



# **SINDH AGRICULTURE UNIVERSITY** **TANDOJAM**

Fax No: 022-2765300 Phone No: Exch: 022-2765532 email: pso@sau.edu.pk

## **NOTICE INVITED TENDER**

The Sealed Tender for the Outsource Security (Security Services) for Campus at Khairpur College of Agricultural Engineering & Technology Khairpur (Sindh) are invited on **Single Stage-Single Envelope** Procedure from all the interested firms/Dealers/ suppliers meeting the eligibility criteria (SBR/FBR GST & Income Tax Registered firms).

- 1) The tender document and further details can be obtained from the office of the Purchase & Store Officer Sindh Agriculture University, Tandojam from **04.10.2016 to 19.10.2016**, i.e. one day after it will appear on Newspapers, SPPRA and SAU Tandojam website. on receipt of Demand Draft / Pay Order of Rs. **2000.00** (non – refundable) in favour of Director Finance, Sindh Agriculture University, Tandojam as the cost of tender fee. The tenderers shall have to enclose 5% (should be calculated at yearly cost) as earnest money in favour of **Director Finance, Sindh Agriculture University, Tandojam**.
- 2) The University would adopt the **Single Stage-Single Envelope** Procedure.
- 3) The last date for receipt of above tender documents is fixed on **19.10.2016 at 12:00 Noon** which will be opened on same day at 01:00 P.M in the office of Chairman, University Purchase Committee, Sindh Agriculture University, Tandojam in presence of tenderers. If government declares holiday the bids shall be submitted and opened as per given schedule on the next working day.
- 4) The tender bids/documents can either be obtained from Purchase & Store Office Sindh Agriculture University, Tandojam or downloaded from the website of SPPRA / SAU, Tandojam and submit tender bids/documents along with tender fee on or before **19.10.2016 at 12:00 noon**.

The Competent Authority reserves the right to reject any or all bids subject to relevant provisions of SPPRA Rules 2010.

All Governmental taxes are applicable on bill.

**DIRECTOR FINANCE**

**TENDER NOTICE FOR OUTSOURCE SECURITY (SECURITY SERVICES) FOR KHAIRPUR COLLEGE OF AGRICULTURAL ENGINEERING & TECHNOLOGY CONSTITUTE COLLEGE OF SINDH AGRICULTURE UNIVERSITY, TANDOJAM**

**TERMS AND CONDITIONS:**

1. The University would adopt the **Single Stage**-Single Envelope Procedure.
2. The tenderers responding to tender Notice shall be deemed to be agreeable to the terms contained and conditions herein.
3. All the terms and conditions laid down in the tender shall be bidding on the tenders.
4. The tender form should be filled in neatly, legibly and carefully.
5. The Sindh Agriculture University, Tando jam will process the tender as per its norms & procedures in the light of SPPRA rule 2010.
6. The security staff provided by the security service provider shall not be used by the client for any purpose other than contracted for.
7. If desired by the client six monthly firing practices will be conducted in the presence of the client's representative, for which the client will pay the scale of rounds per guard.
8. The under no circumstances would the security service provider or its personnel regarded as the client's employees.
9. The client will take all precautionary measures (as per ISO charter) within the factory/ premises / establishment etc to avoid any damage, loss or injury toguards and provide necessary equipment and administrative facilities (accommodation, first aid, electricity, toilet, emergency telephone, drinking water) to facilitate the accomplishment of task.
10. The Terms & Conditions may not be waived or modified except in writing and signed by both the authorized representatives of the security service provider and client.
11. At the time of termination of the Agreement, all the dues of the security service provider shall be cleared by the client before vacation from the premises.
12. Tenders must be enclosed in a properly sealed envelopes addressed to the Director Finance, Sindh Agriculture University, Tandojam, the tenders must be super- scribed, "Tender for outsource Security (Security Service) for the campus"

**Eligible bidders should meet the following minimum qualification criteria:-**

- a) The bidder (i.e Security Service provider) must be registered with home department Government of Sindh, Karachi
- b) The quantity can be increased or decreased as per requirement from time to time.
- c) The bidder will be providing arms / ammunitions required by all its Security Officer / Supervisor / Guards for effective duties. Licensed weapon like 12 bore Shot Gun, 30 Bore Pistols / Revolver will be used by the Agency.
- d) The bidder shall be responsible for replacement of guards in case of sickness, leave and any weapon found unserviceable.
- e) The bidder shall be responsible for his employee's Discipline, pay rolls, Taxes and all other payments required under Government laws in Force.
- f) The bidder shall keep all information which may come to knowledge in strict confidence.
- g) The bidder will undertake to identify the Sindh Agriculture UniversityTandojam or its constituent campus and for any loss or any damage caused to the College where deployment will be made on account of negligence of guards.

