



GOVERNMENT BOYS SECONDARY SCHOOL B.F CABRAL (CAMPUS), KARACHI

To,

The Secretary to Government of Sindh,
Education & Literacy Department,
Government of Sindh,
Karachi

Sub: **CONSTITUTION OF PROCUREMENT COMMITTEE:**

It is submitted that Government of Sindh has approved the following schemes as well as the following members to start the procuring process.

1. Ms. Abdul Rehman, BS-17 (Chairman)
2. Ms. Zaheer Ahmed Qureshi, Senior Teacher (Member)
3. Muzaffar Hussain Qazi (Assistant Engineer Provincial Building No.06, Karachi (Member) Contact No. 0300-2826882

2. Tors of the Committee are as under;

- i. Preparing Bidding Documents
- ii. Charring out technical as well as financial Evaluation of the bids.
- iii. Preparing evaluation report provided in rule-45.
- iv. Making recommendations for the award of contract to the competent authority.
- v. Perform any other function ancillary and incidental of the above.

(ABDUL REHMAN)

Drawing & Disbursing-Officer

ABDUL REHMAN BALOCH

D.D.O

Govt. Boys Sec. School

B.F. Cabral, Karachi



GOVERNMENT BOYS SECONDARY SCHOOL B.F. CABRAL, LYARI

NO. GBSS/ D.C.T.O./ (2015-16)/01

Dated: 23/05/2016

NOTICE INVITING TENDER

1. (Government Boys Secondary School B.F CABRAL, Karachi) invites sealed tenders on offer Rate basis from interested contraction. (List of works to be mentioned below)

List of Works

S. No	Name of Work	Estimated Cost (In Rs. in Million)	Bid Security (2% of offered rate)	Tender Fee non Refundable	Time of Completion
1	Purchase of Furniture & Fixture (A09701)	0.055000 Million	Rs. 1100/-	Rs. 500/-	15 (Fifteen days)
2	Repair of Office Building (A1331)	0.075000 Million	Rs. 1500/-	Rs. 500/-	
3	Others (A09899)	0.105000 Million	Rs. 2100/-	Rs. 500/-	

2. **Eligibility:** Valid Registration with Federal Board of Revenue (FBR & PEC) for Income Tax and Sales Tax for Procurement of Goods, Relevant Experience of at least 5 years. Turn-over of at least Three Years (minimum amount of turnover up to 2.61 Million) and Affidavit that firm has never been black listed.
3. **Method of Procurement** – Single Stage One Envelope.
4. **Bidding/ Tender Document:**
- Issuance:** Documents will be issued from date of publication up to 07-05-2016 till 12:00 noon, on payment of tender fee (Non-refundable-mentioned against each item in the list)
 - Submission:** will be (08/06/2016 upto 12:00 noon).
 - Opening Technical Bids:** Will be opened on (08/06/2016 upto 3:00pm)
 - Place of Issuance, Submission, inquires and opening will be:
Address(Postal) : GBSS B.F. CABRAL, Madni road, Moosa Lane, Lyari, Karachi
Telephone Number : 0300-2956022
Email Address : Shafiq.12@live.com
5. **Term & Condition.**
- Under following bid will be rejected.
 - Conditional and telegraphic bids/ tender.
 - Bids not accompanied by bid security of required amount and form;
 - Bids received after specified date and time.
 - Black listed firms.
 - Bid validity period: - (90) days.
 - Procuring Agency reserves the right to reject all or any bids subject to the relevant provision of Sindh Public Procurement Rules 2010, (Amended 2013).
 - All other terms and Condition are mentioned in the bidding documents.

Head Master/ D.D.O.

GBSS B.F. CABRAL
ABDUL NEEMAN BALOCH
D.D.O
Govt. Boys Sec. School
B.F. Cabral, Karachi



GOVERNMENT BOYS SECONDARY SCHOOL B.F. CABRAL, LYARI

ANNUAL PROCUREMENT PLAN
(WORKS, GOODS & SERVICES)

S.No	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (where applicable)	Estimated Total	Funds Allocated	Source of Funds (ADP / Non ADP)	Proposed Procurement Method	Timing of Procurement (One go)	Remarks
1	Purchase of Furniture & Fixtures (A09701)			0.055000 Million Cost			Single Stage One Envelope Procedure		
2	Repair of Office Building (A1331)			0.075000 Million Cost			Single Stage One Envelope Procedure		
3	Others (A09899)			0.105000 Million Cost			Single Stage One Envelope Procedure		

Approved and Signed by the Head of Procuring Agency:

