



SAY NO TO CORRUPTION

GOVERNMENT OF SINDH  
Labour and Human Resources Department  
**NATIONAL INSTITUTE OF LABOUR ADMINISTRATION TRAINING**  
Main University Road, Block-7, Gulshan-e-Iqbal, Near Safari Park, Karachi-75300  
Tel : 9243758 – 9243760 Fax: 9243790

No. NILAT- 3-8/2013-449

Dated: 28-04-2016

### TENDER NOTICE

Sealed Tenders / bids are invited from the well reputed Sales Tax and NTN Registered Pakistani Firms with office in Karachi for procurement of following items as details below:

Sr. No.	Tender No.	Brief details of Items	Qty.	Tender Documents	Availability of Tender Document
1	<b>PLANT AND MACHINERY ITEMS</b>				
	No. NILAT-3-4/2016	Image RUNNER 2535(35 PPM Copier+ network printer & Color scanning as standard feature or equivalent	01	Exact details and specification are available in tender / bidding documents	28 <sup>th</sup> April, 2016 to 12 <sup>th</sup> May, 2016 from 10:00 am to 04:00 pm (Working days only)
		ViewSonic PJD5155L - LightStream™ SVGA 800x600 Projector or equivalent	01		
		Nasgas Electric Water Cooler or equivalent	01		
		Split AC 1.5 ton (Gree, Kenwood, Haier, Orient or equivalent)	01		
		AKIRA 32" MX-300 HD Ready LED TV or equivalent	01		
		Conference System 20 Mic HTDZ-D38 or Equivalent	01		
		Pree12 Mic HTDZ 2000A or equivalent	02		
		TAKSTAR TS-331 Handheld Wireless Microphone (Black) with receiver or equivalent.	03		
		Panasonic WA-H60N Amplifier or Equivalent	01		

1359  
DATED: 28-04-16

Sr. No.	Tender No.	Brief details of Items	Qty.	Tender Documents	Availability of Tender Document
2.	<b>COMPUTER HARDWARE ITEMS</b>				
	No. NILAT-3-5/2016	Dell OptiPlex 3020MT Desktop (Core i5) or equivalent	01	Exact details and specification are available in tender / bidding documents	28 <sup>th</sup> April, 2016 to 12 <sup>th</sup> May, 2016 from 10:00 am to To 04:00 pm (Working days only)
		Dell Optiplex 3020MT Desktop (Core i3) or equivalent.	01		
		Printers HP Color LaserJet Pro MFP M177fw/dn (CZ165A) or equivalent	01		
		HP Laser Jet Pro P1102 Printer or equivalent	01		
		UPS 650VA AC Power System UPS - RJ45 - USB	02		
3.	<b>FURNITURE AND FIXTURE ITEMS</b>				
	No. NILAT-3-6/2016	Executive Revolving Chair	01	-do-	-do-
		Visitor Revolving Chair	05		
		Student Chair	40		
		L shape Computer Table	01		
		Computer Chair	01		

Tender documents / specifications may be downloaded from the SPPRA website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)) or obtained from NILAT Office for free of cost as per scheduled mentioned above during office hours except Saturday, Sunday and Gazetted Holidays.

Interested bidders / vendors are requested to submit their bids under rule # 46(1) (Single stage – one envelope procedure) of SPPRA Rule-2010 (Amended in 2013) in a sealed Confidential Cover along with bid security / earnest money equivalent to 2% of total cost of the bid in the shape of Pay Order / Demand Draft in the favour of “**D.D.O., National Institute of Labour Administration Training (NILAT), Karahi**” latest by 13<sup>th</sup> May, 2016 till 02:00 pm which will be opened on the same day at 03:00 pm in the presence of the bidders or their authorized representatives in National Institute of Labour Administration Training (NILAT), Main University Road, Gulshan-e-Iqbal, Block-7, Opposite Safari Park, Karachi.

Incomplete bids / received after the opening time will not be entertained.

  
**(NOORUL HADI)**  
 Deputy Director



GOVERNMENT OF SINDH  
LABOUR & HUMAN RESOURCES  
DEPARTMENT

Karachi dated the 27<sup>th</sup> April, 2016

**NOTIFICATION**

No. S.O(B)5-1/NILAT/15-16:- In pursuance of this department's Notification of even number dated 3<sup>rd</sup> December, 2014 and in pursuance of Rule-7 of Sindh Public Procurement Regulatory Authority-2010, a procurement Committee of National Institute of Labour Administration Training (NILAT) is hereby constituted with immediate effect and till further orders:

2. **The composition of Procurement Committee is as under:-**
- |    |                                                                                             |          |
|----|---------------------------------------------------------------------------------------------|----------|
| 1. | Noorul Hadi, Deputy Director (NILAT).                                                       | Chairman |
| 2. | An Officer of BPS-18, Industries & Commerce Deptt:                                          | Member   |
| 3. | Mr. Arsalan Perviz, Manager I.T, Usman Institute of Technology, Abul Isphani Road, Karachi. | Member   |
| 4. | Section Officer (General), Labour & HR, Department, Government of Sindh.                    | Member   |
| 5. | Section Officer (Budget), Labour & HR, Department, Government of Sindh.                     | Member   |

03. **The Terms of Reference and function of the Committee are as given below:-**

- Preparing bidding documents.
- Carrying out technical as well as financial evaluation of the bids.
- Preparing evaluation report as provided in Rule-45.
- Making recommendations for the award of contract to the complete authority, and.
- Perform any other function ancillary and incidental to the above.

ABDUL RASHEED SOLANGI  
SECRETARY TO GOVT. OF SINDH

No. E&A(Lab) 3-26/2009

Karachi, dated 27<sup>th</sup> April, 2016

**Copy forwarded to:**

- The Director (Capacity Building), SPPRA. Govt. of Sindh, Karachi.
- PS to Advisor to Chief Minister for Labour & HR, Department, Govt. of Sindh, Karachi.
- All Members of the Committee.
- The Secretary, Industries & Commerce Department, Govt. of Sindh. He is requested to kindly depute a representative, not below the rank of BS-18.
- The Director, Academic, Admin & Examinations, Usman Institute of Technology, Abul Isphani Road, Karachi.
- The Superintendent, Sindh Govt. Printing Press, with the request to publish the same in the next issue of the Sindh Govt. Gazette and supply 10 copies there of the Department.
- The Section Officer (Coord), Labour & HR, Department, Govt. of Sindh, Karachi.
- \*PS to Secretary, Labour & HR, Department, Govt. of Sindh, Karachi.

