



# DISTRICT COUNCIL

## TANDO MUHAMMAD KHAN

Phone: 022-3340153, Fax: 022-3341080

No: DC/TMKJ 436 /2017.

Dated: 07-03-2017

### NOTICE INVITING TENDERS

According to SPPRA Rules-2010 (Amended 2013) the sealed covers tenders (Single Stage one envelope) are invited for the following works from all the interested contractors / firms / parties having adequate experience in the relevant field, Detail of works as under:-

S.No.	Name of work	Estimated cost (in millions)	Bid security	Tender fee	Time Allowed
<b>District Council OZT Share 2016-17</b>					
1.	Supplying & installation of Diesel Generator 60 KVA for Office, District Council, Tando Muhammad Khan.	Item Rate Basis	2 % Bid Amount	1,000	2 Months
2.	Supplying of Thermal Fogger Machine for District Council, Tando Muhammad Khan.	Item Rate Basis	2 % Bid Amount	1,000	2 Months
3.	Supplying of Photostat / Photocopier for District Council, Tando Muhammad Khan.	Item Rate Basis	2 % Bid Amount	1,000	2 Months

The tenders will be issued to all interested parties / Contractors / suppliers and firms on production of copy of computerized national identity card of the proprietor of firm on payment of tender fee in cash as shown against each work, the bid security (Call Deposit) of the required amount mentioned against each work in name of **Chairman**, District Council Tando Mohammad Khan must be submitted along with the Bid in sealed envelope.

S.No.	Particulars	1 <sup>st</sup> Attempt	In case of un-responded
1.	Receiving of application and issuances of tenders	09-03-2017 To 27-03-2017	29-03-2017 to 18-04-2017
2.	Dropping of Tenders	28-03-2017 at 1:00 PM	19-04-2017 at 1:00 PM
3.	Opening of Tender	28-03-2017 at 2:00 PM	19-04-2017 at 2:00 PM

### TERMS AND CONDITIONS OF THE TENDERS

1. Contract documents and other terms and condition can be seen and blank tenders obtained from the office of the undersigned on payment of non refundable cost of tender price in cash as shown against each work.
2. The earnest money equal to 2% schedule items / Bid amount in shape of pay order from any scheduled bank in favor District Council Tando Muhammad Khan must be enclosed with tender documents otherwise the tender will be rejected.
3. The contractor must mention their complete and correct present / postal address in tender documents and quote the rates both in words and figures, incomplete / conditional tenders will be not accepted.
4. All the tenders will be dropped on as per above schedule up to at 01:00 PM will be opened by the procurement committee, in office of the Chairman District Council at 2:00 PM in presence of such contractors / firms / parties or their authorized agents who are present at the time. Other terms & conditions can be seen in the office of the undersigned on any working day during working hours.

SPPRA INVITATION DIARY  
NO: 1955  
DATED: 08-03-17

5. In case, the date of opening declared as a public holiday by the government, or non working day due to any reason, the ext official working day shall be deemed to be the date for submission and opening of tender at the same time.
6. Tenders will not be received after the schedule time.
7. Eligibility conditions for intending participants are as under.
  - a) Valid Registration with Pakistan Engineering Council (PEC) is mandatory for works costing more than Rs. 4.00 Million.
  - b) Registration certificate with Sindh revenue board.
  - c) Registration with **Income Tax / Sales Tax** Department (**NTN / STRN** Certificate).
  - d) Bio Data of Engineers & Technical staff with the firm.
  - e) Documentary evidence of works executed / works in progress and certificate of satisfactory completion.
  - f) List of works in progress indicating cost of each works and copy of letter of award of works.
  - g) List of machinery and equipment available with documentary evidence of its ownership certificate of bank showing the credit worthiness along bank statement.
8. The procuring Agency reserve the right to reject all or any bids / tenders, subject to the relevant provisions of SPPRA Rules-2010 (Amended 2013).



**CHAIRMAN**

District Council

Tando Mohammad Khan

1. Copy along with seven (07) copies f.w.c's to the Director of Information (advertisement) Information Department Government of Sindh, Karachi for information & Publication in Daily Newspapers.
- ✓ 2. Copy to the Director (CB) Sindh Public Procurement Regulatory Authority Barrack No.08, Sindh Secretariat No.4-A, Court Road Karachi with a request to upload on the website of SPPRA.
3. Copy of Chief Officer, District Council, Tando Muhammad Khan.
4. Copy of District Engineer, District Council, Tando Mohammad Khan.
5. Copy of Account Officer, District Council, Tando Muhammad Khan.
6. Copy of Notice Board (local) at Office of District Council, Tando Muhammad Khan.



**CHAIRMAN**

District Council

Tando Mohammad Khan



GOVERNMENT OF SINDH  
LOCAL GOVERNMENT DEPARTMENT

Karachi, dated the 10<sup>th</sup> February, 2017

**NOTIFICATION**

No.SO-III(LG)/14-5/2017: - With the approval of Competent Authority, a Procurement Committee consisting on following for undertaking Development Works/Schemes District Council, Tando Muhammad Khan during the year 2016-2017 is hereby constituted under Section-7 of SPPRA Rule 2010:-

- |      |                                                          |                  |
|------|----------------------------------------------------------|------------------|
| I.   | Chief Officer,<br>District Council, T.M .Khan            | Chairman         |
| II.  | District Engineer<br>District Council, T.M .Khan         | Member/Secretary |
| III. | Assistant Director Local Government<br>T. M. Khan.       | Member           |
| IV.  | Accounts Officer<br>District Council T.M .Khan.          | Member           |
| V.   | Asst: Executive Engineer<br>Municipal Committee T.M.Khan | Member           |

The functions and responsibilities of procurement committee shall be as under: -  
(Section-8 of SPPRA Rule 2010):-

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

No.SO-III(LG)/14-5/2017,

SECRETARY TO GOVT: OF SINDH  
Karachi, dated the 10<sup>th</sup> February, 2017.

