



GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT DEPARTMENT  
MONITORING AND EVALUATION CELL  
KARACHI

**NOTICE INVITING TENDER**

**RENOVATION OF PROJECT OFFICE & PURCHASE OF  
FURNITURE/FIXTURES**

NIT NO. Sr. Div/440/(M&E)/P&D/217/2016

Karachi, Date: 08-09-2016

1. The Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh has received an allocation from Public Fund in Pak rupees towards the cost of **“Support for Implementation of World Bank Reform (under T.A.) to enhance capacity of M&E Cell in P&D, Govt of Sindh”**. It is intended that part of the proceeds of this allocation will be applied to eligible payments under the contract for the **“Renovation of project office & Purchase of Furniture/Fixtures”**.

2. The Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh now invites sealed bids from the interested recognized Companies / Firms and Authorized Distributors / Dealers/Resellers and experienced suppliers in specific services & items under Sales Tax for the supply of equipments & accessories listed below:

| Sr # | Items   | Bid Security                       | Tender Fee | Remarks   |
|------|---|------------------------------------|------------|---|
| 1    | Renovation of project office & Purchase of Furniture/Fixtures | 2 % of the total quoted bid amount | Rs. 1000/- | Complete detail is given in the tender bidding document |

3. The firm should be registered with the Income Tax & Sales Tax Departments.

4. The procedure for open competitive bidding shall be **Single Stage – One Envelope procedure Rule No. 46 (1) SPPRA Rules 2010 (amended – 2013)**.

5. Bidding/Tender Documents availability schedule:

- (i) **Issuance:** Documents will be issued from 15<sup>th</sup> September, 2016 to 05<sup>th</sup> October, 2016 (during office working hours) on the payment of Rs. 1000/- as tender fee.
- (ii) **Last submission Date:** Last date will be 05<sup>th</sup> October, 2016 @ 1500 Hours.
- (iii) **Opening Date:** will be opened on 05<sup>th</sup> October, 2016 @ 1530 Hours.

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PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH  
KARACHI

(iv) Place of bid issuance, submission, inquiries & opening is:-

**Address:**

**ASSISTANT DIRECTOR (MEC),**  
P&D Department, Room No. 430, 3rd Floor,  
Tughlaque House, Sindh Secretariat No. 2, Karachi .  
**Phone No.** 021-99211927  
**Fax No.** 021-99211416  
**Email:** mjavedk65@gmail.com

6. Detail of Evaluation Criteria and General Terms & Conditions are given in tender bidding document.

7. The interested bidders can either obtain the bidding document from the MEC Head Office or download it from SPPRA ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)) and/or MEC websites: ([www.mecsindh.gov.pk/tenders.html](http://www.mecsindh.gov.pk/tenders.html)) against the pay order of Rs. 1,000/- (non-refundable) in favour of DDO (MEC), P&D Department, Government of Sindh from any SBP scheduled bank (to be submitted along with the Pay Order of the amount aforementioned).



**(M. JAVED KHAN)**  
**ASSISTANT DIRECTOR (MEC)**  
**MONITORING & EVALUATION CELL,**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
**GOVERNMENT OF SINDH**

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**ASSISTANT DIRECTOR (MEC)**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
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PLANNING AND DEVELOPMENT DEPARTMENT  
MONITORING AND EVALUATION CELL  
KARACHI

Tender No. NIT # Sr. Div/440/(MEC)/P&D/NIT/2016 Date: 08<sup>th</sup> September, 2016

**Tender Document  
For  
Renovation of project office & Purchase of Furniture/Fixtures**

Last date for Bid Submission: 05<sup>th</sup> October, 2016 @ 1500 hours  
Date of Bid Opening: 05<sup>th</sup> October, 2016, 2016 @ 1530 hours

Under the project Scheme "Support for Implementation of World Bank Reform (under T.A.) to enhance capacity of M&E Cell in P&D, Govt of Sindh"

**September, 2016**

**Monitoring & Evaluation Cell,  
P&D Department, Government of Sindh**  
Room No. 430, 3rd Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi  
Phone: 021-99211927

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## Disclaimer

This tender document ('Tender') does not constitute a binding agreement or an offer or invitation by the Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh to any party other than the qualified bidders to submit the Bids. The principle purpose of this Tender is to provide the bidders with information that shall form the basis of their proposals or bids. This Tender contains the minimum requirements and information desired by the Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh. The contents hereof may be supplemented by the Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh as it deems appropriate. Each bidder may conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information given in this Tender to its satisfaction. The Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh makes no representation or warranty and shall incur no liability under any law, rules or regulations as to the accuracy, reliability or completeness of the Tender. The Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh may, at its sole discretion but without being under any obligation to do so, update, improve or supplement the information in this Tender.

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**NOTICE INVITING TENDER**

**RENOVATION OF PROJECT OFFICE & PURCHASE OF  
FURNITURE/FIXTURES**

NIT NO. Sr Dir/440/(MEC) NIT/PSD/2016

Karachi, Date: 08th Sep, 2016

1. The Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh has received an allocation from Public Fund in Pak rupees towards the cost of **“Support for Implementation of World Bank Reform (under T.A.) to enhance capacity of M&E Cell in P&D, Govt of Sindh”**. It is intended that part of the proceeds of this allocation will be applied to eligible payments under the contract for the **“Renovation of project office & Purchase of Furniture/Fixtures”**.

