



NOTICE INVITING TENDERS

Sealed tenders are invited from the reputable authorized suppliers meeting the eligibility criteria of Sindh Public Procurement Authority (SPPRA Rules 2010) for supply of various items. The bidders / supplier / firms must be registered with Tax Collecting Authorities with NTN (National Tax Number). The bid documents can be collected from the office of Sindh Civil Services Academy, Bungalow #8-B/1, 23rd E- Street, Khayaban-e-Tanzeem Phase-V, D.H.A, Karachi. Phone: 021-99332656, Fax: 021-99332653 against non-refundable tender fee of **Rs: 500/-** per tender in shape of pay order/demand draft in favour of:

“DIRECTOR GENERAL, SINDH CIVIL SERVICES ACADEMY”

The dates for sale out of bid documents, submission and opening of bids have been fixed as under:

S.#	Tender No	Description	Opening Date for Issuance of Bid Documents	Closing Date & Time for Issuance of Bid Documents	Date & Time of Submission of Bids	Date & Time for opening of Bids
1.	AD(A&A) /01-05/2016-17	Machinery & Equipment	From 1 st day of Advertisement	14 th Feb. 2017 @12:00 Noon	15 th Feb. 2017 @11:00 AM	15 th Feb. 2017 @11:15 AM
2.	AD(A&A) /01-03/2016-17	Furniture and Fixture	From 1 st day of Advertisement	14 th Feb. 2017 @12:00 Noon	15 th Feb. 2017 @11:00 AM	15 th Feb. 2017 @11:30AM
3.	AD(A&A) /01-04/2016-17	Computer Equipment / Hardware	From 1 st day of Advertisement	14 th Feb. 2017 @12:00 Noon	15 th Feb. 2017 @11:00 AM	15 th Feb. 2017 @11:45 AM

The bidders can apply on their company letterhead for the bid documents against fixed tender fee. The bidding documents can also be downloaded from SPPRA website. The bidders are required to submit bid security equivalent to 3% of offer in shape of pay order / demand draft in favour of the Director General, Sindh Civil Services Academy with their bids, otherwise their bid will not be entertained. The bidders are required to submit the relevant documents with their bids in sealed envelope.

THE SINGLE STAGE TWO ENVELOPES PROCEDURE WILL BE ADOPTED.

The procurement agency may reject all or any bid prior to acceptance of the bid in the light of SPPRA Rules 2010. The conditional and telegraphic tenders will not be entertained.

The procurement will be carried out as per specification contained in the bidding documents. In case of any query about this NIT please feel free to contact the undersigned.

**ASSITANT DIRECTOR
(ADMIN & BUDGET)
SINDH CIVIL SERVICES ACADEMY
Phone #: 021-99332656**

C.C to:-

1. The Director, Capacity Building Sindh Public Procurement Regulatory Authority, Govt. of Sindh, Karachi for hosting of this NIT on SPPRA web site.
2. The Manager Sindh Public Procurement Regulatory Authority (SPPRA) Govt. of Sindh, Karachi.
3. The Section Officer (O&M), SGA&CD.

Tender No: AD(A&A)/01-04/2016-17

For “Supply of Computers Equipment / Hardware”

**SINDH CIVIL SERVICES ACADEMY,
GOVERNMENT OF SINDH, KARACHI.**

N.B

The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

INVITATION TO BID

Sindh Civil Services Academy, Karachi, (hereinafter referred to as Procuring Agency), invites sealed bids from eligible bidders for Supply of Computers Equipment / Hardware as mentioned at annexure A.

1. A complete set of bidding documents may be purchased by any interested eligible bidder from the office of Director General, Sindh Civil Services Academy, Karachi, upon payment of a non-refundable fee of Rs. 500/- up to 14th February, 2017 (12:00 Noon) and can also be downloaded from SPPRA website.
2. Interested eligible bidders may obtain further information on the bid from the office of Director General, Sindh Civil Services Academy, House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi. Phone: 021-99332656.
3. The Bidder must list firm's clientele, details of past project.
4. All bids must be accompanied by a bid security equivalent to 3 % of total bid amount in shape of pay order or demand draft , and must be delivered to the office of the Director General, Sindh Civil Services Academy, Karachi, on or before 11:00 AM on 15th February, 2017. The bids will be publicly opened in the Committee Room of Sindh Civil Services Academy, Karachi, at 11:45 AM on the same day in presence of bidders, who wish to remain present.
5.
 - i) The bid shall comprise a single package containing the financial and the technical proposal.
 - ii) The envelopes shall be marked as "**PROPOSAL FOR SUPPLY OF COMPUTERS EQUIPMENT / HARDWARE**" in bold and legible letters to avoid the confusion.
 - iii) The procuring agency shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements.
 - vi) During the evaluation no amendments in the technical proposal shall be permitted.
6. Sindh Civil Services Academy, Karachi, will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
7. Bidders shall submit Bids, which comply with the Bidding Documents. **Alternative Bids will not be considered.** The attention of bidders is drawn to the provisions of Clause on "Determination of Responsiveness of Bid" regarding the rejection of Bids, which are not substantially responsive to the requirements of the Bidding Documents.
8. As authority competent to accept the tender, the procuring agency reserves the right to accept or reject one or all the tenders subject to provision of SPPRA rules.
9. All prices quoted must include any Taxes applicable, such as GST, Income Tax, SST, etc. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.
10. Execution/installation of all the components of the Bid will be at Sindh Civil Services Academy, House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.
11. In case of failure to complete the task within the stipulated time period. Performance Security Amount will be forfeited and the company will not be allowed to participate in future tenders as well.

