**ANNUAL PROCUREMENT PLAN 2015-16**

COST CENTRE: LA-5879

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Items proposed to be procured | Quantity | Allocated Budget 2015-16 | Released Funds | Remarks |
| Stand by Generator 20 KVA | One | 15,00,000 | 15,00,000 | A 20 KVA  Stand bye generator is required for camp office of Commissioner, Larkano Division |
| Electric water coolers | Two | 48,000 | 48,000 | One to be installed at main office and other to be installed at camp office |

(G. AKBAR LAGHARI)

Commissioner Larkano Division

Copy to:

1. The Secretary, Finance Department, Government of Sindh, Karachi
2. The Director (CB), Sindh Public Procurement Regulatory Authority, Court Road, Near Sindh Secretariat, Karachi
3. The District Accounts Officer, Larkano

SUBJECT: PURCHASE OF 20 KV GENERATOR FOR CAMP OFFICE OF COMMISSIONER, LARKANO DIVISION.

Submitted:

It is submitted that after construction of new block at camp office of Commissioner, the existing 13-KV generator is falling short of the electricity load in the cases of electricity shut downs/load-shedding. Especially, the office portion needs more back-up of electricity through stand-by generator. Therefore, another generator is severely needed at camp office to continue office work during load-shedding or shut-downs.

It is submitted that in the budget of Commissioner, Larkano Division, for current financial year 2015-16 an amount of Rs. 1.5 million has been allocated under the subhead “Plant and Machinery” (flag “A”) for purchase of 20 KV generator and full allocation has been released as well (flag “B”). Therefore, Generator may be purchased for camp office from above funds.

It is added that that the above procurement of generator will be made as per Sindh Public Procurement Regulatory Authority Rules, 2010, for which following steps are required:

1. Since the aforementioned procurement is above rupees one million, its N.I.T. needs to be placed at SPPRA website and also advertised in at least 3 newspapers [as mentioned in rule 17].
2. Annual Procurement Plan, which was prepared earlier, is placed at flag E; the same is to be sent to SPPRA as per requirement of Rule 11 and 12. (flag C)
3. As per Rule 7 a Purchase/Procurement Committee is to be constituted. A “Divisional Procurement Committee” has been drafted (Flag D) which may be perused for final approval for its notification for procurement of generator.



1. As per Rule 31, a “Complaint Redressal Committee” is to be constituted and notified for addressing the grievances of any aggrieved bidders. A “Complaint Redressal Committee” has also been drafted (Flag E) which may be perused for final approval.
2. Notice Inviting Tender (NIT) is to be sent to Sindh Public Procurement Regulatory Authority, which has been drafted and placed at flag F for approval of its content.
3. Bidding Documents have also been prepared and placed at flag G. The bidding documents have been downloaded from SPPRA website being standard bidding documents in which additional information has been added. These documents need perusal for approval of their content, terms and conditions, etc.

Letter addressed to SPPRA for forwarding the documents mentioned in clause b, c, d, e and f (including soft copy) here is placed at flag H for signature. Whereas, letter addressed to Information Department for forwarding the N.I.T. for publication in three newspapers is placed at flag I for signature.

Accountant

Worthy Commissioner

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | OFFICE OF THE  COMMISSIONER  LARKANO DIVISION | | | |
| 0749410243-5  0749410294-5  0749410293 &  0749410305 |  | | No. AB/NIT(Genrtr)/  Dated: 09.05.2016 | |
| [commissionerlarkana@yahoo.com](mailto:commissionerlarkana@yahoo.com)  commissionerlarkana@gmail.com |  |  | |

**NOTICE INVITING TENDER**

Sealed Tenders are hereby invited from the interested reputed firms/suppliers, etc. for supply of following machinery item for Commissionerate Larkano:

|  |  |
| --- | --- |
| **Name of Item/machinery** | **Quantity** |
| Stand Bye Generator 20 KVA  (Diesel operated, Japanese made) | One |