SPPRA BIDDING DOCUMENT

STANDARD FORM OF BIDDING DOCUMENTS
FOR PROCUREMENT OF WORKS

WORK # 01

(SINGLE STAGE ONE ENVELOPE METHOD)

Name of work:- ITEM / WORK # 01

Cost : Open Rate
Bid Security : 2% of Quoted Amount
Tender Cost : Rs. 1,000

Tender issue M/s. _____

PAY ORDER OF TENDER COST

P.O No. _____ Date _____

Bank _____

Rs. _____

PAY ORDER OF BID SECURITY

P.O No. _____ Date _____

Bank _____

Rs. _____

Signature & Stamp of Issuing Authority



GOVERNMENT BOYS SECONDARY SCHOOL B.F. CABRAL, LYARI

NAME OF WORK: - ITEM/WORK NO-01 PURCHASE OF FURNITURE & FIXTURE (A09701)

Work No. (01) / (2015-2016)

S.No	Description of Item	Qty.	Rate	Unit	Amount
1	Providing & fixing K.G. class round table (Mango table) Pine Apple, Tomato Table) approved size and best quality instruction as per site Engineer etc. complete	04 Nos	Open Rate	Each	
2	Providing & fixing stools for Science labs approved size and best quality instruction as per site Engineer etc. complete	10 Nos	Open Rate	Each	
Total Amount Rs.					

The total amount is Rs. _____ in figure _____
for the complete job for all open rate (whichever is included in the BOQ).

Signature of the contractor _____

Address _____


PRINCIPAL/ HEAD MASTER/ D.D.O.
GBSS, B.F. CABRAL, KARACHI

ABDUL REHMAN BALOCH
D.D.O
Govt. Boys Sec. School
B.F. Cabral, Karachi

SPPRA BIDDING DOCUMENT ✓

STANDARD FORM OF BIDDING DOCUMENTS FOR PROCUREMENT OF WORKS

WORK # 02

(SINGLE STAGE ONE ENVELOPE METHOD)

Name of work:- ITEM / WORK # 02

Cost : Open Rate
Bid Security : 2% of Quoted Amount
Tender Cost : Rs. 1,000

Tender issue M/s. _____

PAY ORDER OF TENDER COST

P.O No. _____ Date _____

Bank _____

Rs. _____

PAY ORDER OF BID SECURITY

P.O No. _____ Date _____

Bank _____

Rs. _____

Signature & Stamp of Issuing Authority



GOVERNMENT BOYS SECONDARY SCHOOL B.F, CABRAL, LYARI

NAME OF WORK: - ITEM/WORK NO-02 REPAIR OF OFFICE BUILDING (A1331)

Work No. (02) / (2015-2016)

S.No	Description of Item	Qty.	Rate	Unit	Amount
1	Renovation/ Repair Ceiling of Head Master Office approved design and best quality instruction as per site Engineer etc. complete	1 Nos	Open Rate	Each	
2	Renovation of Washroom quality instruction as per site Engineer etc. complete	2 Nos	Open Rate	Each	
Total Amount Rs.					

The total amount is Rs. _____ in figure _____

for the complete job for all open rate (whichever is included in the BOQ).

Signature of the contractor _____

Address _____

PRINCIPAL/ HEAD MASTER/ D.D.O.
GBSS, B.F. CABRAL LYARI, KARACHI

ABDUL REHMAN BALOCH
D.D.O
Govt. Boys Sec. School
B.F. Cabral, Karachi

SPPRA BIDDING DOCUMENT

STANDARD FORM OF BIDDING DOCUMENTS
FOR PROCUREMENT OF WORKS

WORK # 03

(SINGLE STAGE ONE ENVELOPE METHOD)

Name of work:- ITEM / WORK # 03

Cost : Open Rate
Bid Security : 2% of Quoted Amount
Tender Cost : Rs. 1,000

Tender issue M/s. _____

PAY ORDER OF TENDER COST

P.O No. _____ Date _____

Bank _____

Rs. _____

PAY ORDER OF BID SECURITY

P.O No. _____ Date _____

Bank _____

Rs. _____

Signature & Stamp of Issuing Authority



GOVERNMENT BOYS SECONDARY SCHOOL B.F. CABRAL, LYARI

NAME OF WORK: - ITEM/WORK NO-03 OTHERS (A09899)

S.No	Description of Work	Qty.	Rate	Unit	Amount
1	P/F water cooler approved & best quality Hot & Cool i/c fixing all accessory as directed by the engineer in-charge, etc complete	02 Nos	Open Rate	Each	
2	B/F ceiling fans 56" sweet approved quality necessary electric connection as directed by the engineer in-charge, etc complete	10 Nos	Open Rate	Each	
3	P/F circuit breakers 6 to 63 amps D.P i/c fixing on a prepared board and necessary connection (S.I)	05 Nos	Open Rate	Each	
4	P/F circuit breakers 30 to 50 amps D.P i/c fixing on a prepared board and necessary connection (S.I)	05 Nos	Open Rate	Each	
Total Amount Rs.					