**Assistant Director
(Admin & Budget)**
Sindh Civil Services Academy Karachi.

BID FORM

To,

Director General
Sindh Civil Services Academy
Karachi.

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

We undertake, if our Bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 5% per cent of the Contract Price for the due performance of the Contract in shape of pay order or demand draft.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening and Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this-----day of -----2017

Signature.

Company Name and address along with Official Seal

1. GENERAL TERMS & CONDITIONS

i. Bid Security

A bid Security, in the shape of a Bank Draft/Pay Order in favor of Director General, Sindh Civil Services Academy, Karachi, equivalent to 3% of the total cost of bid should be submitted along with the tender. Bid security of unsuccessful bidder will be released as soon contract is awarded to the successful bidder.

ii. Performance Security

A performance security in shape of Bank draft / Pay order in favour of Director General Sindh Civil Services Academy, Karachi, equivalent to 5% of the total value of contract will be required to be submitted by successful bidder before placement of final contract.

iii. Validity of the proposal

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal.

iv. Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

v. Withholding Tax, Sales Tax and other Taxes

The responding organization is hereby informed that the Government shall deduct tax at the rate, as prescribed under the tax laws of Government of Pakistan and Government of Sindh, from all payments for services rendered by any responding organization who signs a contract with the Government. The Bidder will be responsible for all taxes on transactions and/or income, which may be levied by government. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

VI. OEM relationships & Warranties

- Computer Equipment / Hardware should have 3 years onsite warranty.
- The equipment supplied should be through verifiable distribution channel in Pakistan.
- All Management Software provided with the equipment should have warranties for 1 year against defects/bugs as well as updates.
- Original CD's of all licensed software should be provided.

VII. Compliance to Specifications

The Bidder to provide information as per Annexure-A. Bidder should not propose any kind of refurbished equipments/components in their technical proposals.

VIII. Financial Capabilities

The Bidder shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal of last three years.

IX. Penalty Clause

- It is of utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Performance Security will be forfeited in favor of Sindh Civil Services Academy, Karachi.
- The Bidder will provide an affidavit that the firm has not been entangled in litigation with any client during the last 5 years.

- The Bidder will provide experience certificate of supplying items in relevant field.
- The Bidder will provide an affidavit that the firm has never been blacklisted by any Government Department.

X. Delivery Time

Within 7 (seven) days after issuance of purchase order

XI. Payment Mode

PAYMENT TO BE MADE THROUGH A.G (SINDH) AFTER 100% SUPPLY OF CONTRACTED EQUIPMENT.

2. INSTRUCTIONS FOR BIDDERS

i. Communication

Enquiries regarding this Tender shall be submitted in writing/voice to:

Assistant Director (Admin & Budget)

'Sindh Civil Services Academy,

House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.

Phone: 021-99332656 Fax: 021-99332653.

ii. Mode of Delivery and Address

Technical & Financial proposals should be submitted at the address given below.

DIRECTOR GENERAL,

Sindh Civil Services Academy,

House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.

Phone: 021-99332656 Fax: 021-99332653.

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission.

PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.

iii. Submission of Proposal

- The complete proposals should be submitted by 11:00 AM on 15th February, 2017 at the address given at 2(ii) above.
- The format for submission of proposal is attached as Annexure-B. **Please provide original brochures of all the equipment proposed.**

iv. Opening of Proposals

- The proposals submitted against the subject Tender will be opened on 15th February, 2017 at 11:45 AM in front of the Tender Committee of Sindh Civil Services Academy, Karachi.
- In case Government announces any public holiday on schedule dates, the tender will be submitted and opened on the next working day as per usual schedule in accordance with SPPRA Rules.