**SCHEDULE FOR RECEIVING AND OPENING OF QUOTATIONS/BIDS:**

1. Tender Documents can be obtained from Accounts Section, Commissioner Office Larkano, during office hours from 17th May, 2016, (from 9:00 a.m. to 5:00 pm) on payment of Tender fee of Rs.300/- (three hundred rupees only).
2. Last date for issuance of bidding documents is 2nd June, 2016 (01:00 pm).
3. Bids/Quotations will be received up to 2nd June, 2016 (02:00 pm) in Accounts Section, Commissioner Office, Larkano, and will be opened on the same day at 03:00 p.m.
4. Further details, specifications or any queries can be had from Accounts Section, Commissioner Office, Larkano, (Phone 074-9410244-5 & cell number 03337531002).

**TERMS AND CONDITIONS:**

1. All the procurement process shall be governed by “Sindh Public Procurement Regulatory Authority Rules, 2010”.
2. The bids/quotations of only those bidders will be considered who are tax payers having proper “National Tax Number” and duly registered with Income Tax Department as per required government policy. Such NTN and Registration Certificates should be submitted with the tenders/bids for proof.
3. All bids/quotations shall be opened in the presence of Members of “Procurement Committee” constituted in respect of Commissioner Office, Larkano, and bidders or their authorized representatives.
4. All bids/quotations shall be evaluated and finalized by the “Procurement Committee”.
5. The “Procurement Committee” reserves the right to postpone or reject all or any quotations/bids as per SPPRA Rules, 2010.
6. Call Deposit (2% of total cost) should be deposited in the name of Commissioner, Larkano Division, which will be refundable.
7. Incomplete bids/quotation shall not be entertained.

**(G. Akbar Laghari)**

**Commissioner**

Copy to:

1. The Director (CB), Sindh Public Procurement Regulatory Authority, Court Road, Near Sindh Secretariat, Karachi
2. The District Accounts Officer, Larkano

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | OFFICE OF THE  COMMISSIONER  LARKANO DIVISION |
| Ph: Office: 0749410243-5  Ph: Camp: 0749410294-5  Fax 9410304 & 9410293  Email: [commissionerlarkana@gmail.com](mailto:commissionerlarkana@gmail.com) | |  | No. AB/NIT(Genrtr)/  Dated: .05.2016 |

The Director

Sindh Public Procurement Regulatory Authority

Barrack 8 Secretariat 4A, Court Road

Karachi

SUBJECT: FLOATING OF N.I.T. OF COMMISSIONER OFFICE LARKANO ON WEBSITE OF SPPRA FOR “SUPPLY OF GENERATOR OF 20 KVA”.

Enclosed please find herewith a print as well as soft copy of “Notice Inviting Tender” No. AB/ NIT(Genrtr)/1289 dated 09.05.2016 regarding supply of “one Stand Bye Generator 20 KVA” for Commissioner Office Larkano, for placing on the official website of Sindh Public Procurement Regulatory Authority, as per policy of the government [as required under rule 17 of SPPRA Rules 2010]. The Annual Procurement Plan 2015-16 [as required under rule 11 & 12] along with a set of bidding documents [as required under rule 21(4) & 24(2)] are also enclosed herewith for hoisting the same on the website.

The advertisement in three newspapers through Information Department, Government of Sindh, is also being given as per policy of the government [as required under rule 17]. A copy of letter addressed to Information Department is enclosed herewith.

Keeping in view the last date for receiving tenders i.e. 02nd June, 2016, the tender may please be uploaded immediately.

(G. AKBAR LAGHARI)

Commissioner Larkano Division

Copy to:

The District Accounts Officer, Larkano

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | OFFICE OF THE  COMMISSIONER  LARKANO DIVISION |
| Ph: Office: 0749410243-5  Ph: Camp: 0749410294-5  Fax 9410304 & 9410293  Email: [commissionerlarkana@gmail.com](mailto:commissionerlarkana@gmail.com) | |  | No. AB/NIT(Genrtr)/  Dated: .05.2016 |

The Director Information (Advertisement)

Information Department

Government of Sindh

Block No.95-96 Sindh Secretariat

Karachi

SUBJECT: PUBLICATION OF ADVERTISEMENT OF N.I.T. OF COMMISSIONER OFFICE LARKANO FOR “SUPPLY OF GENERATOR OF 20 KVA”.