The total amount is Rs. _____ in figure (_____)

for the complete job for all open rate (whichever is included in the BOQ).

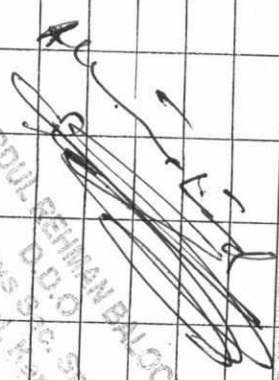
Signature of the contractor _____

Address _____

PRINCIPAL/ HEAD MASTER/ D.D.O.
GBSS, B.F. CABRAL LYARI, KARACHI

ABDUL REHMAN BALOCH
D.D.O
Govt. Boys Sec. School
B. F. Cabral, Karachi

#	Type of School	Campus SEMIS ID	DDO Code	No of Mer beds	Prefix	Name of School	School Address	HM Name	HM CNIC	Enrolment	Total No of rooms	No of Class rooms	NAME OF DDO	Personal #	Designation of DDO	GRADE	Purchase of F.L. Rs	Others Rs	Repair of Office Building Rs	Total One Time Grant Rs	Remarks	
Merged					GGPS	Mazhar-ul-Uloom																
Merged					GGPS	Nawabshah Sindhi																
Merged					GGPS	Juna Kunhar Wara																
Merged					GGPS	Islamia Mai Ayesha																
Merged					GGPS	Mai Sakina																
Merged					GGPS	Islamia Nowabshah																
10	Campus	408050233	KC6413	5	GBHS	B.F. Cabrol, Lyari	B.F. CABRAL EMBANKWIVE	Abdul Rehman	42301-3253689-1	509	29	20	Mr. Abdul Rehman	10064857	HM	BPS-17	550,000	105,000	75,000	730,000		
Merged					GBPS	B.F. Cabrol																
Merged					GBPS	B. Gidurnai Lekharaj																
Merged					GBPS	Karnil Gali																
Merged					GBPS	Ibrahim Ali Bhai No. 01																
Merged					GBPS	M. Ali Johar																
11	Campus	408050236	KC6420	8	GBHS	Rever Lane, Lyari	D.D Chouhri Road Lea	Muhammad Zubair	42301-4499381-5	972	55	39	Mr. Abdul Rehman	10064857	HM	BPS-17	500,000	330,000	330,000	1,160,000		
Merged					GBPS	Assanai T. Ojha DD																
Merged					GBPS	Chagata																
Merged					GBLSS	Assan Mal T. Oja																
Merged					GBPS	Baghdadi Sindhi Lee Market																
Merged					GBPS	Ali Mohammad Qambrani																
Merged					GBPS	Ibrahim Miller Near Lea Market																
Merged					GBPS	Kharadar Lea Market Lyari																
Merged					GBPS	Islamia Baghdadi Lee Market																
12	Campus	408050248	KC6174	4	GGHS	No. 1 Mir Ayub Khan, Lyari	NO 1 OPPBAGHDA	MISS SAEEDA BEGUM	42301-0796817-4	1531	44	33	Saeeda Begum	10065106	HM	BPS-18	350,000	485,000	1,212,000	2,047,000		
Merged					GGHS	Mir Ayub Khan No. 2																