  
SECTION OFFICER (BUDGET)



**GOVERNMENT OF SINDH  
LABOUR & HUMAN RESOURCES  
DEPARTMENT**

Karachi dated the 27/4 April, 2016

**NOTIFICATION**

No. S.O(B)5-1/NILAT/15-16:- In pursuance of Rule-31 of SPPRA-2010, the Complaint Redressal Committee is hereby constituted to address the complaints issues of bidders that may occur during the procurement proceedings in National Institute of Labour Administration Training (NILAT), the with immediate effect and till further orders:-

**The composition of Complaint Redressal Committee (CRC) is as under:-**

- |    |                                                                                                |          |
|----|------------------------------------------------------------------------------------------------|----------|
| 1. | Sheikh Intiaz Ali, Director General, (NILAT).                                                  | Chairman |
| 2. | Representatives of Accountant General, Sindh.                                                  | Member   |
| 3. | Mr. Umer Hafeez, Manager Networks,<br>Usman Institute of Technology Abul Isphani Road Karachi. | Member   |

**FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE:**

The Complaint Redressal Committee upon receiving a complaint from an aggrieved bidder may, if satisfied.

- Prohibit the Procurement Committee from action or deciding in a manner Procurement Committee.
- Annual in whole or in a part, any authorized act or decision of the Procurement Committee.
- Decide a case to be declared as mis-procurement if material violation of Act, Rules, Regulations, Orders, Instruction or any other law relating to Procurement, has been established.
- Reverse any decision of the Procurement Committee or substitute its own decision for such a decision.

**ABDUL RASHEED SOLANGI  
SECRETARY TO GOVT. OF SINDH**

No. E&A(Lab):3-26/2009

Karachi, dated 27/4 April, 2016

**A copy is forwarded for information and necessary action to:-**

- The Accountant General Sindh, Karachi.
- The Secretary, Finance Department, Govt. of Sindh, Karachi.
- The Director, Academic, Admin & Examinations. Usman Institute of Technology, Abul Isphani Road, Karachi.
- PS to Secretary Labour & Human Resources Deptt: Karachi
- Office Order File.

  
**SECTION OFFICER (BUDGET)**

Tender No.: NILAT-3-5/2016

Tender Fee: Free of Cost



**GOVERNMENT OF SINDH**  
**Labour and Human Resources Department**

**TENDER DOCUMENT**

**For Supply of  
Computer equipment**



**NATIONAL INSTITUTE OF LABOUR ADMINISTRATION  
TRAINING (NILAT), KARACHI**

## **INTRODUCTION:**

The **National Institute of Labour Administration Training (NILAT)** is one of the premier training institutes in the country which impart training in the field of Labour Administration and Industrial Welfare since 1956-57. After 18<sup>th</sup> Amendment since 2011, NILAT is transferred to the Government of Sindh and then NILAT is working as an attached department under the administrative control of Labour and Human Resources Department.

NILAT is a training based department which offers lot of training opportunities such as 24-week Post Graduate Diploma Course in Labour Administration and Industrial Welfare, short courses, seminars and workshops and trained to around 1,000 to 1,500 participants through these training activities every year.

NILAT is playing a vital role to promote the development of scientifically trained manpower in all aspects of labour management, industrial relations, labour welfare and workers education in the country since 1956-57.

## BID INFORMATION SHEET

<b>Procuring Agency</b>	National Institute of Labour Administration Training (NILAT), Labour and Human Resources Department, Government of Sindh
<b>Address</b>	Block-7, Gulshan-e-Iqbal, Main University Road, Opposite Safari Park, Karachi-75300.
<b>Contact No.</b>	Tel : 021-99243758 – 99243760 - Fax: 021-99243790
<b>Email</b>	Email: ni_lat@hotmail.com
<b>Tender No. &amp; Date</b>	No. NILAT-3-5/2016 Dated: 28-04-2016
<b>Document Description</b>	Supply of Computer Equipments
<b>Procedure of open competitive bidding</b>	Single Stage One Envelope procedure of SPPRA Rules-2010
<b>Availability of Tender Document</b>	28 <sup>th</sup> April, 2016 to 12 <sup>th</sup> May, 2016 From 10:00 am to To 04:00 pm (Working days only)
<b>Last date &amp; time for received of Tenders</b>	13 <sup>th</sup> May, 2016 till 02:00 pm
<b>Opening of Tenders</b>	13 <sup>th</sup> May, 2016 till 03:00 pm
<b>Validity of Tender</b>	45 days from the date of opening of tender
<b>Tender Fee</b> (Non-refundable & Non-transferable)	Free of Cost
<b>Bid Security</b>	2% of total bid price.
<b>Performance Security</b>	5% performance Security

**Important Note:**

Prospective Bidders are requested to remain updated for any notice/amendments/clarifications etc. to the Tender Document through the contact number mentioned above. No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.

**NATIONAL INSTITUTE OF LABOUR ADMINISTRATION TRAINING (NILAT),  
Labour and Human Resources Department, Government of Sindh,**

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## **INSTRUCTIONS TO BIDDERS**

While preparing Bids, Bidders are expected to examine the documents comprising this invitation in detail, as deficiencies in providing the information requested may result in rejection of the Bids.

### **1. SCOPE OF BID:**

Being a leading training Institute, NILAT always provides quality and standard training facilities to its participants every year. Therefore, for upkeep and updated all training equipment, NILAT intends to purchase Computer Equipment Items as per specification mentioned in Tender Document on free delivery basis, with warranty from eligible bidders through open tenders bidding process under SPPRA Rule-2010 (amended in 2013) as provided in rule # 46 (1) Single stage – one envelope procedure.

The Bidder is to be delivered and installed the equipment(s) at National Institute of Labour Administration Training (NILAT), Main University Road, Block-7, Gulshan-e-Iqbal, Opposite Safari Park, Karachi.

### **2. SOURCE OF FUND:**

National Institute of Labour Administration Training (NILAT), Karachi has received budgetary fund from Labour and Human Resources Department, Government of Sindh under Schedule of New Expenditure - 2015-16.