Enclosed please find herewith a print as well as soft copy of “Notice Inviting Tender” No. AB/ NIT(Genrtr)/1289 dated 09.05.2016 regarding supply of “one Stand Bye Generator 20 KVA” for Commissioner Office Larkano, for publication of the same in three widely circulated dailies of English, Urdu and Sindhi languages in accordance with rule 17 of Sindh Public Procurement Regulatory Authority Rules, 2010, and as per policy of the government.

It may please be noted that this office shall be liable for payment of advertisement charges of only three newspapers.

Keeping in view the last date for receiving tenders i.e. 02nd June, 2016, the N.I.T may please be got published on top priority basis under intimation to this office.

(G. AKBAR LAGHARI)

Commissioner Larkano Division

Copy to:

* The Director, Sindh Public Procurement Regulatory Authority, Barrack 8 Secretariat 4A, Court Road, Karachi
* The District Accounts Officer, Larkano

**OFFICE OF THE COMMISSIONER**

**LARKANO DIVISION LARKANO**

|  |  |  |  |
| --- | --- | --- | --- |
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|  | |  |  |

BIDDING DOCUMENTS

**FOR N.I.T. NO. AB/NIT(GENRTR)/1289**

**DATED 09.05.2016**

**FOR PROCUREMENT OF ONE 20 KV STAND-BY GENERATOR**

**FOR CAMP OFFICE OF COMMISSIONER LARKANO DIVISION**

**MANNER OF SUBMISSION OF BIDS**

1. The Bidder/firm shall furnish complete information about their company’s name, status, contact numbers, location, method of supplying items, delivery schedule, time-limits for rates, etc.
2. The Bidders are required to submit their “Financial Proposals” in one sealed envelope, which may be personally submitted or mailed at office of Commissioner, Larkano Division, near Lahori Ragulator, Larkano.
3. The price should include supply of items concerned and their transportation up to office of Commissioner Larkano Division, (including Camp Office of Commissioner Larkano Division) which are located in the same locality in Larkano City.

**PROCUREMENT COMMITTEE**

A “Procurement Committee” has already been constituted (under Notification No. Acctt/915 dated 01.04.2016 of Commissioner Office, Larkano) for all procurements to be made for the office of the Commissioner, Larkano Division. The current procurement will also be made through this Committee.

**REDRESSAL COMMITTEE FOR AGGRIEVED BIDDERS (IF ANY)**

Any bidders, who feel aggrieved from any decision of “Divisional Procurement Committee” or the procurement process, may submit complaint before the “Complaint Redressal Committee”, which shall process the complaints of bidders in accordance with mechanism prescribed in SPPRA Rules, 2010, and

1. The committee upon receiving a complaint from an aggrieved bidder shall inquire into the matter and announce its decision within seven days
2. The decision shall be intimated to the bidder and the Authority within three working days by procuring Agency.
3. The Complaint Redressal Committee shall not make any decision to award the contract.

**COMMENCEMENT & SCHEDULE FOR SUPPLY OF ITEMS**

1. The successful bidder shall be paid 10% advance of the total bid within one week of approval of the bid for supply of the required items (for which he shall submit separate invoice for advance) and the remaining amount shall be paid AFTER supply of all the items concerned in a proper manner at Commissioner office Larkano and ascertaining the quality and condition of the products
2. The Successful bidder shall be bound to supply ALL the required items within 15 (fifteen) days of the receipt of 10% advance, as mentioned above.

