

**GOVERNMENT GIRLS SECONDARY SCHOOL BEHAR COLONY NO.1 LYARI,  
KARACHI**

No. GGSS/B-C-1/2015-16/01

Dated: 19-05-2016

**NOTICE INVITING TENDER**

1. (Government Girls Secondary School Behar Colony No.1 Lyari, Karachi) invites sealed tenders on Offer Rate basis from interested contractors.(List of works to be mentioned below)

**List of Works**

S.No	Name of Work	Estimated Cost (In Rs. In Million)	Bid Security	Tender Fee Non Refundable	Time of Completion
1	Purchase of Furniture & Fixture	Offer Rate	2% of offered rate	Rs. 1000/-	72 (Hours) 03 days
2	Repair of Office Building.	Offer Rate		Rs. 200/-	
3	Others	Offer Rate		Rs. 200/-	

2. **Eligibility:** Valid Registration with Federal Board of Revenue (FBR) 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 **0.596 Million**) and Affidavit that firm has never been black listed;
3. **Method of Procurement-Single Stage Two Envelope.**

4. **Bidding/Tender Documents:**

- Issuance:** Documents will be issued from date of publication up to 16-05-2016 till 12:00 noon, on payment of tender fee (Non-refundable-mentioned against each item in the list)
- Submission:** will be (19-05-2016 upto 3:30pm).
- Opening Technical Bids:** Will be opened on ~~(23-05-2016 upto 3:30pm)~~.
- Place of issuance, submission, inquires and opening will be:**

Address (Postal) : **Government Girls Secondary School Behar Colony No.1, Near Jama Masjid, Lyari, Karachi**

Telephone Number: : **0324-3351847**

5. **Term & Conditions.**

- 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 provisions of Sindh Public Procurement Rules 2010, (Amended 2013).
- All other terms and Conditions are mentioned in the bidding documents.

  
**Principal/Head Mistress**  
GGSS Behar Colony No.1 Lyari  
**AISHA HINGORO**  
Head Mistress  
Govt. Girls Sec. School  
Bihar Colony No: 1, Lyari Karachi.

**ANNUAL PROCUREMENT PLAN  
(WORKS, GOODS & SERVICES)  
GOVERNMENT GIRLS SECONDARY SCHOOL CAMPUS # 1 BEHAR COLONY 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				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Purchase of Furniture			1.2 Million Cost	0.202 Million		Single Stage Two Envelope Procedure					
2	Repair of Office Building			1.375 Million Cost	0.150 Million		Single Stage Two Envelope Procedure					
3	Others			0.305 Million Cost	0.244 Million		Single Stage Two Envelope Procedure					

**AISHA HINGORO**  
Head Mistress  
Procurement Agency  
Govt. Girls School  
Bihar Colony No: 1, Lyari Karachi.

Approved and signed by the Head of Procurement 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. \_\_\_\_\_

---

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 NO.2 LYARI**  
**KARACHI**

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

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

S.No	Description of Item	Qty.	Rate	Unit	Amount
1	Providing & Fixing desk with Chair approved size (H-32.5" W-49" and D-35.5") and best quality instruction as per site Engineer etc. complete	50 Nos	Open Rate	Each	
2	Providing & fixing teacher chair approved size and best quality instruction as per site Engineer etc. complete	10 Nos	Open Rate	Each	
3	Providing & fixing class room teacher table approved size and best quality instruction as per site Engineer etc. complete	25 Nos	Open Rate	Each	
4	Providing & fixing iron cupboard (Size 4' x 6' approved size and best quality instruction as per site Engineer etc. complete.	06 Nos	Open Rate	Each	
5	Providing & fixing chair for teacher staff room approved size and best quality instruction as per site Engineer etc. complete	02 Nos	Open Rate	Each	
6	Providing & fixing lounge table for staff room approved size and best quality instruction as per site Engineer etc. complete	02 Nos	Open Rate	Each	
7	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	10 Nos	Open Rate	Each	
8	Providing & fixing chair for conference room approved size and best quality instruction as per site Engineer etc. complete	10 Nos	Open Rate	Each	
9	Providing & fixing stools for computer lab approved size and best quality instruction as per site Engineer etc. complete	10 Nos	Open Rate	Each	
10	Providing & fixing revolving chair approved size and best quality instruction as per site Engineer etc. complete	10 Nos	Open Rate	Each	
<b>Total Amount Rs.</b>					

