

***STANDARD BIDDING DOCUMENTS  
FOR PROCUREMENT UNDER THE HEAD  
SCHOOL SPECIFIC BUDGET  
BIDDING DOCUMENT FOR SUPPLIERS  
PROCUREMENT OF GOODS***

1. 475-Stationary

For the financial year 2015-2016

***GOVERNMENT GIRLS HIGH SCHOOL SANN  
DISTRICT, JAMSHORO.***

INSTRUCTIONS TO BIDDERS/ PROCURING AGENCIES.  
GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF  
CONTRACTORS.

This section of the bidding documents should provide the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Agency. It should also give information on bid submission, opening and evaluation, and on the award of contract.

Matters governing the performance of the Contract or payments under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are included as Conditions of Contract and *Contract Data*.

The *Instructions to Bidders* will not be part of the Contract and will cease to have effect once the contract is signed.

**1.** All work proposed to be executed by contract shall be notified in a form of Notice Inviting Tender (NIT)/Invitation for Bid (IFB) hoisted on website of Authority and Procuring Agency and also in printed media where ever required as per rules.

NIT must state the description of the work, dates, time and place of issuing, submission, opening of bids, completion time, cost of bidding document and bid security either in lump sum or percentage of Estimated Cost/Bid Cost. The interested bidder must have valid NTN also.

**2.** Content of Bidding Documents must include but not limited to: Conditions of contract, Contract Data, specifications or its reference, Bill of Quantities containing description of items with scheduled/item rates with premium to be filled in form of percentage above/below or on item rates to be quoted, Form of Agreement and drawings.

**3. Fixed Price Contracts:** The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

**4.** The Procuring Agency shall have right of rejecting all or any of the tenders as per provisions of SPP Rules 2010 (amended 2013).

**5. Conditional Offer:** Any person who submits a tender shall fill up the usual printed form stating at what percentage above or below on the rates specified in Bill of Quantities for items of work to be carried out: he is willing to undertake the work and also quote the rates for those items which are based on market rates. Only one rate of such percentage, on all the Scheduled Rates shall be framed. Tenders, which propose any alternative in the works specified in the said form of invitation to tender or in the time, allowed for carrying out the work, or which contain any other conditions, will be liable to rejection. No printed form of tender shall include a tender for more than one work, but if contractor wish to tender for two or more works, they shall submit a separate tender for each.

The envelope containing the tender documents shall refer the name and number of the work.

**6.** All works shall be measured by standard instruments according to the rules.

**7.** Bidders shall provide evidence of their eligibility as and when requested by the Procuring Agency.

**8.** Any bid received by the Agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.

**9.** Prior to the detailed evaluation of bids, the Procuring Agency will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, registration with PEC (where applicable), turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.

**10.** Bid without bid security of required amount and prescribed form shall be rejected.

11. Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;

**(A) In case of schedule rates**, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.

**(B) In case of item rates**, .If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.

**(C)** Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

12. 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 procuring Agency under any law, Contract or other instrument, be voidable at the option of Procuring Agency.

13. Notwithstanding any rights and remedies exercised by Procuring Agency in the regard ( the Supplier) agrees to indemnify Procuring Agency for any loss or damage incurred by it on account of its corrupt business practice and further may compensation. Gratification, bribe, finder fee or kickback given by (The Supplier) as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever from procurement Agency.

14. In case of any dispute concerning the interpretation and / or application of this Contract shall be settled through arbitration. The Secretary Education, Government of Sindh, Education Department, Sindh or his nominee shall act as sole arbitrator. The decision taken and / or award made by the sole arbitrator shall be final and binding on the parties.

**15. Items to be supplied & agreed Until Cost:** (i) The Supplier shall provide to the purchaser the item agreed cost more specifically described in the price schedule submitted by the Bidder **(Annex attached)**

(ii) Each item supplied shall strictly conform to the schedule of requirement **(Annex Attached)** and to the Technical Specification **(Annex Attached)** prescribed by the purchaser against each item.

(iii) The Unit Cost agreed in the price schedule (Annex Attached) is inclusive all taxation and costs associated transportation and other agreed incidental costs.

