-

|  |  |
| --- | --- |
| SINDH GOVERNMENTlogo ATT | **HEAD MASTER**  **Government Girls Higher Secondary School Ibrahim Hyderil Bin Qaism Town**  **District Malir Karachi** |

**Sindh Public Procurement Regulatory**

**Authority**

**Bidding Documents**

**For**

**Procurement of**

**FURNITURE & FIXTURE AND OTHERS**

**UNDER ONE TIME GRANT . 2015-16**

**Government Girls Higher Secondary School Rana Liaquat Ibrahim Hyderi Bin Qaism Town**

**District Malir Karachi**

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

**(ESTIMATED COST RS. 825,000/=)**

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

**(Financial Proposal)**

**Section VI. Sample Forms**

**Sample Forms**

1. BID FORM AND PRICE SCHEDULES.................................................................................................................. 3

2. BID SECURITY FORM.................................................................................................................................... 7

3. CONTRACT FORM.......................................................................................................................................... 8

4. PERFORMANCE SECURITY FORM....................................................................................................................... 9

5. BANK GUARANTEE FOR ADVANCE PAYMENT.................................................................................................... 10

6. MANUFACTURER’S AUTHORIZATION FORM......................................................................................................... 11

7. List for Purchase of SCHOOL LIBRARY / LABORATORY ITEMS……………………………......………... 12

**1. Bid Form and Price Schedules**

*To,*

**The** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers],* the receipt of which is hereby duly acknowledged, , the undersigned, offer to supply and deliver ***FURNITURE & FIXTURE &OTHERS*** in conformity with the said bidding documents for the sum of **Rs-825,000\_/= (Rupees: EIGHT LAC TWENTY TWENTY FIVE THOUSAND ONLY ).** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to

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

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

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

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent Amount and Currency Purpose of Commission or gratuity

(if none, state “none”)

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

Dated this day of 20 .