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## **Part A: Instruction For Bidders**

### **1. INTRODUCTION**

- i. Name of Procuring Agency is "Monitoring & Evaluation Cell (MEC), P&D Department, Government of Sindh".
- ii. Name of Project is "Support for Implementation of World Bank Reform (under T.A.) to enhance capacity of M&E Cell in P&D, Govt of Sindh"
- iii. Name of Contract is "Renovation of project office & Purchase of Furniture/Fixtures".
- iv. Address of procuring agency is as under:

**ASSISTANT DIRECTOR (MEC),  
Monitoring & Evaluation Cell,  
P&D Department, Room No. 430, 3rd Floor,  
Tughlaque House, Sindh Secretariat No. 2, Karachi .  
Phone No. 021- 99211927  
Fax No. 021-99211416  
Email: mjavedk65@gmail.com**

- v. The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Monitoring & Evaluation Cell, P&D Department, GoS, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

### **2. BID PRICE & CURRENCY:**

- i. Bids are invited in Pak Currency.
- ii. Price shall be written in figures as well as in words.
- iii. The price shall be fixed and final and shall include all applicable government taxes, duties and other levies as of the date of Bid opening. In case of any change in rates due to imposition of new taxes by the federal or provincial government, change in existing tax rates on the Contract goods, the rate differential shall be payable by the Bidder.
- iv. All the incidental services like installation/commissioning of equipment till its working condition and training to the concerned staff will also the responsibility of bidder; therefore, the cost impact of all those activities should be included in the bid price.
- v. All Zila, Octroi and other provincial taxes will be born by the Supplier.
- vi. Transportation including loading/ unloading shall be arranged and paid for by the Supplier. related cost shall be inclusive in the Contract price.

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vii. 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 Bidder/ Supplier do 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.

viii. Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. **Conditional offer will also be considered as non-responsive Bidder.**

### 3. VALIDITY PERIOD FOR BID

Bids shall remain valid for the period of **ninety (90) days** after the date of opening of bids. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

### 4. BID SECURITY MONEY

i. Bid Security Money at the rate of 2 % of the quoted value, should accompany the tender in the shape of Pay Order from a SBP scheduled bank drawn in favor of DDO (MEC), P&D Deptt, Government of Sindh. **The Tenders received without Bid Security Money will stand rejected.**

ii. Bid Security Money shall remain valid for a period of 28 days beyond the validity period for bids.

### 5. LAST DATE & PLACE FOR SUBMISSION OF BID

Last date for bid submission is 05<sup>th</sup> October, 2016 at 1500 hours at Director General (MEC), P&D Department, Room No. 414, 3rd Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi. The tender received late will not be entertained.

### 6. DATE & PLACE OF BID OPENING

Tender will be opened by the Procurement Committee in the presence of bidders/ representative of bidders on 05<sup>th</sup> October, 2016 at 1530 hours at Director General (MEC), P&D Department, Room No. 414, 3rd Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi.

### 7. BID SUBMISSION & OPENING GUIDELINES

i. Bidder firm / company profile should provide following information:

- a) Details of the firm with name, address,, status of the firm (whether Sole proprietorship, partnership or limited company) phone numbers, e-mail
- b) Details of products/services.
- c) Registration documents: Sales tax registration certificate, NTN, PSEB etc.
- d) Client details (description of project, brief specifications of products/services, size of the project, location) of relevant and general products/services provided in government and private sector.

**Note:** Documents should be hard copies and properly indexed and paginated.

ii. A **Single Stage-One-Envelope Procedure** shall be adopted in ranking of bids. The Tender shall be typed or written in indelible black ink and shall be numbered, signed and stamped by the person or persons duly authorized to sign on behalf of the Bidder. Bid shall be submitted in a sealed, opaque envelope.

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iii. Bid envelope should inscribed with:

Tender/NIT No & Date:  
Last date & time:  
Address as follows:

440 dated: 08, Sep 2016  
Date:----- Time:-----

ASSISTANT DIRECTOR (MEC),  
P&D Department, Room No. 430, 3rd Floor,  
Tughlaque House,  
Sindh Secretariat No. 2, Karachi .  
Phone No. 021-99211927  
Fax No. 021-99211416  
Email: mjavedk65@gmail.com

iv. Envelopes shall be marked by name of the assignment, and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.

v. During the evaluation of bids, the Procurement Committee 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.

vi. The Procurement Committee 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.

vii. 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.

viii. The Procurement Committee may waive any minor informality, 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.

## 8. BID EVALUATION / ELIGIBILITY CRITERIA:

### a) Bid Evaluation Criteria:

The bids, which closely conform to the BOQs & Technical Specification given in bidding documents and are substantially responsive to the bidding documents, will be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

### b) Eligibility Criteria:

i. Prior to detailed evaluation, the Procurement Committee shall perform pre-screening on the Yes / No basis to determine the substantial responsiveness of each bid to the bidding documents and under following conditions bid will be rejected and declared as Non-Responsive:

| Sr. No | Requisite  | Evidence required to be attached   | Compliance / Proof (Attached) |    |
|--------|--|--|-------------------------------|----|
|        |  |  | Yes                           | No |
| 01     | Minimum 03 years in business in the relevant field | Letter of Incorporation / Company Registration Letter / Work Orders (during this period) |                               |    |

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|    |  |   |  |  |  |
|----|--|---|--|--|--|
| 02 | Registration with FBR for Income Tax, Sales Tax, and Registration with Sindh Revenue Board (SRB) | NTN & GST Certificates issued by FBR Registration Certificate issued by SRB   |  |  |  |
| 03 | Government Experience  | At least one project with Government organization (Work Order / Contract / Work Completion Certification)   |  |  |  |
| 04 | Active Tax Payer   | Online Verification for FBR Website   |  |  |  |
| 05 | Firm/Company has never been blacklisted  | Affidavit on Rs. 100/- Stamp paper from the owner of the company stating that the "Firm" has never been blacklisted by any organization in the past                       |  |  |  |
| 06 | Bids accompanied by required bid security amount and in proper form.                             | Bid Security Money at the rate of 2 % of the quoted value in the shape of Pay Order from a SBP scheduled bank drawn in favor of DDO (MEC), P&D Deptt, Government of Sindh |  |  |  |
| 07 | Price offered for any item in bid is for the entire quantity demanded                            | Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected.  |  |  |  |

**Note:**

- Attachment of relevant evidence in each above requisite is mandatory. In case of no provision of evidence in any of the requisite, the company will be straight away disqualified.
- ii. If a bid is Non-Responsive, it will be rejected by the Procurement Committee and can not subsequently be made responsive by the Bidder by correction of the nonconformity.
- iii. Only bids that qualify pre-screening evaluation shall be considered for Technical Evaluation.