### **3. ELIGIBILITY CRITERIA:**

All the bidders shall be eligible:

- i. Bidder must be provided company profile.
- ii. Bidder should have been minimum three years' business experience of computer equipments supply and maintenance.
- iii. Bidder should be registered in Income Tax and Sales Tax Department.
- iv. Bidder should have been successfully completed minimum ten (05) Supply Orders of Computer Equipments for minimum Rupees Five Lakhs or more each.
- v. Minimum Annual Turnover of bidder is Rs. 25 lakhs (Rs. Twenty Five lakhs) in last financial years 2014-2015. Submit document evidence as a proof.
- vi. The bidder should be Original Equipment Manufacturer (OEM) or authorize Dealers / Channel partners / Distributors.
- vii. Bidder must be provided assurance that the Firm has never been blacklisted by any organization in the past.



within three calendar days, provided they are received at least five (05) calendar days prior to the date of opening of bid.

**9. COST OF BIDDING:**

The bidder shall bear all costs associate with the preparation and submission of its bid and NILAT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**10. LANGUAGE OF BID:**

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and NILAT must be written in English.

**11. PRICES:**

Bidders will be filled up the Schedule of Price in Pak Rupees inclusive of government taxes, GST, transportation and other charges etc. Without Schedule of Price bid will not be acceptable.

**12. SCHEDULE OF PAYMENT:**

No advance payment shall be made against the purchase of equipment. Bills of payment shall be sent to A.G. Sindh, Karachi after complete satisfaction and delivery of equipment at NILAT.

**13. BID SECURITY:**

All the firms shall be required to deposit Bid Security / Earnest Money equivalent to 2% of the total bid price offer with their tender in shape of Pay Order / Bank Draft or Bank guarantee in favour of D.D.O, "National Institute of Labour Administration Training (NILAT), Karachi". Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.

Bids without or less than 2% of Bid Security / Earnest Money will not be entertained.

**14. PERFORMANCE SECURITY:**

5% Performance Security will be submitted by the Contractor/Supplier at the time of Agreement in the shape of Pay order, Demand Draft, Bank Guarantee, or it may be deducted from bill for payment. The amount will be released after 03 months (Defect liability period), on the issuance of defect liability certificate by concerned department.

All those contractors/firms are eligible to apply who has prior work experience of related nature of job.

**20. ANNEXURES:**

1. Annexure-A [Company's Profile]
2. Annexure-B [Bid Form]
3. Annexure-C [Item Specification]
4. Annexure-D [Schedule of Price]
5. Annexure-E [ Evaluation Criteria]
6. Annexure-F [ Form of Contract]
7. Annexure-G [Declaration]
8. Annexure-H [Performance Security Form]

**COMPANY'S PROFILE**

**COMPANY INFORMATION:**

Name of Company: \_\_\_\_\_

Company Registration No: \_\_\_\_\_ NTN No. \_\_\_\_\_ GST No. \_\_\_\_\_

\_\_\_\_\_

Field Experience

Original Equipment Manufacturer      Authorized Dealers / Channel Partners / Distributors

Yes       No

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Professional Qualification: \_\_\_\_\_

Technical / Professional Certificate: \_\_\_\_\_

**ADDRESS (Karachi office):**

\_\_\_\_\_

Telephone Nos \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

STAMPT: \_\_\_\_\_

**BID FORM**

Date: \_\_\_\_\_

IFB No : \_\_\_\_\_

To: [name and address of Procuring Agency]

Gentlemen and/or Ladies:

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 obtain the guarantee of a bank in a sum equivalent to \_\_\_\_\_ percent 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 [number] 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.

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 agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If none, state "none")

**ITEM SPECIFICATION**

NILAT, Karachi requires Supply and Installation of Desktop Computers, Laser Jet Printers and UPS as per following technical specifications:

<b>Sr. No.</b>	<b>Item</b>	<b>Specification</b>		<b>Qty.</b>
1	<b>Branded System</b>	<b>Model</b>	Dell OptiPlex 3020MT Desktop or equivalent	<b>01</b>
		<b>Form Factor</b>	Desktop	
		<b>Colors</b>	Black	
		<b>CPU Type</b>	Core i5-6500 Processor	
		<b>CPU Speed</b>	6M Cache, up to 3.7 GHz	
		<b>Memory</b>	4GB RAM	
		<b>Hard Disk</b>	500 GB SATA	
		<b>Optical Drive</b>	DVDRW	
		<b>Display</b>	19" Inch	
		<b>Front Panel Port</b>	YES	
		<b>Keyboard</b>	YES	
		<b>Mouse</b>	YES	
2.	<b>Branded System</b>	<b>Model</b>	Dell Optiplex 3020MT Desktop or equivalent.	<b>01</b>
		<b>Form Factor</b>	Desktop	
		<b>Colors</b>	Black	
		<b>CPU Type</b>	Core i3 4150 Processor.	
		<b>CPU Speed</b>	(3M Cache, 3.50 GHz)	
		<b>Memory</b>	4GB RAM	
		<b>Hard Disk</b>	500 GB SATA	
		<b>Optical Drive</b>	DVDRW	
		<b>Display</b>	17" Inch	
		<b>Front Panel Port</b>	YES	
		<b>Keyboard</b>	YES	
		<b>Mouse</b>	YES	

**SCHEDULE OF PRICE**

Name of Bidder: \_\_\_\_\_

Sr. No.	Specification	Quantity	Rate	Amount	
01	<b>Branded System</b>	01			
	Model				Dell OptiPlex 3040 Minitower (MT) Desktop or equivalent
	Form Factor				Desktop
	Colors				Black
	CPU Type				Core i5-6500 Processor
	CPU Speed				6M Cache, up to 3.60 GHz
	Memory				4GB RAM
	Hard Disk				500 GB SATA
	Optical Drive				DVDRW
	Display				19" Inch
	Front Panel Port				YES
	Keyboard				YES
Mouse	YES				
02	<b>Branded System</b>	01			
	Model				Dell Optiplex 3020Mt Desktop or equivalent.
	Form Factor				Desktop
	Colors				Black
	CPU Type				Core i3 4150 Processor.
	CPU Speed				(3M Cache, 3.50 GHz)
	Memory				4GB RAM
	Hard Disk				500 GB SATA
	Optical Drive				DVDRW
	Display				17" Inch
	Front Panel Port				YES
	Keyboard				YES
Mouse	YES				
2	<b>Laser Jet Color Printer</b>	01			
	Printer Technology				Printers HP Color LaserJet Pro MFP M177fw (CZ165A) or equivalent
	Function				Print, copy, scan, fax
	Printer Speed Black				Up to 17 ppm

