



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

Tender No. NIT # AD/R.T(P) Rent /MEC/P&D/2017 Date: 01-03-2017

**Tender Document  
For  
"Office space required on rent for Regional Office Karachi"**

**Last date for Bid Submission: 21<sup>st</sup> March, 2017 @ 1500 hours  
Date of Bid Opening: 21<sup>st</sup> March, 2017 @ 1530 hours**

Under the ADP development scheme titled as  
"Establishment of Regional Offices of M&EC at Karachi & Larkana"

**March, 2017**

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

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

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**NOTICE INVITING TENDER**

**OFFICE SPACE REQUIRED ON RENT FOR REGIONAL  
OFFICE KARACHI**

NIT NO. AD/R.T.U./Rent/MEC/P&D/2017

Karachi, Date: 01-03-2017

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 "Establishment of Regional Offices of M&EC at Karachi & Larkana". It is intended that part of the proceeds of this allocation will be applied to eligible payments under the contract for the "Office space required on rent for Regional Office Karachi".

2. The Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh now invites sealed bids from interested eligible bidders for to lease office space, separate/independent building in Karachi from original owners/ power of attorney holders or their authorized agents as per following details:

<b>Locality:</b>	Shahra-e-Faisal/Nearby vicinity within the limits of 10 km from Sindh Secretariat
<b>Space:</b>	3,500 sq.ft. Unfurnished space in a Building on a single floor, 2 separate washroom, kitchen
<b>Parking:</b>	Reserved car parking for at least 5 vehicles inside building
<b>Security:</b>	CCTV, Guards, Reception
<b>Features:</b>	<ul style="list-style-type: none"><li>➤ Earthquake resistant structure</li><li>➤ Fire Fighting System</li><li>➤ Noise proof tempered glasses in elevation/windows</li><li>➤ Atleast 03 elevators, operational on standby backup generator</li><li>➤ Cargo lift.</li><li>➤ Space for keeping Canopy Generator Set</li><li>➤ Nearby fiber optic node for bandwidth</li><li>➤ PTCL and NTC telephone connectivity</li><li>➤ Provision of separate Emergency Exit</li><li>➤ Natural Ventilation feature would be preferred</li><li>➤ Ample water supply without any additional cost</li><li>➤ Three phase K-E electricity connection.</li></ul>

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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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### 3. Eligibility:

- (i) Proposals for office space on rental basis only from reputable and financially sound original owners / power of attorney holders of building on Shakra-e-Faisal within the limits of 10 kms from Sindh Secretariat.
- (ii) The bidder should be an Active Tax Payer having the Income Tax, Sales Tax registration with FBR & Service Tax registration with SRB.

### 5. Supporting Documents

Following documents in support of ownership of building

- (i) Proof that the bidder is the original owner/power of attorney holder.
- (ii) Certificate of authorized signatory if the owner is a firm, society etc.
- (iii) Copies of approved plan of the accommodation offered.
- (iv) NTN/STN Registration with FBR and SRB
- (v) Turn over detail of last three (03) years.
- (vi) Rs. 100/- stamp paper affidavit declaring that the bidder is not black listed and offered building is free from any liability and litigation with respect to ownership, utility dues including water, gas, electricity & other local taxes etc .

### 5. Terms & Conditions

- (i) The space offered should be free of any liability and litigation with respect to ownership, utility dues including water, gas, electricity & other local taxes etc till the date of agreement with MEC.
- (ii) The rates should be quoted in Pak Rupees inclusive of all taxes, whereas service/maintenance charges may be mentioned separately.
- (iii) No tender will be accepted by fax or e-mail.
- (iv) The responsibility for payment of all taxes in connection with the property offered shall be of the owner/ bidder.
- (v) Possession of the accommodation shall be handed over to MEC on the date of signing of the agreement.
- (vi) Bid Validity period should be 90 days.
- (vii) The tenancy agreement shall be made initially for 11 months that may be renewed with mutual consent of both the parties through out the project period on same terms & conditions of contract.

### 6. Procedures of Open Competitive Bidding

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

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**7. Bidding/Tender Documents availability schedule:**

- (i) **Issuance:** Documents will be issued from 2<sup>nd</sup> March, 2017 to 21<sup>st</sup> March, 2017 (during office working hours) on the payment of Rs. 1000/- as tender fee.
- (ii) **Last submission Date:** Last date will be 21<sup>st</sup> March, 2017 @ 1500 Hours.
- (iii) **Bids Opening Date:** Bids will be opened on 21<sup>st</sup> March, 2017 @ 1530 Hours.
- (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

8. 2 % bid security of total quoted bid amount 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 bids received without Bid Security Money will stand rejected.

9. The complete details of bidders eligibility & evaluation criteria are given in tender bidding document.

10. The interested bidders can either obtain the bidding document from the above mentioned MEC Head Office address 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).

11. The Monitoring & Evaluation Cell, P&D, Government of Sindh reserves the right to cancel the bidding process at any time prior to the award of contract as per Rule # 25 of SPP Rules 2010 (Amended 2013) without thereby incurring any liability to the bidders.



