



GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT
KARACHI.

Tender No. NIT #. INF/KRY. No. 1705/2016

Date: 25th April, 2015

TENDER DOCUMENT
For

**PURCHASE OF "HARDWARE, PLANT & MACHINERY, PRINTING, STATIONERY,
FURNITURE & FIXTURE & OTHERS"**

Last date for Bid Submission: 10th May, 2016 @ 02:00 p.m.

Date of Bid Opening: 10th May, 2016 @ 03:00 p.m.

APRIL, 2016

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**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

NOTICE INVITING TENDER

**PURCHASE OF “HARDWARE, PLANT & MACHINERY, PRINTING, STATIONERY,
FURNITURE & FIXTURE & OTHERS”**

Tender No. NIT #. **INF/KRY. NO. 1705/2016**

Date: **25th April, 2016**

1. The Planning and Development Department, Government of Sindh has received an allocation of Rs. _____/- from Public Fund in Pak rupees towards the cost of “_____”. It is intended that part of the proceeds of this allocation will be applied to eligible payments under the contract for the **“Purchase of above mentioned items”**.
2. The Planning & Development Department, Government of Sindh now invites sealed bids from interested eligible bidders for the supply of Stationery listed below:-

Sr. #	Items	Bid Security	Tender Fee	Completion Period	Remarks
01.	Hardware	2 % of the total quoted bid amount	1,000	One Month	Specification & other detail is given in the tender document
02.	Plant & Machinery				
03.	Printing				
04.	Stationery				
05.	Furniture & Fixture				
06.	Others				

3. **Eligibility:-**

- Only reputable and financially sound companies / Firms / Authorized Distributors / Dealers and experienced suppliers should have at least 03 years relevant / related experience.
- The firm should be registered with the Income Tax & Sales Tax Departments.

4. The method of procurement shall be **Single Stage – One Envelope procedure Rule No. 46 (1) SPPRA Rules 2010**.

5. Bidding / Tender Documents availability schedule:-
- i. **Issuance:** Documents shall be issued from the date of publication of NIT on SPPRA Web site during office working hours, on the payment of **Rs. 1,000/-** as tender fee.
 - ii. **Last Submission Date:** shall be 10th May, 2016 @ Time: 02:00 p.m.
 - iii. **Opening Date:** shall be opened on 10th May, 2016 @ Time 03:00 p.m.
 - iv. Place of issuance, submission & inquiries regarding bids will be:-

Address:

SECTION OFFICER (GENERAL),
P&D Department, Room No.335, 2nd Floor,
Tughlaq House, Sindh Secretariat No. 2, Karachi.
Phone No. 021-99211337

- (v) Place of opening of bids will be:-

Address:

Committee Room,
P&D Department, 2nd Floor,
Tughlaq House, Sindh Secretariat No. 2, Karachi.

6. ***Terms & Conditions:***

- (a) Under following conditions tender bid will be rejected:

- If a bid is submitted through Fax / E-mail / Telegraphic bids/tenders;
- If a bid is not properly signed, named & stamped by the authorized person or written with lead pencil.
- Bids not accompanied by bid security of required amount and form;
- Bids received after the specified date and time.
- If Non-Blacklisting & true information declaration on stamp paper not attached.
- If NTN & STN detail documents are not attached.
- If the bid validity is less than the required period.
- If the name, brand, make and country of origin of Goods not mentioned precisely in the Bid.
- If the bid offer is conditional.
- If the bidder offers partial quantity of required Goods.

- (b) Bid validity Period: (90) days.

- (c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules 2010.

7. The P&D Department, GoS reserves the right to accept or reject part or whole bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the P&D Department, GoS's action subject to the relevant provisions of Sindh public procurement Rules -2010.
8. Interested bidders can obtain tender bidding documents on the submission of written application to the undersigned along with the payment of Rs. 1,000/- (non-refundable) in the shape of Pay Order in the name of DDO (SO-G), P&D Department, Government of Sindh, Karachi.

SECTION OFFICER (GENERAL)



**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

Part A: Instruction For Bidders

1. INTRODUCTION

- a) Name of Procuring Agency is *“Planning & Development Department, Government of Sindh”*.
- b) Name of Contract is purchase of **“HARDWARE, PLANT & MACHINERY, PRINTING, STATIONERY, FURNITURE & FIXTURE & OTHERS”**
- c) Address of procuring agency is as under:-

SECTION OFFICER (GENERAL)

Planning & Development Department,
Room No. 335, 2nd Floor, Tughlaq House,
Sindh Secretariat No. 2, Karachi.