**b) Technical Evaluation:**

- i. A technical evaluation shall be made by Procurement Committee to evaluate responsiveness of bids for conformance to the BOQ & Technical Specification given in bidding documents on Yes/No Basis.
- ii. In addition to the bid price, during bids evaluation, Procurement Committee may also take into account the following:
- a) Delivery or implementation time.
  - b) After Sales Service & Technical support.
  - c) Any deviations in payment schedule.

**c) Financial Evaluation:**

During, Financial Evaluation, the bids, which closely conform to the BOQ & Technical Specification given in bidding documents and are substantially responsive to the bidding documents, shall be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

**9. ACCEPTANCE OF OFFERS**

The Monitoring & Evaluation Cell, P&D Department, GoS reserves the right to accept or reject

or whole 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 Monitoring & Evaluation Cell, P&D Department, GoS's action.

## 10. DELIVERY TIME & PLACE

- i. Delivery of Furniture/Fixture items will be as per supply order subject to the availability of funds.
- ii. Renovation of project office should be completed within 03 Month.
- ii. Places for delivery of Renovation service of project office & Furniture/Fixture is as under:

| Sr | Items Description            | Delivery Address  | Phone No.   |
|----|------------------------------|---|---|
| 1  | Renovation of project office | Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh, Floor No. 09, Foakh Towers, Near Duty Free Shop, Shakra-e-Faisal, Karachi | Phone No. 021-99211927<br>Fax: 021-99211416<br>Email: mjavedk65@gmail.com |
| 2  | Furniture & Fixtures         |   |   |

## 11. INSPECTION & ACCEPTANCE

- i. All the Renovation & Furniture /Fixture items shall be acceptable only after physical inspection/examination to be carried out by the Inspection Team constituted by the Director General, Monitoring & Evaluation Cell, P&D Department, GoS after receipt.
- ii. The Monitoring & Evaluation Cell, P&D Department, GoS reserves the right to reject Renovation Service and Furniture/Fixture items that do not conform to the provided BOQ and specification given in bidding documents.

## 12. PAYMENT

- i. The payment will be made to the Supplier on receipt of original invoice(s) including those of GST in triplicate duly completed in all respect and GRIR (Goods Receiving & Inspection Report) duly signed by the nominated inspection team.
- ii. Part payment against part supply shall be allowed.
- iii. 100% payment to be made on the proof of inspection certificate by DG (MEC) inspection team to Accountant General-Sindh, Karachi.
- iv. Less 0.25% as service charges and 0.3 % stamp duty of the value of the contract by Accountant General Sindh-Karachi, while making payment to the contractor.

## 13. Corrupt or Fraudulent Practices

- (i) "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; 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 Monitoring & Evaluation Cell, P&D Department, GoS, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Monitoring & Evaluation Cell, P&D Department, GoS of the benefits of free and open competition;
- (iii) "collusive practices" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Monitoring & Evaluation Cell, P&D Department, GoS, designed to

influence the action of any party in a procurement process or the execution of a contract.

(iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

**Note:** *Monitoring & Evaluation Cell, P&D Department, GoS will reject a bid for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusive or coercive practices in competing for the contract in question and will declare that firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract.*

#### **14. GENERAL TERMS & CONDITIONS**

i. The contract resulting from this invitation shall be governed by SPP Rules 2010 (Amended in 2013).

ii. The bidder should provide an undertaking on stamp paper that it has not been blacklisted or debarred by any Government/Semi-Government organization.

iii. The firm / bidder should be G.S.T and Income Tax registered.

iv. The bid shall be properly signed, named & stamped by the Contractor / Supplier / Proprietor / Partners thereof, in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing to do so .

v. Form of Price Schedule is to be filled in very carefully, preferably typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red/yellow marker. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

vi. The supply order/ contract will be issued subject to availability of funds.

vii. The brochures/leaflets containing information regarding quoted item (s) may be attached with the tender to judge the specifications of the quoted item (s).

viii. The bidder should clearly mention the validity of offer, terms of payment, warranty period and schedule of delivery, in case of failure, subject bid may be rejected.

ix. The Bidder should examine all the 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.

x. In the event of tender being accepted, the bidder should for purpose of identification, sign copies of specification and other documents as may be necessary, in the event being reject, the bid security money deposited by the bidder will be returned on furnishing a receipt.

xi. Bids not accompanied by bid security of required amount and form will stand rejected.

xii. The Monitoring & Evaluation Cell, P&D Department, GoS may waive any minor informality, 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.

xiii. All documentation shall be either printed or written in permanent ink. Entries with lead pencil are not acceptable. Any corrections shall be initialed and stamped by an authorized representative of the Bidder. The name, brand, make and country of origin of Goods must be precisely stated in the Bid, failing which a Bid may be rejected at the Monitoring & Evaluation Cell, P&D Department, GoS's sole discretion.

xiv. A prospective Bidder requiring any clarification of the bidding documents may notify the Monitoring & Evaluation Cell, P&D Department, GoS in writing at the address indicated in the Notice Inviting Tender. The Monitoring & Evaluation Cell, P&D Department, GoS will respond in writing to any request for clarification of the bidding documents, which it receives no later than seven 7 days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Monitoring & Evaluation Cell, P&D Department, GoS's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the bidding documents.

xv. At any time prior to the deadline for submission of bids, the Monitoring & Evaluation Cell, P&D Department, GoS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

xvi. Any bid received by the Monitoring & Evaluation Cell, P&D Department, GoS after the deadline for submission of bids will be rejected and returned unopened to the Bidder.

xvii. Procurement Committee reserves the right to obtain clarifications from any bidder in respect of items quoted by them. The replies of bidder will be recorded and will form part of bid documents.

xviii. The required quantity of stores may be increased / decreased or dropped by PA without giving any reason or notice.

xix. The successful bidder would be liable to pay Deposit @ 10% of the value of the offer as contract performance security.

xx. 0.3% Stamp duties will be paid by the successful bidder on total value of awarded contract

xxi. The successful bidder should have to demonstrate/install purchase items at the site on his own expenses including material etc.

xxii. The Bidder shall bear all costs associated with the preparation and submission of its bid, and Monitoring & Evaluation Cell, P&D Department, GoS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

xxiii. No Fax, e-mail or telegraphic bid offers will be entertained by the Monitoring & Evaluation Cell, P&D Department, GoS.

xxiv. Conditional bids will not be entertained Monitoring & Evaluation Cell, P&D Department, GoS.

xxv. 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.

xxvi. Any effort by a Bidder to influence the Monitoring & Evaluation Cell, P&D Department, GoS in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

xxvii. The Bidder/Supplier shall indemnify the Monitoring & Evaluation Cell, P&D Department, GoS 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 Pakistan.