 ABDUL REHMAN BALOCH
 OPWA Boys School
 B.F. Cabrol, Lyari

120	3-Keamari	408010192	KC6375	GBHS	K.B. G.N. Baba Island	Shahla Ghouri	200,000
121	6-Mauripur	408010182	KC6371	GBHS	Mari Pur Village	Shair Muhammad	750,000
122	8-Gabopat	408010171	KC6368	GBHS	Hawks Bay	Noor Muhammad	820,000
REGION KARACHI, DISTRICT SOUTH KARACHI, TEHSIL SHAH LYARI TOWN							
123	1-Agra Taj Colony	408050240	KC6178	GGHS	Singolane Lyari	Nasreen Akhter	2,652,000
124	7-Bihan Colony	408050251	KC6177	GGHS	Shaheen Bihar Lyari	Shajmim Akhter Mangi	1,965,000
125	10-Chakrawa	408050235	KC6425	GBHS	No. 02 Lyari	Muhammad Asghar	1,572,500
126	5-Baghdadi	408050248	KC6174	GGHS	No. 1 Mir Ayub Khan, Lyari	Miss Saeeda Begum	2,047,000
127	6-Shah Baig Lane	408050247	KC6169	GGHS	Genu Bal Ge Allana Gul Muhammad No. 01 Lyari	Darkashah	736,000
128	4-Khadda Memon Society	408050250	KC6173	GGHS	Mazhar-Ul-Uloom Lyari	Shamim Akhtar	1,562,000
129	6-Shah Baig Lane	408050225	KC6417	GBHS	M.M Sadiq Lyari	Muhammad Siddique	270,000
130	4-Khadda Memon Society	408050224	KC6416	GBHS	Karabhai Karimji, Lyari	Saleh Muhammad	8,719,000
131	9-Singolane	408050234	KC6426	GBHS	Mirza Adam Khan, Lyari	Abida Sultana	916,000
132	6-Shah Baig Lane	408050231	KC6421	GBHS	No.1 Lyari Quarters	Seema Hayat	1,691,000
133	8-Rangi Warah	408050232	KC6414	GBHS	Behar Colony, Lyari	Manzoor Ali	982,000
134	5-Baghdadi	408050252	KC6180	GGHS	Wali Muhammad Hassan Ali, Sindh	Mst Mumtaz	920,000
135	6-Shah Baig Lane	408050242	KC6179	GGHS	Wali Mohammad Haji Yaqoob	Sabira	2,575,000
136	5-Baghdadi	408050233	KC6413	GBHS	B.F. Cabrol, Lyari	Abdul Rehman	730,000
137	5-Baghdadi	408050236	KC6420	GBHS	Rexer Lane, Lyari	Muhammad Zubair	1,160,000
138	4-Khadda Memon Society	408050227	KC6424	GBHS	Deep Chand T Ojaha, Lyari	Munir Ahmed	2,610,000
139	1-Agra Taj Colony	408050259	KC6412	GBHS	Ghazi Muhammad Bin Qasim Lyari	Syed Imran	1,731,000
140	1-Agra Taj Colony	408050245	KC6171	GGHS	Gharibabad Lyari	Gul Rang	480,000
141	1-Agra Taj Colony	408050243	KC6167	GGHS	Bihar Colony No. 1, Lyari	Tasneem Un Nisa	596,000
REGION KARACHI, DISTRICT SOUTH KARACHI, TEHSIL SHAH SADAR TOWN							
142	2-Garden	408060235	KC6439	GBHS	Kotwal Building No. 1 Saddar Town	Khalida Saeed	978,000
143	2-Garden	408060240	KC6447	GBHS	New Era, Saddar	Farida Siddiqui	460,000
144	10-Clifton	408060227	KC6437	GBHS	P & T, Saddar	Ms Qudsia Rasheed	830,000
145	3-Kharadar	408060226	KC6434	GBHS	Sheldon, Saddar	Muhammad Bukhsh Solangi	3,145,000
146	8-Saddar	408060238	KC6446	GBHS	M.U.M, Saddar	Muhammad Younus	379,000
147	5-Nanak Wara	408060236	KC6444	GBHS	Metropolis, Saddar, Karachi	Afaq Ahmed	2,550,000
148	8-Saddar	408060233	KC6441	GBHS	Taleem Gah, Saddar	Muhammad Nadeem	704,000
149	8-Saddar	408060264	KC6202	GGHS	T.K Jiswani, Saddar	Dilshad	1,300,000
150	9-Civil Line	408060269	KC6451	GBHS	Bazarta Line, Saddar	Jareehullah Khokhar	2,540,000
151	10-Clifton	408060243	KC6191	GGHS	Junior Model No. 1	Shamshad Khatoon	1,000,000
152	7-Millat Nagar / Islam Pura	408060228	KC6436	GBHS	Qamar-Ul-Islam	Aljaz Ali Abro	875,000
153	1-Old Haji Camp	408060270	KC6430	GBHS	Cms, Saddar	Nighat Azeem	2,830,000
154	6-Gazdarabad	408060229	KC6438	GBHS	Muhammad Hashim Gazdar, Saddar	Zafreen Afroz	1,267,500
155	6-Gazdarabad	408060271	KC6428	GBHS	N.I.V(S.M)	Zarina Mangi	2,380,000
156	11-Kekhashan	408060247	KC6188	GGHS	Gizri Clifton	Kausar Parveen	4,730,000
157	2-Garden	408060257	KC6201	GGHS	S.M.B Fatima Jinnah	Ghazala Parveen	7,730,000
158	9-Civil Line	408060263	KC6199	GGHS	President House	Amber Rizwan	215,000
159	6-Gazdarabad	408060253	KC6196	GGHS	Muslim Association	Nazneen Afroz	270,000
160	6-Gazdarabad	408060252	KC6194	GGHS	Madrasat-Ul-Binat	Parveen Hameed	168,000
161	5-Nanak Wara	408060256	KC6195	GGHS	Mission Road	Shaheen Parveen	200,000
162	5-Nanak Wara	408060255	KC6197	GGHS	New Ranchore Lane	Abida Bano	185,000
163	5-Nanak Wara	408060258	KC6203	GGHS	Taleem Gah-E-Niswan	Hafeeza Bhutto	170,000
164	3-Kharadar	408060242	KC6185	GGHS	City	Malka Nasreen	260,000
REGION KARACHI, DISTRICT WEST KARACHI, TEHSIL BALDIA TOWN							
165	7-Muhajir Camp	408030099	KC6397	GBHS	Anjam Colony	Ahmed Hussain	923,000
166	7-Muhajir Camp	408030101	KC6396	GGHS	Madressa Faizul Islam	Saheen Iqbal	400,000
REGION KARACHI, DISTRICT WEST KARACHI, TEHSIL ORANGI TOWN							
167	2-Haryana Colony	408040167	KC6407	GBHS	Yaqoob Abad 4	Gul Sher	157,000
168	10-Gabol Colony	408040152	KC6405	GBHS	Sector No. 14	Syed Zhora Jabeen	870,000
169	4-Muhammad Nagar	408040147	KC6408	GBHS	Anjuman-E-Muhammadi	Jamil Ul Din	385,000
170	11-Data Nagar	408040151	KC6411	GBHS	Sector No. 09	Muhammad Saleem	125,000
171	1-Mominabad	408040153	KC6406	GBHS	Shams 4	Hafiz Muhammad Akhtar Alam	2,350,000
REGION KARACHI, DISTRICT WEST KARACHI, TEHSIL SITE TOWN							
172	4-Metrovill	408020161	KC6386	GBHS	S.J.T.E Model	Shams Ur Rehman	899,000
173	2-Old Golimar	408020138	KC6390	GBHS	Fab Metrovill	Muhammad Zubair	215,000
174	3-Jahanabad	408020141	KC6389	GBHS	Crescent Grammar Site	Zia Ul Hassan	215,000
175	1-Pak Colony	408020134	KC6395	GBHS	Qasba Colony	Naheed Noor	465,000
176	1-Pak Colony	408020139	KC6391	GBHS	Hasrat Mohani	Nawaz Ali Shah Jillani	710,000
177	2-Old Golimar	408020137	KC6387	GBHS	Bunde Ali Mukhi	Rahsid Ali	200,000