TECHNICAL SPECIFICATIONS:

S #	ITEMS	DESCRIPTION	
		Specification	Details
01	Minitower PC (Branded HP, ACER, DELL, FIJETSU)	Processor	Intel Core i5 processor Min 3.0 GHz
		Cache	Min 8 MB
		Memory	8 GB DDR3
		Hard Disk	Min 500 GB 7200 RPM
		Optical Drive	CD/DVD (R/RW)
		Floppy Drive	No. Floppy Drive required
		Graphics Card	Intel Genuine Graphics
		I/O Ports	Min. 6 USB 2.0 Min. 1 Serial; 1 Parallel; VGA. Line out. HDMI, Integrated Bluetooth, Integrated 8-in-1 Media Card Reader, 3-stack audio jacks supporting 5.1 surround sound, integrated wi-fi.
		Accessories	US Keyboard, Optical Scroll Mouse with Mouse pad, Combination Locks.
		Communications Peripheral	Integrated 10/100/1000 NIC
		Operating System	Windows 10 Professional (Licensed for educational institute)
		Warranty	3 years comprehensive onsite warranty
		LCD/LED	LCD 19"
Casing	Minitower Casing Required with Combination lock with built-in speakers.		
02	Printer	Processor 366 MHz Memory Standard 32 MB Duplex Unit Built-in Connectivity Standard: Parallel, USB And Ethernet Expandable Memory Option Yes Paper Input Capacity Std. 250 Pages Paper Output Capacity Std. 150 Pages Paper Output Capacity Std. 150 Pages Printer Languages Standard PCL 5e Emulation, PCL Printer Languages Standard PCL 5e Emulation, PCL 6eEzzmulation Duty Cycle Upto 25,000 Impressions per month	
03	Laptop	Apple Mac Book Pro 13" MD101 with Retina Display, Intel Core i5 4th Gen 2.5 / 3.1 GHz Processor, Display 13.3" Wide Screen, Graphic Adapter Intel Integrated Graphics, Memory 8 GB RAM, Hard Drive 1 TB HDD, Other Features Multi format DVD Writer, Webcam, Bluetooth, Wi-Fi, Backlit K/B, Mac OS X 10.10 Yosemite	
04	Color Laser Printer	Print Technology Laser Jet Print Speed (A4) up to 18 ppm Time to First Page Asfast as 17 seconds automatic 2 side printing Print quality black (best) Up to 600 x 600 dpi Print quality color (best) Up to 600 x 600 dpi Duty cycle (monthly, A4) Up to 30,000 pages Processor 600 MHz Connectivity Standard: USB, Ethernet (Wireless Optional) Expandable Memory Option Yes Paper Input Capacity Std. 250 Pages Paper Input Capacity Std. 250 Pages Paper Output Capacity Std. 150 Pages Printer Languages Standard PCL 5e Emulation, PCL 6e Ezzmulation Duty Cycle Up to 25,000 Impressions per month	

Tender No: AD(A & A)/01-05/2016-17

For “Supply of Machinery & Equipment”

**SINDH CIVIL SERVICES ACADEMY,
GOVERNMENT OF SINDH, KARACHI.**

N.B

The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

INVITATION TO BID

Sindh Civil Services Academy, Karachi, (hereinafter referred to as Procuring Agency), invites sealed bids from eligible bidders for Supply of Machinery & Equipment as mentioned at annexure A.

1. A complete set of bidding documents may be purchased by any interested eligible bidder from the office of Director General, Sindh Civil Services Academy, Karachi, upon payment of a non-refundable fee of Rs. 500/- up to 14th February, 2017 (12:00 Noon) and can also be downloaded from SPPRA website.
2. Interested eligible bidders may obtain further information on the bid from the office of Director General, Sindh Civil Services Academy, House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi. Phone: 021-99332656.
3. The Bidder must list firm's clientele, details of past project.
4. All bids must be accompanied by a bid security equivalent to 3 % of total bid amount in shape of pay order or demand draft , and must be delivered to the office of the Director General, Sindh Civil Services Academy, Karachi, on or before 11:00 am on 15th February, 2017. The bids will be publicly opened in the Committee Room of Sindh Civil Services Academy, Karachi, at 11:15 AM on the same day in presence of bidders, who wish to remain present.
5.
 - i) The bid shall comprise a single package containing the financial and the technical proposal.
 - ii) The envelopes shall be marked as **"PROPOSAL FOR SUPPLY OF MACHINERY & EQUIPMENT"** in bold and legible letters to avoid the confusion.
 - iii) The procuring agency shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements.
 - vi) During the evaluation no amendments in the technical proposal shall be permitted.
6. Sindh Civil Services Academy, Karachi, will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
7. Bidders shall submit Bids, which comply with the Bidding Documents. **Alternative Bids will not be considered.** The attention of bidders is drawn to the provisions of Clause on "Determination of Responsiveness of Bid" regarding the rejection of Bids, which are not substantially responsive to the requirements of the Bidding Documents.
8. As authority competent to accept the tender, the procuring agency reserves the right to accept or reject one or all the tenders subject to provision of SPPRA rules.
9. All prices quoted must include any Taxes applicable, such as GST, Income Tax, SST, etc. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.
10. Execution/installation of all the components of the Bid will be at Sindh Civil Services Academy, House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.
11. In case of failure to complete the task within the stipulated time period. Performance Security Amount will be forfeited and the company will not be allowed to participate in future tenders as well.

**Assistant Director
(Admin & Budget)**
Sindh Civil Services Academy Karachi.

BID FORM

To,

Director General
Sindh Civil Services Academy
Karachi.