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

1. The Director, Sindh Public Procurement Regulatory Authority, Karachi
2. The Director, Local Government, Hyderabad.
3. The Chairman, District Council Tando Muhammad Khan. w/r to his letter No DC/TMK/396/2017 dated 26-01-2017
4. The Chief Officer, District Council Tando Muhammad Khan.
5. The District Engineer, Tando Muhammad Khan.
6. The Assistant Director Local Government, Tando Muhammad Khan.
7. The Accounts Officer, District Council Tando Muhammad Khan.
8. Asst: Executive Engineer, Municipal Committee Tando Muhammad Khan.
9. P.S. to Secretary Local Government.
10. Office order file!

(ALI GUL SANJRANI)  
DEPUTY SECRETARY (GEN)



# **DISTRICT COUNCIL**

## **TANDO MUHAMMAD KHAN**

Phone: 022-3340153, Fax: 022-3341080

No: DC/TMK/426/2017

Dated: 02-03-2017

### **NOTIFICATION**

In pursuance of Rule 31 of Sindh Public Procurement Rules 2010, a Committee for Complaint Redressal, comprising following members is constituted to address the complaints of bidders that may occur during the procurement proceedings. The power and authorization will be same as determined under Rule 31 of said Rules,

- |                                                                            |          |
|----------------------------------------------------------------------------|----------|
| 1. Chief Officer, District Council, Tando Muhammad Khan                    | Chairman |
| 2. Assistant District Accounts Officer, TMK as Provided Section 3: (2) (A) | Member   |
| 3. Council Officer, District Council, Tando Muhammad Khan                  | Member   |

**CHAIRMAN**  
District Council  
Tando Muhammad Khan

Copy FWCs to:-

1. The Secretary to Government of Sindh, Local Government Department Karachi.
2. The Director, Sindh Public Procurement Regulatory Authority Karachi.
3. The Deputy Commissioner, District Tando Muhammad Khan.
4. The District Accounts Officer, District Tando Muhammad Khan.
5. The Chief Officer, District Council, Tando Muhammad Khan.
6. Notice Board.

**CHAIRMAN**  
District Council  
Tando Muhammad Khan



# OFFICE OF THE DISTRICT COUNCIL TANDO MUHAMMAD KHAN

## ANNUAL PROCUREMENT PLAN FISCAL YEAR 2016-17

Sr. No	Description of procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated Total cost	Funds allocated	Sources of ADP/NON ADP	Proposed procurement Method	Anticipated/ Actual date of Advertisement	Anticipated/ Actual Date of Start	Anticipated/ Actual Date of Completion
1.	Supplying & installation of Diesel Generator (60KVA) for Office, District Council Tando Muhammad Khan.	01 Nos.	N/A	Item Rate Basis	On Bid Amount	OZT Share Funds	Single Stage (One Envelop Procedure)	IN-DUE COURSE	IN-DUE COURSE	IN-DUE COURSE
2.	Supplying of Thermal Fogger machine for District Council Tando Muhammad Khan.	10 Nos.	N/A	Item Rate Basis	On Bid Amount	OZT Share Funds	Single Stage (One Envelop Procedure)	IN-DUE COURSE	IN-DUE COURSE	IN-DUE COURSE
3.	Supplying of Photostat / Photocopier for District Council Tando Muhammad Khan.	01Nos.	N/A	Item Rate Basis	On Bid Amount	OZT Share Funds	Single Stage (One Envelop Procedure)	IN-DUE COURSE	IN-DUE COURSE	IN-DUE COURSE

CHAIRMAN

District Council  
Tando Muhammad Khan

## **TERMS & CONDITIONS OF CONTRACT**

**Clause - 1: Commencement & Completion Dates of work.** The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Engineer-in-charge or of in subordinate-in-charge of the work. Failing such authority the contractor shall have no claim to ask for measurements of or payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the work, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorated basis.

**Clause - 2: Liquidated Damages.** The contractor shall pay liquidated damages to the Agency at the rate per day stated in the bidding data for each day that the completion date is later than the Intended completion date; the amount of liquidated damage paid by the contractor to the Agency shall not exceed 10 per cent of the contract price. Agency may deduct liquidated damages from payments due to the contractor. Payment of liquidated damages does not affect the contractor's liabilities.

**Clause - 3: Termination of the Contract.**

- (A) Procuring Agency / Executive Engineer may terminate the contract if either of the following conditions exists:-
- (i) Contractor causes a breach of any clause of the Contract;
  - (ii) The progress of any particular portion of the work is unsatisfactory and notice of 10 days has expired;
  - (iii) In the case of abandonment of the work owing to the serious illness or death of the contractor or any other cause.
  - (iv) Contractor can also request for termination of contract if a payment certified by the Engineer is not paid to the contractor within 60 days of the date of the submission of the bill;
- (B) The Executive Engineer/Procuring Agency has power to adopt any of the following courses as may deem fit:-
- (i) To forfeit the security deposit available except conditions mentioned at A (iii) and (iv) above;
  - (ii) To finalize the work by measuring the work done by the contractor.
- (C) In the event of any of the above courses being adopted by the Executive Engineer/Procuring Agency, the contractor shall have:-
- (i) no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements, or made any advances on account of, or with a view to the execution of the work or the performance of the contract,
  - (ii) However, the contractor can claim for the work done at site duly certified by the executive engineer in writing regarding the performance of such work and has not been paid. Procuring Agency/Engineer may invite fresh bids for remaining work.

**Clause 4: Possession of the site and claims for compensation for delay.** The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

**Clause -5: Extension of Intended Completion Date.** The Procuring Agency either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Executive Engineer in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement.