*[signature] [in the capacity of]*

Duly authorized to sign Bid for and on behalf of

**Price Schedule in Pak. Rupees**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| **Item** | | **Description** | **Country of origin** | **Estimated Quantity** | **Unit price DDP**  **named place** | **Unit Price in Words** | **Total DDP**  **per item** | **Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required** |
| **FURNITURE AND FIXTURE** | | | |  |  |  |  |  |
| 1 | **OFFICE TABLE Size: 1600** x800 x760mm(H) Structure Size:- 1580 x710 x730mm Structure made of 25x25mm thick mild steel square pipe, (Mild steel/cold rolled IIL Karachi) having wall thickness 1.2mm. Having 04-nos rubber shoes 25x25mm good quality. Finished with NC silver paint. Top size:- 1600 x800 x24mm Top made of 24mm thick high density chipboard. Pressed with lamination sheet on both sides. Table having one side drawer box consists of 3-drawer Top drawer lockable. Drawer box made of 18mm thick lamination board edged covered with shisham veneer, Drawer trays made of MDF 16mm thick fixed with imported channels and tray bottom made of 2.5mm thick MDF only one side pressed with lamination sheet. complete finished with NC lacquer. Table back and one side closed with panels as other side drawer box fixed. Wooden Screw for top:- 1-1/2” x 8 – (properly counter sinked) Steel Screw for box:- 1-1/4” x 8 . | | PAKISTAN | 01 |  |  |  |  |
| 2 | **OFFICE CHAIR (with arms)**  size:- width 520 x depth 520 x height 435mm Seat Size 465 x 465mm Back Size 468 x 230mm Chair structure, made of solid seasoned Shisham wood having 7% to 8% moisture content. Finished with Nitrocellulose lacquer. Seat & back made of solid seasoned wood properly cushioned having rubber strips with raw cotton filling fixed with 1st quality foam and covered with durable tapestry cloth.  Standard revolving cum tilting and reclining adjustable pedestal, having 5-stars with durable & load bearing caster wheels. Wooden Screw in Seat:- 2-1/2”x10 – (properly counter sinked) Steel Screw in Back:- 2” x 8 | |  | 01 |  |  |  |  |
| 3 | **Dual Desk With Seat & Back**  Size 900mmx 750mm x 980mm , Made of Steel Tube 38 mm, 18 gauge thickness fine hardness Powder Coding, all bend and curve mould by automatic machine equal size 38mm all frame with curve supporting pipe 22mm 45 degree, seat supporting pipe 32 mm.  \* Imported lockable nuts with built-in washer along with bolt will be supplied to fix the frame without any losing. All the open end of the pipe should be cover with the plastic cap. Bottom of the frame should be on plastic foot.  \* Imported 18mm MDF  Top Size: 36”x16” (18mm thick)  Front size: 36”x8” (18mm thick)  Book Shelf Size: 10” x 36” (18mm thick)  Seat Size: 10”x 36” (18mm thick)  Back Size: 6” x 36”. (18mm thick)  All Desk Planks must be Embossed with Edu. & Literacy Dept. Govt. of Sindh Logo  Border cover of MDF would be of imported Poly Vinyl Chloride. 0.8 – 1mm thickness  The detail specification & drawing picture (web reference if any) will be provided on the letter head by the bidder. (China / Equivalent**)** | |  | 45 |  |  |  |  |
| 4 | **Teacher Chair with Arm** Chair will be made of iron pipe of 20 Gauge  Seat size:17.5”x17.5”  Back Size: 13” x 15”  seat & back cushion with soft Rexene (China/ Equivalent).  The detail specification drawing color picture (web reference if any) will be provided on the letter head by the bidder. (China / Equivalent**)** | |  | 15 |  |  |  |  |
| 5 | **Teacher Table** Size: 3 ft x 2-1/2 ft x 2-1/2 ft with 1 Drawer size 14”x12”x4”, Top to be 18mm thick Imported MDF Lamination board / Sealed must be imported Poly Vinyl Chloride 0.8-1mm thick.  The detail specification drawing color picture (web reference if any) will be provided on the letter head by the bidder. China / equalent | |  | 05 |  |  |  |  |
| 6 | **Steel Almirah** Over all sizes 72” X 46” X 18” deep.Material Description: All made of Steel Sheet. 20 SWG with four shelves and five compartments without locker & drawer. Single locking arrangement with metal handle and keyhole covers. **Embossed with edu. & Literacy Dept. Govt. of Sindh Logo**  Synthetic enamel paint, outside & inside off white plain spray paint.  The detail specification drawing color picture. (web reference if any) will be provided on the letter head by the bidder. | |  | 05 |  |  |  |  |

Signature of Bidder

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

**Price Schedule in Pak. Rupees**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| **Item** | **Description** | **Country of origin** | **Estimated Quantity** | **Unit price DDP**  **named place** | **Unit Price in Words** | **Total DDP**  **per item** | **Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required** |
| **OTHERS** | | |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | SELLING FAN | 20 |  |  |  |  |  |
| 2 | ENERGY SEVER 24W | 30 |  |  |  |  |  |
| 3 | Water Pump Suction | 1 |  |  |  |  |  |
| 4 | Water Pump Mono Block | 1 |  |  |  |  |  |
| 5 | Electric Cooler 35 Gln | 2 |  |  |  |  |  |
| 6 | Generator 3kva | 1 |  |  |  |  |  |

Signature of Bidder

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

**2. Bid Security Form**

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its bid **dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_** for the supply of **FURNITURE AND FIXTURE & OTHERS (ONE TIME GRANT)**(hereinafter called “the Bid”).

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

THE CONDITIONS of this obligation are:

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

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

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

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

Instructions to Bidders;

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

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

*[signature of the bank]*

**3. Contract Form**

THIS AGREEMENT made the

day of

20 between the

*Head Master GOVERNMENT GIRLS HIGHER SECONDARY SCHOOL RANA LIAQUAT IBRAHIM HYDERI BIN QASIM, DISTRIC MALIR* (hereinafter called “the Procuring agency”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

(a) the Bid Form and the Price Schedule submitted by the Bidder; (b) the Schedule of Requirements;

(c) the Technical Specifications;

(d) the General Conditions of Contract;

(e) the Special Conditions of Contract; and

(f) the Procuring agency’s Notification of Award.

3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by the (for the Procuring agency)

Signed, sealed, delivered by the (for the Supplier)

**4. Performance Security Form**

To: *[name of Procuring agency]*

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

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

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

20 to supply

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures],* and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guar- antee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of 20 .