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

We undertake, if our Bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 5% per cent of the Contract Price for the due performance of the Contract in shape of pay order or demand draft.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening and Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this-----day of -----2017

Signature.

Company Name and address along with Official Seal

1. GENERAL TERMS & CONDITIONS

i. Bid Security

A bid Security, in the shape of a Bank Draft/Pay Order in favor of Director General, Sindh Civil Services Academy, Karachi, equivalent to 3% of the total cost of bid should be submitted along with the tender. Bid security of unsuccessful bidder will be released as soon contract is awarded to the successful bidder.

ii. Performance Security

A performance security in shape of Bank draft / Pay order in favour of Director General Sindh Civil Services Academy, Karachi, equivalent to 5% of the total value of contract will be required to be submitted by successful bidder before placement of final contract.

iii. Validity of the proposal

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal.

iv. Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

v. Withholding Tax, Sales Tax and other Taxes

The responding organization is hereby informed that the Government shall deduct tax at the rate, as prescribed under the tax laws of Government of Pakistan and Government of Sindh, from all payments for services rendered by any responding organization who signs a contract with the Government. The Bidder will be responsible for all taxes on transactions and/or income, which may be levied by government. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

VI. OEM relationships & Warranties

The Machinery & Equipment should have 3 years onsite warranty. The equipment supplied should be through verifiable distribution channel in Pakistan.

VII. Compliance to Specifications

The Bidder to provide information as per Annexure-A. Bidder should not propose any kind of refurbished equipments/components in their technical proposals.

VIII. Financial Capabilities

The Bidder shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal of last three years.

IX. Penalty Clause

- It is of utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Performance Security will be forfeited in favor of Sindh Civil Services Academy, Karachi.
- The Bidder will provide an affidavit that the firm has not been entangled in litigation with any client during the last 5 years.
- The Bidder will provide experience certificate of supplying items in relevant field.
- The Bidder will provide an affidavit that the firm has never been blacklisted by any Government Department.

X. Delivery Time

Within 3 (three) days after issuance of purchase order

XI. Payment Mode

PAYMENT TO BE MADE THROUGH A.G (SINDH) AFTER 100% SUPPLY OF CONTRACTED EQUIPMENT.

2. INSTRUCTIONS FOR BIDDERS

i. Communication

Enquiries regarding this Tender shall be submitted in writing/voice to:

Assistant Director (Admin & Budget)

Sindh Civil Services Academy,

House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.

Phone: 021-99332656 Fax: 021-99332653.

ii. Mode of Delivery and Address

Technical & Financial proposals should be submitted at the address given below.

DIRECTOR GENERAL,

Sindh Civil Services Academy,

House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.

Phone: 021-99332656 Fax: 021-99332653.

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission.

PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.

iii. Submission of Proposal

- The complete proposals should be submitted by 11:00 am on 15th February, 2017 at the address given at 2(ii) above.
- The format for submission of proposal is attached as Annexure-B. **Please provide original brochures of all the equipment proposed.**

iv. Opening of Proposals

- The proposals submitted against the subject Tender will be opened on 15th February, 2017 at 11:15 AM in front of the Tender Committee of Sindh Civil Services Academy, Karachi.
- In case Government announces any public holiday on schedule dates, the tender will be submitted and opened on the next working day as per usual schedule in accordance with SPPRA Rules.

TECHNICAL SPECIFICATIONS:

S #	ITEMS	DESCRIPTION
01	Air Conditioner (1.5 ton) (Split Air Conditioner)	Split Air Conditioner (1.5 ton) with complete installation and fitting of both inner and outer units
02	Floor Standing Air Conditioner	Floor Standing Air Conditioner (2 tons) with complete installation and fitting of both inner and outer units.
03	Standby Generator (New)	Power Rating: 10 KW – 10 K V A Single Phase. Rated Voltage: 230 V / 115 V Frequency: 50 HRZ. AVR: Fitted as standard. Engine: Made in Japan or equivalent. No of Cylinder: 02 – 04. Engine RPM: 1500 – 3000. Fuel System: Petrol and Natural Gas. Fuel Tank Capacity: 15 liters min. Cooling System: Air / Water. Exhaust System: Residential Type Muffler. Running Time @ 75% Load: 08 hours. Low oil shut down: Yes. Circuit Breaker: Yes. Noise Level: 70 db
04	Smart Interactive Board	Technology: IR. Or equivalent Size: 90" / 100". Aspect Ratio: 16:10, Resolution: 32767 * 32767 Scan Rate: 125 dot per second Input: writable surface with metal frame, USB support, pen holder, wall mount kit Interface: USB support with Wi-Fi connection With NEC V.303X with 3000 Luminous Video: High Definition Driver Support: win 7 / win 8 / win 10 (32 or 64 Bit) /Mac Warranty: 3 Years
05	Fax Machine	Features: High Speed, Professional-Quality Laser Printing Quick, up to 10 to 12 page per minute output capability features crisp 600x600 dpi resolutions for professional-quality laser printing. Perform a Range of Advanced Copier Functions With the ability to make multiple copies as well as enlarge, reduce and collate. Calling ID: Caller ID compatible with two lines of up to 16 characters. Paper Size and Resolution: Based on 600 x 600dpi on letter/A4/Legal size paper. Warranty: 1 Year
06	Water Dispenser	With hot and cold functions. Cooling Method: Compressor. Voltage/ Power Frequency: 220-240 / 50. Hot water Temp: 80 -95C Cold Water Temp: 6 – 10C Security Button Warranty: 1 Year (Compressor 5 Year)
07	Microwave Oven	Electric type Microwave oven of size 2.2 cubic feet capacity with 1 Year warranty.
08	Sound System	Sound system of 26 Mics with 2 cordless (wireless) Mics, rostrum mic, amplifier with 4 wall speakers & amplifier for speakers with 1 Year warranty.
09	Photocopier	Speed: Up to 45 pages per minute A4 in b/w RAM: Min 1 GB RAM, Storage Capacity: Yes Printing: Standard network printing Optional scan to searchable PDF solution (OCR), Individual paper-handling options including booklet and tri-folding, Comprehensive security functions including optional IC Card Reader Long-life components provide unprecedented efficiency and reliability. Warranty: 1 Year
10	LED TV (LG or Equivalent)	LED TV of Size: 40" Warranty: 1 Year