When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

**Clause -6: Specifications.** The contractor shall execute the whole and every part of the work in the most substantial and workman-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Executive Engineer and initialed by the parties, the said specification being a part of the contract.

The contractor shall also confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Engineer-in-charge and lodge in his office and to which the contractor shall be entitled to have access at such office or on the site of work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications, and of all such designs, drawings, and instructions as aforesaid.

**Clause - 7: Payments.**

**(A) Interim / Running Bill.** A bill shall be submitted by the contractor as frequently as the progress of the work may justify for all work executed and not included in any previous bill at least once in a month and the Engineer-in-charge shall take or cause to be taken the requisite measurements for the purpose of having the same verified and the claim, so far as it is admissible, shall be adjusted, if possible, within ten days from the presentation of the bill. If the contractor does not submit the bill within the time fixed as aforesaid, the Engineer-in-charge may depute a subordinate to measure up the said work in the presence of the contractor or his duly authorized agent, whose countersignature to the measurement list shall be sufficient to warrant and the Engineer-in-charge may prepare a bill from such list which shall be binding on the contractor in all respects.

The Engineer /Procuring Agency shall pass/certify the amount to be paid to the contractor, which he considers due and payable in respect thereof, subject to deduction of security deposit, advance payment if any made to him and taxes.

All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed and shall not preclude the Engineer-in-charge from recoveries from final

bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period.

- (B) **The Final Bill.** A Final bill shall be submitted by the contractor within one month of the completion of the work, otherwise Engineer-in-charges certificate of the measurements and of the total amount payable for the work shall be final and binding on all parties.

**Clause - 8: Reduced Rates.** The rate for items of works shall be valid only when the items concerned is accepted as having been completed fully in accordance with the sectional specifications. In cases where the items of work are accepted as not so completed, the Engineer-in-charge may make payment on account of such items at such reduced rates as he may consider reasonable in preparation of final or on running account bills with reasons recorded in writing.

**Clause - 9: Issuance of Variation and Repeat Orders.**

- (A) Agency may issue a Variation Order for procurement of works, physical services from the original contractor to cover any increase or decrease in quantities, including the introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.
- (B) Contractor shall not perform a variation until the Procuring Agency has authorized the variation in writing subject to the limit not exceeding the contract cost by of 15% on the same conditions in all respects on which he agreed to do them in the work, and at the same rates, as are specified in the tender for the main work. The contractor has no right to claim for compensation by reason of alterations or curtailment of the work.
- (C) In case the nature of the work in the variation does not correspond with items in the Bill of Quantities, the quotation by the contractor is to be in the form of new rates for the relevant items of work, and if the Engineer-in-charge is satisfied that the rate quoted is within the rate worked out by him on detailed rate analysis, and then only he shall allow him that rate after approval from higher authority.
- (D) The time for the completion of the work shall be extended in the proportion that the additional work bear to the original contract work.
- (E) In case of quantities of work executed result the Initial Contract Price to be exceeded by more than 15%, and then Engineer can adjust the rates for those quantities causing excess the cost of contract beyond 15% after approval of Superintending Engineer.
- (F) **Repeat Order:** Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

**Clause-10: Quality Control.**

- (A) **Identifying Defects:** If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data, the Engineer-in-charge or his subordinate-in-charge of the work may instruct the contractor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.



(B) **Correction of Defects:** The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.

(C) **Uncorrected Defects:**

- (i) In the case of any such failure, the Engineer-in-charge shall give the contractor at least 14 days notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.
- (ii) If the Engineer considers that rectification/correction of a defect is not essential and it may be accepted or made use of; it shall be within his discretion to accept the same at such reduced rates as he may fix therefore.

**Clause - 11:**

- (A) **Inspection of Operations.** The Engineer and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.
- (B) **Dates for Inspection and Testing.** The Engineer shall give the contractor reasonable notice of the intention of the Engineer-in-charge or his subordinate to visit the work shall have been given to the contractor, then he either himself be present to receive orders and instructions, or have a responsible agent duly accredited in writing present for that purpose, orders given to the contractor's duly authorized agent shall be considered to have the same force an effect as if they had been given to the contractor himself.

**Clause - 12:**

If the specification of the work provides for the use of any special description of materials to be supplied from the Departmental Store or if it is required that the contractor shall use certain stores to be provided by the Engineer-in-charge (such materials and stores and the prices to be charged therefore as here in after mentioned being so far as practicable for the convenience of the contractor but not so as in any way to control the meaning or effect of this contract specified in the schedule or memorandum here to annexed) the contractor shall be supplied with materials and stores as may be required from time to time to be used by him for the purpose of the contract only, and the value of the full quantity of materials and stores so supplied shall be set off or deducted from any sum then deposit, or the proceeds of sale thereof, if the deposit is held in govt. Securities, the same or a sufficient portion thereof shall, in that case be sold for the purpose. All materials supplied to the contractor shall remain the absolute property of Govt. and shall on no account be removed from the site of the work, and shall at all time, be open to inspection by the Engineer-in-charge. Any such materials, unused and in perfectly good condition at the time of completion or termination of the contract, shall be returned to the Departmental store if the Engineer-in-charge so requires by a notice in writing given under his hand, but the contractor shall not be entitled to return any such materials except with the consent in writing of the Engineer-in-charge and he shall have no claim for compensation on account of any such material supplied to him as aforesaid but remaining unused by him or for any wastage in or damage thereto. For materials

provided in schedule-A and consumed in excess quantities, the rates provided in Schedule A shall be increased/executed corresponding to the increased/decrease in the new rate payable for excess quantity as compared to the tender-rates. The rate for materials provided in extra items will be the issue rates plus storage charge ruling on the date of issue of such quantity of materials.