Phone No. 021-99211337.

- d) The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Planning & Development Department, Government of Sindh, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

2. BID PRICE & CURRENCY:-

- i. Bids are invited in Pak Currency.
- ii. Price shall be written in figures as well as in words.
- iii. The price shall be fixed and final and shall include all applicable government taxes, duties and other levies as of the date of Bid opening. In case of any change in rates due to imposition of new taxes by the federal or provincial government, change in existing tax rates on the Contract goods, the rate differential shall be payable by the Bidder.
- iv. All Zila, Octroi and other provincial taxes will be born by the Supplier.
- v. Transportation including loading/ unloading shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the Contract price.
- vi. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- vii. Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. **Conditional offer will also be considered as non-responsive Bidder.**

3. VALIDITY PERIOD FOR BID

Bids shall remain valid for the period of **90 days** after the date of opening of bids. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

4. BID SECURITY MONEY

- i. Bid Security Money at the rate of 2% of the quoted value, should accompany the tender in the shape of Pay Order from a SBP scheduled bank drawn in favor of DDO (SO-G), P&D Deptt, Government of Sindh. The Tenders received without Bid Security Money or not in required format shall be rejected.
- ii. Bid Security Money shall remain valid for a period of 28 days beyond the validity period for bids.

5. LAST DATE FOR BID SUBMISSION

Last date & time for bid submission is 10th May, 2016 at 02:00 p.m. Section Officer (General), P&D Department, Room No. 335, 2nd Floor, Sindh Secretariat No. 2, (Tughlaq House), Karachi Phone No. 021-99211337. Tender bid received late shall not be entertained.

6. BID OPENING

Tender will be opened on 10th May, 2016 at 03:00 p.m. in the Committee Room, P&D Department, 2nd Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi.

7. BID SUBMISSION & OPENING GUIDELINES

- i. A **Single Stage-One-Envelope Procedure** shall be adopted in ranking of bids. The Tender shall be typed or written in indelible black ink and shall be numbered, signed and stamped by the person or persons duly authorized to sign on behalf of the Bidder. Bid shall be submitted in a sealed, opaque envelope.
- ii. Bid envelope should inscribed with:

Tender/NIT No & Date:

INF/KRY No. 1705/2016 @ 25th April, 2016

Last date & time:

10th May, 2016 @ 02:00 p.m.

Address as follows:

**SECTION OFFICER (GENERAL),
Room No. 335, 2nd Floor,
Sindh Secretariat No. 2, Tughlaq House,
Karachi Phone No. 021-99211337**

- iii. Envelopes shall be marked by name of the assignment, and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.
- a) During the evaluation of bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- b) The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

c) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

d) The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

8. EVALUATION & COMPARISON OF BIDS:

a) Pre-screening of bids for Substantial Responsiveness:

i. Prior to detailed evaluation, the Procuring agency shall determine the substantial responsiveness of each bid to the bidding documents i.e. whether they are properly signed, conform to the terms/conditions and specifications of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as eligibility documents or those concerning Bid Security, Applicable Law, and Taxes and Duties will be deemed to be a material deviation.

ii. If a bid does not meet NIT clause 6 (a) conditions, it shall be declared as substantially non responsive bid and will be rejected by the Procuring agency. Moreover, it shall not subsequently be made responsive by the Bidder by correction of the nonconformity.

b) Technical Evaluation:

During technical evaluation, responsiveness of bids for conformance shall be checked in comparison with the technical specifications on Yes/No Basis. The bids closely conforming to the technical specifications shall be declared as technically responsive bid.

c) Financial Evaluation:

i. During, Financial Evaluation, the bids, which closely conform to the technical specifications and are substantially responsive to the bidding documents, shall be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

ii. In addition to the bid price, during bids evaluation, following will also be take into account by the Procuring Agency's:

- a) Delivery or implementation time.
- b) Any deviations in payment schedule.

9. ACCEPTANCE OF OFFERS

The P&D Department, GoS reserves the right to accept or reject part or whole bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the P&D Department, GoS's action subject to the relevant provisions of Sindh public procurement Rules -2010.