- h) The bidder should submit evidence of at least 05 years successful experience of same service of any University or large reputed organization in this regard the bidder must submit evidence like (Name & Nature of the work and their location with contact numbers)
  - i) The bidders should submit affidavit to the effect that the firm / contractor have not been black listed previously by any executing procuring agency.
  - j) The bidders should submit affidavit to the effect all the documents, particulars & information furnished are true & correct.
  - k) The bidder should be registered with taxation authorities and submit the registration certificates of FBR, SRB etc.
13. The while submitting tender, bidders must submit the sealed envelope.
14. The tenders shall be opened in the presence of the bidders or authorized representatives on the date and time mentioned in the tender notice / documents. In case, the date of opening falls as holiday declared by the institute will be opened on next working day, following the holiday, at the scheduled time.
15. Authorized signatory should sign in all the pages of the tender documents. Bids without signatures authorized signatory will be rejected.
16. All the columns of the tender documents shall be duly, properly and exhaustively filled in. The rates and units shall not be over –written. Quotations shall always be both in the figures & words. The word “No Quotations” should be written across any or all of the items in the schedule for which tenders does not wish to tender.
17. No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.
18. The Competent Authority may reject any or all bids subject to the relevant provision of SPPRA Rules2010.
19. The terms and conditions of contract in schedule “B” should be returned to this office duly signed along with bid and with details of items otherwise the tender will not be entertained.
20. The bidder failing to comply with all the terms & conditions mentioned in the tender document/bids would result in the tender being summarily rejected.
21. The Agreement initially for one year (extendable, subject to performance satisfactory). If not satisfied the Agreement may however be terminated by giving 45 days' notice either party.
22. The call deposit/ Earnest Money 5% of (total yearly amount of quoted bid price) must be attached with tender bids/ documents in favour of Director Finance Sindh Agriculture University Tandojam.

**TERMS OF PAYMENT:**

- 1. No payment shall be made in advance to the Contractor/Firm as mobilization advance.
- 2. Payments shall be made through cross Cheque in the Pak Rupees.
- 3. Taxes will be deducted at source as per government rules at the time of payment.
- 4. The 5% earnest money of the successful bidder will be retained up-to 90-days as per SPPRA rules.
- 5. That client is responsible to pay off the salaries of the security guards available on sight as per attendance register/sheet and service charges of the company (service provider) within fifteen days as per invoice/bill for the related period.

The instructions for tenders shall also be part of the contract.

## Acceptance

I / We hereby declare that all the terms and conditions of the tender documents has/ have been read by me / us and I / we accept all the terms and conditions mentioned in the tender and shall comply with them Strictly.

Name of authorized signatory: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Tenderers \_\_\_\_\_ Seal of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_ E-mail id: \_\_\_\_\_

Dated: \_\_\_\_\_

### (Schedule "B")

Sr: #	Description	Shift	Quantity	Rate / month	Total Amount
01	Outsource Security (Security Services) for Khairpur College Of Agricultural Engineering & Technology Khairpur (KCAET) Campus Of Sindh Agriculture University Tandojam	(Day /Night)	06 Persons		

**Note:** - (i) The quantity can be increased or decreased as per requirement from time to time.

(ii) Quoted rates must be inclusive of all taxes.

**Contractor:**

# Sindh Agriculture University Tandojam

No. GEN./PC/224 / 242 / of 2016,


dated Tuesday, June 14, 2016

## OFFICE ORDER

Pursuant to clause 13 (a) of Section-XII of the Financial Rules of Sindh Agriculture University, Tandojam, the Vice Chancellor is pleased to extend the term of one year of Financial year 2016-17 to the following "University Purchase Committee/ Procurement Committee" (UPC):

1. **Prof. Dr. Noor Muhammad Soomro,** Chairman  
Dean, Faculty of Animal Husbandry & Veterinary Sciences
2. **Prof. Dr. S. Muhammad Ghiyasuddin Rashdi,** Member  
Department of Anatomy & Histology
3. **Director Finance, SAU**
4. **Dr. Islamuddin Majeedano,** Member  
Research Officer, Agricultural Research Institute (ARI), Tandojam
5. **Mr. Sohail Ahmed Qureshi** Member  
Deputy Director, DG office, ARI, Tandojam
6. **Head of concerned department/ Section/ Office, SAU** Member
7. **Purchase & Store Officer, SAU and /or** Member/Secretary  
Budget Officer (in case of absence of PSO)