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

TELE: 021-99211927

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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 "Establishment of Regional Offices of M&EC at Karachi & Larkana"
- iii. Name of Contract is "Office space required on rent for Regional Office Karachi".
- 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 service, the rate differential shall be payable by the Bidder.
- iv. 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.

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### 3. VALIDITY PERIOD FOR BID

Bids shall remain valid for the period of **ninety (90) days** after the date of opening of bids. Any 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 bids 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

The bids should be submitted to **Assistant Director (MEC), P&D Department, Room No. 430, 3rd Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi** latest by 21st March, 2017 at 1500 hours. The tender bids received after that time & date will not be entertained.

### 6. DATE & PLACE OF BID OPENING

Tender bids shall be opened by the Procurement Committee on 21st March, 2017 @ 1530 Hours in the presence of bidders/ representative of bidders (having proper authorization letter) in the office of **Director General (MEC), P&D Department, Room No. 414, 3rd Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi.**

### 7. COST OF BIDDING

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

### 8. CLARIFICATION OF BIDDING DOCUMENTS

Interested Bidder requiring any clarification of the bidding documents may notify the Monitoring & Evaluation Cell, P&D Department in writing no later than five working days prior to the deadline mentioned in the bidding documents.

### 9. AMENDMENT OF BIDDING DOCUMENTS

i. At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by a interested Bidder, may modify the bidding documents by amendment.

ii. All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.

iii. In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.

### 10. BID SUBMISSION & OPENING GUIDELINES

i. 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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ii. A Single Stage-One-Envelope Procedure Rule No. 46 (1) SPPRA Rules 2010 (Amended in 2013) shall be adopted in ranking of bids

iii. Bid envelopes should inscribed with:

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

-----dated:-----  
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 may 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.

## 11. BID EVALUATION / ELIGIBILITY CRITERIA:

### A) Bid Evaluation Criteria:

i. The eligible bids, which closely conform to the Technical Specification/BOQ given in bidding documents and are substantially responsive to the other terms & conditions of 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) Bidder's Eligibility Criteria:

i. Prior to Technical 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:

- a) Conditional and Fax/E-mail/ Telegraphic bids/tenders;
- b) If a bid is not properly signed, named & stamped by the authorized person or written with lead pencil.

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- c) Bids not accompanied by bid security of required amount & form;
- d) Bids received after the specified date and time.
- e) If the Rs. 100/- stamp paper affidavit declaring that the bidder has never been black listed and offered building is free from any liability and litigation with respect to ownership, utility dues including water, gas, electricity & other local taxes etc is not attached.
- f) If NTN registration certificate is not attached.
- g) If Sales Tax Registration certificate is not attached.
- h) If the validity of offer, terms of payment is not clearly mentioned.
- i) If the bid validity is less than the required period.
- j) If the bid offer is conditional.
- k) If the bidder fails to attach a documentary proof of the original ownership, authorized dealership or power of attorney.
- l) If the bidder fails to attach Certificate of authorized signatory (in case the owner is a firm, society etc).
- m) If the bidder fails to attach the copy of approved plan of the accommodation offered.

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 qualified in pre-screening evaluation shall be considered for further Technical Evaluation.

### **C) Technical Evaluation:**

Technical Evaluation shall be made by Procurement Committee to evaluate responsiveness of bids for conformance to the Technical Specification/BOQ given in bidding documents as Part C on Yes/No Basis.

### **D) Financial Evaluation:**

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

## **12. ACCEPTANCE OF OFFERS**

The Monitoring & Evaluation Cell, P&D Department, Government of Sindh reserves the right to cancel the bidding process at any time prior to the award of contract as per Rule # 25 of SPP Rules 2010 (Amended 2013), without thereby incurring any liability to the affected Bidder or bidders.

## **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.*

Yours faithfully,



(M. JAVED KHAN)

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

TELE: 021-99211927

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**Part B: Schedule of Requirement**

- Possession of the accommodation shall be handed over to Monitoring & Evaluation Cell (MEC) in P&D Deptt, Government of Sindh on the date of signing of the agreement.
- The tenancy agreement shall be made initially for 11 months that may be extended with mutual consent of both the parties through out the project period on same terms & conditions of contract.

Yours faithfully,

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

TELE: 021-99211927

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**Part C: Technical Specifications**

<b>Locality:</b>	Shahra-e-Faisal/Nearby vicinity within the limits of 10 kms from Sindh Secretariat
<b>Space:</b>	3,500 Sq.ft. Unfurnished space in a Building on a single floor, 2 separate washroom, kitchen
<b>Parking:</b>	Reserved car parking for at least 5 vehicles inside building
<b>Security:</b>	CCTV, Guards, Reception
<b>Features:</b>	<ul style="list-style-type: none"><li>➤ Earthquake resistant structure</li><li>➤ Fire Fighting System</li><li>➤ Noise proof tempered glasses in elevation/windows</li><li>➤ Atleast 03 elevators, operational on standby backup generator</li><li>➤ Cargo lift.</li><li>➤ Space for keeping Canopy Generator Set</li><li>➤ Nearby fiber optic node for bandwidth</li><li>➤ PTCL and NTC telephone connectivity</li><li>➤ Provision of separate Emergency Exit</li><li>➤ Natural Ventilation feature would be preferred</li><li>➤ Ample water supply without any additional cost</li><li>➤ Three phase K-E electricity connection.</li></ul>

Yours faithfully,

(M. JAVED KHAN)

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

TELE: 021-99211927

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

Date:-----

NIT No: -----

To:

Director General (MEC),  
P&D Department,  
3rd Floor, Room No. 414  
Sindh Secretariat No. 2, (Tughlaq House),  
Karachi.