10. DELIVERY TIME & PLACE.

i. Delivery time shall be 01 month.

iii. Places for delivery of stores are as under:

Sr. No.	Items Description	Delivery Address	Phone No.
01.	Hardware	Section Officer (General) P&D Department Room No. 335, 2 nd Floor, Sindh Secretariat No. 2, Tughlaq House, Karachi.	021-99211337
02.	Plant & Machinery		
03.	Printing Items		
04.	Stationery Items		
05.	Furniture & Fixture		
06.	Others		

11. INSPECTION & ACCEPTANCE

i. All the items will be acceptable subject to physical inspection/ examination to be carried out by the Technical Committee constituted by the Additional Secretary (Admin), P&D Department, GOS after receipt.

ii. The Bidder shall provide an undertaking on stamp paper that it has pre-inspected the entire lot of Goods for compliance with the Company's quality standards and that they are fully compliant.

iii. The Planning & Development Department, Government of Sindh reserves the right to reject Goods that do not conform to the provided specifications.

12. PAYMENT

i. The payment will be made to the Supplier on receipt of original invoice(s) including those of GST in triplicate duly completed in all respect and GRIR (Goods Receiving & Inspection Report) duly signed by the inspection team nominated.

ii. Part payment against part supply shall be allowed.

iii. 100% payment to be made on the proof of inspection certificate by Additional Secretary (Admin), Planning & Development Department, Government of Sindh inspection team to Accountant General-Sindh, Karachi during the Fiscal year 2015-2016.

iv. Less 0.25% as service charges and 0.20% stamp duty of the value of the contract by Accountant General Sindh-Karachi, while making payment to the contractor.

13. Corrupt or Fraudulent Practices

(i) **“corrupt practice”** means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) **“fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Planning & Development Department, Government of Sindh, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Planning & Development Department, Government of Sindh of the benefits of free and open competition;

(iii) **“collusive practices”** means a scheme or arrangement between two or more bidders, with or without the knowledge of the Planning & Development Department, Government of Sindh, designed to influence the action of any party in a procurement process or the execution of a contract.

(iv) **“Coercive practices”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

Note: Planning & Development Department, Government of Sindh, will reject a bid for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusive or coercive practices in competing for the contract in question and will declare that firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract.

14. GENERAL INSTRUCTIONS

- i. The contract resulting from this invitation shall be governed by SPP Rules 2010.
- ii. The bidder shall provide an undertaking on stamp paper that it has not been blacklisted or debarred by any Government/Semi-Government organization and all the information given by the bidder is correct and true. In case of false statement the bid security money will be forfeited and bidder will be blacklisted.
- iii. The bidder shall provide documentary proof of National Tax Number (NTN) and General Sales Tax Number in the tender document.
- iv. The bid shall be properly signed, named & stamped by the authorized person of the firm and authorization letter for signatory or power of attorney on behalf of applicant firm shall be enclosed with the tender by the authorized person, if other than the signatory of the firm.
- v. Form of Price Schedule is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- vi. The bidder should be a reputable company/Firm/Authorized Distributor/Dealer and experienced Supplier having at least 03 years relevant experience in specific field.
- vii. The brochures/leaflets containing information regarding quoted item (s) may be attached with the tender to judge the specifications of the quoted item (s).
- viii. The bidder shall also clearly mention the validity of offer, terms of payment, warranty period and schedule of delivery.
- ix. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- x. In the event of tender being accepted the bidder shall for purpose of identification, sign copies of specification and other documents as may be necessary, in the event being reject, the bid security money deposited by the bidder will be returned on furnishing a receipt.

- xi. The P&D Department, GoS may waive any minor informality, nonconformity, or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- xii. All documentation shall be either printed or written in permanent ink. Entries with lead pencil are not acceptable. Any corrections shall be initialed and stamped by an authorized representative of the Bidder. The name, brand, make and country of origin of Goods must be precisely stated in the Bid, failing which a Bid may be rejected at the P&D Department, GoS's sole discretion.
- xiii. At any time prior to the deadline for submission of bids, the P&D Department, GoS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
- xiv. Any bid received by the P&D Department, GoS after the deadline for submission of bids will be rejected and returned unopened to the Bidder.
- xv. Procurement Committee reserves the right to obtain clarifications from any bidder in respect of items quoted by them. The replies of bidder will be recorded and will form part of bid documents.
- xvi. Quantity of Items may be increased or decreased without giving any reason or notice as per SPP Rules 2010.
- xvii. The Bidder shall bear all costs associated with the preparation and submission of its bid, and P&D Department, GoS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- xviii. No Fax, e-mail or telegraphic bid offers will be entertained by the P&D Department, GoS.
- xix. No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
- xx. The Bidder/Supplier shall indemnify the P&D Department, GoS against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Pakistan.
- xxi. Any effort by a Bidder to influence the P&D Department, GoS in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