16. the purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services, as specified in the schedule of requirements and Technical Specification in accordance with the price Schedule submitted by the supplier., the amount against the delivered items or such other sum is may become payable under the provision of this Contract at the time and in the manner prescribed by this Contract.

**17. Mode of Payment:** All payments to the supplier(s) shall be made through Crossed Cheque issued in the name of **(Supplier's Name)**.

**18. Performance Guarantee:** (i) The Supplier, within 5 days of signing of this contract shall provide to the purchaser a Performance Guarantee equivalent to 10% of the total Contract Amount on the prescribed format and in prescribed manner. This Performance Guarantee shall be released to the Supplier upon successful completion of the Contract.

**(ii)** Suppliers Bid security already submitted with the Bid shall only be released upon satisfactory submission of Performance Guarantee in accordance with sub-clause **(i)** above.

Advantages:-

1. Better School Management
2. Effective utilization of financial resources
3. Easy monitoring
4. Rationalization of teaching faculty
5. Easy access to community

Education & Literacy Department Government of Sindh, for preparation of school budget, both salary and non-salary components, following transparent, objective, and needs-based criteria. SSB program is aimed to implement a system for the utilization of the non-salary budget of schools in all districts of Sindh Province and to provide a fund utilization framework for the same. The objectives of this exercise is to ensure effective implementation and bring efficiency in the process of budget spending.

School Specific Budget is given to all primary, middle, elementary, high and higher secondary schools in 23 districts, including five districts of Karachi City. Government of Sindh (GOS) has agreed that only schools with valid SEMIS codes will receive non-salary school specific budgets constructed the following stipulated guideline. Use of school specific non salary budgets by primary, middle, and elementary schools is limited to following stipulated categories of expenditures.

1. *475- Stationery*
2. *476- In-Class Material & Supplies*
3. *477- Library Materials/Laboratory Material*
4. *479- Sports*
5. *A09701- Furniture & Fixture*

Head of Institute (concerned) will invite school wise bid and consolidated bids will be advertised through newspapers as SPPRA rules. Procurement Committee at school level will evaluated the bids in line with SPPRA rules; however the bids will be evaluated by Procurement Committee concerned school and recommend suppliers for award of school specific contracts.

Contract will be sign between the supplier and respective Head Master/ Principal for each category of items required, Supplier will deliver school wise packets of goods at the office of respective Head Master/ Principal.

#### **Background:**

School Specific Budget (SSB) program is developed by Education & Literacy Department Government of Sindh, for preparation of school budget, both salary and non-salary components, following transparent, objective, and needs-based criteria. SSB program is aimed to implement a system for the utilization of the non-salary budget of schools in all districts of Sindh Province and to provide a fund utilization framework for the same. The objectives of this exercise is to ensure effective implementation and bring efficiency in the process of budget spending.

School Specific Budget is given to all primary, middle, elementary, high and higher secondary schools in 23 districts, including five districts of Karachi City. Government of Sindh (GOS) has agreed that only schools with valid SEMIS codes will receive non-salary school specific budgets constructed the following stipulated guideline. Use of school specific non salary budgets by primary, middle, and elementary schools is limited to following stipulated categories of expenditures.

- *Stationery*
- *Others-Sport*
- *Instructional Materials and Supplies*
- *Library Materials/Laboratory Material*
- *Furniture.*

Head of Institute (concerned) will invite School wise bid and consolidated bids will be advertised through newspapers as SPPRA rules. Procurement Committee at school level will evaluate the bids in line with SPPRA rules; however the bids will be evaluated by Procurement Committee concerned school and recommend suppliers for award of school specific contracts.

Contract will be signed between the supplier and respective Head Master/ Principal for each category of items required, Supplier will deliver school wise packets of goods at the office of respective Head Master/ Principal.

### **1. Scope**

The Principal / Head Master / Head Mistress, Government Boys / Girls High & Higher Secondary School (\_\_\_\_\_) invites sealed bids/tenders as per single stage two envelope procurement process for the packages mentioned in section 11 of this document.

### **2. Eligibility**

The firm must possess a valid registration with Income Tax and Sales Tax authorities including Sindh Revenue Board.