**EVALUATION CRITERIA**

Sr. No.	Requisite	Evidence Requirement to be attached	Compliance / Proof	
			Yes	No
1.	Bidder must be provided company profile.	Company Profile as per enclosed Annexure-A	Yes	No
2.	Bidder should have been minimum three years' business experience of computer equipment supply and maintenance.	Document Evidence	Yes	No
3.	Bidder should be Registered in Income Tax and Sales Tax Department.	Income Tax / Sales Certificates	Yes	No
4.	Bidder should have been successfully completed minimum Five Purchase Orders for supply of Computer Equipment for total value of Rupees Five Lakhs or more.	Document Evidence Supply Order / Award Letter	Yes	No
5.	Minimum Annual Turnover of bidder is Rs. 25 lakhs (Rs. Twenty Five lakhs) in last financial years 2014-2015.	document evidence i.e. Audit Report / Tax Return / Balance Sheet	Yes	No
6.	Bidder should be OEM or authorize Dealers / Channel partners / Distributors.	Manufacturer / Manufacturer Authorization Certificate	Yes	No
7.	Bidder must be provided assurance the Firm has never been blacklisted by any organization in the past.	Affidavit on Rs. 100 Stamp paper as per specimen at Annexure-H	Yes	No

 **Qualifying**
 **Disqualifying**
**Note:**

Attachment of relevant evidence in each above requisite is mandatory. In case of non-provision of evidence in any of the requisite, the company will be straight away disqualified.

Signature \_\_\_\_\_

Stamp of Bidder \_\_\_\_\_

**FORM OF CONTRACT**

(To be executed on requisite value of Stamp Papers)

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ between [name of Procuring Agency] of [country of Procuring agency] (hereinafter called "the Procuring agency") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz. [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as 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; and
- (f) the Procuring agency's Notification of Award.

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 the 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 the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)



**DECLARATION**

(To be executed on requisite value of stamp papers)

Date .....

To,

[Procuring Agency]

Dear Sir,

**Ref. : Tender No.**

I / We ..... hereby confirm that our firm has not been banned or blacklisted by any government organisation/Financial institution/Court /Public sector Unit /Central Government.

Signature of Bidder. \_\_\_\_\_

Place : \_\_\_\_\_

Name \_\_\_\_\_

Date : \_\_\_\_\_

Designation \_\_\_\_\_

Seal:

**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 \_\_\_\_\_ 19\_\_\_\_ 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 \_\_\_\_\_ 19\_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]



**GOVERNMENT OF SINDH**  
**Labour and Human Resources Department**

**TENDER DOCUMENT**  
**FOR SUPPLY OF**  
**PLANT AND MACHINERY ITEMS**

Tender Fee : Free of Cost

Tender No. : No. NILAT-3-4/2016



**NATIONAL INSTITUTE OF LABOUR**  
**ADMINISTRATION TRAINING (NILAT),**  
**KARACHI**

## **INTRODUCTION:**

The **National Institute of Labour Administration Training (NILAT)** is one of the premier training institutes in the country which impart training in the field of Labour Administration and Industrial Welfare since 1956-57. After 18<sup>th</sup> Amendment since 2011, NILAT is transferred to the Government of Sindh and then NILAT is working as an attached department under the administrative control of Labour and Human Resources Department.

NILAT is a training based department which offers lot of training opportunities such as 24-week Post Graduate Diploma Course in Labour Administration and Industrial Welfare, short courses, seminars and workshops and trained to around 1,000 to 1,500 participants through these training activities every year.

NILAT is playing a vital role to promote the development of scientifically trained manpower in all aspects of labour management, industrial relations, labour welfare and workers education in the country since 1956-57.

## BID INFORMATION SHEET

<b>Procuring Agency</b>	National Institute of Labour Administration Training (NILAT), Labour and Human Resources Department, Government of Sindh
<b>Address</b>	Block-7, Gulshan-e-Iqbal, Main University Road, Opposite Safari Park, Karachi-75300.
<b>Contact No.</b>	Tel : 021-99243758 – 99243760 - Fax: 021-99243790
<b>Email</b>	Email: ni_lat@hotmail.com
<b>Tender No. &amp; Date</b>	NO. NILAT-3-4/2016, Dated: 28-04-2016
<b>Document Description</b>	Supply of Plant and Machinery Items.
<b>Procedure of open competitive bidding</b>	Single Stage One Envelope procedure of SPPRA Rules-2010
<b>Availability of Tender Document</b>	28 <sup>th</sup> April, 2016 to 12 <sup>th</sup> May, 2016 From 10:00 am to To 04:00 pm (Working days only)
<b>Last date &amp; time for received of Tenders</b>	13 <sup>th</sup> May, 2016 till 02:00 pm
<b>Opening of Tenders</b>	13 <sup>th</sup> May, 2016 till 02:00 pm
<b>Validity of Tender</b>	45 days from the date of opening of tender
<b>Tender Fee</b> (Non-refundable & Non-transferable)	Free of Cost
<b>Bid Security</b>	2% of total bid price.
<b>Performance Security</b>	5% performance Security

**Important Note:**

Prospective Bidders are requested to remain updated for any notice/amendments/clarifications etc. to the Tender Document through the contact number mentioned above. No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.

**NATIONAL INSTITUTE OF LABOUR ADMINISTRATION TRAINING (NILAT),  
Labour and Human Resources Department, Government of Sindh,**

---

## **INSTRUCTIONS TO BIDDERS**

While preparing Bids, Bidders are expected to examine the documents comprising this invitation in detail, as deficiencies in providing the information requested may result in rejection of the Bids.

### **1. SCOPE OF BID:**

Being a leading training Institute, NILAT always provides quality and standard training facilities to its participants every year. Therefore, for upkeep and updated all training equipment, NILAT intends to purchase Plant and Machinery Items as per specification mentioned in Tender Document on free delivery basis with warranty from eligible bidders through open tenders bidding process under SPPRA Rule-2010 (amended in 2013) as provided in rule # 46 (1) Single stage – one envelope procedure.

The Bidder is to be delivered and installed the equipment(s) at National Institute of Labour Administration Training (NILAT), Main University Road, Block-7, Gulshan-e-Iqbal, Opposite Safari Park, Karachi.