مزید معلومات و رہنمائی کے لئے رابطہ:

ایس ایم ایس میں ILMI لکھ کر اپنا پیغام بھیجیں اور 8398 پر بھیج دیں۔

پروگرام منیجر: امان اللہ کلوار

ای میل: amanullahkalwar@hotmail.com

موبائل نمبر: 0333-3519701

مذکورہ تمام تفصیلات دینے کے لئے لک پر موجود ہیں۔

<http://www.rsu-sindh.gov.pk/units/schoolConsolidation.php>

ABBUL REHMAN BALOCH
D.D.O
Boys Sec. School
Gul, Gabor, Karachi

GOVERNMENT BOYS SECONDARY SCHOOL B.F CABRAL LYARI**KARACHI**

Work No. (02) / (2015-2016)

S.No	Description of Work	Qty.	Rate	Unit	Amount
1	35' x 50' Bio-Logy Lab: with tiles approved quality necessary electric connection as directed by the engineer in-charge, etc complete	01	Open Rate	Each	
2	35' x 50' Chemistry Lab: with tiles approved quality necessary electric connection as directed by the engineer in-charge, etc complete	01	Open Rate	Each	
3	35' x 50' Physic Lab: with tiles approved quality necessary electric connection as directed by the engineer in-charge, etc complete	01	Open Rate	Each	
4	35' x 50' Computer Lab: with tiles approved quality necessary electric connection as directed by the engineer in-charge, etc complete	01	Open Rate	Each	
5	20' x 30' Montessori Class with tiles approved quality necessary electric connection as directed by the engineer in-charge, etc complete	01	Open Rate	Each	
6	Distemping in three(03) coats approved quality necessary electric connection as directed by the engineer in-charge, etc complete		Open Rate	Each	
7	Providing and lying Porcelain tiles glazed & polished 16"x16"x1/4" or 18"x18"x1/4" on floor or wall facing in required colour and pattern in white cement and pigment over a base of 1.2 gray cement mortar 3/4" thick including washing and filling of joint with slurry of white cement and pigment in desired shap with finishing cleaning and cost of wax polish etc; complete in/c: cutting titles to proper profile approved quality necessary electric connection as directed by the engineer in-charge, etc complete		Open Rate	Each	
Total Amount Rs.					