### **3. Method of Procurement**

Single Stage Two Envelope

### **4. Submission of Bids**

Bids shall be submitted at the office of the District Education Officer Elementary / Secondary & Higher Secondary Jamshoro @ Bureau of Curriculum Extension Wing Jamshoro no later than (17<sup>th</sup> May 2016)

### **5. Opening of Bids**

Bids will be opened at the office of the District Education Officer Elementary / Secondary & Higher Secondary Jamshoro @ Bureau of Curriculum Extension Wing Jamshoro on (17<sup>th</sup> May 2016)

### **6. Terms and Conditions**

Under following conditions bid will be rejected:

- (a) Conditional and telegraphic bids/tenders
- (b) Bids not accompanied by bid security of required amount and form
- (c) Bids received after specified date and time
- (d) Black listed firms

### **7. Bid Validity**

Bids shall be valid for 90 days.

### **8. Required Documents**

Following details/documents are required for evaluation of bidders;

1. Supplier Profile/brochure:
2. Name, address, Telephone, fax numbers and e-mail address of supplier
3. Ownership and Organizational Structure
4. Year of establishment
9. **Experience and past performances**
  - (i) List of similar assignments performed in the last 5 years
  - (ii) List of assignments executed in similar geographical conditions;

### **6. Reimbursement of Cost**

Bid amount must include all the costs necessary for delivering the required items at the required destination as no cost will be reimbursed to any supplier.

### **7. Evaluation Criteria**

Technical and Financial Proposals will be evaluated on the basis of criteria mentioned in section 12 of this document.

### **8. Packages**

Items are required in following packages. Any supplier may select one or many packages he/she wishes to accommodate.

- *Stationery*
- *Others-Sport*
- *Instructional Materials and Supplies*

- *Library Materials/Laboratory Material*
- *Furniture.*

- Evaluation Criteria

• **EVALUTION OF BIDS**

- Name of Firm/Party:

Sr.#	Evaluation Description	Yes	No
1	NTN Registration		
2	GST Registration		
3	SRB Registration		
4	Bid Security		

- 
- Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules 2013, amended 2013

**SPECIAL CONDITION OF THE CONTRACT**

**AGREEMENT**

**This Contract** is made at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 2016, Between the Principal / Head Master / Head Mistress \_\_\_\_\_ (here in after referred to as the “Purchaser”) of the first part; and M/s (**Firm Name**) a firm registered under the laws of Pakistan and having its registered office at (address of the firm) (here in after called the Supplier) of the second part (here is after referred to individually as “Party” and collectively as the “Parties”)

**WHEREAS** the purchaser invited bids procurement of goods, in pursuance whereof M/s (**firm Name**) being the supplier in Pakistan and ancillary service afford supply the required items (s) and

Whereas, the Purchaser has accepted the bid by the supplier;

**NOW THE PARTIES TO THIS CONTRACT AGREE TO THE FOLLOWING;**

**The Contract:** the following document shall be deemed to form and be read and construed as integral part of this Contract, viz:-

The Schedule of procurement (**Annex Attached**).

## **BIDDING DOCUMENTS COLLECTED VENUE, DATE & TIMING**

Bidding documents can be collected from the office of the **Office of the District Education Officer at Bureau of Curriculum Extension Wing Jamshoro** on any working day from 02<sup>nd</sup> of May 2016 to 16<sup>th</sup> May 2016 (till 10:00 am to 05-00 pm) [*response time should at least be 15 days from the first date of issuance of bidding documents up to the last date of issuance of bidding documents*] on payment of tender fee as mentioned above, along with a written request for issuance of bid/tender document.

Bid should be submitted at the Office of the **Office of the District Education Officer at Bureau of Curriculum Extension Wing Jamshoro** at the address mentioned below, on or before the last date and time of bid submission. Received bids shall be opened at the same address on the bid opening date and time as mentioned above.

The Bids must be accompanied by valid N.T.N Certificate, Sales Tax Registration and earnest money @ 2% (in-original) of total value of bid price (estimated amount) in form of Pay Order/Bank Draft from any Schedule Bank in favor of Head Master/Mistress / Principal

### **Bids will be rejected if following conditions are not met.**

- (i) Conditional and telegraphic bids/tenders.
- (ii) Bids not accompanied with bid security of required amount and form.
- (iii) Bids received after the specified date and time.
- (iv) Bids of black listed firms.