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. No.2, Lyari Karachi

  
**AISHA HINGORO**  
Head Mistress  
Govt. Girls Sec. School  
Bihar Colony No: 1, Lyari 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. \_\_\_\_\_

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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 NO.2 LYARI  
KARACHI**

NAME OF WORK:- ITEM/WORK NO-03 REPAIR OF OFFICE BUILDING

**Work No. (03) / (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	Distempering 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" thich 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	
<b>Total Amount Rs.</b>					

The total amount is Rs. \_\_\_\_\_ in figure ( \_\_\_\_\_ )

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

**AISHA HINGORO**  
Head Mistress  
Govt. Girls Sec. School  
Bihar Colony No: 1, Lyari Karachi.

Signature of the contractor \_\_\_\_\_

Address \_\_\_\_\_

PRINCIPAL HEAD TEACHER  
G.B.S.S. No.2, Lyari 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. \_\_\_\_\_

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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**

NAME OF WORK:- ITEM/WORK NO-02 OTHERS

S.No	Description of Work	Qty.	Rate	Unit	Amount
1	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	
2	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	
3	Supplying of energy sever 25-watt as directed by the engineer in-charge, etc complete	50 Nos	Open Rate	Each	
4	Supplying of energy sever 35-watt as directed by the engineer in-charge, etc complete	50 Nos	Open Rate	Each	
5	Wiring for light of fan points with 1/1 13(3/29) PVC insulated wire in 20mm 3/4" PVS conduct recessed the wall column as required (S.I)	20 Nos	Open Rate	Each	
6	Wiring for plug point with of with 1/1 13(3/29) PVC insulated wire in 20mm 3/4" PVC conduct recessed the wall column as required (S.I)	20 Nos	Open Rate	Each	
7	Wiring for call bell point with 1/1 13(3/29) PVC insulated wire in 20mm 3/4" PVC conduct recessed the wall column as required (S.I)	05 Nos	Open Rate	Each	
8	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	
9	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	
10	P/F circuit breakers 100 amps T.P i/c fixing on a prepared board and necessary connection (S.I)	02 Nos	Open Rate	Each	
11	P/F B.C Bakelite fancy type superior quality i/cm fixing existing holder etc. complete (S.I)	05 Nos	Open Rate	Each	
12	S/l water pumping set i/c 3 H.P 3 Phase 50 Hz motor (Siemens) & centrifugal pump 2" x 1-1/2" suction 2900 RPM of approved make foundation complete in its all necessary connection as per approved by the engineer incharge	01 Nos	Open Rate	Each	
<b>Total Amount Rs.</b>					

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. No.2, Lyari Karachi

  
**AISHA HINGORO**  
Head Mistress  
Govt. Girls Sec. School  
Bihar Colony No: 1, Lyari Karachi.



SINDH EDUCATION &  
LITERACY DEPARTMENT



Government of Sindh  
Education and Literacy Department  
Karachi, dated 11-05-2016

## NOTIFICATION

No. SO(G-III)/SSB-2/FW/01/12: In continuation of this department's Notification No. SO(G-III)/SSB-2/FW/01/12 dated 16-02-2016 and in pursuance of Rule-7 of the Sindh Public Procurement Rules, 2010 (amended 2013), a Procurement Committee for Procurement of Goods under School Consolidation Policy comprising of following officers is hereby notified as under:

S.No.	Procurement Committee	Placement in committee
1	Principal / Senior Head Master / Headmistress of the concerned school.	Chairman
2	Officer to be Nominated by Commissioner of the concerned Region	Member
3	Senior Teacher of the concerned school	Member / Secretary

### Terms of Reference:

- (1) Preparing bidding documents
- (3) Carrying out technical as well as financial evaluation of the bids
- (4) Preparing evaluation report as provided in SPPRA Rule 45
- (5) Perform any other function ancillary and incidental to the above

-SECRETARY TO GOVERNMENT OF SINDH-

No. SO(G-III)/SSB-2/FW/01/12

Karachi, dated the 11<sup>th</sup> May, 2016

A copy is forwarded for information and necessary action to,

1. The Commissioner All Regions.
2. Director School Education (Elementary, Secondary & Higher Secondary), Region.....
3. District Education Officer- (Elementary, Secondary & Higher Secondary).
4. Deputy District Education Officer (Elementary, Secondary & Higher Secondary).
5. Taluka Education officer (Elementary, Secondary & Higher Secondary)
6. All members of committee.
7. Assistant Engineer - Works & Services Department, concerned District
8. Office Order File.
9. Official Website.