Yours faithfully,

SECTION OFFICER (GENERAL)
PLANNING & DEVELOPMENT
DEPARTMENT



**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

Part B: Schedule of Requirement

Sr. No.	Items Description	Quantity	Delivery Schedule
01.	Hardware	Detail is in Part "C" Specification of bidding documents	01 Month
02.	Plant & Machinery		
03.	Furniture & Fixture		
04.	Others		

Sr. #	Item Description	Quantity	Delivery Schedule
01.	Printing Items	Details are in Part "C"	on requisition and need basis
02.	Stationery Items		

Note:

i. Places for delivery of Goods is as under:-

Sr. No.	Items Description	Goods Delivery & Buildings Works Location Address	Phone No.
01.	Hardware	Section Officer (General), Planning & Development Deptt. Room No. 335, 2 nd Floor, Sindh Secretariat No. 2, Tughlaq House, <u>Karachi</u> .	021-99211337
02.	Plant & Machinery		
03.	Printing Items		
04.	Stationery Items		
05.	Furniture & Fixture		
06.	Others		

ii. Successful bidder will have to demonstrate /install/Test/Commission/Train the equipment /machinery at the site on his own expenses including technical material etc.

iii. Delivery, Installation, Testing & Commissioning and training should be made with in one month from the date of issuance of contract.

iv. The firm will supply printed material as per in standard packing. Moreover, the Supplier / Seller shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination.

Yours faithfully,

SECTION OFFICER (GENERAL)



**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

Part C: The detail of _____

**PURCHASE OF “HARDWARE, PLANT & MACHINERY, PRINTING, STATIONERY,
FURNITURE & FIXTURE & OTHERS”**

SPECIFICATION FOR “LAPTOP”

ITEMS	QTY.	SPECIFICATION
Branded Laptop Core-i7 Tower (Inspiron). Provide Licensed Windows-10, 64bits Licensed Software & Antivirus CDs Provide.	05	Core-i7 6500U (6 th Generation Processor, 2.5 GHz or above) 15.6” Touch Screen LED Display 8GB Ram 1TB SSD with 256 SSD 4GB Graphic Card Backlit Keys Window 10 (Licensed) External Optical Drive (If not in-Built) Carry Bag One Year Guarantee.

SPECIFICATION FOR “COMPUTER”

ITEMS	QTY.	SPECIFICATION
Branded Desktop Computer Core-i7 Tower (Inspiron). Provide Licensed Windows-8.1, 64bits (Ultimate), Licensed Software & Antivirus DVDs Provide.	20	Processor 3.5GHz upto 4.0 GHz (6 th Generation Processor) 08GB RAM 500 GB Hard Disk Drive (SATA) Sound Card Built In, DVD Combo HD Graphic Card Memory Speed 1600 MHz Display 22” inch Wide Screen LCD Multimedia Keyboard & without wire Mouse Genuine Licensed Windows-8.1 (64 Bits) Ultimate DVD Software & Antivirus One Year Licensed DVDs Provide Ports: 4-USB 2.0/3.0. One Year Guarantee.

SPECIFICATION FOR “LASER JET PRINTER”

ITEMS	QTY.	SPECIFICATION
Branded LaserJet Printer	20	Laser Jet Black Printer Duplex Support One Year Warranty

LASER JET PRINTER ALL IN ONE

Sr. No.	NAME OF ITEM	Qty.	SPECIFICATION
01	Laser Jet Printer All in One	10	Printer, Scanner, Photocopier & Fax Machine (All in One) One Year Guarantee.

PLANT & MACHINERY

Sr. No.	NAME OF ITEM	Qty.	SPECIFICATION
01	UPS for Computers with 2/3 Hours Back-up	10	Minimum 2-3 Hours Backup Big Dry Battery 600 VA APC One Year Warranty
02	Ceiling fans (Royal / Pak / GFC	30	Full Size Branded Fan
03	Bracket fans (Royal / Pak / GFC	30	Full Size Branded Fan

STATIONERY ITEMS:

Sr. No.	NAME OF ITEM	Qty.
01	Photostat paper A-4 size 80 gms (AA)	1000 Reams
02	Photostat paper A-4 size 80 gms	1500 Reams
03	Toner for Photostat machines Olivetti TK-715 Heavy duty	10 Nos.
04	Toner for Photostat machines Olivetti Medium TK-439	25 Nos.
05	Toners for Printers HP Laser Jet Pro 400 (80A)	60 Nos.