Note: The undersigned reserves the right to accept or reject any tender or to enhance the quantity subject to the relevant province of SPPRA Rules 2010 amended 2013, no bids shall be entertained after the last bid submission date and time as mentioned above. The Tender Notice can also be downloaded from the websites on SPPRA: [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) and procuring agency website: [www.abc.com](http://www.abc.com) (if any).

All applicable Government Taxes shall apply.





## **BIDDING DATA**

(This section should be filled in by the Engineer/Procuring Agency before issuance of the Bidding Documents).

- (a). Name of Procuring Agency Head Mistress **Government Girls High School Sann (JM-6089)**
- (b). Brief Description of Works (As **per Description attached**)
- (c). Procuring Agency's address: - **Village Sann**
- (d). (A) Estimated Cost :-( 475- Stationary                      Rs: - 214000/-
- (e). Amount of Bid Security: - 2%
- (f). Period of Bid Validity (15)
- (g). Security Deposit :-( 2%)
- (h). Percentage, if any, to be deducted from bills:-**NIL**
- (i). Deadline for Submission of Bids along with time:-17<sup>TH</sup> May 2016, up to 11-00 am
- (j). Venue, Time, and Date of Bid Opening: - Office of the District Education Officer, Elementary / Secondary & Higher Secondary, Jamshoro, at Bureau of Curriculum Extension Wing Jamshoro
- (k). Time for Completion from written order of commence: - 01 Month.
- (L). Liquidity damages: - 0.5%
- (m). Deposit Receipt No: Date: Amount :( in words and figures)

## **NOTICE INVITING BID/TENDER**

The Head Master **Government Girls High School Sann (JM-6089)** invites sealed bids / tenders for utilization of School Specific Budget 2015-16, as per single stage two envelope procurement process as under;

Bid/Tender No.	Package Description	Estimated Cost in Million	Earnest Money/Bid Security	Time for Completion	Quantity	Bid Submission and Technical Bid Opening Date & Time	Financial Bid Opening Date & Time	Bidding Document Value
SSB-475	Stationery items	0.214	2% of bid cost	01 Months	Mentioned in bidding documents	17 <sup>th</sup> May 2016 Bid Submission 11:00am Bid Opening 12:00noon	17 <sup>th</sup> May 2016 Bid Opening 2:00pm	Rs. 1000/-
TOTAL AMOUNT Rs:-		0.214						

Package 1	475- Stationary	District	Jamshoro	
Items	Description	Quantity	Rate	Amount in Million
475- Stationary	As mentioned in Annexure "A"	As mentioned in Annexure "A"		<b>0.214</b>
<b>Note:</b> Select package 1 to deliver 475- Stationary Articles to Office of the Head Mistress <u><b>Government Girls High School Sann (JM-6089)</b></u>				

## Section-IV Schedule of Requirements

### Delivery schedule and specifications:

The supplies shall be delivered by the vendor as per the instructions of the **Head Master and District Technical and Inspection Committee**. The items should be delivered in packages wise accompanied by the proper delivery challan and Goods Received Note (SSB GRN) in prescribed format. Agreed delivery schedule is expressed as in terms of weeks / months below, which stipulates the date the delivery is required:

### DELIVERY SCHEDULE AND SPECIFICATIONS:

S. No	Package Description	Description	Quantity	Agreed delivery schedule
01	475- Stationary	As mentioned in Annexure "A"	As mentioned in Annexure "A"	05 <sup>th</sup> June 2016

Bidding documents can be collected from the office of the District Education Officer, Jamshoro, at Bureau of Curriculum Extension Wing Jamshoro, any working day from **02<sup>nd</sup> May 2016 to 16<sup>th</sup> May 2016 (till 10:00 am to 5-00 pm)** on payment of tender fee as mentioned above, along with a written request for issuance of bid/tender document.