SECTION OFFICER (G-III)



SINDH EDUCATION &  
LITERACY DEPARTMENT



Government of Sindh  
Education and Literacy Department  
Karachi, dated 11-05-2016

## NOTIFICATION

No. SO(G-III)/SSB-2/FW/01/12: In continuation of this department's Notification No. SO(G-III)/SSB-2/FW/01/12 dated 16-02-2016 and in pursuance of Rule-7 of the Sindh Public Procurement Rules, 2010 (amended 2013), a Procurement Committee for Repair of School building works under School Consolidation Policy comprising of following officers is hereby notified as under:

S.No.	Procurement Committee	Placement in committee
1	Principal / Senior Head Master / Headmistress of the concerned school.	Chairman
2	Senior Teacher of the concerned school	Member/Secretary
3	Assistant Engineer (Building) Works & Services Department, concerned District	Member
4	Assistant Engineer Education Works, concerned District	Co-opt / Non-voting Member

### Terms of Reference:

- (1) Preparing bidding documents
- (3) Carrying out technical as well as financial evaluation of the bids
- (4) Preparing evaluation report as provided in SPPRA Rule 45
- (5) Perform any other function ancillary and incidental to the above

-SECRETARY TO GOVERNMENT OF SINDH-

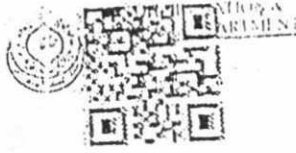
No. SO(G-III)/SSB-2/FW/01/12

Karachi, dated the 11<sup>th</sup> May, 2016

A copy is forwarded for information and necessary action to:

1. Director School Education (Elementary, Secondary & Higher Secondary), Region.....
2. District Education Officer- (Elementary, Secondary & Higher Secondary).
3. Deputy District Education Officer (Elementary, Secondary & Higher Secondary).
4. Taluka Education officer (Elementary, Secondary & Higher Secondary)
5. All members of committee.
6. Assistant Engineer - Works & Services Department, concerned District
7. Office Order File.
8. Official Website.

  
SECTION OFFICER (G-III)



GOVERNMENT OF SINDH  
EDUCATION & LITERACY DEPARTMENT  
Karachi, dated 4<sup>th</sup> February, 2016

### NOTIFICATION

No.SO(G-III)/SSB/CRC/RSU/2013-14: In supersession of this departments notification of even no. dated 24<sup>th</sup> November, 2015 and in pursuance of Rule-31 of the Sindh Public Procurement Rules, 2010 (Amended 2013) and in accordance with Guidelines for Procurement of goods & other under School Specific Budget & School Consolidation, a Complaint Redressal Committee comprising of following officers is constituted as under to resolve complaints of aggrieved bidders with following TORs:-

- |    |  |          |
|----|--|----------|
| 1. | Director Schools Education, concerned  | Chairman |
| 2. | A representative from Accountant General Sindh / District Accounts Office, Concerned           | Member   |
| 3. | An independent professional from the relevant field to be nominated by the Director concerned. | Member   |

#### ToRs

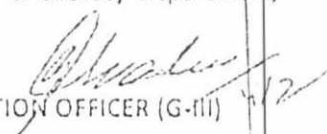
- To perform according to Rules-31 of SPPRA, 2010 (Amended 2013);
- Perform any other function ancillary and incidental to above.

-SECRETARY TO GOVT. OF SINDH-

No.SO(G-III)/SSB/CRC/RSU/2013-14: Karachi, dated 4<sup>th</sup> February, 2016

Copy is forwarded for information & necessary action to:-

- The Accountant General Sindh, Karachi / District Accounts Office, concerned with request to nominate officer for above mentioned committee.
- ~~The Chairman/ Members of the committee~~
- The Chief Program Manager, Reform Support Unit, Education & Literacy Department, Govt. of Sindh
- Master File

  
SECTION OFFICER (G-III)



## **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.
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- 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

**ANNUAL PROCUREMENT PLAN  
(WORKS, GOODS & SERVICES)  
GOVERNMENT GIRLS SECONDARY SCHOOL CAMPUS # 1 BEHAR COLONY 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				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Purchase of Furniture			1.2 Million Cost	0.202 Million		Single Stage Two Envelope Procedure					
2	Repair of Office Building			1.375 Million Cost	0.150 Million		Single Stage Two Envelope Procedure					
3	Others			0.305 Million Cost	0.244 Million		Single Stage Two Envelope Procedure					

Approved and signed by the Head of Procuring Agency:

  
**AISHA HINGORO**

Head Mistress  
Govt. Girls Sec. School  
Bihar Colony No: 1, Lyari Karachi.