Gentleman:

Having examined the bidding documents we, the undersigned, offer to provide Office space on rent Services for project office at **Karachi city** and deliver services in conformity with the BOQ / Specification and Terms & Conditions given in bidding documents as Part C 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 service 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 March, 2017.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address:-----

GST No.-----

ASSISTANT DIRECTOR (MEC)  
PLANNING & DEVELOPMENT DEPARTMENT  
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**Part D (II): Tender Form**

Name of bidder		
Status of the bidder	Sole proprietorship	
	Partnership	
	Limited Company	
Postal address		
Telephone No (s)		
Fax No		
Email		
Authorized Person	Owner / Representative	
	Name	
	Designation	
	Signature	
	Contact No	
GST No of the bidder		
FBR NTN No of the bidder		
SRB No of the bidder		
PSEB Registration No. & Date (if any)		
Total quoted bid amount (in Pak Rupees)		
2 % bid security amount of total bid amount ( in Pak Rupees)		
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)

ASSISTANT DIRECTOR (MEC)  
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**Part D (III): Price Schedule in Pak Rs.**

Name of Bidder: \_\_\_\_\_ NIT No \_\_\_\_\_ Karachi,

Opening Date: \_\_\_\_\_ Date: \_\_\_\_\_

Offered space size \_\_\_\_\_

Name of the Building & Floor No \_\_\_\_\_

Address Location of the Building \_\_\_\_\_

Per month rent charges (including all maintenance & taxes) \_\_\_\_\_

Total cost of contract for one year Rs. \_\_\_\_\_ (in words :) \_\_\_\_\_

**Please note for quoted price:**

- i. The rates should be quoted in Pak Rupees inclusive of all required taxes, features, space rent, service/maintenance charges etc. up to signing & execution of contract.
- ii. The subject quoted rates for the building space rent shall be fixed for the duration of the contract and shall not be subject to any adjustment. However, in case of implementation of any new government taxes, the same shall be paid by Procuring Agency.
- ✓ iii. 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.
- iv. Corrections if any shall be made by crossing out, initialing, dating and rewriting
- v. The tenancy agreement shall be made initially for 11 months that may be extended with mutual consent of both the parties through out the project period on same terms & conditions of contract.

[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





## NOTIFICATION

**NO: SO(ADMN-I)/(P&D)16(17)/2012:** In pursuance of Rule 7 of SPP Rules 2010 (Amended 2013), a Procurement Committee for purchase of Goods/Works/Rent Services for implementation of ADP scheme titled "Establishment of Regional Offices of M&EC at Karachi & Larkana" is hereby constituted with the following composition /TORs :

- |   |                   |
|---|-------------------|
| 1. Director General (MEC), P&D Department                               | Chairman          |
| 2. Sr. Director (MEC), P&D Department                                   | Member            |
| 3. Procurement Specialist (MEC), P&D Department                         | Member /Secretary |
| 4. Representative of Works & Services Deptt not below the rank of BS-18 | Member            |
| 5. Representative of Industries Department not below the rank of BS-18  | Member            |

### Terms of Reference (TORs):

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


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

**NO: SO(ADMN-I)/(P&D)16(17)/2012:**

Karachi, 26<sup>th</sup> August, 2016

A copy is forwarded for information and necessary action to:

- The Secretary to Government of Sindh, Finance Department, Karachi.
- The Director General Monitoring & Evaluation Cell, P&D Deptt, Govt. of Sindh, Karachi.
- The Accountant General Sindh, Karachi.
- The Chairman/Members of Committee (all)
- The Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
- P.S to ACS (Dev), P&D Department, Government of Sindh, Karachi.
- P.S. to Secretary (Planning)

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



## NOTIFICATION

**NO: SO(ADMN-I)/(P&D)16(17)/2012:** In pursuance of Rule-31 of SPP Rules 2010 (Amended 2013), a **Complaint Redressal Committee (CRC)** in respect of any grievance regarding procurement of Goods/Works/Rent Services for ADP scheme titled "Establishment of Regional Offices of M&EC at Karachi & Larkana" is hereby constituted with following composition/TORs:

- |   |          |
|---|----------|
| 1. Secretary (Planning)   | 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 misprocurement 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)16(17)/2012:**

**Karachi, 26<sup>th</sup> August, 2016**

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

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

## 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% TFW account

  
(SYED IMTIAZ ALI SHAH)

DIRECTOR GENERAL (MEC)