The Bids must be accompanied by valid N.T.N Certificate, Sales Tax Registration and earnest money @ 2% (in-original) of total value of bid price (estimated amount) in form of Pay Order/Bank Draft from any Schedule Bank in favor of Head Master/Mistress / Principal

Bid should be submitted at office of the District Education Officer, Jamshoro, at Bureau of Curriculum Extension Wing Jamshoro, on or before the last date and time of bid submission. Received bids shall be opened in the office of the undersigned in presence of committee members, contractors or their authorized representatives at the same address on the bid opening date and time as mentioned above.

In case of un-responded/rejected tenders, the fresh tenders will again be issued & received on the following dates:

**2<sup>nd</sup> Time** issued up to May 28<sup>th</sup>, 2016 till 12:00 noon and received on or before May 28<sup>th</sup>, 2016 latest by 11:00am and opened on the same day at 12:00noon.

In case of holiday and unforeseen circumstances on the opening date the bids shall be submitted and opened on the next working day.

All applicable Government Taxes shall apply.

Note: The undersigned reserves the right to accept or reject any tender or to enhance the quantity subject to the relevant provisions of SPPRA Rules 2010 amended 2013 , amended .No bids shall be entertained after the last bid submission date and time as mentioned above. The Tender Notice can also be downloaded from the websites on SPPRA: [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) and procuring agency website: [www.abc.com](http://www.abc.com) (if any).

**SHAHNAZ AYAZ MALLAH**  
HEAD MISTRESS / DDO  
CHAIRMAN PROCUREMENT COMMITTEE  
GOVT. GIRLS HIGH SCHOOL  
SANN  
MOBILE NO.0300-2673708

## Annexure "A"

PURCHASING OF STATIONARY ASTICALS UNDER THE HEAD  
OF SCHOOL SPECIFIC BUDGET 2015-16  
GOVERNMENT GIRLS HIGH SCHOOL SANN (JM-6089)

S.NO	Description & Specification	No. Of Units
1	480-Paper A/4 80 gm (AA)	65
2	480-Dusters for Black Board (Per Item)	12
3	480-Glue Stick (Dollar) Small	12
4	480-Pencil HB (Per Dozen) (Deer)	12
5	480-Markers 4.5 (Permanant) Red,Blu,Black.Green (Per Dozen)	12
6	480-Muster Roll (Per Book 150 pages) ofset paper 68 gm	12
7	480-Students Attendance register (Per Books 150 pages) ofset 68 gm	12
8	480-Ball Pen, Piano (Blue,Black,Red,Green Per) (Dozen)	12
9	480-Chalk (Per Packet)	100
10	480-Duster for White Board (per Item)	50
11	480-White Board 3X5 (Per Item) Lasani Sheet 1 Inch	16
12	480-Envelopes (4.25 X 9.25) Khaki (Per Envelopes)	2000
13	480- (Highlighters Dollar)Yellow,Pink.Green,Orange,Red (Per Item)	12
14	480- Pointer Pen (Red,Green,Blu,Black) (Dollar) (Per Dozen)	12
15	480-Erasers (Per Dozen)	12
16	480-Sharpeners (Per Dozen)	12
17	480-Stapler Opal HD35N 24/6 (Per Item)	12
18	480-Stapler Pins (DUX) 26/6 (Per Packet)	12
19	480-Stamp Pad Dollar (Per Item)	12
20	480-Paper Pins (Per Paket)	12
21	480-Punch Machine (opal) (Per Item)	12
22	480- Inkpot Dollar (Blue,Black,Green,Red (Per Item) Large	14
23	480-U-Pins 36mm (Per Packet)	12
24	480-Foot Scale (Per Item) Steel	100
25	480-Tissue Paper Indus (Per Packet)	50
26	480-Files Covers Pacca (Per Item) 8.5 13.5	300
27	480-Files Covers (Kachha) 14.22	300
28	480-Stapler Remover Opal (Per Item)	24
29	480-Electrical (Bell) (Per Item) Chaina	12
30	Drawing Sheet 20x28 / 180 gm every card, Per Sheet	350
31	Classroom Name Plate Steal , 3mm Plastic size 3x6 per Item	20
32	Office Table Set Marble, Per Set	12
33	Table Flag of Pakistan 12 Inch	12