## Evaluation Criteria.

<b>The Bids Shall be Evaluated on the basis of following parameters:</b>				
Company/Firm/Individual Information	Required Field.	Marks	Total Marks	
			<b>Brief</b>	
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.
<b>Financial Capabilities</b>				
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
<b>Note: Firm must get 70% marks in Evaluation for qualifying as per above mentioned criteria</b>				

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**PART TWO**  
**(PROCUREMENT SPECIFIC PROVISIONS)**

**SECTION I  
INVITATION FOR BIDS**

**SECTION II**  
**BID DATA SHEET**



**SECTION III**  
**SPECIAL CONDITIONS OF CONTRACT**

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## Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

*[Instructions for completing the Special Conditions of Contract are provided, as needed, in the notes in italics mentioned for the relevant SCC. Where sample provisions are furnished, they are only illustrative of the provisions that the Procuring agency should draft specifically for each procurement.]*

### 1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring agency is:

GCC 1.1 (h)—The Procuring agency's country is: GCC

1.1 (i)—The Supplier is:

#### **Sample Provision**

GCC 1.1 (j)—The Project Site is: *[if applicable]*

### 2. Country of Origin (GCC Clause 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

### 3. Performance Security (GCC Clause 7)

GCC 7.1—the amount of performance security, as a percentage of the Contract Price, shall be: not exceeding 5% of the Contract Price

*[The following provision should be used in the case of Goods having warranty obligations.]*

GCC 7.4—After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's warranty obligations in accordance with Clause GCC 15.2.

#### 4. Inspections and Tests (GCC Clause 8)

GCC 8.6—Inspection and tests prior to shipment of Goods and at final acceptance are as follows:  
The inspection would be performed by Inspection Committee.

#### 5. Packing (GCC Clause 9)

##### *Sample provision*

GCC 9.3—The following SCC shall supplement GCC Clause 9.2:

#### 6. Delivery and Documents (GCC Clause 10)

##### *Sample provision (DDP terms)*

GCC 10.3—Upon shipment, the Supplier shall notify the Procuring agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring agency:

- (i) Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable seaway bill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) Copies of the packing list identifying contents of each school-wise package ;(iv) insurance certificate;
- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) Inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and
- (vii) Certificate of origin.

#### 7. Insurance (GCC Clause 11)

GCC 11.1— The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is seller's responsibility. Since the Insurance is seller's responsibility they may arrange appropriate coverage.

## 8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are:

N/A

*[Selected services covered under GCC Clause 13 and/or other should be specified with the desired features. The price quoted in the bid price or agreed with the selected Supplier shall be included in the Contract Price.]*

## 9. Warranty (GCC Clause 15)

### *Sample provision*

GCC 15.2—In partial modification of the provisions, the warranty period shall be \_\_\_\_\_ hours of operation or \_\_\_\_\_ months from date of acceptance of the Goods or months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,

or

(b) pay liquidated damages to the Procuring agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be (\_\_\_\_\_).

*[The rate should be higher than the adjustment rate used in the bid evaluation under ITB 25.4 (f) or (g).]*

GCC 15.4 & 15.5—The period for correction of defects in the warranty period is:

## 10. Payment (GCC Clause 16)

### *Sample provision*

GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

#### **Payment for Goods supplied:**

Payment shall be made in Pak. Rupees in the following manner:

- (i) **Advance Payment:** There is no provision for any advance payments to suppliers under School Specific Budget procurement.
- (ii) **On Shipment:** There is no provision for payments on shipment under School Specific Budget procurement.

(iii) Hundred (100) percent of the Contract Price of Goods received shall be paid within the time period applicable as per the prescribed Government rules upon complete delivery of the supplies and submission of claim supported by the acceptance certificate issued by the Procuring agency declaring Goods have been delivered and that all contracted services have been performed.