Yours faithfully,



(M. JAVED KHAN)

ASSISTANT DIRECTOR (MEC)  
MONITORING & EVALUATION CELL,  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH

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KARACHI**

**Part B: Schedule of Requirement**

| Sr # | Item Description             | Quantity  | Delivery Schedule   |
|------|------------------------------|---|---|
| 1    | Renovation of project office | BOQ detail is given in Part "C" of bidding documents                    | Renovation of project office should completed within 03 Month                                     |
| 2    | Furniture & Fixtures         | Detail of items is given in Part "C" Specification of bidding documents | Delivery of Furniture/Fixture items shall be as per supply order subject to availability of funds |

**Note:**

i. Places for delivery of Renovation of project office & Furniture/Fixture are as under:

| Sr | Items Description            | Delivery Address  | Phone No.   |
|----|------------------------------|---|---|
| 1  | Renovation of project office | Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh, Floor No. 09, Foakh Towers, Near Duty Free Shop, Shakra-e-Faisal, Karachi | Phone No. 021-99211927<br>Fax: 021-99211416<br>Email: mjavedk65@gmail.com |
| 2  | Furniture & Fixtures         |   |   |

ii. The successful bidder should have to demonstrate / install supply Renovation Service and Furniture/Fixtures items at the site on his own expenses.

Yours faithfully,

**(M. JAVED KHAN)  
ASSISTANT DIRECTOR (MEC)  
MONITORING & EVALUATION CELL,  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

TELE: 021-99211927

**ASSISTANT DIRECTOR (MEC)  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH  
KARACHI**



GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT DEPARTMENT  
MONITORING AND EVALUATION CELL  
KARACHI

Part C: Bill of Quantities (BOQs) and Technical Specifications

**(A) FURNITURE & FIXTURE**

| SR # | DESCRIPTION   | QTY    |
|------|---|--------|
| 01   | <b>Officer Tables</b><br>Providing & Installing 5'x3' office table with 5mm thick Clear Glass top and side rack with built-in drawers (size as shown in the furniture draw).  | 12 Nos |
| 02   | <b>Officer Chairs</b><br>(Artificial Leather made) High Quality Chair. With Arms Heavy duty base. (China)   | 47 Nos |
| 03   | <b>Executive Office Table with side rack</b><br>Table size 6x3 made of wood (Shesham) 3 drawers (with locks) on one side and Drawer and cabinet on other side . side racks with keyboard tray . Polished as per instruction and approved color by Engineer in charge.   | 06 Nos |
| 04   | <b>Executive Office Chair</b><br>Revolving Chairs - Adjustable lumbar support and instant seat height adjustment. Heavy duty plastic 5-prong base Height/width adjustable arms with soft, durable urethane pads. Minimum Dimensions: Overall: 30-1/4"Wx28-3/4"Dx42" to 44-1/2"H. Best quality leader cushioning , Back Rest etc.  | 06 Nos |
| 05   | <b>Workstations</b><br>Workstation Size 4'. 11" x 4'.11" , 4'.11" X 4'.11" (4seats)<br>Table size 4'.11" x 2 (depth 20" and Centre 3')<br>With moving 3 drawers and key board tray<br>Height of partition 4' 6", The Ends of Work Station supported with MS pipe (Square or round) depending on design . The partition with Chip board covered with high density approved colour fabric to pin up the papers. | 30 Nos |
| 06   | <b>Visitor chairs</b><br>Wooden chair (Sheesham duly polish) with arms, seat and bade cushioned covered with cousin (Size seat height 18", high back 20" from seat width 20", depth 20" – 22") – black or blue color.   | 50 Nos |
| 07   | <b>Sofa Seats</b><br>Sofa set fully cushioned leatheride (best quality foam) with arms (pieces 3 seater + 1 seater + 1 seater) with wooden frame – black/ brown or blue<br>Per Seat size is (2' X 2') Overall length 5' X 3'  | 03 Nos |
| 08   | <b>Small Center Round Tables</b><br>Wooden Center Table : Wooden legs and top (3' X 3' X 2')  | 10 Nos |
| 09   | <b>Reception Desk</b><br>2'-6" X 5' X 4' Reception Counter made of high   | 02 Nos |



|    |  |           |
|----|--|-----------|
|    | density laminations sheet with pvc edge banding on edges with 3 drawers and top of glass supporting with pipe.   |           |
| 10 | <b>Reception High Chair</b><br>China   | 02 Nos    |
| 12 | <b>File Cabinet</b><br>framing Sheesham wood, Lassani sheet alnoor ¾ , D/Channel locking system & polishing  | 420 Sq Ft |
| 13 | <b>Visitors Chairs for Reception</b><br>Steel Sofa Set 3 seaters for visitors (Made in China)  | 03 Nos    |
| 14 | <b>Conference Table</b><br>Conference Table (3' X 10',2.5ft.H) : Made of high density laminations sheet with PVC edge banding on edges Front side of table should be covered with lamination sheet) . The Color of Lamination sheet will be specified by Engineer in charge. | 02 Table  |
| 15 | <b>Conference Chairs</b><br>Revolving Chairs - Adjustable lumbar support and instant seat height adjustment. Heavy duty plastic 5-prong base Height/width adjustable arms with soft, durable urethane pads. Minimum Dimensions: Overall: 30-1/4"Wx28-3/4"Dx42" to 44-1/2"H.  | 12 Nos    |