### **2. SOURCE OF FUND:**

National Institute of Labour Administration Training (NILAT), Karachi has received budgetary fund from Labour and Human Resources Department, Government of Sindh under Schedule of New Expenditure - 2015-16.

### **3. ELIGIBILITY CRITERIA:**

All the bidders shall be eligible:

- i. Bidder must be provided company profile.
- ii. Bidder should have been minimum three years' business experience of Plant and Machinery supply and maintenance.
- iii. Bidder should be registered in Income Tax and Sales Tax Department.
- iv. Bidder should have been successfully completed minimum ten (05) Supply Orders of Plant and Machinery items for minimum Rupees Five Lakhs or more each.
- v. Minimum Annual Turnover of bidder is Rs. 25 lakhs (Rs. Twenty Five lakhs) in last financial years 2014-2015. Submit document evidence as a proof.
- vi. The bidder should be Original Equipment Manufacturer (OEM) or authorize Dealers / Channel partners / Distributors.
- vii. Bidder must be provided assurance that the Firm has never been blacklisted by any organization in the past.

within three calendar days, provided they are received at least five (05) calendar days prior to the date of opening of bid.

**9. COST OF BIDDING:**

The bidder shall bear all costs associate with the preparation and submission of its bid and NILAT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**10. LANGUAGE OF BID:**

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and NILAT must be written in English.

**11. PRICES:**

Bidders will be filled up the Schedule of Price in Pak Rupees inclusive of government taxes, GST, transportation and other charges etc. Without Schedule of Price bid will not be acceptable.

**12. SCHEDULE OF PAYMENT:**

No advance payment shall be made against the purchase of equipment. Bills of payment shall be sent to A.G. Sindh, Karachi after complete satisfaction and delivery of equipment at NILAT.

**13. BID SECURITY:**

All the firms shall be required to deposit Bid Security / Earnest Money equivalent to 2% of the total bid price offer with their tender in shape of Pay Order / Bank Draft or Bank guarantee in favour of D.D.O, "National Institute of Labour Administration Training (NILAT), Karachi". Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.

Bids without or less than 2% of Bid Security / Earnest Money will not be entertained.

**14. PERFORMANCE SECURITY:**

5% Performance Security will be submitted by the Contractor/Supplier at the time of Agreement in the shape of Pay order, Demand Draft, Bank Guarantee, or it may be deducted from bill for payment. The amount will be released after 03 months (Defect liability period), on the issuance of defect liability certificate by concerned department. All those contractors/firms are eligible to apply who has prior work experience of related nature of job.

**20. ANNEXURES:**

1. Annexure-A [Company's Profile]
2. Annexure-B [Bid Form]
3. Annexure-C [Item Specification]
4. Annexure-D [Schedule of Price]
5. Annexure-E [ Evaluation Criteria]
6. Annexure-F [ Form of Contract]
7. Annexure-G [Declaration]
8. Annexure-H [ Form of Performance Security]



**COMPANY'S PROFILE**

**COMPANY INFORMATION:**

Name of Company: \_\_\_\_\_

Company Registration No: \_\_\_\_\_ NTN No. \_\_\_\_\_ GST No. \_\_\_\_\_

Field Experience

Original Equipment Manufacturer      Authorized Dealers / Channel Partners / Distributors

Yes       No

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_ CNIC No: \_\_\_\_\_

Professional Qualification: \_\_\_\_\_

Technical / Professional Certificate: \_\_\_\_\_

**ADDRESS (Karachi office):**

Telephone Nos \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ STAMPT: \_\_\_\_\_

**BID FORM**

Date: \_\_\_\_\_

IFB No : \_\_\_\_\_

To: [name and address of Procuring Agency]

Gentlemen and/or Ladies:

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 obtain the guarantee of a bank in a sum equivalent to \_\_\_\_\_ percent 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 [number] 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.

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 agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If none, state "none")

**ITEM SPECIFICATION**

Sr. No.	Item	Specification	Qty
1	<b>Multimedia Projector</b>		01
	Brand	ViewSonic PJD5155L - LightStream™ SVGA 800x600 Projector or equivalent	
	Resolution	native SVGA 800 x 600 resolution	
	ANSI Lumens	3,300	
	Lamp Life	10,000 Hours	
	Connectivity	HDMI, 2 x VGA, Composite Video, S-Video, 1 x VGA output and Audio in/out	
2	<b>Electric Water Cooler</b>		01
	Brand	Nasgas, MECO or equivalent	
	Power (HP.)	4320 BTU/hr	
	Nominal Capacity	33 USG/hr	
	Compressor input power	555 watts	
	Number of People Served	33 to 38	
3	<b>Split AC</b>		01
	Brand	Gree, Kenwood, Haier, Orient or equivalent	
	Cooling capacity	1.5 ton	
	Cooling Type	Heat and cool	
	Technology Type	Inverter technology	
	Air conditioner type	Wall mounted split air conditioner	
4	<b>AKIRA 32" MX-300 HD Ready LED TV or equivalent</b>		01
		Protective Glass panel Energy Saving power supply Resolution: 1366*768 Bezel: Narrow with two tone finish Connectivity: USB * 2, HDMI * 2, VGA, AV and Ybr input.	
5	<b>Conference System 20 Mic HTDZ-D38 or Equivalent</b>		01
		Capacitive frequency response (Hz) : 40 Hz ~ 16 KHZ directivity: heart-shaped to output impedance: 75 & Omega; Sensitivity: - 40 db & plusmn; 2 db voltage (V) : DC3V/DC48V automatic conversion reference for optimal sound distance: 20 ~ 50 cm features: with lamp ring display.	