**The Terms of Reference:** *The Committee shall follow the rules of Pakistan Public Procurement Regulatory Authority (PPPRA) and /or Sindh Public Procurement Regulator Authority (SPPRA), as the case may be*

  
Additional Registrar

c. c. to:

1. All Committee members
2. The Manager (CB), Government of Sindh, Sindh Public Procurement Regulatory Authority, Karachi
3. The Resident Auditor, SAU Tandojam.
4. The Secretary to Vice Chancellor, SAU Tandojam.
5. Office File

University Purchase General Com:

# Sindh Agriculture University Tandojam

No. GEN/PC/224/349 - of 2015, dated 5.10.2015

## OFFICE ORDER

Pursuant to clause-31 of the Sindh Public Procurement Rules 2010, the Vice Chancellor, Sindh Agriculture University is pleased to constitute following complaint redressal Committee in connection to address the complaint of bidders, if any occur during procurement proceedings at Sindh Agriculture University with immediate effect:

S #	Complaint Redressal Committee	Status
1.	Prof. Dr. Maqsood Anwar Rustamani, Dean, Faculty of Crop Protection	Convener
2.	Registrar SAU	Member
3.	Mr. Saghir Ahmed Memon, Director (Services & Maintenance), Mehran University of Engineering & Technology Jamshoro (in case of civil works)	Member
4.	Ms. Seema Mirza, Accounts Officer, Director General Office, A.R.I. Tandojam (in case of purchasing etc items)	Member

  
Deputy Registrar (Ac-I & Gen)

c. c. to:

1. All members of the Committee
2. The Director Finance, SAU Tandojam
3. The Project Director, SAU Tandojam
4. The Purchase & Store Officer, SAU Tandojam
5. The Secretary to Vice Chancellor SAU Tandojam  
*The Resident Auditor, SAU, Tandojam*

WORK / PROCUREMENT PLAN (2016-17)  
SINDH AGRICULTURE UNIVERSITY, TANDOJAM

Sl. No.	Fund Head & sub Head	Name of work and break up	Allocated Funds and Break up for Different locations/sites	Items to be executed	Method of Procurement	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
1	Chemical & Glassware/ Practical	Procurement- purchase of Chemical & Glassware/Practical	1,000	Lab/Practical items to be procured	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	All the items will be procured as & when the demand received from the concerned department and procurement will be made according to the availability of funds.
2	Printing & Publication	Procurement or purchase of Printing & Publication	4,500	Answer paper/ publication of NIT	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
3	IT Equipment	Procurement or Purchase of computers/IT related Materials	15,000	Computer/Laptop & its accessories	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
4	Furniture & Fixture	Purchase of Furniture & Fixture	4,000	Office/Classroom furniture	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
5	Plant & Machinery	Purchase of Machinery & Equipment	5,000	Lab/Equipment to be procured	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
6	Computer Software	Purchase of Software	10,000	IT Software for ITC	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
7	Sports Materials (cricket bats)	Purchase of Sports Material	1,000	Hockey/ Cricket articles	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
8	Tools (Agriculture Implements etc)	Purchase of tractor's implements	3,000	Tractor & its implementations	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
9	Transport/ Bus	Purchase of Transport	12,000	Transport articles	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
10	Stationery for office use	Stationary	3,500	office stationery	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
11	Civil Work/ Rehabilitation	Repair / Rehabilitation	17,000	Rehabilitation of old structures/buildings	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
12	Security	Purchase of Security articles	30,000	CC TV/Camera and other relevant items for security purpose	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	Pre-qualification of contractors are in process. Notice published in Newspapers
13	Civil Work & other components as per approved Scheme Establishment of Khatipur College of Agriculture and Management Sciences, Khatipur Mir's	Construction of new infrastructures as per scope defined in project including other components	162,000	Execution of Civil works and procurement of rest of components	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
14	Civil work & other components as approved Scheme Establishment of SAU Sub Campus at Umerkot District	Rehabilitation & O&M Cost as per scope defined in project including other components.	10,000	Execution of Civil works and procurement of rest of components	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	As per FC-1 establishment of SAU Sub Campus at Umerkot the allocation will be utilized & procurement be made.
15	Health Scheme	In door hospitalization services to the employee & their dependant family members	30,000	Major / serious in door hospital facilities	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	One Year agreement with the agency/firm / company	The amount/cost so required on health facility will also be covered from the health allowance of employees as per policy

ASSISTANT DIRECTOR  
Planning & Development  
Sindh Agriculture University  
Tandojam

DIRECTOR  
Planning & Development  
Sindh Agriculture University  
Tandojam