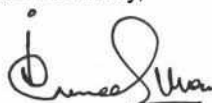
### (B)RENOVATION WORKS

| SR # | DESCRIPTION   | QTY               |
|------|---|-------------------|
| 01   | <b>Tiles Flooring</b><br>Size 24x24 (China) Glazed tiles Providing and Laying tiles flooring (Sample basis)   | 8400 Sq Ft        |
| 02   | <b>Tiles Skirting</b><br>Size 4x24  | 600 Running Sq ft |
| 03   | <b>Gypsum Board Tile Ceiling</b><br>Providing and Fixing suspended ceiling using 60 cm x 60 cm x 7.5 cm thick trepid edge gypsum board sheet including suspension system attachment devices, hangers, each molding trim clips, trimming & extra hanger as required including making | 8400 Sq Ft        |
| 04   | <b>Network Cabling</b><br>6kat wire , Clipsal board PUMA  | 160 Points        |
| 05   | <b>Electrical Work</b><br>Pakistan cable or Equivalent, Clipsal board   | 900 Points        |
| 06   | <b>Matt Finish/Emulsion</b><br>Providing and Applying three coats of Matt Finish / Emulsion textured finish pearl glow ICI/Gobies of approved shade brush applied internal surface. Scraping all old distemper.   | 10000 Sq Ft       |
| 07   | <b>Glass Partition with Aluminum frame</b><br>12 mm Glass, Aluminum with 18 gages   | 1000 Sq Ft        |
| 08   | <b>Wooden Partition</b><br>Size 5x5, framing Sheesham, Alnoor Lassani ½   | 3000 Sq ft        |
| 09   | <b>Window Blinds</b><br>Providing and Fixing vertical blinds 25 mm thick white metallic perforated matches with aluminum Windows of approved quality complete in all respects.  | 600 Sq Ft         |
| 10   | <b>Kitchen</b><br>Main Shelf 2x6x1 ½ , Kitchen Steel Sink,  | 40 Sq ft          |
| 11   | <b>Iron Gate (12x7=84 Sqft)</b>   | 02 No             |

|    |  |            |
|----|--|------------|
| 12 | <b>Executive Washroom</b><br>WC & Commode, wash basin (Casamoda), Sanitary fittings (Master )  | Lump Sum   |
| 13 | <b>Misc Works</b><br>Installation of AC pie fitting,   | 1600 Rft.  |
| 14 | Drainage pipe fitting  | 1600 Rft.  |
| 15 | Frosted Paper  | 800 Rft    |
| 16 | <b>Change of Wire from Main Distribution Box to Meter</b><br>Cable sized: 50 mm <sup>2</sup> (19/0.072") Pakistan Cable              | 300 Meter  |
| 17 | <b>False Ceiling Light</b><br>Recessed down light fixture with 25 watt PLC lamp (warm) installed horizontal. Supply and Installation | 200 Nos    |
| 18 | False Ceiling Saver Bulb 18 w Philips  | 200 Nos    |
|    | False Ceiling Fan 2x2 GFC  | 40 Nos     |
| 19 | <b>Wallpaper</b>   | 1000 Sq Ft |

**Note:** The selection of Furniture & Fixture items shall be made on sample basis

Yours faithfully,



(M. JAVED KHAN)

**ASSISTANT DIRECTOR (MEC)  
MONITORING & EVALUATION CELL,  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

TELE: 021-99211927

**ASSISTANT DIRECTOR (MEC)  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH  
KARACHI**



GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT DEPARTMENT  
MONITORING AND EVALUATION CELL  
KARACHI

**Part D (I): Bid Letter**

Date: \_\_\_\_\_  
NIT No: *SR.DIX/440/MEC/NIT/40*  
2016

To:

ASSISTANT Director (MEC),  
P&D Department,  
3rd Floor, Room No. 430  
Sindh Secretariat No. 2, (Tughlaq House),  
Karachi.

Gentleman:

Having examined the bidding documents we, the undersigned, offer to Renovation of project office [description of services] and supply / deliver [description of goods] in conformity with the said bidding documents for the sum of [total bid amount in words and figures] 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 furnish a Pay Order (refundable) from SBP scheduled banks in favor of DDO (MEC), P&D Deptt, Government of Sindh in a sum equivalent to 10% of the Contract Price for the due performance of the Contract

We agree to abide by this Bid for a period of ninety [90] days from the date fixed for Bid opening 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.

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

Dated this ----day of October, 2016.

[signature] [in the capacity of]  
Duly authorized to sign Bid for and on behalf of  
Address:-----  
GST No.-----

ASSISTANT DIRECTOR (MEC)  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH  
KARACHI



GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT DEPARTMENT  
MONITORING AND EVALUATION CELL  
KARACHI

**Part D (II): Tender Form**

|  |                        |  |  |
|--|------------------------|--|--|
| Name of Firm   |                        |  |  |
| Status of the Firm   | Sole proprietorship    |  |  |
|  | Partnership            |  |  |
|  | Limited Company        |  |  |
| Date of Firm Registration                                    |                        |  |  |
| Postal address   |                        |  |  |
| Telephone No (s)   |                        |  |  |
| Fax No   |                        |  |  |
| Email  |                        |  |  |
| Authorized Person  | Owner / Representative |  |  |
|  | Name                   |  |  |
|  | Designation            |  |  |
|  | Signature              |  |  |
|  | Contact No             |  |  |
| GST No of the Firm   |                        |  |  |
| FBR NTN No of the Firm                                       |                        |  |  |
| SRB No of the Firm   |                        |  |  |
| PSEB Registration No. & Date (if any)                        |                        |  |  |
| Total Quoted Amount  |                        |  |  |
| Validity of Quotation (Date)                                 |                        |  |  |
| Amount of Earnest Money* Pay Order / Demand Draft (Attached) | No                     |  |  |
|  | Date                   |  |  |
|  | Amount in Rs           |  |  |
|  | Bank Branch            |  |  |

Signature of Contractor (s)

(Stamp)



**GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT DEPARTMENT  
MONITORING AND EVALUATION CELL  
KARACHI**

### Part D (III): Eligibility Criteria

Prior to detailed evaluation, the Procurement Committee shall perform pre-screening on the Yes / No basis to determine the substantial responsiveness of each bid to the bidding documents and under following conditions bid will be rejected and declared as Non-Responsive:

| Sr. No | Requisite  | Evidence required to be attached  | Compliance / Proof (Attached) |    |
|--------|--|---|-------------------------------|----|
|        |  |   | Yes                           | No |
| 01     | Minimum 03 years in business in the relevant field   | Letter of Incorporation / Company Registration Letter / Work Orders (during this period)  |                               |    |
| 02     | Registration with FBR for Income Tax, Sales Tax, and Registration with Sindh Revenue Board (SRB) | NTN & GST Certificates issued by FBR Registration Certificate issued by SRB   |                               |    |
| 03     | Government Experience  | At least one project with Government organization (Work Order / Contract / Work Completion Certification)   |                               |    |
| 04     | Active Tax Payer   | Online Verification for FBR Website   |                               |    |
| 05     | Firm/Company has never been blacklisted  | Affidavit on Rs. 100/- Stamp paper from the owner of the company stating that the "Firm" has never been blacklisted by any organization in the past                       |                               |    |
| 06     | Bids accompanied by required bid security amount and in proper form.                             | Bid Security Money at the rate of 2 % of the quoted value in the shape of Pay Order from a SBP scheduled bank drawn in favor of DDO (MEC), P&D Deptt, Government of Sindh |                               |    |
| 07     | Price offered for any item in bid is for the entire quantity demanded                            | Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected.  |                               |    |

**Note:**

- Attachment of relevant evidence in each above requisite is mandatory. In case of no provision of evidence in any of the requisite, the company will be straight away disqualified.

Signature of Contractor (s)

\_\_\_\_\_  
(Stamp)



GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT DEPARTMENT  
MONITORING AND EVALUATION CELL  
KARACHI

**Part D (IV): Price Schedule in Pak Rs**

Name of Bidder:-----

NIT NO. 440-----Karachi,

Opening Date:-----

Date: 08/Sep/2016

**Name of Items, Quantity & Specifications**

| Sr# | Renovation Service / Item Description | BOQ/ Specification                                 | Qty offered | Unit Cost (Including Taxes ) | Total Amount | Delivery period | Place of Delivery  |
|-----|---------------------------------------|--|-------------|------------------------------|--------------|-----------------|--|
| 1   | Renovation of project office          | BOQ detail as per Part "C" of bidding documents    |             |                              |              | 03 months       | Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh, Floor No. 09, Foakh Towers Near Duty Free Shop, Shahra-e-Faisal, Karachi |
| 2   | Furniture & Fixtures                  | Specification as per Part "C" of bidding documents |             |                              |              | 03 months       |  |

**Please Note:**

- The tenderer shall quote for items in the format of quotation attached;
- All duties, taxes and other levies payable by the tenderer (including all Zila, Octri, Sales tax /VAT on the finished goods/services, With holding tax etc) shall be included in the item rate.
- The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- Rates for partial Renovation service and supply of partial quantity of an items are not acceptable.
- 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 Bidder/ Supplier do 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.
- Corrections if any shall be made by crossing out, initialing, dating and rewriting.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address:-----

GST No.-----

## PART E: Contract Form

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2016 between Monitoring & Evaluation Cell, P&D Department, GoS (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 BOQ and 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)

## **PART F: 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 thereto 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 equipment, machinery, 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.

(l) "Name of Contract" means the named in SCC.

### **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 as specified in specification documents and further elaborated in the SCC.

3.2 For purposes of this Clause, "origin" means the place where the Goods were manufactured 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.



#### **4. Technical Specifications**

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 the form mentioned in SCC.

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 guarantee / 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. 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.

## **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.

## **11. Transportation**

11.1 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 shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

## **12. Incidental Services**

12.1 The Supplier will be required to provide all of the following services:

- (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.

12.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.

### **13. Warranty**

13.1 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.

13.2 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.

13.3 The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.

13.4 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.

13.5 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.

### **14. Payment**

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

14.2 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 upon fulfillment of other obligations stipulated in the Contract.

14.3 Payments shall be made promptly by the Procuring agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.

14.4 The currency of payment is Pak. Rupees.

## **15. Prices**

15.1 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.

## **16. Change Orders**

16.1 The Procuring agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 29, 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.

## **17. Contract Amendments**

17.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

## **18. Assignment**

18.1 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.

## **19. Subcontracts**

19.1 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.

## **20. Delays in the Supplier's Performance**

20.1 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.

20.2 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.

20.3 Except as provided under GCC Clause 23, 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 21, unless an extension of time is agreed upon pursuant to GCC Clause 20.2 without the application of liquidated damages.

## **21. Liquidated Damages**

21.1 Subject to GCC Clause 23, 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 22.

## **22. Termination for Default**

22.1 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 21; 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

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.

22.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 22.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, 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.

### **23. Force Majeure**

23.1 Notwithstanding the provisions of GCC Clauses 20, 21, and 22, 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.

23.2 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.

23.3 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.

### **24. Termination for Insolvency**

24.1 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.

### **25. Termination for Convenience**

25.1 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.

### **26. Resolution of Disputes**

26.1 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.

26.2 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.

### **27. Governing Language**

27.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 28, 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.

## **28. Applicable Law**

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

## **29. Notices**

29.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by facsimile and confirmed in writing to the other party's address specified in SCC.

29.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## **30. Taxes and Duties**

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

## **RPART G: Special Conditions of Contract**

### **1. Definitions (SCC Clause 1)**

SCC 1.1 (g)—The Procuring agency is: Monitoring & Evaluation Cell (MEC), Planning & Development (P&D) Department, Government of Sindh, Karachi.

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

SCC 1.1 (i)—The Supplier is:-----

SCC 1.1 (j)—The Project Site is:

Monitoring & Evaluation Cell,  
P&D Department, Government of Sindh,  
Floor No. 09, Foakh Towers,  
Near Duty Free Shop, Shahra-e-Faisal,  
Karachi

SCC 1.1 (l)—The Name of Contract is "Renovation of project office & Purchase of Furniture/Fixtures"

### **2. Country of Origin (SCC Clause 3)**

All countries and territories as indicated in Part D (II) of the bidding documents.