9. MULTIPURPOSE HEAVY DUTY PHOTOCOPIER		01
Device	ImageRUNNER 2535(35 PPM Copier+ network printer and Color scanning as standard feature or equivalent)	
Feeding Method	Duplex Automatic Document Feeder.	
Imaging System	Laser Dry Electrostatic Transfer System	
Memory	Standard:	256MB
Network Interface	Ethernet (100Base-TX / 10Base-T), USB 2.0	
Warm Up Time	30 seconds maximum after powering ON 1 second maximum from the Sleep mode	
First Copy Output Time	3.9 seconds or less	
Multiple Copies	1 to 999 sheets	
Magnification	25% to 400% (1% increment)	
Maximum Original Size	Max. A3 / 11" x 17"	
Duplex	Standard	
Copy / Print Speed	45ppm	
Resolution	Reading:	600 x 600dpi
	Writing:	1200 x 1200dpi
Paper Sources (80gsm)	Paper Cassette:	Standard: 2 x 550 sheets paper capacity
	Stack Bypass:	Standard: 100 sheets paper capacity
Acceptable Paper Weights	Paper Cassette:	64 to 90gsm
	Stack Bypass:	64 to 128gsm
<b>Print Specification</b>		
PDL	Standard:	UFR II LT
Network OS	Windows 2000 / XP / Server2003 / Vista / Server2008 / Win7, Mac OSX (10.4.9 or later)	
<b>Network ScanGear Specification</b>		
Supported OS	Windows 2000 / XP / Server2003 / Vista / Server2008 / Win7	
Resolution	BW:	Up to 600 x 600dpi
	CL:	Up to 300 x 300dpi
Toner life Minimum	19,000 copies	
Drum Life Minimum	138,000	
uilt in Color Scanner & Network Printer		

**SCHEDULE OF PRICE**

Name of Bidder: \_\_\_\_\_

Sr. No.	Item with Specification	Qty.	Rate	Total Amount	
1	<b>Multimedia Projector</b>	01			
	Brand				Optama, ViewSonic, Dell or Equivalent
	Resolution				native SVGA 800 x 600 resolution
	ANSI Lumens				3,300
	Lamp Life				10,000 Hours
Connectivity	HDMI, 2 x VGA, Composite Video, S-Video, 1 x VGA output and Audio in/out				
2.	<b>Electric Water Cooler</b>	01			
	Brand				Nasgas, MECO or equivalent
	Power (HP.)				4320 BTU/hr
	Nominal Capacity				33 USG/hr
	Compressor input power				555 watts
Number of People Served	33 to 38				
3	<b>Split AC</b>	01			
	Brand				Gree, Kenwood, Haier, Orient or equivalent
	Cooling capacity				1.5 ton
	Cooling Type				Heat and cool
	Technology Type				Inverter technology
Air conditioner type	Wall mounted split air conditioner				
4	<b>AKIRA 32" MX-300 HD READY LED TV OR EQUIVALENT</b> Protective Glass panel Energy Saving power supply Resolution: 1366*768 Bezel: Narrow with two tone finish Connectivity: USB * 2, HDMI * 2, VGA, AV and Ybr input.	01			

National Institute of Labour Administration Training (NILAT)

	<b>Distortion Rate:</b> less than 0.5 % (LINE 2:1 kHz rated output) <b>Tone Response :</b> more than 100, 10,000 Hz $\pm$ 10 dB (1kHz standard) <b>S/N Ratio :</b> more than 75 dB (on JIS A-Curve) <b>Speaker Switch :</b> 5 Station +ALL <b>Muting Level :</b> 0 - 35 dB <b>Weight:</b> approx. 8.4 kg			
<b>9</b>	<b>Multipurpose Heavy Duty Photocopier</b> ImageRUNNER 2535(35 PPM Copier+ network printer and Color scanning as standard feature or equivalent as per specification mentioned.	<b>01</b>		
	<b>TOTAL AMOUNT IN FIGURE</b>			
	<b>TOTAL AMOUNT IN WORDS</b>			

Note: All prices included all government taxes.

Signature & Stamp of Bidder \_\_\_\_\_

**Annexure-E****EVALUATION CRITERIA**

<b>Sr. No.</b>	<b>Requisite</b>	<b>Evidence Requirement to be attached</b>	<b>Compliance / Proof</b>	
1.	Bidder must be provided company profile.	Company Profile as per enclosed Annexure-A	Yes	No
2	Bidder should have been minimum three years' business experience of Plant and Machinery supply and maintenance.	Document Evidence	Yes	No
3.	Bidder should be Registered in Income Tax and Sales Tax Department.	Income Tax / Sales Certificates	Yes	No
4.	Bidder should have been successfully completed minimum Five Purchase Orders for supply of Plant and Machinery for total value of Rupees Five Lakhs or more.	Document Evidence Supply Order / Award Letter	Yes	No
5	Minimum Annual Turnover of bidder is Rs. 25 lakhs (Rs. Twenty Five lakhs) in last financial years 2014-2015.	document evidence i.e. Audit Report / Tax Return / Balance Sheet	Yes	No
6	Bidder should be OEM or authorize Dealers / Channel partners / Distributors.	Manufacturer / Manufacturer Authorization Certificate	Yes	No
7	Bidder must be provided assurance the Firm has never been blacklisted by any organization in the past.	Affidavit on Rs. 100 Stamp paper as per specimen at Annexure-H	Yes	No

 **Qualifying**
 **Disqualifying**
**Note:**

Attachment of relevant evidence in each above requisite is mandatory. In case of non-provision of evidence in any of the requisite, the company will be straight away disqualified.

Signature \_\_\_\_\_

Stamp of Bidder \_\_\_\_\_

**FORM OF CONTRACT**

(To be executed on requisite value of Stamp Papers)

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ between [name of Procuring Agency] of [country of Procuring agency] (hereinafter called "the Procuring agency") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz. [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as 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; and
- (f) the Procuring agency's Notification of Award.

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 the 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 the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)



**DECLARATION**

(To be executed on requisite value of stamp papers)

Date .....

To,

[Procuring Agency]

Dear Sir,

**Ref. : Tender No.**

I / We ..... hereby confirm that our firm has not been banned or blacklisted by any government organisation/Financial institution/Court /Public sector Unit /Central Government.

Signature of Bidder. \_\_\_\_\_

Place : \_\_\_\_\_

Name \_\_\_\_\_

Date : \_\_\_\_\_

Designation \_\_\_\_\_

Seal:

**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 \_\_\_\_\_ 19\_\_\_\_ 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 \_\_\_\_\_ 19\_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

Tender No.: NILAT-3-6/2016

Tender Fee: Free of Cost



**GOVERNMENT OF SINDH**  
**Labour and Human Resources Department**

**TENDER DOCUMENT**  
**FOR SUPPLY OF**  
**FURNITURE AND FIXTURE**



**NATIONAL INSTITUTE OF LABOUR ADMINISTRATION**  
**TRAINING (NILAT), KARACHI**

## **INTRODUCTION:**

The **National Institute of Labour Administration Training (NILAT)** is one of the premier training institutes in the country which impart training in the field of Labour Administration and Industrial Welfare since 1956-57. After 18<sup>th</sup> Amendment since 2011, NILAT is transferred to the Government of Sindh and then NILAT is working as an attached department under the administrative control of Labour and Human Resources Department.