(iv) The supplies shall be delivered by the vendor on the quarterly basis. The payment in respect of the quarterly supplies shall be made in accordance with the quarterly release of the School Specific Budget to the Education Department.

**11. Prices (GCC Clause 17)*****Sample provision***

GCC 17.1—Prices shall be adjusted in accordance with provisions in the Attachment to SCC.

*[To be inserted only if price is subject to adjustment.]*

N/A

**12. Liquidated Damages (GCC Clause 23)**

GCC 23.1—Applicable rate:

Maximum deduction:

*[Applicable rate shall not exceed one-half (0.5) percent per week, and the maximum shall not exceed ten (10) percent of the Contract Price.]*

N/A

**13. Resolution of Disputes (GCC Clause 28)**

GCC 28.3—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring agency's country.

**14. Governing Language (GCC Clause 29)**

GCC 29.1—The Governing Language shall be:

**15. Applicable Law (GCC Clause 30)**

GCC 30.1—The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

**16. Notices (GCC Clause 31)**

GCC 31.1—Procuring agency's address for notice purposes:

—Supplier's address for notice purposes:

**SECTION IV**  
**SCHEDULE OF REQUIREMENTS**



and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**24. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**25. Termination for  
Insolvency**

26.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.

**26. Termination  
for  
Convenience**

27.1 The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the,

Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.

- |   |  |
|---|--|
| <b>18. Contract Amendments</b>                  | 19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.   |
| <b>19. Assignment</b>                           | 20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent.   |
| <b>20. Subcontracts</b>                         | 21.1 The Supplier shall notify the Procuring agency in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.<br><br>21.2 Subcontracts must comply with the provisions of GCC Clause 3.   |
| <b>21. Delays in the Supplier's Performance</b> | 22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.<br><br>22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.<br><br>22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages. |
| <b>22. Liquidated</b>                           | 23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or   |

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## Instructions for Bidders

### A. Introduction

#### 1. Source of Funds

- 1.1 The Procuring agency has received provincial government funds towards the utilization for betterment and fulfills the needs of School One time Grant 2015-16 under Reform Support Unit (RSU) Education and Literacy Department, Government of Sindh it is intended that the proceeds of these funds will be applied to eligible payments under the contract for which these bidding documents are issued.
- 1.2 Payment by the department will be made only at the request of the Procuring agency and upon approval by the Government of Sindh., and in case of a project will be subject in all respect to the terms and conditions of the agreement. The Project Agreement prohibits a withdrawal from the allocated fund account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Sindh Government is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Procuring agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.

#### 2. Eligible Bidders

- 2.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPPRA Rules 2010 and its Bidding Documents except as provided hereinafter.
- 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
- 2.3 Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.
- 2.4 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization in accordance with sub clause 34.1

### 3. Eligible Goods and Services

- 3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPPRA Rules, 2010 and its Bidding Documents, and all expenditures made under the contract will be limited to such goods and services.
- 3.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of goods and services is distinct from the nationality of the Bidder.

### 4. Cost of Bidding

- 4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### B. The Bidding Documents

### 5. Content of Bidding Documents

- 5.1 The bidding documents include:
- (a) Instructions to Bidders (ITB)
  - (b) Bid Data Sheet
  - (c) General Conditions of Contract (GCC)
  - (d) Special Conditions of Contract (SCC)
  - (e) Schedule of Requirements
  - (f) Technical Specifications
  - (g) Bid Form and Price Schedules
  - (h) Bid Security Form
  - (i) Contract Form
  - (j) Performance Security Form
  - (k) Manufacturer's Authorization Form
- 5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

- 6. Clarification of Bidding Documents**
- 6.1 An interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.
- 7. Amendment of Bidding Documents**
- 7.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment.
- 7.2 All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- 7.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.

### C. Preparation of Bids

- 8. Language of Bid**
- 8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- 9. Documents Comprising the Bid**
- 9.1 The bid prepared by the Bidder shall comprise the following components:
- (a) A Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
  - (b) Documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted



- (c) Documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
- (d) Bid security furnished in accordance with ITB Clause 15.
- 10. Bid Form**            10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 11. Bid Prices**            11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.
- 11.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.
- 11.3 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Procuring agency and will not in any way limit the Procuring agency's right to contract on any of the terms offered.
- 11.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected, pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.
- 12. Bid Currencies**        12.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
- 13. Documents Establishing Bidder's Eligibility and Qualification**            13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to bid and its Qualifications to perform the contract if its bid is accepted.

