**Phone: 0300-3027955**

|  |  |
| --- | --- |
| SINDH GOVERNMENTlogo ATT | **HEAD MASTER**  **GHS KACHELO FARM** |

**Sindh Public Procurement Regulatory**

**Authority**

**Bidding Documents**

**For**

**Procurement of stationery ITEMS UNDER S.S.B. 2015-16 GHS KACHELO FARM DISTRICT MIRPURKHAS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(ESTIMATED COST RS. 1,21,100)**

**Issued to M/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Financial Proposal)**

**Section VI. Sample Forms**

**Sample Forms**

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**1. Bid Form and Price Schedules**

*To,*

**The** **HEAD MASTER**

**GHS KACHELO FARM DISTRICT Mirpurkhas.**

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 ***STATIONERY ITEMS***in conformity with the said bidding documents for the sum of **Rs121100\_/= (Rupees: One Lack Twenty One thousand and One Hundred Only).** 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

10% of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *120* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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”)

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this day of 20 .

*[signature] [in the capacity of]*

Duly authorized to sign Bid for and on behalf of

**Price Schedule in Pak. Rupees**

Name of Bidder . IFB Number . Page of \_\_\_\_\_\_ .

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| **Item** | **Description** | **Country of origin** | **Estimated Quantity** | **Unit price DDP**  **named place** | **Unit Price in Words** | **Total DDP**  **per item** | **Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required** |
| **STATIONARY** | | |  |  |  |  |  |
| 1 | 480-Attendance register students 100 Pages (8\*12)Hard board 68 Gms |  | 50 | 1 |  |  |  |
| 2 | 480-Attendance register teachers 50 Pages (8\*12)Hard board 68 Gms |  | 10 | 1 |  |  |  |
| 3 | 480-Blank register students 100 Pages (8\*12)Hard board 68 Gms |  | 50 | 1 |  |  |  |
| 4 | 480-Paper Reams (Regular A4) Paper Size: 210 X 297 mm / 8.3 X 11.7" Paper Grammage: 70 GSM Paper Color: White |  | 100 | 1 |  |  |  |
| 5 | DRAWING SHEETS WHITE 2X3 FEET |  | 100 | 1 |  |  |  |
| 6 | DRAWING SHEETS CLOUR 2X3 FEET |  | 100 | 1 |  |  |  |
| 7 | 480-Ball Pen (Blue) Piano/Picasso/Equivalent ·   Retractable Ball Point • Fine Point In Silver Body Color With Needle • Extra smooth glide • Low Viscosity Ink Formula • Medium 0.7mm tip gives line width of 0.4mm • Non-refillable • Pocket Clip |  | 100 | 1 |  |  |  |
| 8 | 480-Ball Pen (Black) Piano/Picasso/Equivalent ·   Retractable Ball Point • Fine Point In Silver Body Color With Needle • Extra smooth glide • Low Viscosity Ink Formula • Medium 0.7mm tip gives line width of 0.4mm • Non-refillable • Pocket Clip |  | 100 | 1 |  |  |  |
| 9 | 480-Ball Pen (red) Piano/Picasso/Equivalent ·   Retractable Ball Point • Fine Point In Silver Body Color With Needle • Extra smooth glide • Low Viscosity Ink Formula • Medium 0.7mm tip gives line width of 0.4mm • Non-refillable • Pocket Clip |  | 100 | 1 |  |  |  |
| 10 | 480-Files Covers standard Card Standard Size(Good Quality) |  | 500 | 1 |  |  |  |
| 11 | 480-Files Covers standard Card Standard Size(Good Quality) |  | 500 | 1 |  |  |  |
| 12 | 480-Pencil Lead Diameter: 2 mm Pencil Grade: HB Barrel Material: Wood Grip Type: Ergonomic Features: Break Resistant |  | 500 | 1 |  |  |  |
| 13 | 480-Stapler Deli. Sheet Capacity: 20sheets Size: Normal Meas.: 1.24' Power: Manual Power: Manual Material: Plastic and steel Staple Capacity: 100pcs (60mm) Dimensions: 13.2\*4.1\*5.9cm Staple Size: 24/6&26/6 |  | 15 | 1 |  |  |  |
| 14 | 480-Erasers Pelikan Eraser Type: Lead Pencil Eraser Shape: Rectangle Features Color: White Material: Plastic Size (H x W x D): (0.5" x 1.7” x o.7”), (11.4mm x 42.9mm x 17.3mm)  Weight (Approximate): (0.16 oz.), (4.5 g) Absolutely age-resistant Non-abrasive No discoloration of the eraser on paper  Best erasing performance with little wear Sliding sleeve for convenient handling Protective cellophane wrapper with practical tear-and-open strip Minimal crumbling |  | 100 | 1 |  |  |  |
| 15 | 480-Sharpeners Size:( 25mm\*15mm\*10mm)  single-hole pencil sharpener Material: Aluminum alloy / Plastic |  | 100 | 1 |  |  |  |
| 16 | STAMP PAD BEST QUALITY |  | 10 | 1 |  |  |  |
| 17 | WORLD GLOBE MEDIUM SIZE PLASTIC |  | 05 | 1 |  |  |  |
| 18 | NATIONAL FLAG STADARS SIZE |  | 05 | 1 |  |  |  |
| 19 | 480-Stapler Pins Dollar 24/6 X1000. Type: Normal Stapler Stapler pin color: Silver Staple size: 24/6 & 24/6 Wire Gauge: 24 G Wire Thickness: 0.34mm Wire Material: Metal Staple Leg Length: 6.00 mm Crown Length: 12.7 mm Crown width: 0.68 mm |  | 50 Packet | 1 |  |  |  |
| 20 | 480-Thumb Pins Packet Type: Thumb Tack Material: Nickel Plated Head Size: 3/8 inch Colour: Silver Packing: 100 pcs/bleater card Packing: 100 pcs/bleater card Features: Smooth, steel heads and sharp steel points, nickel plated finish resist rust |  | 50 | 1 |  |  |  |
| 21 | FILE TRAY PLASTIC |  | 20 | 1 |  |  |  |
| 22 | PAKISTAN FLAG FOR TABLE |  | 05 | 1 |  |  |  |
| 23 | PAPER WEIGHT POLISHED STONE |  | 10 | 1 |  |  |  |
| 24 | 480-Punch Machine Medium Size . Type: Standard punch (2 holes) Material: Metal & plastic Product size: 11.5x8.7x7cm Hole Diameter: 6mm 2 Holes distance: 80mm (center to center) Performance: 20 sheets of 80 GSM |  | 10 | 1 |  |  |  |
| 25 | TABLE DIARY |  | 05 | 1 |  |  |  |
| 26 | 480-Teacher Diary (Sindhi/English) 200 Pages. (8\*12),68 gms,200 pages |  | 100 | 1 |  |  |  |
| 27 | PIN CUSSION |  | 10 | 1 |  |  |  |
| 28 | 480-Stapler Remover /Pin Operear. Material: Metal / Plastic Dimensions (mm): 25W x 33D x 30H mm Features: • Classic plastic staple remover • Removes all standard size staples • lockable for easy storage Wide Finger Grips • Steel Jaws • Plastic cover with finger • Steel jaws for removing staple |  | 10 | 1 |  |  |  |
| 29 | 480-Pupil diary 100 Pages (5+8)200pgs,68 GMs paper |  | 500 | 1 |  |  |  |