NILAT is a training based department which offers lot of training opportunities such as 24-week Post Graduate Diploma Course in Labour Administration and Industrial Welfare, short courses, seminars and workshops and trained to around 1,000 to 1,500 participants through these training activities every year.

NILAT is playing a vital role to promote the development of scientifically trained manpower in all aspects of labour management, industrial relations, labour welfare and workers education in the country since 1956-57.

## BID INFORMATION SHEET

<b>Procuring Agency</b>	National Institute of Labour Administration Training (NILAT), Labour and Human Resources Department, Government of Sindh
<b>Address</b>	Block-7, Gulshan-e-Iqbal, Main University Road, Opposite Safari Park, Karachi-75300.
<b>Contact No.</b>	Tel : 021-99243758 – 99243760 - Fax: 021-99243790
<b>Email</b>	Email: ni_lat@hotmail.com
<b>Tender No. &amp; Date</b>	No. NILAT-3-6/2016 Dated: 28-04-2016
<b>Document Description</b>	Supply of Furniture and Fixture.
<b>Procedure of open competitive bidding</b>	Single Stage One Envelope procedure of SPPRA Rules-2010
<b>Availability of Tender Document</b>	28 <sup>th</sup> April, 2016 to 12 <sup>th</sup> May, 2016 From 10:00 am to To 04:00 pm (Working days only)
<b>Last date &amp; time for received of Tenders</b>	13 <sup>th</sup> May, 2016 till 02:00 pm
<b>Opening of Tenders</b>	13 <sup>th</sup> May, 2016 till 03:00 pm
<b>Validity of Tender</b>	45 days from the date of opening of tender
<b>Tender Fee</b> (Non-refundable & Non-transferable)	Free of Cost
<b>Bid Security</b>	2% of total bid price.
<b>Performance Security</b>	5% performance Security

**Important Note:**

Prospective Bidders are requested to remain updated for any notice/amendments/clarifications etc. to the Tender Document through the contact number mentioned above. No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.

**NATIONAL INSTITUTE OF LABOUR ADMINISTRATION TRAINING (NILAT),  
Labour and Human Resources Department, Government of Sindh,**

---

## **INSTRUCTIONS TO BIDDERS**

While preparing Bids, Bidders are expected to examine the documents comprising this invitation in detail, as deficiencies in providing the information requested may result in rejection of the Bids.

### **1. SCOPE OF BID:**

Being a leading training Institute, NILAT always provides quality and standard training facilities to its participants every year. Therefore, for upkeep and updated all training equipment, NILAT intends to purchase of Furniture and Fixture Items as per specification mentioned in Tender Document on free delivery basis, with warranty from eligible bidders through open tenders bidding process under SPPRA Rule-2010 (amended in 2013) as provided in rule # 46 (1) Single stage – one envelope procedure.

The Bidder is to be delivered and installed the equipment(s) at National Institute of Labour Administration Training (NILAT), Main University Road, Block-7, Gulshan-e-Iqbal, Opposite Safari Park, Karachi.

### **2. SOURCE OF FUND:**

National Institute of Labour Administration Training (NILAT), Karachi has received budgetary fund from Labour and Human Resources Department, Government of Sindh under Schedule of New Expenditure - 2015-16.

### **3. ELIGIBILITY CRITERIA:**

All the bidders shall be eligible:

- i. Bidder must be provided company profile.
- ii. Bidder should have been minimum three years' business experience of Furniture and Fixture supply and maintenance.
- iii. Bidder should be registered in Income Tax and Sales Tax Department.
- iv. Bidder should have been successfully completed minimum ten (05) Supply Orders of Furniture and Fixture for minimum Rupees Five Lakhs or more each.
- v. Minimum Annual Turnover of bidder is Rs. 25 lakhs (Rs. Twenty Five lakhs) in last financial years 2014-2015. Submit document evidence as a proof.
- vi. The bidder should be Original Equipment Manufacturer (OEM) or authorize Dealers / Channel partners / Distributors.
- vii. Bidder must be provided assurance that the Firm has never been blacklisted by any organization in the past.

within three calendar days, provided they are received at least five (05) calendar days prior to the date of opening of bid.

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The bidder shall bear all costs associate with the preparation and submission of its bid and NILAT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**10. LANGUAGE OF BID:**

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and NILAT must be written in English.

**11. PRICES:**

Bidders will be filled up the Schedule of Price in Pak Rupees inclusive of government taxes, GST, transportation and other charges etc. without Schedule of Price bid will not be acceptable.

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**13. BID SECURITY:**

All the firms shall be required to deposit Bid Security / Earnest Money equivalent to 2% of the total bid price offer with their tender in shape of Pay Order / Bank Draft or Bank guarantee in favour of D.D.O, "National Institute of Labour Administration Training (NILAT), Karachi". Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.

Bids without or less than 2% of Bid Security / Earnest Money will not be entertained.

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5% Performance Security will be submitted by the Contractor / Supplier at the time of Agreement in the shape of Pay order, Demand Draft, Bank Guarantee, or it may be deducted from bill for payment. The amount will be released after 03 months (Defect liability period), on the issuance of defect liability certificate by concerned department. All those contractors / firms are eligible to apply who has prior work experience of related nature of job.

**20. ANNEXURES:**

1. Annexure-A [Company's Profile]
2. Annexure-B [Bid Form]
3. Annexure-C [Item Specification]
4. Annexure-D [Schedule of Price]
5. Annexure-E [ Evaluation Criteria]
6. Annexure-F [ Form of Contract]
7. Annexure-G [Declaration]
8. Annexure-H [ Form of Performance Security]



Annexure-A

**COMPANY'S PROFILE**

**COMPANY INFORMATION:**

Name of Company: \_\_\_\_\_

Company Registration No: \_\_\_\_\_

NTN No. \_\_\_\_\_

GST No. \_\_\_\_\_

Field Experience

Original Equipment Manufacturer

Authorized Dealers / Channel Partners / Distributors

Yes  No

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Professional Qualification: \_\_\_\_\_

Technical / Professional Certificate: \_\_\_\_\_

**ADDRESS (Karachi office):**

Telephone Nos \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

STAMPT: \_\_\_\_\_

**BID FORM**

Date: \_\_\_\_\_  
IFB No: \_\_\_\_\_

To: [name and address of Procuring Agency]

Gentlemen and/or Ladies:

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 obtain the guarantee of a bank in a sum equivalent to \_\_\_\_\_ percent 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 [number] 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.