13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 2.

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:

- (a) That, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency's country;
- (b) That the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) That, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (d) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

**14. Documents  
Establishing  
Goods'  
Eligibility and  
Conformity to  
Bidding  
Documents**

14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and



Performance characteristics of the goods;

- (b) A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and
- (c) An item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## 15. Bid Security

15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

15.2 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

- (a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (30) days beyond the validity of the bid; or
- (b) Irrevocable encashable on-demand Bank call-deposit.

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as nonresponsive, pursuant to ITB Clause 24.

15.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring agency pursuant to ITB Clause 16.

15.6 The successful Bidder's bid security will be discharged upon the Bidders signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

15.7 The bid security may be forfeited:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) In the case of a successful Bidder, if the Bidder fails:
  - (i) To sign the contract in accordance with ITB Clause 32;
  - Or
  - (ii) To furnish performance security in accordance with ITB Clause 33.

16. Period of  
Validity of  
Bids

16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

16.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

17. Format and  
Signing of Bid

17.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a

person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

17.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

17.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

#### D. Submission of Bids

#### 18. Sealing and Marking of Bids

18.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

18.2 The inner and outer envelopes shall:

- (a) Be addressed to the Procuring agency at the address given in the Bid Data Sheet; and
- (b) Bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: "DONOTOPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.

18.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Procuring agency will assume no responsibility for the bid's misplacement or premature opening.

#### 19. Deadline for Submission of Bids

19.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and

Obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**20. Late Bids**

20.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

**21. Modification and  
Withdrawal of  
Bids**

21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18, by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

21.3 No bid may be modified after the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

**E. Opening and Evaluation of Bids**

**22. Opening of  
Bids by the  
Procuring  
agency**

22.1 The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

22.4 The Procuring agency will prepare minutes of the bid opening.

### 23. Clarification of Bids

23.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

### 24. Preliminary Examination

24.1 The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

24.3 The Procuring agency may waive any minor infirmity, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

24.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 30), and Taxes and Duties (GCC Clause 32), will be deemed to be a material deviation. The Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

24.5 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

**25. Evaluation and Comparison of Bids**

25.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24.

25.2 The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

25.3 The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the Bid Data Sheet, and quantified in ITB Clause 25.4:

- (a) Incidental costs
- (b) Delivery schedule offered in the bid;
- (c) Deviations in payment schedule from that specified in the Special Conditions of Contract;
- (d) The cost of components, mandatory spare parts, and service;
- (e) The availability Procuring agency of spare parts and after-Sales services for the equipment offered in the bid;
- (f) The projected operating and maintenance costs during the life of the equipment;
- (g) The performance and productivity of the equipment offered; and/or
- (h) Other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

25.4 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, one or more of the following quantification methods will be applied, as detailed in the Bid Data Sheet:

- (a) Incidental costs provided by the bidder will be added by Procuring agency to the delivered duty paid (DDP) price at the final destination



(b) *Delivery schedule.*

(i) The Procuring agency requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery "adjustment" will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery.

Or

(ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

Or

(iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of DDP price per week of variation from the specified delivery schedule.

(c) *Deviation in payment schedule.*

(i) Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder.

Or

(ii) The SCC stipulates the payment schedule offered by

The Procuring agency, if a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum specified in the Bid Data Sheet.

(e) *Performance and productivity of the equipment.*

- (i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the Bid Data Sheet will be added to the bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

Or

- (ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the bid, and adjustment will be added to the bid price using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

- (f) *Specific additional criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.* The relevant evaluation method shall be detailed in the Bid Data Sheet and/or in the Technical Specifications.

**Alternative**

25.4 Merit Point System:

The following merit point system for weighing evaluation factors can be applied if none of the evaluation methods listed in 25.4 above has been retained in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

**26. Contacting the Procuring agency**

26.1 Subject to ITB Clause 23, no Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

26.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.



**27. Post-  
qualification**

**F. Award of Contract**

27.1 In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.

27.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.