PRINTING ITEMS:

Sr. No.	NAME OF ITEM	Qty.
01	File covers (white) Executive with GOS Logo	4000
02	File covers (General) with GOS Logo	10000
03	File boards	5000
04	Meeting folders leather (Green) with GOS Logo	300
05	Dak folder leather for officers of P&D Deptt.	50

OTHER

Sr. No.	NAME OF ITEM	Qty.
01	Electric Katel (Imported)	20
02	Tharmas (Full size) (Imported)	05
03	CLI Telephone sets	20
04	Tissue Box (VIP)	1000
05	Air fresher (VIP)	1000
06	Towel Full size (VIP)	50
07	Cup saucer (VIP) with P&D Logo	10 Doz.
08	Plate small (VIP)with P&D Logo	10 doz. 10 doz. 10 doz. 20 doz.
09	Plate Medium(VIP)with P&D Logo	
10	Plate Large(VIP)with P&D Logo	
11	Spoon steel (Small + Large + Medium)	
12	Hand wash	100 No
13	Door closer	50 No
14.	Mosquito killer Rad (Electronic Machine)	20
15.	New Line Card (2 Nos.) & Console set for PA BX	-

FURNITURE & FIXTURE

OFFICE CHAIRS

01.

ITEMS	QTY.	SPECIFICATION
Office Chair	50	Ansaldo-V
		Fixed
		Visitor Chair/Office Chair
		Leatherite / Fabric

OFFICE TABLE

02.

ITEMS	QTY.	SPECIFICATION
Office Table	20	Design: Ada
		Notes: Table Only
		Dimension: 6' * 3' * 30"
		Wooden

COMPUTER CHAIRS

03.

ITEMS	QTY.	SPECIFICATION
Computer Chairs	20	Design: Saffo-H
		Base: Imported-Nylon
		Jack: Imported
		Arms: Fixed
		Chairs: Tilt/ Revolve / Up-
		Upholstery: Leatherite / Fabric

WOODEN FILE CABINET

04

ITEMS	QTY.	SPECIFICATION
Wooden File Cabinet / Work station (Carpentry Work)	2000 sq. ft.	4 persons work station size 7'x5' for each <i>Goods:- One Office Corner</i> Table size 7'x5' with side 3 drawers with shelve Wooden side polished due revolving chairs 4 persons work partition wooden H=5' W=5' length 7'

Yours faithfully,

**SECTION OFFICER (GENERAL)
PLANNING & DEVELOPMENT
DEPARTMENT**



**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

Part D (I): Bid Form

Tender No. NIT #. **INF / KRY No. 1705/2016**

Date: **25th April, 2016**

To:

Section Officer (General),
Planning & Development Department,
Room No.335, 2nd Floor, Sindh Secretariat
No. 2, Tughlaq House, Karachi.
Phone No.021-99211337.

GENTLEMAN:

Having examined the bidding documents *[including Addenda Nos. [insert numbers], the receipt of which is hereby duly acknowledged,]* we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said bidding documents for the sum of [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 furnish a Pay Order (refundable) from SBP scheduled banks in favor of DDO (SO-G), P&D Deptt, Government of Sindh in a sum equivalent to 10% of the Contract Price for the due performance of the Contract.

We agree to abide by this Bid for a period of **[60] days** from the date fixed for Bid opening 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.

Dated this _____ day of _____, **2016**.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address:-----

GST No.-----



**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

Part D (II): Price Schedule in Pak Rs.

Name of Bidder:-----

NIT NO. INF/KRY No. 1705/2016

Opening Date:-----

Date: 25th April, 2016

Name of Items, Quantity & Specifications

Sr#	Item	Brief Description Goods	Brief Specification	Qty	Unit Cost {Including Taxes (If any)}	Total Cost
1			See Part-C			

Please Note:

Quoted Price:

- i. The tenderer shall quote for items in the format of quotation attached;
- ii. All duties, taxes and other levies payable by the tenderer (including all Zila, Octri, Sales tax / VAT on the finished goods, With holding tax etc) shall be included in the item rate.
- iii. The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- iv. Rate for supply of partial quantity of an item is not acceptable.
- v. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- vi. Corrections if any shall be made by crossing out, initialing, dating and rewriting

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address:-----

GST No.-----