**ADDITIONAL INFORMATION**

Any additional information may be sought from the office of Commissioner, Larkano Division through following contact numbers:

Phone: 074-9410244 & 9410294

Fax 074-9410293 & 9410305

**TERMS & CONDITIONS**

1. Transportation of required items in proper condition up to Commissioner Office Larkano shall be responsibility of the suppliers and NO separate payment shall be charged on this account.
2. All the procurement process shall be governed By “Sindh Public Procurement Regulatory Authority Rules, 2010” and instructions of Sindh Government issued in this regard from time to time.
3. Only the Bids/Quotations of those bidders will be considered who are tax payers having proper “National tax Number” and duly registered with Income Tax Department, as per required government policy. Such NTN and registration certificates should be submitted with the tenders/bids of separately.
4. All bids/quotations shall be opened in presence of members of “Procurement Committee” (constituted in respect of Commissioner Office Larkano) and Bidders or their authorized representative.
5. All bids/quotations shall be evaluated and finalized by the “Procurement Committee”.
6. The “Procurement Committee” reserves the right to postpone all or any quotations/bids as per SPPRA Rules, 2010.
7. “Earnest Money/Call Deposit” (2% of total cost should be deposited in shape of Demand Draft or Pay Order in the name of Commissioner, Larkano Division.
8. Incomplete bids/quotations shall not be entertained.
9. The cost of preparing bids or negotiating bids including any visit to the office of Commissioner, Larkano Division, are not reimbursable and cannot be included as costs in the bids.
10. A bid by any bidder who is found involved in any fraudulent activities or misleading fats shall not be considered for the bids and shall be liable to be rejected at any stage.
11. All Prices should be quoted in Pakistani rupees only with clear mention of General sales Tax and Income Tax due on total costs.
12. Failure to comply with the supply schedule (schedule for supply of items) shall render the bidder concerned to pay up the losses sustained by the office of Commissioner, Larkano Division, due to delay on the part of suppliers/bidders.
13. If competitive rates are not offered by the bidders, the Procuring Agency shall, in its discretion, at liberty to reject all the bids.
14. No cost escalation will be allowed after approval of initial bids and the successful bidders shall be bound to supply the items concerned on the rates already quoted without any increase.
15. Income Tax and General Sales Tax shall be deducted on the bills at source as per exiting rates and rules of the government and any other taxes (including stamp duty) shall also be paid by the successful bidder.
16. The Commissioner, Larkano Division, may withhold payments of suppliers if the products supplied by them are found substandard, faulty or if any consequential loss is sustained due to any fault in these items/products.
17. Minor modifications in the specifications of required products may be made by the Procuring Agency, in cases of exigency, but, before the last date for submission of the proposals.
18. The bidders shall be responsible for satisfactory processing of the claim of warranty/guaranty of such products which are sold with warranty/guaranty by the respective manufactures or the distributors or marketing firms in Pakistan etc.
19. The bidders shall be subject to local laws as are applicable for supply and transportation of the required items.
20. The bidders shall be provide the requisite security and sign the “Bid Security Form” (specimen annexed hereto) on their letter pad.
21. While quoting the prices of items, Unit Price of each item should be quoted.
22. 4% Income Tax on all items shall be chargeable, whereas, General Sales Tax shall be CHARGED @17% on the furniture items and such products on which at source GST has not been paid by manufacturers.
23. Tenders shall be evaluated on the basis of economy of cost and the quality of products offered.