- (A) The contractor shall be entitled to use the materials supplied by the Department only to the extent of quantities of such materials required for execution of the work as per theoretical calculations. The Engineer-in-charge may however, on being satisfied that a large quantity of such materials is required for the execution of the work, permit the contractor to use such large quantity of the materials, Such permission shall be given in writing. The contractor is bound to return in good condition such materials issued in excess of the requirements so worked out or in excess of the quantities so permitted to be used by the Engineer-in-charge if the contractor fails to return such extra materials within a period of 15 days from the date of the demand in writing of such materials being made by the Engineer-in-charge, he shall be charged for the excess materials at double the issue-rates for such materials specified in Schedule A of the contract Agreement.
- (B) All stores and materials such as cement, if the consumption of which exceeds 25 tons and steel etc. supplied to the contractor by Government shall be kept by the contractor in separate godown provided with a double lock. The key of one of the lock shall remain with the Engineer-in-charge or his agent. The godown shall be accessible to the Engineer-in-charge or his agent at all times. No materials shall be allowed to be removed from the site of the work and any material required for the execution of the work shall be taken out from the godown only in the presence of a duly authorized agent of the Engineer-in-charge.

**Clause - 13: Examination of work before covering up.**

- (A) No part of the works shall be covered up or put out of view/beyond the reach without giving notice of not less than five days to the Engineer whenever any such part of the works or foundations is or are ready or about to be ready for examination and the Engineer shall, without delay, unless he considers it unnecessary and advises the contractor accordingly, attend for the purpose of examining and measuring such part of the works or of examining such foundations;
- (B) If any work is covered up or placed beyond the reach of measurement without such notice having been given, the same shall be uncovered at the contractor's expense, and in default thereof no payment or allowance shall be made for such work, or for the materials with which the same was executed.

**Clause - 14: Risks.** The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense, or in default the Engineer may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Engineer.

**Clause-15: Measures for prevention of fire and safety measures.** The contractor shall not set fire to any standing jungle, trees, bush-wood or grass without a written permit from the Executive Engineer. When such permit is given, and also in all cases when

destroying, cutting or uprooting trees, bush-wood, grass, etc by fire, the contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him.

**Clause-16: Sub-contracting.** The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Engineer. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

**Clause - 17: Disputes.** All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, the decision of the Superintending Engineer of the circle/officer/one grade higher to awarding authority shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs drawings, and instructions, hereinbefore mentioned and as to the quality of workmanship, or materials used on the work or as to any other questions, claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

**Clause -18: Site Clearance.** On completion of the work, the contractor shall be furnished with a certificate by the Executive Engineer (hereinafter called the Engineer in- charge) of such completion, but neither such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed all temporary structures and materials brought at site either for use or for operation facilities including cleaning debris and dirt at the site. If the contractor fails to comply with the requirements of this clause then Engineer-in-charge, may at the expense of the contractor remove and dispose of the same as he thinks fit and shall deduct the amount of all expenses so incurred from the contractor's retention money. The contractor shall have no claim in respect of any surplus materials as aforesaid except for any sum actually realized by the sale thereof.

**Clause -19: Financial Assistance /Advance Payment.**

**(A) Mobilization advance** is not allowed.

**(B) Secured Advance against materials brought at site.**

- (i)** Secured Advance may be permitted only against imperishable materials/quantities anticipated to be consumed / utilized on the work within a period of three months from the date of issue of secured advance and definitely not for full quantities of materials for the entire work/contract. The sum payable for such materials on site shall not exceed 75% of the market price of materials;
- (ii)** Recovery of Secured Advance paid to the contractor under the above provisions shall be affected from the monthly payments on actual consumption basis, but not later than period more than three months (even if unutilized).

**Clause -20: Recovery as arrears of Land Revenue.** Any sum due to the Government by the contractor shall be liable for recovery as arrears of Land Revenue.

**Clause -21: Refund of Security Deposit/Retention Money.** On completion of the whole of the works (a work should be considered as complete for the purpose of refund of security deposit to a contractor from the last date on which its final measurements are checked by a competent authority, if such check is necessary otherwise from the last date of recording the final measurements), the defects notice period has also passed and the Engineer has certified that all defects notified to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor (in cash or recovered in installments from his bills) shall be refunded to him after the expiry of three months from the date on which the work is completed.



SIGNATURE / STAMP

**District Engineer / Procuring Agency**

**Contractor**

## INSTRUCTIONS TO BIDDERS / PROCURING AGENCIES GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS

This section of the bidding documents should provide the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Agency. It should also give information on bid submission, opening and evaluation, and on the award of contract.

Matters governing the performance of the Contract or payments under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are included as Conditions of Contract and *Contract Data*.

The *Instructions to Bidders* will not be part of the Contract and will cease to have effect once the contract is signed.

1. All work proposed to be executed by contract shall be notified in a form of Notice Inviting Tender (NIT) / Invitation for Bid (IFB) hoisted on website of Authority and Procuring Agency and also in printed media where ever required as per rules.

NIT must state the description of the work, dates, time and place of issuing, submission, opening of bids, completion time, cost of bidding document and bid security either in lump sum or percentage of Estimated Cost/Bid Cost. The interested bidder must have valid NTN also and others requirements shown in NIT.

2. Content of Bidding Documents must include but not limited to: Conditions of contract, Contract Data, specifications or its reference, Bill of Quantities containing description of items with scheduled/item rates with premium to be filled in form of percentage above/ below or on item rates to be quoted, Form of Agreement and drawings.