The total amount is Rs. _____ in figure (_____) for the complete job for all open rate (whichever is included in the BOQ).

Signature of the contractor _____

Address _____

PRINCIPAL HEAD TEACHER
G.B.S.S. B.F CABRAL, Lyari Karachi

Evaluation Criteria.

The Bids Shall be Evaluated on the basis of following parameters:

Company/Firm/Individual Information			Total	Brief
Required Field.	Marks	Marks		
01	• No. of years in Business	10	45	02 marks for each year in business (Max 10)
	• Annual Turnover in Millions	15		0.75 Marks per million turnover (Max 15)
	• NTN Registration Certificate	10		10 marks if firm has NTN Certificate
	• Sales Tax Registrations Certificate	10		10 marks if firm is requested with sales tax department
02	Technical Proposal • Specifications & Brochures	10	10	10 marks if the bidder provides complete details and specifications of items to be supplied for which he want to quote.
Financial Capabilities				
03	Income Tax Annual Returns of 5 years.	10	25	02 marks on production of each year Tax paid Returns (Max 10)
	Audited Financial Statements of 5 years.	5		01 marks on production of Financial Statement Report (Max 5)
	Monthly Sales Tax Summaries of last 10 months	10		
04	Relevant Field Experience	20	20	04 marks for each similar complexly assignment (documented proof) Max 5 assignment

Note: Firm must get 70% marks in Evaluation for qualifying as per above mentioned criteria

**ANNUAL PROCUREMENT PLAN
(WORKS, GOODS & SERVICES)
GOVERNMENT BOYS SECONDARY SCHOOL CAMPUS B.F CABRALLYARI KARACHI**

S.No	Description (where applicable)	Quantity (Where applicable)	Estimated Unit Cost (where applicable)	Estimated Total	Funds Allocated	Source of Funds (ADP / Non ADP)	Proposed Procurement Method	Timing of Procurement One Go	Remarks
1	Purchase of Furniture			0.550 Million			Single Stage Two Envelope Procedure		
2	Others			0.075 Million			Single Stage Two Envelope Procedure		
3	Repair of Office Building			0.730 Million			Single Stage Two Envelope Procedure		

Approved and signed by the Head of Procuring Agency:

SPPRA BIDDING DOCUMENT

STANDARD BIDDING DOCUMENT

PROCUREMENT OF WORKS

(For Contracts Costing up to Rs 2.5 MILLION)

Standard Bidding Document is intended as a model for admeasurements (Percentage Rate/unit price for unit rates in a Bill of Quantities) types of contract. The main text refers to admeasurements contracts.

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.

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

- (C) In the event of any of the above courses being adopted by the Executive Engineer/Procuring Agency, the contractor shall have:-
- (i) no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements, or made any advances on account of, or with a view to the execution of the work or the performance of the contract,
 - (ii) however, the contractor can claim for the work done at site duly certified by the executive engineer in writing regarding the performance of such work and has not been paid.

Procuring Agency/Engineer may invite fresh bids for remaining work.

Clause 4: Possession of the site and claims for compensation for delay. The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

Clause -5: Extension of Intended Completion Date. The Procuring Agency either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Executive Engineer in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement.

When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

Clause -6: Specifications. The contractor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Executive Engineer and initialed by the parties, the said specification being a part of the contract. The contractor shall also confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Engineer-in-charge and lodge in his office and to which the contractor shall be entitled to have access at such office or on the site of work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications, and of all such designs, drawings, and instructions as aforesaid.

Clause – 7: Payments.

- (A) **Interim/Running Bill.** A bill shall be submitted by the contractor as frequently as the progress of the work may justify for all work executed and not included in any previous bill at least once in a month and the Engineer-in-charge shall take or cause to be taken the requisite measurements for the purpose of having the same verified and the claim, as far as admissible, adjusted, if possible before the expiry of ten days from the presentation of the bill, at any time depute a subordinate to measure up the said work in the presence of the contractor or his authorized agent, whose countersignature to the measurement list will be sufficient to warrant and the Engineer-in-charge may prepare a bill from such list which shall be binding on the contractor in all respects.