**BIDDING DATA**

|  |  |  |
| --- | --- | --- |
| (a) | **Name of procuring agency** | Office of Commissioner, Larkano Division |
| (b) | **Brief description of work** | Procurement of one 20 KV Generator |
| (c) | **Procuring agency’s address** | Commissionerate Building, near Lahori Regulator, Larkano (Specifications attached) |
| (d) | **Estimated Cost** | Rs. 1.500 million |
| (e) | **Amount of bid security** | Nil |
| (f) | Period of bid validity (days) | One month |
| (g) | Security Deposit (including bid security) | 2% of bid amount |
| (h) | Percentage if any to be deducted from bills | 4.5% income tax and 17% GST |
| (i) | Deadline of submission of bids along with time | 2nd June, 2016 (02:00 pm) |
| (j) | Venue, time and date of bid opening | Commissioner Office, Larkano, 03 pm  On 2nd June, 2016 (02:00 pm) |
| (k) | Time for completion from written order of commencement | One month |
| (l) | Liquidity damages | 5% of total bid cost |
| (m) | Deposit receipt number, date and amount | Amount of call deposit Rs. \_\_\_\_\_\_\_\_\_\_\_\_  (in words Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dated : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Paid at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Commissioner Larkano Division

**(B) Description and rate of items based on market (offered rates)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Quantities** | **Description of item to be executed at site** | **Rate** | **Unit** | **Amount in Rupees** |
| **1** | **2** | **3** | **4** | **5** | **6** |
| 1 | 1 | Supply of one 20 KV Generator for Camp Office of Commissioner Larkano |  |  |  |

**Total (B) = in words & figures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***CONTRACTOR COMMISSIONER LARKANO DIVISION***

**BILL OF QUANTITIES**

1. **Description and rates of items based on composite Schedule of Rates**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Quantities** | **Description of item to be executed at site** | **Rate** | **Unit** | **Amount in Rupees** |
| **1** | **2** | **3** | **4** | **5** | **6** |
|  |  |  |  |  |  |

Amount Total (a) \_\_\_\_\_ % of above/below on the rates of CSR

Amount Total (b) Amount to be added/deducted on the basis of premium quoted

Total (A) = (a) + (b) in words & figures:

***CONTRACTOR COMMISSIONER LARKANO DIVISION***

**CONTRACT FORM**

**THIS AGREEMENT** made the 11th day of March, 2015, between Commissioner, Larkana Division (hereinafter called the procuring agency) of Pakistan the one part and M/s R.R. Associates Larkano (hereinafter called the Supplier) of the other part.

**WHEREAS,** the procuring agency invited bids for supply of Sound System for Conference Hall of Commissioner Office, Larkano, and has accepted a bid by the Supplier for the supply of those goods and services in the sum of Rs. 4,97,500/- (herein after called “ the Contract Price”).

**NOW THIS AGREEMENT WITNESSES AS FOLLOWS:**

1. In this Agreement words and expression shall have the same meaning as are respectively assigned to them in the conditions of contract referred to.
2. The following document shall be deemed to form and be read and construed as part of this Agreement, viz:
3. The bid form viz. the price schedule submitted by the Bidder;
4. The schedule of Requirements (as in tender documents);
5. The Technical Specification of Contract;
6. The General Conditions of Contract;
7. The Special Conditions of Contract; and
8. The procuring agency’s Notification of Award.

1. In consideration of the payments to be made by the procuring agency to the supplier as herein after 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 provision of the Contract and letter of award.
2. The procuring agency hereby Covenants to pay the supplier in the 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 provision 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.

|  |  |
| --- | --- |
| **Commissioner Larkano Division**  **(Procuring Agency)** | **M/s R.R. Associates**  **(Supplier)** |

Witnesses:

1. Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annexure A

DETAILED ITEMISED QUOTATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.  No. | Description | Total Quantity | Unit Price | Amount |
| 1. | Input Mixing Amplifier 120 watts | 3 | 39000 | 117000 |
| 2. | Microphone with table stand including on-off switch | 16 | 10000 | 160000 |
| 3. | Column Speaker 36 watts | 4 | 11000 | 44000 |
| 4. | Speakers Cables (2 core) 90 meter coil | 2 | 12250 | 24220 |
| 5 | Microphone Cable 90 meter coil | 4 | 20000 | 80000 |
|  | Total Cost | | | Rs. 4,25,220 |
|  | General Sales Tax 17% | | | 72,280 |
|  | Grand Total Cost | | | Rs. 4,97,500 |

**For R.R. Associates**