### **3. Performance Security (SCC Clause 7)**

SCC 7.1— The successful bidders, within ten (10) days after the receipt of notification of award of contract from the Monitoring & Evaluation Cell, P&D Department, GoS, shall provide Contract Security Money at the rate of 10% of the quoted value of the bid.

SCC 7.3 --- The performance security shall be in Pak Rs drawn in favor of DDO (MEC), P&D Deptt, Government of Sindh in the shape of a pay order (refundable) issued by a SBP Scheduled Bank.

SCC 7.4—Validity of performance security shall extend at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period subject to final acceptance by Monitoring & Evaluation Cell, P&D Deptt, Government of Sindh.

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

SCC 8.1---. All the Renovation service / Furniture & Fixtures will be accepted after physical inspection/ examination clearance to be carried out by the Inspection Team constituted by the Director General, Monitoring & Evaluation Cell, P&D Department, Government of Sindh.

SCC 8.3— should any inspected or tested Renovation Service and Furniture/Fixture fail to conform to the BOQs/Specifications, the Monitoring & Evaluation Cell, P&D Department, GoS may reject the subject Renovation Service/Goods, and the Supplier shall replace the rejected Service/Goods free of cost within 01 weeks from the date of communication. This opportunity will be provided only once. In case, after replacement of supplies, the inspection reports are again declare the item as of against the required specifications, the



stock will be returned to the Supplier and the proportionate amount of contract security will be forfeited. The Monitoring & Evaluation Cell, P&D Department, GoS shall only accept the Renovation Service/Goods after they have been duly inspected by its Inspection Team in the presence of the Bidder.

#### 5. Delivery and Documents (SCC Clause 10)

SCC---10.1 Delivery of the Renovation Service & Furniture/Fixture shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements.

#### 6. Transportation (SCC Clause 11)

SCC 11.1 The Supplier is required under the Contract to Renovate project office & transport the Furniture / Fixture to following locations, transport to such place of destination in the Procuring agency's country, including insurance, loading, unloading and storage shall be arranged by the Supplier, and related costs shall be included in the Contract Price:

| Sr # | Item Description             | Quantity   | Delivery Schedule   |
|------|------------------------------|--|---|
| 1    | Renovation of project office | BOQs detail is in Part "C" of bidding documents          | Renovation of project office shall be completed within 03 Month   |
| 2    | Furniture & Fixtures         | Specification detail is in Part "C" of bidding documents | Delivery of Furniture/Fixture items shall be as per supply order. |

**Note:**

i. Places for delivery of Renovation service & Furniture/Fixture for project office are as under:

| Sr | Items Description            | Delivery Address  | Phone No.   |
|----|------------------------------|---|---|
| 1  | Renovation of project office | Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh, Floor No. 09, Foakh Towers, Near Duty Free Shop, Shahra-e-Faisal, Karachi | Phone No. 021-99211927<br>Fax: 021-99211416<br>Email: mjavedk65@gmail.com |
| 2  | Furniture & Fixtures         |   |   |

## **7. Warranty (SCC Clause 13)**

SCC-13.1 The Supplier warrants that the material used in Renovation Service and Furniture/Fixture supplied under the Contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further provide warrants that all the material used in Renovation Service and Furniture/Fixture 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.

SCC--13.3 The Procuring agencies shall promptly notify the Supplier in writing of any claims arising under this warranty.

SCC---13.4 Upon receipt of such notice, the Supplier shall, within 14 days replace the defective Renovation Service or Furniture/Fixture or parts thereof, without costs to the Procuring agency. This opportunity will be provided only once.

SCC---13.5 If the Supplier, having been notified, fails to remedy the defect(s) within 14 days from the date of communication, 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.

## **8. Payment for Goods supplied (SCC Clause 14)**

SCC—14.1

- a) The Payment shall be made in Pak. Rupees to the Supplier on receipt of original invoice(s) including those of GST in triplicate duly completed in all respect and GRIR (Goods/Renovation services Receiving & Inspection Report) duly signed by the concerned authorities.
- b) Part payment against part supply is allowed.
- c) 100% payment to be made on the proof of inspection certificate issued by MEC to Accountant General-Sindh, Karachi.
- d) Less 0.25% as service charges and 0.30% stamp duty of the value of the contract by Accountant General Sindh-Karachi, while making payment to the contractor.

## **9. Prices (SCC Clause 15)**

SCC 15.1—Prices charged by the Supplier for Furniture/Fixture delivered and Renovation Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

**10. Liquidated Damages (SCC Clause 21)**

SCC 21.1—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.]*

**11. Resolution of Disputes (SCC Clause 26)**

SCC 26.2— Disputes shall be settled by Complaint Redressal Committee (CRC) as defined in SPP Rules 2010 (Amended in 2013).

**12. Governing Language (SCC Clause 27)**

SCC 27.1—The Governing Language shall be English.

**13. Applicable Law (SCC Clause 28)**

SCC 28.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

**14. Notices (SCC Clause 29)**

SCC 29.1—

**Procuring Agency's** address for notice purposes:

Assistant Director (MEC)  
Monitoring & Evaluation Cell,  
P& D Department, Room No. 430, 3rd Floor,  
Tughlaque House, Sindh Secretariat No.2,  
Karachi.  
Tel. No. 021-99211927  
Fax:No. 021-99211416  
Email: mjavedk65@gmail.com

**Supplier's** address for notice purposes:

Supplier: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## ANNUAL PROCUREMENT PLAN FOR 2016-17