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 agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If none, state "none")

**ITEM SPECIFICATION**

Sr. No.	Item and Sample	Specification	Qty.
1	<b>Executive Revolving chair</b> 	Heavy duty imported fully metallic structure standard size revolving chair with stylish and metallic leather Arms, High quality comfortable and durable genuine Brown color leather cover, High density sponge, durable shape, soft seat, High Back perspiration stop stuff, up/down hydrolic, heavy guage base, full mashed stuff.	01
2	<b>Visitor Revolving Chair</b> 	Heavy duty imported standard size visitor chair with stylish leather arms, High quality comfortable and durable genuine Brown color leather cover, High density sponge, durable shape, soft seat, High quality chrome, synchro system frame.	05
3.	<b>Student Chair</b> 	Fully imported standard size student chair, strong and quality structure, High quality comfortable and durable Blue color fabric cover with quality foam.	40

**SCHEDULE OF PRICE**

Name of Bidder: \_\_\_\_\_

Sr. No.	Item and Sample	Qty.	Unit/ Meter Rate	Amount
1	<b>Executive Revolving chair</b> Heavy duty imported fully metallic structure standard size revolving chair with stylish and metallic leather Arms, High quality comfortable and durable genuine Brown color leather cover, High density sponge, durable shape, soft seat, Back perspiration stop stuff, up/down hydrolic, heavy guage base, full mashed stuff.	01		
2	<b>Visitor Revolving Chair</b> Heavy duty imported standard size visitor chair with stylish leather arms, High quality comfortable and durable genuine Brown color leather cover, High density sponge, durable shape, soft seat, High quality chrome, synchro system frame.	05		
3.	<b>Student Chair</b> Fully imported standard size student chair, strong and quality structure, High quality comfortable and durable Blue color fabric cover with quality foam.	40		
4.	<b>Computer Table</b> L shape wooden compute desk, dimension 29.7"H x 59.6"W x 59.6"D, Left pedestal has concealed CPU stand for storage with wire access, Keyboard tray / mouse shelf, Right pedestal has one letter-size file drawer and one storage cabinet.	01		

Annexure-E**EVALUATION CRITERIA**

Sr. No.	Requisite	Evidence Requirement to be attached	Compliance / Proof	
			Yes	No
1.	Bidder must be provided company profile.	Company Profile as per enclosed Annexure-A	Yes	No
2	Bidder should have been minimum three years' business experience of Furniture and Fixture supply and maintenance.	Document Evidence	Yes	No
3.	Bidder should be Registered in Income Tax and Sales Tax Department.	Income Tax / Sales Certificates	Yes	No
4.	Bidder should have been successfully completed minimum Five Purchase Orders for supply of Furniture and Fixture for total value of Rupees Five Lakhs or more.	Document Evidence Supply Order / Award Letter	Yes	No
5	Minimum Annual Turnover of bidder is Rs. 25 lakhs (Rs. Twenty Five lakhs) in last financial years 2014-2015.	document evidence i.e. Audit Report / Tax Return / Balance Sheet	Yes	No
6	Bidder should be OEM or authorize Dealers / Channel partners / Distributors.	Manufacturer / Manufacturer Authorization Certificate	Yes	No
7	Bidder must be provided assurance the Firm has never been blacklisted by any organization in the past.	Affidavit on Rs. 100 Stamp paper as per specimen at Annexure-H	Yes	No

 **Qualifying**
 **Disqualifying**
**Note:**

Attachment of relevant evidence in each above requisite is mandatory. In case of non-provision of evidence in any of the requisite, the company will be straight away disqualified.

Signature \_\_\_\_\_

Stamp of Bidder \_\_\_\_\_

**FORM OF CONTRACT**

(To be executed on requisite value of Stamp Papers)

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ between [name of Procuring Agency] of [country of Procuring agency] (hereinafter called "the Procuring agency") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz. [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as 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; and
- (f) the Procuring agency's Notification of Award.

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 the 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 the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

**DECLARATION**

Date .....

To,

[Procuring Agency]

Dear Sir,

**Ref. : Tender No.**

I / We ..... hereby confirm that our firm has not been banned or blacklisted by any government organisation/Financial institution/Court /Public sector Unit /Central Government.

Signature of Bidder. \_\_\_\_\_

Place : \_\_\_\_\_

Name \_\_\_\_\_

Date : \_\_\_\_\_

Designation \_\_\_\_\_

Seal:

**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 \_\_\_\_\_ 19\_\_\_\_ 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 \_\_\_\_\_ 19\_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]





GOVERNMENT OF SINDH  
Labour and Human Resources Department  
**NATIONAL INSTITUTE OF LABOUR ADMINISTRATION TRAINING**  
Main University Road, Block-7, Gulshan-e-Iqbal, Near Safari Park, Karachi-75300  
Tel : 9243758 – 9243760 Fax: 9243790

**ANNUAL PROCUREMENT PLAN**  
FOR GOODS OF  
**PLANT AND MACHINERY, COMPUTER HARDWARE AND FURNITURE & FIXTURE**  
FOR FINANCIAL YEAR 2015-2016

Sr. No.	Description of Procurement	Quantity (Where Applicable)	Estimated Unit Cost (Where Applicable)	Estimated Total Cost	Funds Allocated	Sources of Funds (ADP / Non ADP)	Proposed Procurement Methods	Timing of Procurement				Remarks
								1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	
<b>PLANT AND MACHINERY ITEMS</b>												
i.	Photocopier	01	400,000/-	400,000/-								
ii.	Multimedia Projector	01	56,000/-	56,000/-								
iii.	Electric Cooler	01	42,000/-	42,000/-								
iv.	Split AC 1.5 ton	01	102,000/-	102,000/-	785,000/-	Non ADP SNE-2015-16 L&HR Deptt., GOS	Single stage: one envelope procedure				✓	
v.	32" LCD TV	01	37,000/-	37,000/-								
vi.	Conference System with 20 Mics	01	119,000/-	119,000/-								
vii.	Cordless Mic	03	9,000/-	27,000/-								
<b>TOTAL</b>				<b>783,000/-</b>	<b>783,000/-</b>	<b>785,000/-</b>						