



GOVERNMENT OF SINDH
SINDH REVENUE BOARD



NOTICE INVITING TENDER

Sindh Revenue Board invites sealed tenders for hiring tracker services initially for one year for its vehicles from interested firms.

LIST OF SERVICES

S.NO.	NAME OF SERVICES	BID SECURITY	TENDER FEE
1.	Hiring of tracker services for SRB Vehicles	2% of offered cost	PKR 1000 in favour of Sindh Revenue Board

2. **Eligibility.** a) Valid Registration with relevant tax authorities in Sindh & Pakistan including SRB & FBR
b) Annual turnover of PKR 5 Million and above for the last three (3) years.
c) Providing similar services to at-least 5 corporate clients for the past three (3) years.

3. **Method of Procurement. SINGLE STAGE SINGLE ENVELOPE**

4. **Bidding/Tender Documents.**

- (i) **Issuance.** Documents will be issued from date of publication to 4th July 2016 on payment of tender fee (*Non-refundable-mentioned against each item in the list*).
- (ii) **Submission.** Last date will be 4th July 2016 at 11.30am
- (iii) **Opening.** Will be opened on 4th July at 11.45am.
- (iv) **Place of issuance, submission, inquiries and opening will be.-**
Address (Postal): 6th Floor, Shaheen Complex, M.R. Kiyani Road Karachi
Telephone Number(s): 021-99217800 Ext. 110
Fax Number: 021-99213944
E-mail Address (If available): akber.rizvi@srb.gos.pk

5. **Terms & Conditions.**

- (a) Under following conditions bid will be rejected.-
(i) Conditional and telegraphic bids/tenders;
(ii) Bids not accompanied by bid security of required amount & form;
(iii) Bids received after specified date and time.
(iv) Black listed firms
- (b) **Bid validity Period.** - 90 days
- (c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules 2010.
- (d) Responsive Bidder is required to submit following documents with bid.
(i) Proof of 5 similar assignments issued by the client with cost (*mention number of clients with their cost*) under-taken over the past three (3) years;
(ii) Valid registration proof with the tax authorities including SRB & FBR
(iii) Financial Statement (summary) and income tax return for the last 3 years;
(iv) 2% Bid security either in pay order or bank guarantee format.
(iv) Affidavit that firm has never been black listed;
- (e) **The contract term may be extended after one year subject to satisfactory performance of the service provider and with mutual agreement of both the parties.**

PROCUREMENT SPECIALIST

Sindh Revenue Board



Government of Sindh

SINDH REVENUE BOARD

Shaheen Complex Building, 6th Floor, M.R Kiyani Road, Karachi

www.srb.gos.pk



BIDDING DOCUMENTS

FOR

Tracker Services of Vehicles

INVITATION FOR BIDS

Date: _____
Bid Reference No.: _____

Sindh Revenue Board (SRB) invites sealed bids from interested firms or persons possessing National Tax Number (NTN), Sales Tax Registration Number (STRN) (SNTN) and Sindh National Tax Number (SNTN) for the provision of tracker services of SRB's Vehicles.

2. A complete set of Bidding Documents may be purchased by an interested eligible bidder on submission of a written application to the office given below and upon payment of a non-refundable fee of PKR 1000 (*One Thousand only*). Bidders may acquire the Bidding Documents from the Office of the Procuring Agency, at 6th Floor Shaheen Complex Building, MR Kayani Road, Karachi.
3. All bids must be accompanied by a Bid Security in the amount of 5 percentage of bid price in the form of (*pay order / demand draft / bank guarantee*) and must be delivered to Sindh Revenue Board office at 6th Floor Shaheen Complex Building, MR Kayani Road, Karach at or before 1130 hrs on 4th July 2016. Bids will be opened at 1145 hours on the same day in the presence of bidders 'representatives who choose to attend, at the same address.
4. The bidders are requested to give their best and final prices as no negotiations are expected.

Part One - Section I.
Instructions to Bidders

INSTRUCTIONS TO BIDDERS

A. Introduction

1. Source of Funds

- 1.1 Sindh Revenue Board (SRB) has received provincial government funds from the source(s) indicated in the bidding data in various currencies towards the cost of the subject procurement in the bidding data and it is intended that part of the proceeds of this funds will be applied to eligible payments under the contract for which these bidding documents are issued.
- 1.2 Payment by the Fund will be made only at the request of the SRB and upon approval by the Government of Sindh. The draft 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 Federal Government/ 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 service providers from eligible source as defined in the SPP 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 services 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

6. Clarification of Bidding Documents

6.1 Any 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 a 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) Bid shall comprise a sealed envelope
 - (b) Bid shall comprise Bid form, Bid Security, Eligibility proof documents mentioned in the advertisement published in the newspaper(s) and technical specification of the required services and price in accordance with ITB Clauses 10, 11, and 12

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 provide services under the contract which the Bidder did not provide or otherwise provide, 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 and technical, 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 service provider's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and 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 services which the Bidder proposes to provide under the contract.