3. **Fixed Price Contracts:** The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

4. The Procuring Agency shall have right of rejecting all or any of the tenders as per provisions of SPP Rules 2010.

5. **Conditional Offer:** Any person who submits a tender shall fill up the usual printed form stating at what percentage above or below on the rates specified in Bill of Quantities for items of work to be carried out: he is willing to undertake the work and also quote the rates for those items which are based on market rates. Only one rate of such percentage, on all the Scheduled Rates shall be framed. Tenders, which propose any alternative in the works specified in the said form of invitation to tender or in the time allowed for carrying out the work, or which contain any other conditions, will be liable to rejection. No printed form of tender shall include a tender for more than one work, but if contractor wish to tender for two or more works, they shall submit a separate tender for each. The envelope containing the tender documents shall refer the name and number of the work.

6. All works shall be measured by standard instruments according to the rules.

7. Bidders shall provide evidence of their eligibility as and when requested by the Procuring Agency (District Council, Tando Mohammad Khan).

8. Any bid received by the Agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.

9. Prior to the detailed evaluation of bids, the Procuring Agency will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, registration with PEC (where applicable), turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.

10. Bid without bid security of required amount and prescribed form shall be rejected.

11. Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;

- i. **In case of schedule rates**, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.
- ii. **In case of item rates**, .If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
- iii. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.



# OFFICE OF THE DISTRICT COUNCIL TANDO MUHAMMAD KHAN




## STANDARD BIDDING DOCUMENT

### PROCUREMENT OF WORKS

(FOR CONTRACTS AMOUNTING BETWEEN RS.2.5 TO 50 MILLION)

Tender Serial No.	01	Estimated Cost:	On Items Rate Basis
NAME OF SCHEME:-	Supplying & Installation of Diesel Generator (60 KVA) for Office District Council, Tando Muhammad Khan.		
Bid Documents issued to M/S:-			
D.R. No. _____	Dated: _____	Amounting to Rs. _____	

  
CHAIRMAN  
District Council  
Tando Muhammad Khan

Standard Bidding Document is intended as a model for admeasurements (Percentage Rate/unit price for unit rates in a Bill of Quantities) types of contract. The main text refers to admeasurement contracts.

## INVITATION FOR BIDS

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

Bid Reference No.: 01

1. The Procuring Agency, **Chairman, District Council Tando Mohammad Khan**, invites sealed bids from interested parties, Contractors suppliers, firms or persons licensed by the Pakistan Engineering Council in the appropriate category( not required for works costing Rs 4.0 million or less) and/or duly pre-qualified(if pre-qualification is done for specific scheme/project) with the Procuring Agency for the Works, **Supplying & installation of Diesel Generator (60 KVA) for Office, District Council Tando Muhammad Khan**, which will be completed in (02) Months or 60 days.
2. A complete set of Bidding Documents may be purchased by an interested eligible bidder on submission of a written application on firm, parties or Contractors letter paid to the office given below and upon payment of a non-refundable fee of **Rs. 1000/= ( One thousand Rupees)**. Bidders may acquire the Bidding Documents from the Office of the Procuring Agency, at Chairman, District Council Tando Mohammad Khan.
3. All bids must be accompanied by a Bid Security in the amount of **Bid Amount filled in Quoted Rate** or 2% percentage of bid price in the form of (pay order / demand draft / bank guarantee) and must be delivered to **Chairman, District Council Tando Mohammad Khan** at or before **01:00 P.M on 28 / 03 / 2017**. Bids will be opened at **02:00PM** on the same day in the presence of bidders representatives who choose to attend, at office of **District Council Tando Mohammad Khan**.

Contractor



**CHAIRMAN**  
District Council  
Tando Muhammad Khan



## BIDDING DATA

(This section should be filled in by the Engineer / Procuring Agency before issuance of the Bidding Documents. The following specific data for the works to be tendered shall complement, amend, supplement the provisions in the Instructions to Bidders. Wherever there is a conflict, the provisions here shall prevail over those in the Instructions to Bidders.)

### Instructions to Bidders

#### Clause Reference

- 1.1 Name of Procuring Agency: Chairman, District Council, Tando Muhammad Khan.
- Brief Description of Works: Supplying & installation of Diesel Generator 60 KVA for Office, District Council Tando Muhammad Khan.
- 5.1 (a) Procuring Agency's address: Chairman, District Council, Tando Muhammad Khan.
- (b) Engineer's address: District Engineer, District Council, Tando Muhammad Khan.
- 10.3 Bid shall be quoted entirely in Pak. Rupees. The payment shall be made in Pak. Rupees.
- 11.2 The bidder has the financial, technical and constructional capability necessary to perform the Contract as follows: (Insert required capabilities and documents).
- i. Financial capacity: (must have turnover of Rs-----Million);
  - ii. Technical capacity :{ mentions the appropriate category of registration with PEC a qualification and experience of the staff);
  - iii. Construction Capacity: (mention the names and number of equipments required for the work)
- 12.1 (a) A detailed description of the Works, essential technical and performance characteristics.
- (b) Complete set of technical information, description data, literature and drawings as required in accordance with Schedule "B" to Bid, Specific Works Data. This will include but not limited to a sufficient number of drawings, photographs, catalogues, illustrations and other information as is necessary to illustrate clearly the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.
- 13.1 **Amount of Bid Security:** **2% of Bid Amount**
- Note: (Fill in lump sum amount or in % age of bid amount /estimated cost, but not below 1% and not exceeding 5%).

14.1 Period of Bid Validity : 60 days

(Fill in "number of days" not exceeding 90)

14.4 Number of Copies of the Bid to be submitted:

One original plus \_\_\_\_\_ copies.

14.6 (a) Procuring Agency's Address for the Purpose of Bid Submission:

Chairman, District Council, Tando Mohammad Khan.

15.1 Deadline for Submission of Bids

Time: 01:00 PM on 28/03/2017.

16.1 Venue, Time, and Date of Bid Opening

Venue: Administrator Office District Council  
Tando Mohammad Khan.