Annexure – B**FINANCIAL PROPOSAL:**

S. #	ITEM / EQUIPMENT	QTY	UNIT (RS.)	TOTAL COST (RS.)
01	Air Conditioner (1.5 ton) (Split Air Conditioner)	04		
02	Floor Standing Air Conditioner	04		
03	Standby Generator (New)	01		
04	Smart Interactive Board	01		
05	Fax Machine	01		
06	Water Dispenser	01		
07	Microwave Oven	01		
08	Sound System	01		
09	Photocopier	01		
10	LED TV (LG or Equivalent)	02		
	TOTAL			

Note: Bid Security will be equivalent to 3% of the total bid cost.

Evaluation and Comparison of Technical and Financial Bids

Bidders who have been qualified on the basis of the preliminary evaluation shall be eligible for a detailed evaluation.

The Procuring agency will evaluate and compare the bids that have been determined to be substantially responsive. The evaluation will be performed assuming the Contract will be awarded to the Lowest Evaluated Bid for the supply of Computers.

NOTE: -

- Incomplete applications will not be considered.
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Director General, Sindh Civil Services Academy, Karachi, reserves the right to accept or reject any or all proposals.
- Authority Letter, Nation Tax Number Certificate, Sales Tax Registration Certificate, photocopy of the CNIC of proprietor of company and the photocopy of cheque are must be required from Principal Company for product and vendor authentication.
- The tender must be filled on prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
- Director General, Sindh Civil Services Academy, Karachi, reserves the right to increase or decrease the scope of work / number of items.
- Only companies registered with GST, SST and I. Tax shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.
- The bidder shall be provide the samples of offered items.

Contacting the Procuring agency

Any effort by a bidder to influence the Procuring agency in the Procuring agency's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

Procuring agency's Right to Accept the Bid or Reject the Bid

The Procuring agency reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Procuring agency's action.

Definitions:

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

"Commencement Date of the Contract" means the date of signing of the Contract between the Procuring agency and the Contractor.

"Contract" means the agreement entered into between the Procuring agency and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

"Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

"Contractor" means the individual or firm whose bid has been accepted by the Procuring agency and the legal successors, in title to the Contractor.

"Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportionable to the Software or Services in question.

"Procuring agency" means Sindh Civil Services Academy, Karachi, - Pakistan.

"Services" means services, such as testing, training and other such obligations of the Contractor covered under the Contract.

"Works" means all Software to be provided and work to be done by the Contractor under the Contract.

Tender No: AD(A&A)/01-03/2016-17

For“Supply of Furniture & Fixture”

**SINDH CIVIL SERVICES ACADEMY,
GOVERNMENT OF SINDH, KARACHI.**

N.B

The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

INVITATION TO BID

Sindh Civil Services Academy, Karachi, (hereinafter referred to as Procuring Agency), invites sealed bids from eligible bidders for Supply of Furniture & Fixture as mentioned at annexure A.