14.2 The documentary evidence of the 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 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 services;
- (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 services for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and An item-by-item commentary on the Procuring

(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.

- 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 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, 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 further for 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

F. Award of Contract

27. Post-Qualification

- 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, and Technical 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

29. Procuring agency's Right to Vary Quantities at Time of Award

- 29.1 Subject to ITB Clause 13.3, the Procuring agency will award the contract to the successful Bidder provided that it is determined that the Bidder's bid is the lowest bid that meets the requirements of the Bid Schedule and that the Bidder is qualified to perform the contract satisfactorily.

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.

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.

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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 Services 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 Services' 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

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 into 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 sellers 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;

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.

16. 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.

17. 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.

18. 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:

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.

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.

23. Liquidated Damages

23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or 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.

24. 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 any thing 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

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 Contract terms and prices. For the remaining Goods, the Procuring agency may elect:
- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
 - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

28. Resolution of Disputes

- 28.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.

29. Governing Language

- 29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

30. Applicable Law

- 30.1 The Contract shall be interpreted in accordance with the laws of the Procuring agency's country, unless otherwise specified in SCC.

31. Notices

- 31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.
- 31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

32. Taxes and Duties

- 32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.

33. Term of the Contract

- 33.1 The contract is initially for one year term extendable in case of satisfactory performance of the service provider and mutual agreement of both the parties.

Preface

These Bidding Documents have been prepared for use by procuring agencies in the procurement of goods through National Competitive Bidding (NCB).

In order to simplify the preparation of bidding documents for each procurement, the Bidding Documents are grouped in two parts based on provisions which are fixed and that which are specific for each procurement. Provisions which are intended to be used unchanged are in Part one, which includes Section I, Instructions to Bidders, and Section II, General Conditions of Contract. Data and provisions specific to each procurement and contract are included in Part Two which includes Section II, Bid Data Sheet; Section III, Special Conditions of Contract; Section IV, Schedule of Requirements; Section V, Technical Specifications; and the forms to be used in Section I, Invitation for Bids, and Section VI, Sample Forms.

This is Part Two and contains data and provisions specific to each procurement. Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific goods to be procured. The following general directions should be observed when using the documents. In addition, each section is prepared with notes intended only as information for the Procuring agency or the person drafting the bidding documents. They shall *not* be included in the final documents, except for the notes introducing Section VI, Forms, where the information is useful for the Bidder.

- (a) Specific details, such as the "name of the Procuring agency" and "address for bid submission," should be furnished in the Invitation for Bids, in the Bid Data Sheet, and in the Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- (b) Amendments, if any, to the Instructions to Bidders and to the General Conditions of Contract should be made through the Bid Data Sheet and the Special Conditions of Contract, respectively.
- (c) Footnotes or notes in italics included in the Invitation for Bids, Bid Data Sheet, Special Conditions of Contract, and in the Schedule of Requirements are not part of the text of the document, although they contain instructions that the Procuring agency should strictly follow. The final document should contain no footnotes.
- (d) The criteria for bid evaluation and the various methods of evaluation in the Instructions to Bidders (Clauses 25.3 and 25.4, respectively) should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required, in the Bid Data Sheet or in the Technical Specifications, as appropriate. The criteria that are not applicable should be deleted from the Bid Data Sheet.
- (e) Clauses included in the Special Conditions of Contract are illustrative of the provisions that should be drafted specifically by the Procuring agency for each procurement.
- (f) The forms provided in Section VI should be completed by the Bidder or the Supplier; the footnotes in these forms should remain, since they contain instructions which the Bidder or the Supplier should follow.

Section II. Bid Data Sheet

Notes on the Bid Data Sheet

Section II is intended to assist the Procuring agency in providing the specific information in relation to corresponding clauses in the Instructions to Bidders included in Part one Section I, and has to be prepared for each specific procurement.

The Procuring agency should specify in the Bid Data Sheet information and requirements specific to the circumstances of the Procuring agency, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section II, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Part One Section I must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Part One Section I as necessitated by the circumstances of the specific procurement, must also be incorporated.