Time: 02:00 PM Date: 28/03/2017

16.4 Responsiveness of Bids:

- i. Bid is valid till required period,
- ii. Bid prices are firm during currency of contract / Price adjustment;
- iii. Completion period offered is within specified limits,
- iv. Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.
- v. Bid does not deviate from basic technical requirements and
- vi. Bids are generally in order, etc.

Procuring agency can adopt either of two options. (Select either of them)

- (a) **Fixed Price contract:** In these contracts no escalation will be provided during currency of the contract and normally period of completion of these works is upto 06 months.
- (b) **Price adjustment contract:** In these contracts escalation will be paid only on those items and in the manner as notified by Finance Department, Government of Sindh, after bid opening during currency of the contract.

Contractor



**CHAIRMAN**  
District Council  
Tando Muhammad Khan

## CONTRACT DATA

(Note: Except where otherwise indicated, all Contract Data should be filled in by the Procuring Agency prior to issuance of the Bidding Documents.)

### Sub-Clauses of

#### Conditions of Contract

1.1.3 Procuring Agency's Drawings, if any  
(To be listed by the Procuring Agency)

1.1.4 **The Procuring Agency** means Chairman, District Council, Tando Mohammad Khan.

1.1.5 **The Contractor** means

\_\_\_\_\_

\_\_\_\_\_

1.1.7 **Commencement Date** means the date of issue of Chairman's Notice to Commence which shall be issued within fourteen (14) days of the signing of the Contract Agreement.

1.1.9 **Time for Completion** \_\_\_\_\_ **02 Months (60) days**

(The time for completion of the whole of the Works should be assessed by the Procuring Agency)

1.1.20 Chairman (mention the name along with the designation including whether he belongs to department or consultant) and other details.



**CHAIRMAN**  
District Council  
Tando Muhammad Khan

1.3 **Documents forming the Contract listed in the order of priority:**

- (a) The Contract Agreement
- (b) Letter of Acceptance
- (c) The completed Form of Bid
- (d) Contract Data
- (e) Conditions of Contract
- (f) The completed Schedules to Bid including Schedule of Prices
- (g) The Drawings, if any
- (h) The Specifications
- (i) \_\_\_\_\_
- (j) \_\_\_\_\_

(The Procuring Agency may add, in order of priority, such other documents as form part of the Contract. Delete the document, if not applicable).

2.1 **Provision of Site:** On the Commencement Date

3.1 **Authorized person:** \_\_\_\_\_

3.2 **Name and address of Engineer's / Procuring Agency's representative**

MR. WAQAR AHMED PAHORE  
District Engineer Tando Mohammad Khan.

4.4 **Performance Security:** Amount 2% of Total Bid Amount/= Validity 60 days.

(Form: As provided under Standard Forms of these Documents)

5.1 **Requirements for Contractor's design (if any):**

Specification Clause No's \_\_\_\_\_

7.2 **Programme:**

**Time for submission:** Within fourteen (14) days\* of the Commencement Date.

**Form of programme:** \_\_\_\_\_ (Bar Chart/CPM/PERT or other)

7.4 Amount payable due to failure to complete shall be 0.70% per day up to a maximum of (10%) of sum stated in the Letter of Acceptance.

(Usually the liquidated damages are set between 0.05 & 0.10% per day.)

7.5 **Early Completion**

In case of earlier completion of the Work, the Contractor is entitled to be paid bonus up-to limit and at a rate equivalent to 50% of the relevant limit and rate of liquidated damages stated in the contract data.

9.1 **Period for remedying defects**

**90 Days after Completion**

10.2 (e) **Variation procedures:**

Day work rates \_\_\_\_\_  
\_\_\_\_\_ (Details)

**Contractor**



**CHAIRMAN**  
District Council  
Tando Muhammad Khan

Issued to M/S \_\_\_\_\_

Tender Fee Rs. \_\_\_\_\_ Vide D.R.No. \_\_\_\_\_ Dated: \_\_\_\_\_



## TENDER FOR WORKS

Percentage rate Tender and Contract work issued for the work: \_\_\_\_\_

I/We hereby tender for the execution of the District Council, Tando Muhammad Khan (hereinbefore and hereinafter referred to as District Council, Tando Muhammad Khan) of the work specified in the underwritten memorandum within the time specified in such memorandum at an figure as well as in works \_\_\_\_\_% percent, **below / above** the estimated rates specified in schedule "B" ( memorandum showing items of works to be carried out ) and in accordance in all respects with the specifications, designs, drawing and instructions in writing referred to in this tender and in Clause-12 of the annexed condition of contract and agree that when materials for the work are provided by the District Council Tando Muhammad Khan, such materials and the rates to be paid for them shall be as provided in Schedule "A" here to.

### MEMORANDUM

(a) General Description:

(b) Estimated Cost:

Rs.

(c) Earnest Money @ (2% of the estimated costs):

Rs.

(d) Security Deposits

1. 8% of the estimated cost of each,

Rs.

2. Percentage to be deducted from every running bill Rs:

month

day

(e) Time allowed for the completion of work from date of written order to commence:

Schedule "A" \_\_\_\_\_

Schedule "B" \_\_\_\_\_

### CONTRACTOR UNDERTAKING

Should this tender be accepted, I/We hereby agree to abide by fulfill all the terms and provision of the conditions of the Contract annexed here to so far as applicable and in default thereof to forefeet and pay to District Council, Tando Muhammad Khan in office the sums of money mentioned in the said conditions.

(Receipt No. \_\_\_\_\_ Book No. \_\_\_\_\_ Dated \_\_\_\_\_ from the Government Treasury or Sub-Treasury at \_\_\_\_\_ in respect of sum Rs. \_\_\_\_\_ is forwarded herewith representing the earnest money.