The Engineer /Procuring Agency shall pass/certify the amount to be paid to the contractor, which he considers due and payable in respect thereof, subject to deduction of security deposit, advance payment if any made to him and taxes.

All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the Engineer-in-charge from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period.

- (B) **The Final Bill.** A bill shall be submitted by the contractor within one month of the date fixed for the completion of the work otherwise Engineer-in-charge's certificate of the measurements and of the total amount payable for the works shall be final and binding on all parties.

Clause – 8: Reduced Rates. In cases where the items of work are not accepted as so completed, the Engineer-in-charge may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

Clause – 9: Issuance of Variation and Repeat Orders.

- (A) Agency may issue a Variation Order for procurement of works, physical services from the original contractor to cover any increase or decrease in quantities, including the introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.
- (B) Contractor shall not perform a variation until the Procuring Agency has authorized the variation in writing subject to the limit not exceeding the contract cost by of 15% on the same conditions in all respects on which he agreed to do them in the

work, and at the same rates, as are specified in the tender for the main work. The contractor has no right to claim for compensation by reason of alterations or curtailment of the work.

- (C) In case the nature of the work in the variation does not correspond with items in the Bill of Quantities, the quotation by the contractor is to be in the form of new rates for the relevant items of work, and if the Engineer-in-charge is satisfied that the rate quoted is within the rate worked out by him on detailed rate analysis, and then only he shall allow him that rate after approval from higher authority.
- (D) The time for the completion of the work shall be extended in the proportion that the additional work bear to the original contact work.
- (E) In case of quantities of work executed result the Initial Contract Price to be exceeded by more than 15%, and then Engineer can adjust the rates for those quantities causing excess the cost of contract beyond 15% after approval of Superintending Engineer.
- (F) **Repeat Order:** Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

Clause-10: Quality Control.

- (A) **Identifying Defects:** If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data, the Engineer-in-charge or his subordinate-in-charge of the work may instruct the contractor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.
- (B) **Correction of Defects:** The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.
- (C) **Uncorrected Defects:**
 - (i) In the case of any such failure, the Engineer-in-charge shall give the contractor at least 14 days notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.

- (ii) If the Engineer considers that rectification/correction of a defect is not essential and it may be accepted or made use of; it shall be within his discretion to accept the same at such reduced rates as he may fix therefore.

Clause – 11:

- (A) **Inspection of Operations.** The Engineer and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.
- (B) **Dates for Inspection and Testing.** The Engineer shall give the contractor reasonable notice of the intention of the Engineer-in-charge or his subordinate to visit the work shall have been given to the contractor, then he either himself be present to receive orders and instructions, or have a responsible agent duly accredited in writing present for that purpose, orders given to the contractor's duly authorized agent shall be considered to have the same force an effect as if they had been given to the contractor himself.

Clause – 12: Examination of work before covering up.

- (A) No part of the works shall be covered up or put out of view/beyond the reach without giving notice of not less than five days to the Engineer whenever any such part of the works or foundations is or are ready or about to be ready for examination and the Engineer shall, without delay, unless he considers it unnecessary and advises the contractor accordingly. attend for the purpose of examining and measuring such part of the works or of examining such foundations;
- (B) If any work is covered up or placed beyond the reach of measurement without such notice having been given, the same shall be uncovered at the contractor's expense, and in default thereof no payment or allowance shall be made for such work, or for the materials with which the same was executed.

Clause – 13: Risks. The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense, or in default the Engineer may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Engineer.

Summary of Bill of Quantities.

Cost of Bid

Amount

1. (A) Cost based on Composite Schedule of Rates.

2. (B) Cost based on Non/Offered Schedule of Rates.

TOTAL COST OF BID (C) = Total (A) + Total (B)

Contractor

Executive Engineer/Procuring Agency



FORM "A"

N.I.T. SUBMISSIN (1)

SPPRA

PROCURING AGENCY: _____ TENDER REF: _____

Documents Required with NIT:	IC	AM
a. Notice Inviting Tender		
b. Notification of Procurement Committee		
c. Notification of Complaint redressal committee.		
d. Bidding documents + Hard = Soft Copy		
e. Annual Procurement Plan		
f. Method of Receiving Courier		
Initial		

E.O.1/PRE-QUALIFICATION SUBMISSION (2)

Documents Required with NIT:	IC	AM
a. Notification of EO1/Pre-Qualification		
b. Notification of Procurement Committee / Consultant selection committee.		
c. Notification of Complaint redressal committee.		
d. Pre-qualification/shortlisting documents/RFP documents		
e. Annual Procurement Plan		
f. Method of Receiving Curier.		
Initial		

Name: _____

Signature: _____

Date: _____

Bid Data Sheet

The following specific for the goods to be procured shall complement, supplement, or amend the provisions in the instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions here shall prevail over those in ITB.

{Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses}.

Introduction.

ITB 1.1 Head Teacher G.G.S.S. No.1 Behar Colony, Lyari, Karachi, Name of Contract / Project.

ITB 1.1 Name of Contract / Project.

Procurement of school {1.FURNITURE & FIXTURE, 2.OTHER ELECTRICAL, 3.REPAIR OF OFFICE BUILDING} items for school G.G.S.S. No.1 Behar Colony, Lyari Region Karachi.

ITB 4.1 Head Teacher G.G.S.S. No.1 Behar Colony, Lyari Karachi, Education & Literacy Department, Government of Sindh, Karachi.

ITB 8.1 Language of the bid
English.

Bid Price and Currency.

ITB 11.2 The price quoted shall be fixed along with DDP.

ITB 11.5 The price shall be fixed and will not be negotiated once finalized.

ITB 13.3 Qualification requirements as per criteria mentioned.

ITB 14.3 N/A

ITB 15.1 Amount of bid security 2% of Total Bid Price.

ITB 16.1 Bid validity period 90 [Ninety] Days.

ITB 17.1 Number of copies. One Original alongwith one photocopy.

ITB 18.2(a) Office of the Head Teacher of concerned School.

ITB 18.2(b) IFB title and number.

- ITB 19.1 Deadline for bid submission is 30-05-2016.
- ITB 22.1 Time, date, and place for bid opening as mentioned in NIT at the of Head Teacher of concerned School.

Bid Evaluation.

- ITB 25.3 Criteria for bid evaluation. As per criteria attached.
- ITB 25.4(a) One option only. N/A.
- ITB 25.4(b) Delivery schedule. To be finalized by Regional Procurements Committee in consultation with District inspection & Technical Committee.
- Option(i) Relevant parameters in accordance with option selected: N/A
- ITB 25.4(c)(ii) Deviation in payment schedule. N/A.
- ITB 25.4(d) spare parts and after sales service facilities in the procuring agency's country N/A.
- ITB 25.4(f) Operating and maintenance costs.
- Factors for calculation of the life cycle cost.
- (i) Number of years for life cycle [it is recommended that the life cycle period should not exceed the usual period before 8 planned major overhaul of the good: N/A.
- (ii) Operating costs [e.g. fuel and/or input unit cost and annual and total operational requirement]: N/A
- (iii) Maintenance costs [e.g. spare parts—without duplication of above clause 25.4(d) requirements---and/or other inputs]: N/A and
- (iv) Rate, as a percentage to be used to discount all annual future costs calculated under (ii) and (iii) above to present value. N/A.
- or
- Reference to the methodology specified in the Technical Specifications or elsewhere in the bidding documents.
[the contractual liquidated damages specified in the SCC shall higher than the evaluation advantage]
- ITB 25.4(g) performance and productivity of equipment.
10% of the award contract price.

ITB 25.4(h) Details on the evaluation method or reference to the Technical Specifications.

ITB 25.4 Alternative Specify the evaluation factors. As mentioned evaluation criteria.

Contract Award

ITB 29.1 Percentage for quantity increase or decrease 15%.

ITB 13.3 Qualification requirements as per criteria mentioned.

ITB 14.3 N/A

ITB 15.1 Amount of bid security 2% of Total Bid Price.

ITB 16.1 Bid validity period 90 [Ninety] Days.

ITB 17.1 Number of copies. One Original alongwith one photocopy.

ITB 18.2(a) Office of the Head Teacher of concerned School.

ITB 18.2(b) IFB title and number.

ITB 19.1 Deadline for bid submission is 30-05-2016.

ITB 22.1 Time, date, and place for bid opening as mentioned in NIT at the of Head Teacher of concerned School.

Bid Evaluation.

ITB 25.3 Criteria for bid evaluation. As per criteria attached.

ITB 25.4(a) One option only. N/A.

ITB 25.4(b) Delivery schedule. To be finalized by Regional Procurements Committee in consultation with District inspection & Technical Committee.

Option(i) Relevant parameters in accordance with option selected: N/A

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