Preparation and Submission of Bids	
ITB 13.3 (d)	Qualification requirements. Valid Registration with tax authorities i.e. SRB, FBR. Annual turnover of PKR 5 Million and above for the last three years.
ITB 14.3 (b)	
ITB 15.1	Amount of bid security. 2 % of the Bid Price
ITB 16.1	Bid validity period. 90 Days
ITB 17.1	Number of copies: ONE Original Envelope marked PROPOSAL. Three Copies of the Proposal in three separate envelopes.
ITB 18.2 (a)	Address for bid submission. Sindh Revenue Board office at 6th Floor Shaheen Complex Building, MR Kayani Road, Karachi
ITB 18.2 (b)	IFB title and number.
ITB 19.1	Deadline for bid submission. 1130 hours on 4th July 2016
ITB 22.1	Time, date, and place for bid opening. 1145 hours on 4th July 2016 at Sindh Revenue Board Office at 6th Floor Shaheen Complex Building MR Kiyani Road Karachi.

Bid Evaluation	
ITB 25.3	Criteria for bid evaluation. Single stage single envelope method described in SPP rules 2010 shall be the evaluation method for the subject procurement <i>[Select as appropriate from criteria listed in ITB Clause 25.3 (e.g., 25.3 (b) and (c)), and in the reference under ITB 25.4 below. Retain only the evaluation method to apply and the relevant parameters corresponding to the retained criteria (e.g., 25.4 (b) (i) and (c) (ii)).]</i>
ITB 25.4 (a)	One option only.
ITB 25.4 (b)	Delivery schedule. Relevant parameters in accordance with option selected:
Option (i)	adjustment expressed as a percentage,

	<i>damages specified in the SCC shall be higher than the evaluation advantage.]</i>	
ITB 25.4 (h)	Details on the evaluation method or reference to the Technical Specifications.	
ITB 25.4 Alternative	Specify the evaluation factors. Technical Evaluation 1. Eligibility Criteria provided in the Notice Inviting tender 2. Technical Specification Financial Evaluation 1. Lowest evaluated Bid	

Contract Award		
ITB 29.1	Percentage for quantity increase or decrease. <i>[Optional clause to be used only where appropriate. Normally should not exceed fifteen (15) percent.]</i>	

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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 sea waybill, 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 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 sellers 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:

[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. Spare Parts (GCC Clause 14)

GCC 14.1—Additional spare parts requirements are:

Sample provision

GCC 14.1—Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order and opening the letter of credit.

10. 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

GCC 29.1—The Governing Language shall be:

16. Applicable Law (GCC Clause 30)

GCC 30.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

The Employment of Children (ECA) Act 1991

The Bonded Labour System (Abolition) Act of 1992

The Factories Act 1934

17. Notices (GCC Clause 31)

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

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery required.

Number	Description	Quantity	Delivery schedule (shipment) in weeks/months from _____ ¹
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All the items specified along with quantities required in technical specification shall be delivered within two weeks after the issuance of purchase order.

¹ The Procuring agency must specify here the date from which the delivery schedule will start. That date should be either the date of contract award, or the date of contract signature, or the date of opening of letter of credit, or the date of confirmation of the Letter of Credit, as appropriate. The Bid Form should include only a cross-reference to this Schedule.

TECHNICAL SPECIFICATIONS

Description of Services

Vehicle Tracking Services:

Quantity	Description/Specifications of Services	Latest Delivery Date
28	Cost of Equipment: Provision of vehicle tracking system: 24 hours nationwide GSM/GPRS based Tracking; 24 hours call center facility; location query on demand; stolen vehicle recovery assistance; geo-fencing; battery tampering alert; device temper alert; SMS alert etc. Online facility for generation of reports as and when required;	Within 2 week after issuance of Purchase Order
28	Maintenance service fee	Monthly

Note: The maintenance fee applicable after the warranty period

Summary of Vehicle Location:

- 1 . Karachi 39 Vehicles Vehicle Type: Toyota – Prado, Corolla, Hiace, Vigo; Suzuki-Swift, Cultus, Mehran, Bolan
- 2 . Hyderabad 01 Vehicles Vehicle Type: Suzuki-Cultus
- 3 . Sukkur 01 Vehicle Vehicle Type: Suzuki-Cultus

Sample Forms

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5. <i>MANUFACTURER'S AUTHORIZATION FORM</i>	63

Price Schedule in Pak. Rupees

FORM FOR SUBMITTING SUPPLIER'S BID⁴

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)

We, the undersigned, hereby accept in full the SRB's General and Special Conditions of the Contract, and hereby offer to supply the items listed below in conformity with the specification and requirements of SRB as per Bid documents;

TABLE 1 : Offer to Supply Standardized Services Compliant with Requirements

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1.	Tracker Installation Cost	41 (± 10)			
2.	Operation and Maintenance Cost per vehicle permonth	41 (± 10)			
	Total Prices of Services⁶				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pis. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Price are as follows :	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time (15 days) after issuance of PO	Yes/No		
Validity of Bid (90 days)	Yes/No		
All Provisions of the SRBs General and Special Conditions of the Contract	Yes/No		

⁴ This serves as a guide to the Supplier in preparing the price schedule.