1. A complete set of bidding documents may be purchased by any interested eligible bidder from the office of Director General, Sindh Civil Services Academy, Karachi, upon payment of a non-refundable fee of Rs. 500/- up to 14th February, 2017 (12:00 Noon) and can also be downloaded from SPPRA website.
2. Interested eligible bidders may obtain further information on the bid from the office of Director General, Sindh Civil Services Academy, House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi. Phone: 021-99332656.
3. The Bidder must list firm's clientele, details of past project.
4. All bids must be accompanied by a bid security equivalent to 3 % of total bid amount in shape of pay order or demand draft , and must be delivered to the office of the Director General, Sindh Civil Services Academy, Karachi, on or before 11:00 AM on 15th February, 2017. The bids will be publicly opened in the Committee Room of Sindh Civil Services Academy, Karachi, at 11:30 AM on the same day in presence of bidders, who wish to remain present.
5.
 - i) The bid shall comprise a single package containing the financial and the technical proposal.
 - ii) The envelopes shall be marked as "**PROPOSAL FOR SUPPLY OF FURNITURE & FIXTURE**" in bold and legible letters to avoid the confusion.
 - iii) The procuring agency shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements.
 - vi) During the evaluation no amendments in the technical proposal shall be permitted.
6. Sindh Civil Services Academy, Karachi, will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
7. Bidders shall submit Bids, which comply with the Bidding Documents. **Alternative Bids will not be considered.** The attention of bidders is drawn to the provisions of Clause on "Determination of Responsiveness of Bid" regarding the rejection of Bids, which are not substantially responsive to the requirements of the Bidding Documents.
8. As authority competent to accept the tender, the procuring agency reserves the right to accept or reject one or all the tenders subject to provision of SPPRA rules.
9. All prices quoted must include any Taxes applicable, such as GST, Income Tax, SST, etc. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.
10. Execution/installation of all the components of the Bid will be at Sindh Civil Services Academy, House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.
11. In case of failure to complete the task within the stipulated time period. Performance Security Amount will be forfeited and the company will not be allowed to participate in future tenders as well.

**Assistant Director
(Admin & Budget)**
Sindh Civil Services Academy Karachi.

BID FORM

To,

Director General
Sindh Civil Services Academy
Karachi.

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

We undertake, if our Bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 5% per cent of the Contract Price for the due performance of the Contract in shape of pay order or demand draft.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening and Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this-----day of -----2017

Signature

Company Name and address along with Official Seal

1. GENERAL TERMS & CONDITIONS

i. Bid Security

A bid Security, in the shape of a Bank Draft/Pay Order in favor of Director General, Sindh Civil Services Academy, Karachi, equivalent to 3% of the total cost of bid should be submitted along with the tender. Bid security of unsuccessful bidder will be released as soon contract is awarded to the successful bidder.

ii. Performance Security

A performance security in shape of Bank draft / Pay order in favour of Director General Sindh Civil Services Academy, Karachi, equivalent to 5% of the total value of contract will be required to be submitted by successful bidder before placement of final contract.

iii. Validity of the proposal

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal.

iv. Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

v. Withholding Tax, Sales Tax and other Taxes

The responding organization is hereby informed that the Government shall deduct tax at the rate, as prescribed under the tax laws of Government of Pakistan and Government of Sindh, from all payments for services rendered by any responding organization who signs a contract with the Government. The Bidder will be responsible for all taxes on transactions and/or income, which may be levied by government. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

VI. OEM relationships & Warranties

- The foam used in furniture should have 10 years onsite warranty.
- The Fabric or leatherette should have minimum 3-years warranty.

VII. Compliance to Specifications

The Bidder to provide information as per Annexure-A. Bidder should not propose any kind of refurbished equipments/components in their technical proposals.

VIII. Financial Capabilities

The Bidder shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

IX. Penalty Clause

- It is of utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Performance Security will be forfeited in favor of Sindh Civil Services Academy, Karachi.
- The Bidder will provide an affidavit that the firm has not been entangled in litigation with any client during the last 5 years.
- The Bidder will provide experience certificate of supplying items in relevant field.
- The Bidder will provide an affidavit that the firm has never been blacklisted by any Government Department.

X. Delivery Time

Within 3 (three) days after issuance of purchase order

XI. Payment Mode

PAYMENT TO BE MADE THROUGH A.G (SINDH) AFTER 100% SUPPLY OF CONTRACTED EQUIPMENT.

2. INSTRUCTIONS FOR BIDDERS

i. Communication

Enquiries regarding this Tender shall be submitted in writing/voice to:

Assistant Director (Admin & Budget)

Sindh Civil Services Academy,

House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.

Phone: 021-99332656 Fax: 021-99332653.

ii. Mode of Delivery and Address

Technical & Financial proposals should be submitted at the address given below.

DIRECTOR GENERAL,

Sindh Civil Services Academy,

House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.

Phone: 021-99332656 Fax: 021-99332653.

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission.

PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.

iii. Submission of Proposal

- The complete proposals should be submitted by 11:00 AM on 15th February, 2017 at the address given at 2(ii) above.
- The format for submission of proposal is attached as Annexure-B. **Please provide original brochures of all the equipment proposed.**

iv. Opening of Proposals

- The proposals submitted against the subject Tender will be opened on 15th February, 2017 at 11:30 AM in front of the Tender Committee of Sindh Civil Services Academy, Karachi.
- In case Government announces any public holiday on schedule dates, the tender will be submitted and opened on the next working day as per usual schedule in accordance with SPPRA Rules.