Name of Procuring Agency: **MONITORING & EVALUATION CELL (MEC), PLANNING & DEVELOPMENT DEPARTMENT**

| Sr No. | Name of Procurement (Description)   | Estimated Cost (Rs in Millions) | Procurement Method       | Tentative date of Procurement Notice publication | Tentative date of Award of Contract | Tentative date of Completion | Source of Funding   |
|--------|---|---------------------------------|--------------------------|--|-------------------------------------|------------------------------|---|
| 1      | Repair/Maintenance/Renovation of project office   | 2.037                           | Open Competitive Bidding | Aug-Sep 2016                                     | Sep-Oct, 2016                       | Three Months                 | ADP scheme No. 1730 titled as "Support for Implementation of World Bank Reform (under T.A.) to enhance capacity of M&E Cell in P&D, Govt. of Sindh" |
|        | Purchase of Furniture/Fixtures for project office   | 7.517                           |                          |  |                                     |                              |   |
| 2      | Project Office Space required on rent   | 12.600                          | -do-                     | Sep-Oct 2016                                     | Oct-Nov, 2016                       | One Year (Extendable)        | ADP scheme No. 1728 titled as "Establishment of Regional Offices of M&EC at Karachi & Larkana"  |
| 3      | Repair/Maintenance/Renovation of project office   | 11.894                          | -do-                     | Nov-Dec 2016                                     | Dec, 2016 - Jan 2017                | Three Months                 |   |
|        | Purchase of Furniture/Fixtures for project office   | 9.860                           |                          |  |                                     |                              |   |
| 4      | Procurement of Machinery and Equipments/ IT Equipments / Softwares/ Other Items             | 23.835                          | -do-                     | Oct-Nov 2016                                     | Nov 2016-Dec 2016                   | Two Months                   |   |
| 5      | Outsourcing of consultancy services for Third Party Monitoring / Validation of Dev schemes. | 50.00                           | -do-                     | Dec 2016-Jan 2017                                | Mar-April, 2017                     | Six Months                   | Funding through 1% TPM account  |

  
 (SYED IMTIAZ ALI SHAH)

DIRECTOR GENERAL (MEC)



GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

**NOTIFICATION**

**NO: SO(ADMN-I)(P&D)12(97)/12 (Pt-I):** In pursuance of Rule 7 of SPP Rules 2010 amended-2013 a Procurement Committee for procurement of goods for ADP scheme titled "Support for Implementation of World Bank Reform (under T.A.) to enhance capacity of M&E Cell in P&D, Govt. of Sindh" is hereby constituted with following composition/TORs :

- |   |                  |
|---|------------------|
| i. Director General (MEC), P&D Department                             | Convener         |
| ii. Director A&A (MEC), P&D Department                                | Member           |
| iii. Representative of Finance Department not below the rank of BS-18 | Member           |
| iv. Director MIS, (MEC), P&D Department                               | Member/Secretary |
| v. Representative of IT Department not below the rank of BS-18        | Member           |

**TERMS OF REFERENCES (TORs)**

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

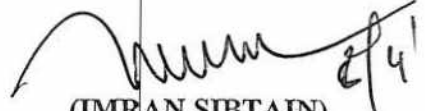
**MUHAMMAD WASEEM**  
ADDITIONAL CHIEF SECRETARY (DEV)

**NO: SO(ADMN-I)(P&D)12(97)/12 (Pt-I):**

**Karachi dated the 8<sup>th</sup> April, 2016**

A copy is forwarded for information and necessary action to:

1. The Secretary to Government of Sindh, Finance Department, Karachi.
2. The Director General, Monitoring & Evaluation Cell, P&D Deptt. Govt. of Sindh, Karachi.
3. The Accountant General Sindh, Karachi.
4. The Convener/all Members of Committee.
4. DS(Staff) to Chief Secretary Sindh, Karachi.
5. P.S to ACS (Dev), P&D Department, Government of Sindh, Karachi.
6. P.S to DG (MEC), P&D Department, Government of Sindh, Karachi.

  
**(IMRAN SIBTAIN)**  
SECTION OFFICER (ADMIN-I)  
PH: 021-991211926



## NOTIFICATION

**No: SO(ADMN-I)(P&D)12(97)/2012 (Pt-I):** In pursuance of Rule-31 of SPP Rules 2010 amended-2013, a **Complaint Redressal Committee (CRC)** in respect of any grievance regarding the procurement of goods / consultancy services for ADP Scheme titled "Support for Implementation of World Bank Reform (under T.A.) to enhance capacity of M&E Cell in P&D, Govt. of Sindh" is hereby constituted with following composition /TORs:

- |   |          |
|---|----------|
| 1. Secretary (Planning), P&D  | Chairman |
| 2. Representative of AG Sindh   | Member   |
| 3. An Independent Professional from relevant field<br>(to be nominated by Head of Procuring Agency) | Member   |

### TERMS OF REFERENCES (TORs):

- Prohibit the Consultant Selection Committee from acting or deciding in a manner, inconsistent with these rules and regulations;
- Annul in whole or in part, any unauthorized act or decision of the Consultant Selection committee; and
- Recommend to the Head of Department that the case be declared a mis-procurement if material violation of Act, Rules, Regulations, orders, instructions or any other law relating to public procurement has been established.
- Reverse any decision of the Consultant Selection Committee or substitute its own decision for such a decision; Provided that the complaint Redressal committee shall not make any decision to award the contract.


**MUHAMMAD WASEEM**  
ADDITIONAL CHIEF SECRETARY (DEV)

**NO: SO(ADMN-I)(P&D)12(97)/12 (Pt-I):**

**Karachi dated the 8<sup>th</sup> April, 2016**

A copy is forwarded for information and necessary action to:-

- The Director, General, Monitoring & Evaluation Cell, P&D Deptt. Govt. of Sindh, Karachi.
- The Accountant General Sindh, Karachi.
- The Chairman/all members of committee.
- The Deputy Secretary (Staff) to Chief Secretary, Govt. of Sindh, Karachi.
- PS to ACS (Dev), P&D Department, Government of Sindh, Karachi.
- PS to Secretary (Planning), P&D Department, Government of Sindh, Karachi
- PS to DG (MEC), P&D Department, Government of Sindh, Karachi.

  
**(IMRAN SIBTAIN)**  
SECTION OFFICER (ADMIN-I)  
PH: 021-991211926