27.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

**28. Award  
Criteria**

28.1 Subject to ITB Clause 30, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

29. **Procuring agency's Right to Vary Quantities at Time of Award**
- 29.1 The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
30. **Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 30.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.
31. **Notification of Award**
- 31.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.
- 31.2 The notification of award will constitute the formation of the Contract.
- 31.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.
32. **Signing of Contract**
- 32.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 32.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
33. **Performance Security**
- 33.1 Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in an other form acceptable to the Procuring agency.
- 33.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

**34. Corrupt or  
Fraudulent  
Practices**

34.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/ Suppliers/ Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made there under:

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
- (i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring agency of the benefits of free and open competition;
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if It at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

34.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

**PART ONE - SECTION II**  
**GENERAL CONDITIONS OF CONTRACT**

## General Conditions of Contract

### 1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices there to and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the goods, supplies and equipment and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring agency" means the organization purchasing the Goods, as named in SCC.
- (h) "The Procuring agency's country" is the country named in SCC.
- (i) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (j) "The Project Site," where applicable, means the place or places named in SCC.
- (k) "Day" means calendar day.

### 2. Application

2.1 These General Conditions shall apply to the extent that they are

Not superseded by provisions of other parts of the Contract.

### 3. Country of Origin

- 3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and further elaborated in the SCC.
- 3.2 For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.

### 4. Technical Specification

- 4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

### 5. Use of Contract Documents and Information; Inspection and Audit by the Government

- 5.1 The Supplier shall not, without the Procuring agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Procuring agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier's performance under the Contract if so required by the Procuring agency.

- 5.4 The Supplier shall permit the Procuring agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.
- 6. Patent Rights**
- 6.1 The Supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.
- 7. Performance Security**
- 7.1 Within twenty (20) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:
- (a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or
  - (b) A cashier's or certified check.
- 7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
- 8. Inspections and Tests**
- 8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring agency requires and where they are to be conducted. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at



The Goods' final destination, if conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.

- 8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.
- 8.4 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.
- 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

#### **9. Packing**

- 9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take in to consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring agency.

#### **10. Delivery and Documents**

- 10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.
- 10.2 Documents to be submitted by the Supplier are specified in SCC.



- 11. Insurance** 11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered; hence insurance coverage is seller's responsibility.
- 12. Transportation** 12.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring agency's country, transport to such place of destination in the Procuring agency's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
- 13. Incidental Services** 13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
  - (b) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
  - (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
  - (d) Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
  - (e) Training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

#### 14. Warranty

- 15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.
- 15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

**15. Payment**

16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

16.2 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Procuring agency, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

16.4 The currency of payment is Pak. Rupees.

**16. Prices**

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

**17. Change Orders**

18.1 The Procuring agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

- (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;
- (b) The method of shipment or packing;
- (c) The place of delivery; and/or
- (d) The Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended.

**Damages**

all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

**23. Termination for Default**

24.1 The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 22; or
- (b) If the Supplier fails to perform any other obligation(s) under the Contract.
- (c) If the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

"corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered.

# 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



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.

### BIDDING DATA

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

- (a). Name of Procuring Agency \_\_\_\_\_
- (b). Brief Description of Works \_\_\_\_\_
- (c). Procuring Agency's address:- \_\_\_\_\_
- (d). Estimated Cost:- \_\_\_\_\_
- (e). Amount of Bid Security:- \_\_\_\_\_ (Fill in lump sum amount or in % age of bid amount /estimated cost, but not exceeding 5%)
- (f). Period of Bid Validity (days):- \_\_\_\_\_ (Not more than sixty days).
- (g). Security Deposit:- (including bid security):- \_\_\_\_\_  
(in % age of bid amount /estimated cost equal to 10%)
- (h). Percentage, if any, to be deducted from bills :- \_\_\_\_\_
- (i). Deadline for Submission of Bids along with time :- \_\_\_\_\_
- (j). Venue, Time, and Date of Bid Opening:- \_\_\_\_\_
- (k). Time for Completion from written order of commence: - \_\_\_\_\_
- (L). Liquidity damages:- \_\_\_\_\_ (0.05 of Estimated Cost or Bid cost per day of delay, but total not exceeding 10%).
- (m). Deposit Receipt No: Date: Amount:(in words and figures)

(Executive Engineer/Authority issuing bidding document)



### Conditions of Contract

**Clause – 1: Commencement & Completion Dates of work.** The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Engineer-in-charge or of in subordinate-in-charge of the work. Failing such authority the contractor shall have no claim to ask for measurements of or payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the work, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorate basis.