TECHNICAL SPECIFICATIONS:

S #	ITEMS	DESCRIPTION
01	Officer Executive Wooden Table with Glass Top & Side Rack.	Table 72" (Length) X 36" (Width) X 30" (Height) and Side rack (return) 36" X 18" X 30". Fabricated with best quality wood, polished. 3 drawers on right hand side with quality locks and handles. (Samples or brochure required).
02	Officer Executive Wooden Table with Glass Top & Side rack.	Table 60" (Length) X 36" (Width) X 30" (Height) and Side rack (return) 36" X 18" X 30". Fabricated with best quality wood, polished. 3 drawers on right hand side with quality locks and handles. (sample, or brochure required).
03	Officers Executive Revolving Chair	High back hydraulic controller chairs with arms, covered with A-grade foam and fabric with revolving mechanism (samples / Brochure required).
04	Visitor fixed chair wooden with cushion.	Fabricated with best quality wood, polished, with arms and cushioned Seat and Back.(sample / Brochure required)
05	Sofa Set 5 Seater	3+1+1 Seats, Solid Wooden Frame, covered with A-grade foam and fabric / leatherette. All corners are "Blocked", nailed and glued for strength and durability. (Sample or Brochure required)
06	Center Table (Coffee Table) Set	40"(Length) X 24" (Width) X 18" (Height). One main Table With two side tables. Fabricated with best quality wood, polished with glass top. (Sample or Brochure required)
07	Coat Hanger	Wooden, Single Fabricated with best quality wood, polished (Sample or Brochure required)
08	Almirah Wooden	72" (Height) X 60" (Length) X 18" (Depth), Three Doors (3) fitted with glass Fabricated by best quality wood. (Sample or Brochure required)
09	Conference Table	120" (Length) X 48" (Width) X 30" (Height), Fabricated with best quality wood, polished with Glass Top. (sample, or Brochure required).
10	Revolving Chairs for Committee Room.	Low back Hydraulic controlled Wooden chairs with arms, covered with A-grade foam/Cushion and fabric with revolving mechanism (samples required).
11	Staff Table Wooden, with glass	48"(Length) X 30" (Width) X 30" (Height), Fabricated with best quality wood, polished. 2 drawers on right hand side with quality locks and handles. (sample, or brochure required).
12	Staff Chair wooden	Fabricated with best quality wood, polished, with arms and cushioned Seat and Back.(sample / Brochure required)
13	Computer Table	36"length X 24" width X 30" height. Made up of pre-laminated board of 19 mm thickness. Computer table to be provided with sliding key board tray and having printer facility also with 3 shelves for keeping the CPU, UPS and other accessories. (sample, or brochure required)
14	Class Room Revolving Chairs	Low Back Hydraulic controlled chairs with arms, covered with A-grade foam/Cushion and fabric with revolving mechanism. (sample / Brochure required)
15	Class Room Desk	48" Length X 15" Width X 28.5" Height, with single Shelf, Fabricated with best quality wood, polished. (sample, or brochure required)
16	Bookshelf	24"(Length) X 24"(width) X 48" (Height), Fabricated with best quality wood, Polished. (sample, or brochure required)
17	Rostrum	24"(Length) X 24"(width) X 48" (Height), Fabricated with best quality wood, Polished. (sample, or brochure required)

Annexure – B**FINANCIAL PROPOSAL:**

S. #	ITEM / EQUIPMENT	QTY	UNIT (RS.)	TOTAL COST (RS.)
01	Officers Executive Table Wooden with Top Glass size 72"x36" With Side Rack	01		
02	Officers Executive Table Wooden with Top Glass & side Rack, 60" x 36"	04		
03	Officers Executive Revolving Chairs	05		
04	Visitor Fixed Chair, Wooden with cushion	20		
05	Sofa Set, five seater 3+1+1 full cushion	03		
06	Centre Table 24" x 40"	03		
07	Coat Hanger wooden single	03		
08	Almirah Wooden 72" x 60"	05		
09	Conference Table size 120" x 48"	01		
10	Revolving Chair for Committee Room, wooden with cushion	10		
11	Staff Table, small size 48" x 30" with Top Glass	08		
12	Staff cushion chairs Wooden	10		
13	Computer Tables 24" x 36" standard size	10		
14	Class Room Revolving Chairs cushion Wooden	30		
15	Class Room Desks, Wooden size 48"x15"x28.5"	15		
16	Book Shelf 60"x48"x18"	02		
17	Rostrum 24"x24"x48"	02		
	TOTAL			

Note: Bid Security will be equivalent to 3% of the total bid cost.

Evaluation and Comparison of Technical and Financial Bids

Bidders who have been qualified on the basis of the preliminary evaluation shall be eligible for a detailed evaluation.

The Procuring agency will evaluate and compare the bids that have been determined to be substantially responsive. The evaluation will be performed assuming the Contract will be awarded to the Lowest Evaluated Bid for the supply of Computers.