Amount to 'be specified in' \_\_\_\_\_ (words) and \_\_\_\_\_ (figures).

Address of Contractor: - \_\_\_\_\_

Witness:- \_\_\_\_\_

Address of Witness:- \_\_\_\_\_

Signature of Contractor

(STAMP)

Occupation:- \_\_\_\_\_

C.N.I.C:- \_\_\_\_\_

The above tender is hereby **accepted / rejected** by me on behalf of the District Council, Tando Muhammad Khan.

Dated the \_\_\_\_\_ day of 20 \_\_\_\_\_

CHAIRMAN  
DISTRICT COUNCIL  
TANDO MUHAMMAD KHAN

Draft Bidding Document for works Between 2.50 M to 50.0 Millions.

Tender Serial No.01

NAME OF WORK: SUPPLYING & INSTALLATION OF DIESEL GENERATOR (60 KVA) FOR OFFICE, DISTRICT COUNCIL TANDO MUHAMMAD KHAN.

BILL OF QUANTITIES

(A) Description and rate of Items based on Composite Schedule of Rates.

Sr. No	Quantities	Description of item to be executed at site	Rate	Unit	Amount in Rupees
1	2	3	4	5	6
		NIL			

Amount Total (a) Rs. Nil /=

\_\_\_\_\_ % above / below on the rates of CSR.

Amount to be added / deducted on the basis of premium quoted

Total (b) \_\_\_\_\_

Total (A) = (a) + (b) in words & figures: \_\_\_\_\_



PART - B (Non-Schedule Items)

(b) Description of Items based on Non Schedule / offer of Rates:

Sr. No	Quantities	Description of item to be executed at site	Rate	Unit	Amount in Rupees
1	2	3	4	5	6
1	1.0 Nos.	Supplying & installation of Diesel Generator (canopied) (60 KVA) (Denyo (DCA-60ESH or DCA-60ES12) or equivalent) Sound Proof Type with transportation charges at site and Testing 72 hours other specification attached with Bidding Documents.		Each	

Amount Total (b) Rs. \_\_\_\_\_

(In words Rupees \_\_\_\_\_ )

Contractor



Signature of Procuring Agency Officer

## SUMMARY OF BILL OF QUANTITIES

Cost of Bid

Amount \_\_\_\_\_

1. (A) Cost based on composite Schedule of Rate

\_\_\_\_\_

2. (B) Cost of based on Non / Offered Schedule of Rates.

\_\_\_\_\_

TOTAL COST OF BID (C) = Total (A) + Total (B)

\_\_\_\_\_

Contractor



Signature of Procuring Agency Officer



# SPECIFICATION TABLE (60kVA~150kVA CLASS SOUNDPROOF TYPE)

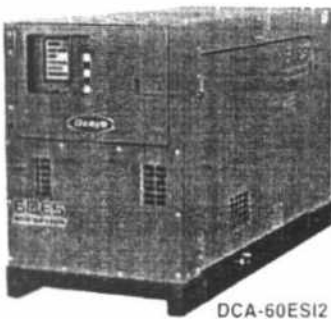
MODEL	DCA-60ESH		DCA-60ESI2		DCA-75SPI		DCA-100ESI		DCA-125SPK3		DCA-150ESK		
<b>ALTERNATOR</b>													
Frequency	Hz	50	60	50	60	50	60	50	60	50	60	50	60
Output Rating kVA	Continuous	50	60	50	60	65	75	80	100	100	125	125	150
	Standby	55	66	55	66	68.3	78.8	88	110	110	138	138	165
No. of Phases		3-Phase, 4-Wire											
Rated Voltage*	V	① Single Voltage (Dual Voltage is an option)					② Dual Voltage						
Power Factor		0.8 (Lagging)											
Voltage Regulation	%	Within ±0.5											
Excitation		Brushless, Rotating Exciter (With A.V.R.)											
Insulation		Class F		Class H		Class F							
<b>ENGINE</b>													
Maker & Model		Hino W04D-TG		Isuzu BB-4BG1T		Isuzu A-6BG1		Isuzu DD-6BG1T		Komatsu SA6D102E-1-A		Komatsu SAA6D102E-2-D	
Type		Inlined, Direct Injected, Turbocharged				Inlined, Direct Injected		Inlined, Direct Injected, Turbocharged		Inlined, Direct Injected, Turbocharged, Aftercooled			
Output Rating	PS/rpm	66/1500	78/1800	65/1500	77/1800	80/1500	93/1800	100/1500	124/1800	133/1500	157/1800	153/1500	183/1800
	kW/rpm	48.5/1500	57.4/1800	47.9/1500	57.1/1800	58.8/1500	68.4/1800	73.6/1500	91.3/1800	97.8/1500	115.5/1800	113/1500	135/1800
No. of Cylinders-Bore×Stroke	mm	4-104×118		4-105×125		6-105×125		6-105×125		6-102×120		6-102×120	
Piston Displacement	L	4.009		4.329		6.494		6.494		5.880		5.880	
Fuel		ASTM No. 2 Diesel Fuel or Equivalent											
Fuel Consumption <sup>1)</sup>	L/h	8.8	10.6	8.7	11.0	10.8	12.5	13.5	17.4	15.5	20.1	20.6	25.0
Lube Oil Sump Capacity	L	16.5		13.2		19.3		22.4		22		22	
Coolant Capacity	L	12.2		15.4		22.9		22.0		23.9		28.4	
Battery×Quantity		80D26R×2		120E41R×1		95E41R×2		95D31R×2		95E41R×2			
Fuel Tank Capacity	L	125		125		155		225		250			
<b>UNIT</b>													
Dimensions	Length mm	2050		2200		2630		2750		3000		3250	
	Width mm	880		880		1000		1050		1080		1080	
	Height mm	1250		1250		1300		1350		1500		1500	
Dry Weight	kg	1240		1120		1590		1730		2120		2390	
<b>SOUND LEVEL</b>													
7m dB (A, 1500/1800 rpm, min <sup>1)</sup> **		61	64	61	64	61	63	59	61	63	66	62	65