Signature of Bidder

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

**2. Bid Security Form**

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its bid **dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_** for the supply of **SPORTS ITEMS (SSB)**(hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *DSE* (hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this day of 20 .

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:

(a) fails or refuses to execute the Contract Form, if required; or

(b) fails or refuses to furnish the performance security, in accordance with the

Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

*[signature of the bank]*

**3. Contract Form**

THIS AGREEMENT made the

day of

20 between the

*HEAD MASTER GHS KACHELO FARM* (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 WITNESSETH 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)

**4. Performance Security Form**

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance

of Contract No. *[reference number of the contract]* dated

*[description of goods and services] (*hereinafter called “the Contract”).

20 to supply

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 guar- antee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of 20 .

Signature and seal of the Guarantors

*[name of bank or financial institution]*

*[address]*

*[date]*

**5. Bank Guarantee for Advance Payment**

To: *[name of Procuring agency] [name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

*[name of bank or financial institution]*

*[address]*

*[date]*

**6. Manufacturer’s Authorization Form**

[See Clause 13.3 (a) of the Instructions to Bidders.] To: *the Head Master GHS Kachelo Farm Mirpurkhas*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of

*[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

*[signature for and on behalf of Manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

|  |  |  |  |  |  |
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| **HEAD MASTER** | | | | |
| **GHS KACHELO FARM** | | | | |
|  | | | | |
| **List for Purchase of SPORTS ITEMS** | | | | |

UNDER SSB 2015-16

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.#** | **Description** | **Estimated Quantity** | **Unit price** | **Total Price** |
|
|  | **STATIONERY** | | | |
| 1 | 480-Attendance register students 100 Pages (8\*12)Hard board 68 Gms | 50 |  |  |
| 2 | 480-Attendance register teachers 50 Pages (8\*12)Hard board 68 Gms | 10 |  |  |
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| 5 | DRAWING SHEETS WHITE 2X3 FEET | 100 |  |  |
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| 16 | STAMP PAD BEST QUALITY | 10 |  |  |
| 17 | WORLD GLOBE MEDIUM SIZE PLASTIC | 05 |  |  |
| 18 | NATIONAL FLAG STADARS SIZE | 05 |  |  |
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| 26 | 480-Teacher Diary (Sindhi/English) 200 Pages. (8\*12),68 gms,200 pages | 100 |  |  |
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