**Clause – 2: Liquidated Damages.** The contractor shall pay liquidated damages to the Agency at the rate per day stated in the bidding data for each day that the completion date is later than the Intended completion date; the amount of liquidated damage paid by the contractor to the Agency shall not exceed 10 per cent of the contract price. Agency may deduct liquidated damages from payments due to the contractor. Payment of liquidated damages does not affect the contractor's liabilities.

#### **Clause – 3: Termination of the Contract.**

- (A) Procuring Agency/Executive Engineer may terminate the contract if either of the following conditions exits:-
- (i) contractor causes a breach of any clause of the Contract;
  - (ii) the progress of any particular portion of the work is unsatisfactory and notice of 10 days has expired;
  - (iii) in the case of abandonment of the work owing to the serious illness or death of the contractor or any other cause.
  - (iv) contractor can also request for termination of contract if a payment certified by the Engineer is not paid to the contractor within 60 days of the date of the submission of the bill;
- (B) The Executive Engineer/Procuring Agency has power to adopt any of the following courses as may deem fit:-
- (i) to forfeit the security deposit available except conditions mentioned at A (iii) and (iv) above;
  - (ii) to finalize the work by measuring the work done by the contractor.

(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 contract 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.

**Clause-14: Measures for prevention of fire and safety measures.** The contractor shall not set fire to any standing jungle, trees, bush-wood or grass without a written permit from the Executive Engineer. When such permit is given, and also in all cases when destroying, cutting or uprooting trees, bush-wood, grass, etc by fire, the contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him.

**Clause-15:Sub-contracting.** The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Engineer. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

**Clause – 16: Disputes.** All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, , the decision of the Superintending Engineer of the circle/officer/one grade higher to awarding authority shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs drawings, and instructions, hereinbefore mentioned and as to the quality of workmanship, or materials used on the work or as to any other questions, claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

**Clause –17: Site Clearance.** On completion of the work, the contractor shall be furnished with a certificate by the Executive Engineer (hereinafter called the Engineer in-charge) of such completion, but neither such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed all temporary structures and materials brought at site either for use or for operation facilities including cleaning debris and dirt at the site. If the contractor fails to comply with the requirements of this clause then Engineer-in-charge, may at the expense of the contractor remove and dispose of the same as he thinks fit and shall deduct the amount of all expenses so incurred from the contractor's retention money. The contractor shall have no claim in respect of any surplus materials as aforesaid except for any sum actually realized by the sale thereof.

**Clause –18: Financial Assistance /Advance Payment.**

(A) **Mobilization advance** is not allowed.

(B) **Secured Advance against materials brought at site.**

- (i) Secured Advance may be permitted only against imperishable materials/quantities anticipated to be consumed/utilized on the work within a period of three months from the date of issue of secured advance and definitely not for full quantities of materials for the entire work/contract. The sum payable for such materials on site shall not exceed 75% of the market price of materials;
- (ii) Recovery of Secured Advance paid to the contractor under the above provisions shall be affected from the monthly payments on actual consumption basis, but not later than period more than three months (even if unutilized).

**Clause –19: Recovery as arrears of Land Revenue.** Any sum due to the Government by the contractor shall be liable for recovery as arrears of Land Revenue.

**Clause –20: Refund of Security Deposit/Retention Money.** On completion of the whole of the works (a work should be considered as complete for the purpose of refund of security deposit to a contractor from the last date on which its final measurements are checked by a competent authority, if such check is necessary otherwise from the last date of recording the final measurements), the defects notice period has also passed and the Engineer has certified that all defects notified to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor (in cash or recovered in installments from his bills) shall be refunded to him after the expiry of three months from the date on which the work is completed.

**Divisional Accountant**

**Contractor**

**Executive Engineer/Procuring Agency**

### BILL OF QUANTITIES

**(A) Description and rate 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)

----- % above/below on the rates of CSR.

Amount to be added/deducted on the basis  
Of premium quoted. TOTAL (b)

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

Contractor

Executive Engineer/Procuring Agency



**(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

**Total (B) in words & figures:**

Contractor

Executive Engineer/Procuring Agency

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