NOTE: -

- Incomplete applications will not be considered.
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Director General, Sindh Civil Services Academy, Karachi, reserves the right to accept or reject any or all proposals.
- Authority Letter, Nation Tax Number Certificate, Sales Tax Registration Certificate, photocopy of the CNIC of proprietor of company and the photocopy of cheque are must be required from Principal Company for product and vendor authentication.
- The tender must be filled on prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
- Director General, Sindh Civil Services Academy, Karachi, reserves the right to increase or decrease the scope of work / number of items.
- Only companies registered with GST, SST and I. Tax shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.
- The bidder shall be provide the samples of offered items.

Contacting the Procuring agency

Any effort by a bidder to influence the Procuring agency in the Procuring agency's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

Procuring agency's Right to Accept the Bid or Reject the Bid

The Procuring agency reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Procuring agency's action.

Definitions:

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

"Commencement Date of the Contract" means the date of signing of the Contract between the Procuring agency and the Contractor.

"Contract" means the agreement entered into between the Procuring agency and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

"Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

"Contractor" means the individual or firm whose bid has been accepted by the Procuring agency and the legal successors, in title to the Contractor.

"Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportionable to the Software or Services in question.

"Procuring agency" means Sindh Civil Services Academy, Karachi, - Pakistan.

"Services" means services, such as testing, training and other such obligations of the Contractor covered under the Contract.

"Works" means all Software to be provided and work to be done by the Contractor under the Contract.



SERVICES GENERAL ADMINISTRATION
& COORDINATION DEPARTMENT
GOVERNMENT OF SINDH

Karachi, dated 27th October, 2016

NOTIFICATION

No. SO(CTC)SGA&CD/Misc/2016(SCSA). With the approval of the Competent Authority the Government of Sindh has been pleased to constitute a Procurement Committee, in terms of Rule-7 of Sindh Public Procurement Rules-2010, for the purpose of the procurement (Goods & Services) in respect of the Sindh Civil Services Academy, Government of Sindh.

- | | | |
|-------|---|------------------|
| (i) | Director General / Director (Admin),
Sindh Civil Services Academy,
Government of Sindh. | Chairman |
| (ii) | Rep of Finance Department,
Government of Sindh.(Not below the rank of BS-18) | Member |
| (iii) | Rep of Industries Department
Government of Sindh. (Not below the rank of BS-18) | Member |
| (iv) | Section Officer (General), SGA&CD,
Government of Sindh. | Member |
| (v) | Assistant Director (Admin),
Sindh Civil Services Academy
Government of Sindh. | Member/Secretary |

TERMS OF REFERENCE

- To prepare bidding documents,
- To carry out technical as well as financial evaluation of the bids, as envisaged in SPPRA rules.
- To prepare Evaluation Reports as provided in Rule-45 of SPPR-2010,
- To make recommendation for the award of contract to the competent authority,&
- To perform any other function ancillary and incidental to the above.

CHIEF SECRETARY
GOVERNMENT OF SINDH

No. SO(CTC) SGA&CD/Misc/2016(SCSA)

Karachi, dated 27th October,2016

A copy is forwarded for information and necessary action to:

- AD (Admin)
Sindh Civil
Services Academy
- All members.
 - The P.S to the Chief Secretary Sindh, Karachi.
 - The P.S to the Secretary (GA), SGA&CD, Government of Sindh, Karachi.
 - The P.S to the Director General, Sindh Civil Services Academy, Government of Sindh.

SECTION OFFICER (CTC)



SERVICES GENERAL ADMINISTRATION
& COORDINATION DEPARTMENT
GOVERNMENT OF SINDH
Karachi, dated: 27th October, 2016

NOTIFICATION

No. SO (CTC) (SGA&CD)Misc/2016(SCSA):-With the approval of the Competent Authority the Government of Sindh has been pleased to constitute a Complaint Redressal Committee, in terms of Rule-31 sub-section 1, 2a & 2B of Sindh Public Procurement Rules-2010, for the purpose of f the following composition and Terms of Reference.

- | | | |
|------|--|----------|
| i) | Secretary (GA),
Government of Sindh | Chairman |
| ii) | Deputy Account General,
Accountant General Sindh or
Representative (Not below the rank of BS-18) | Member |
| iii) | Additional Secretary (Resources),
Finance Department,
Government of Sindh | Member |

TERMS OF REFERANCE

- (i) Monitoring and handling the complaint, if any, from a bidder during the process of the pre-qualification of bidders for the procurement / tendering of goods and services in respect of the Sindh Civil Services Academy, Government of Sindh, and
- (ii) Settlement of a dispute and the redressal of a grievance, if any, as received from a bidder / bidders during the process of the procurement of goods and services for the Sindh Civil Services Academy, Government of Sindh, under the prevailing rules and procedures.

**CHIEF SECRETARY
GOVERNMENT OF SINDH**

No. SO (CTC) SGA&CD/Misc/2016(SCSA)

Karachi, dated 27th October, 2016

A copy is forwarded for information and necessary action to:

- All members.
- PS to the Chief Secretary Sindh, Karachi.
- PS to the Secretary (GA), SGA&CD, Government of Sindh, Karachi.
- PS to the Director General, Sindh Civil Services Academy, Government of Sindh, Karachi.


SECTION OFFICER (CTC)