⁵ Official Letterhead/Stationery must indicate contact details — addresses, email, phone and fax numbers — for verification purposes

⁶ Pricing of goods/services should be consistent with the INCO Terms indicated in the RFQ

2. Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its bid dated *[date of submission of bid]* for the supply of (hereinafter called "the Bid") *[name and/or description of the goods]*

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 *[name of Procuring agency]* (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 _____ 19 ____.

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]

IN WITNESS whereof the Parties hereto have caused this Agreement to be executed in accordance with their respective laws on the day and year first above written, notwithstanding anything to the contrary the Parties hereby mutually agree that this Agreement shall come into force and effect on the 3rd March 2016

Signed Sealed delivered by

For Sindh Revenue Board
Government of Sindh

Witness

Name:

CNIC:

Signature

For Supplier

Witness:

Name:

CNIC:

Signature:

**REVISED PROCUREMENT PLAN
FOR THE FINANCIAL YEAR 2015-2016**

S.No.	Title of Procurement	Estimated Cost in Rs.	Method	Tentative / Actual date of NIT	Tentative/ Actual Closing date of NIT	Tentative / Actual date of award of Contract	Tentative Deadline / Actual Date for Execution	Remarks
1	Procurement of I.T Equipments	22.7 Million	Single Stage Single Envelope	08.07.2015	27.07.2015	March, 2016	April, 2016	partially awarded, remaining I.T. Equipments to be procured subsequently
2	Refurbishment & Interior Designing of 3rd Floor, SCK.	30 Million	Single Stage Two Envelope	04.07.2015	11.08.2015	March, 2016	June, 2016	Contracted awarded
3	Procurement of Vehicles	48 million	Direct Purchase	N/A	N/A	N/A	N/A	
4	Office Supplies/ Entertainment/ Misc.	05 Million	Petty Cash	N/A	N/A	N/A	N/A	
5	Tender of Vehicles Tracking	01 million	Single Stage Single Envelope	End of May, 2016	Mid of June, 2016	Mid of July, 2016	Mid of July, 2016	



No.SRB/DC(F&A)/Procurement/1/90652/2015

**GOVERNMENT OF SINDH
SINDH REVENUE BOARD**

6th Floor, Shaheen Complex,
M.R Kiyani Road, Karachi.

Karachi, Dated: 16th July, 2015

NOTIFICATION

No.SRB/DC(F&A)/Procurement/1/90652/2015: With the approval of the Competent Authority, the committee for Redressal of Grievances for procurements for the year 2015-16 is hereby constituted for Sindh Revenue Board with following composition:

- | | |
|--|----------|
| 1. Commissioner-III, SRB | Chairman |
| 2. The Representative (Building), W & S Department,
(Not blow the rank of 18) | Member |
| 3. The Representative of Account General Sindh,
(Not blow the rank of 18) | Member |

(CHAIRMAN)

Sindh Revenue Board

Karachi dated the 16th July, 2015

No.SRB/DC(F&A)/Procurement/1/90652/2015

A copy is forwarded for information to:-

1. Accountant General Sindh, Government of Sindh, Karachi
2. The Secretary (Services), SGA&CD, Government of Sindh, Karachi
3. The Secretary Works & Services Department, Government of Sindh, Karachi
4. The Members of the Committee.
5. The PS to the Chairman, Sindh Revenue Board, Government of Sindh, Karachi.
6. Master File.

27/7/15

o/c

(Aamir Ali)

Deputy Commissioner (F&A)



GOVERNMENT OF SINDH
SINDH REVENUE BOARD



No.SRB/DC(Admin)/VT/Tender/ 162097/2016
Karachi, Dated: 23rd May, 2016

NOTIFICATION

No.SRB/DC(Admin)/VT/Tender/ 162097 /2016. With the approval of the Competent Authority, the procurement committee for the selection/hiring of Firm for SRB Vehicle Tracking is hereby constituted for Sindh Revenue Board with following composition:

1. Deputy Commissioner (Admin), SRB Chairman
2. The Representative from I.T. Department, Govt. of Sindh Member
(Not below the rank of 18)
3. Procurement Specialist, SRB. Member/ Secretary

(CHAIRMAN)

Sindh Revenue Board

No.SRB/DC(Admin)/VT/Tender/ 162097 /2016

Karachi dated the 09th May, 2016

A copy is forwarded for information to:-

1. The Secretary, Information and Technology Department, Government of Sindh, Karachi, for nomination.
2. The Members of the Committee.
3. The P.S to the Chairman, Sindh Revenue Board, Government of Sindh, Karachi.
4. Master File.

DEPUTY COMMISSIONER (ADMIN)

(Addl. Charge)

Sindh Revenue Board