasso Equivalent	6 pkt		
21	480-Ball Pen (Red) Piano/ Picasso Equivalent	6 pkt		
23	480-Yellow,Highlighters,Pelikan,doller, eulent	6		
24	480-Library Register 300 Pages	6		
25	480-Masking Tape Size 2.5" Each Roll Have 6 Nos/Paking	2		
26	480-Blue Pointer Dollar	6 pkt		
27	480-Black Pointer Dollar	6 pkt		
28	480-Stapler Deli	6		
29	480-Stapler Pins Dollar 24/6 X1000	24		
30	480-Scales 12" Stainless Steel	6		
31	480-Stamp Pad Dollar	4		
32	480-Paper Pins Packet/office pin	12 pkt		
33	480-Punch Machine Medium Size	4		
34	480-Files Covers Card kachi, pakki	48		
35	480-Plan Register 200 Papers	24		
36	480-Paper Cutter/Paper Knife Cutter	2		
37	Carbon paper A4 Siz	12		
38	Electric bell remot	4		

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 **Furniture & Fixture , In Class Material, Repair & Maintenance & Others items Under One Time Grant / 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 _____ day of _____ 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 [Furniture & Fixture 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 from 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 voidable 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 DSO 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	Date and Signature
PRINCIPAL GOVERNMENT BOYS HIGHER SECONDARY SCHOOL, SANGRAR, DISTRICT SUKKUR & CHAIRMAN PROCUREMENT COMMITTEE	

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 _____ 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/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. 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.

List for Purchase Items Under One Time Grant / SSB 2015-16

Sr.#	Description	Estimated Quantity		
1	ROUSTREM	10		
2	Dual Desk With Seat & Back For Class VI To XII (As Per Specification)	20		
3	Solar system (00Amp)	1		
4	Rapir & Mentenance Boundry Wall 60'x8' Mislaniance Repair Work	1		
5	White Board 6'x4'16mm AMB Board, Round with Silver Patti	10		
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14	480-Pencil HB Packet Each Packet 12 Nos	2		
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