Signature and seal of the Guarantors

*[name of bank or financial institution]*

*[address]*

*[date]*

**5. Bank Guarantee for Advance Payment**

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

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

*[name of bank or financial institution]*

*[address]*

*[date]*

**6. Manufacturer’s Authorization Form**

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: *the Head MISTRESS GOVERNMENT GIRLS HIGHER SECONDARY SCHOOL RANA LIAQUAT IBRAHIM HYDERI BIN QASIM TOWN, DISTRICT MALIR KARACHI*

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

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

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

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

*[signature for and on behalf of Manufacturer]*

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  |  |  |  |
| **HEAD MASTER** | | | | |
| **GOVERNMENT GIRLS HIGHER SECONDARY SCHOOL**  **RANA LIAQUAT IBRAHIM HYDERI**  **BIN QASIM TOWN DISTRIC MALIR** | | | | |
|  | | | | |
| **List for Purchase of FURNITURE & FIXTURE** | | | | |

UNDER ONE TIME GRANT 2015-16

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.#** | **Description** | **Estimated Quantity** | **Unit price** | **Total Price** |
|
|  | **FURNITURE & FIXTURE /MATERIAL** | | | |
| 01 | **Dual Desk With Seat & Back**  Size 1200 mm x 750mm x 980mm Made of MS Steel Tube 38 mm dia , 18 gauge 1.2mm thickness fine hardness Powder Coding, all bend and curve mould by automatic plant equal size 38mm (Bending accuracy +- 1mm) with curve supporting pipe 22mm 45 degree, seat supporting pipe 32 mm.  \* Imported lockable nuts with built-in washer along with bolt will be supplied to fix the frame without any losing. All the open end of the pipe should be cover with the plastic cap. Bottom of the frame should be on plastic foot.  \* Imported 18mm MDF  Top Size: 48”x16” (18mm thick)  Front size: 46”x8” (18mm thick)  Book Shelf Size: 10” x 46” (18mm thick)  Seat Size: 10”x 46” (18mm thick)  Back Size: 6” x 46” (18mm thick)  All Desk Planks must be Embossed with Edu. & Literacy Dept. Govt. of Sindh Logo  Border cover of MDF would be of imported Poly Vinyl Chloride. 0.8 – 1mm thickness  The detail specification drawing color picture (web reference if any) will be provided on the letter head by the bidder. (China / Equivalent). | 01 |  |  |
| 02 | **Teacher Chair with Arm**  Chair will be made of iron pipe of 20 Gauge  Seat size:17.5”x17.5”  Back Size: 13” x 15”  seat & back cushion with soft Rexene (China/ Equivalent). | 01 |  |  |
| 03 | **Teacher Table** Size: 3 ft x 2-1/2 ft x 2-1/2 ft with 1 Drawer size 14”x12”x4”, Top to be 18mm thick Imported MDF Lamination board / Sealed must be imported Poly Vinyl Chloride 0.8-1mm thick.  The detail specification drawing color picture (web reference if any) will be provided on the letter head by the bidder. China / equalent | 40 |  |  |
| 04 | **Steel Almirah**  Over all sizes 72” X 46” X 18” deep.  Material Description: All made of Steel Sheet. 20 SWG with four shelves and five compartments without locker & drawer. Single locking arrangement with metal handle and keyhole covers. **Embossed with edu. & Literacy Dept. Govt. of Sindh Logo**  Synthetic enamel paint, outside & inside off white plain spray paint.  The detail specification drawing color picture. (web reference if any) will be p | 03 |  |  |

**GOVERNMENT GIRLS HIGHER SECONDARY SCHOOL RANA LIAQUAT**

**List for Purchase of OTHERS(09899) Items**

**Under ONE TIME GRANT for the Year 2015-16**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.#** | **Description** | **Estimated Quantity** | **Unit price** | **Total Price** |
| **OTHERS (09899)** | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | CEILING FAN Sweep size 56 inch  Rated volts 220/230 volts  Frequency 50 herts  Electric power 70-80 watt  Speed 315-330 rpm  Air delivery 250 meter cube/min  Type Capacitor | 20 |  |  |
| 2 | ENERGY SEVER 24 watt | 40 |  |  |