① 1000 rpm (1500/1800 rpm) (1500/1800 rpm) (1500/1800 rpm)

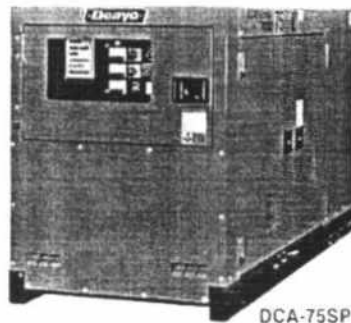
Frequency	50Hz	60Hz
190~220V	190~240V	190~240V
380~440V	380~480V	380~480V
190~220V	200~240V	200~240V
380~440V	360~480V	360~480V

② Indicates optional.

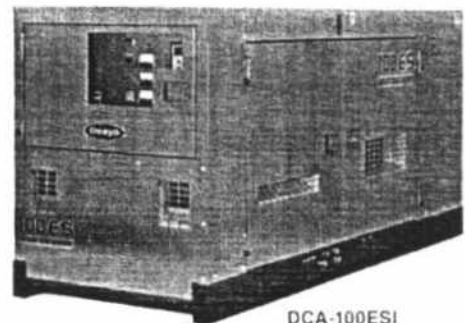
- \* 1) Fuel consumption is indicated in operation at 75% load.  
 \* 2) Sound level reflects high speed normal operation and is calculated by averaging the measurements at four points, each 7 meters from the source.  
 \* 3) Depending on the output voltage, they differ from values listed in table.



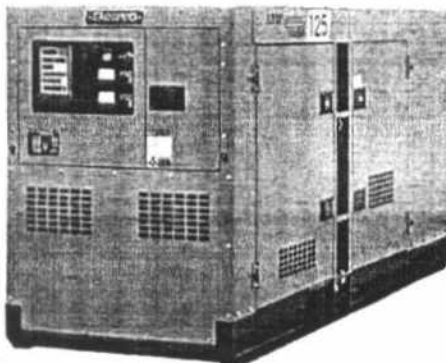
DCA-60ESI2



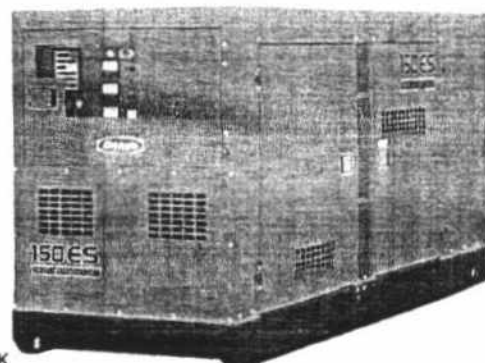
DCA-75SPI



DCA-100ESI



DCA-125SPK3



DCA-150ESK


# OFFICE OF THE DISTRICT COUNCIL TANDO MUHAMMAD KHAN



## STANDARD BIDDING DOCUMENT

### PROCUREMENT OF WORKS (For Contracts Costing up to Rs 2.5 MILLION)

Tender Serial No.	02	Estimated Cost:	On Items Rate Basis
NAME OF SCHEME:-	Supplying of Thermal Fogger Machine for District Council, Tando Muhammad Khan.		
Bid Documents issued to M/S:-			
D.R. No. _____	Dated: _____	Amounting to Rs. _____	

  
CHAIRMAN  
District Council  
Tando Muhammad Khan

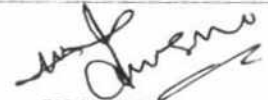
Standard Bidding Document is intended as a model for admeasurements (Percentage Rate/unit price for unit rates in a Bill of Quantities) types of contract. The main text refers to admeasurements contracts.

## BIDDING DATA

(This section should be filled in by the Engineer/Procuring Agency before issuance of the Bidding Documents).

(a)	Name of Procuring Agency:	District Council Tando Muhammad Khan
(b)	Brief Description of Works	Supplying of Thermal Fogger Machine for District Council, Tando Muhammad Khan.
(c)	Procuring Agency's address:	Office of The District Council, Tando Muhammad Khan.
(d)	Estimated Cost:	On Items Rate Basis
(e)	Amount of Bid Security:- (Fill in lump sum amount or in % age of bid amount /estimated cost, but not exceeding 5%)	2 % of Total Bid Amount / Quoted Rate.
(f)	Period of Bid Validity (days):- (Not more than ninety days).	90 Days
(g)	Security Deposit :- ( including bid security) :- (In % age of bid amount /estimated cost equal to 10%)	10%
(h)	Percentage, if any, to be deducted from bills:	In Case of Filler Income Tax 4.50 % & In Case of Non Filler Income Tax 6.50 %
(i)	Deadline for Submission of Bids along with time:	28-03-2017 @ 1:00 PM
(j)	Venue, Time, and Date of Bid Opening:	28-03-2017 @ 2:00 PM Above Address
(k)	Time for Completion from written order of commence: -	02 (Two) Month
(l)	Liquidity damages: - (0.05 of Estimated Cost or Bid cost per day of delay but total not exceeding 10%).	10%
(m)	Deposit Receipt No: _____	Date: _____

Amount: Rs. \_\_\_\_\_ in figures and in words \_\_\_\_\_



CHAIRMAN  
District Council  
Tando Muhammad Khan

Issued to M/S \_\_\_\_\_

Tender Fee Rs. \_\_\_\_\_

Vide D.R.No. \_\_\_\_\_

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



## TENDER FOR WORKS

Percentage rate Tender and Contract work issued for the work: \_\_\_\_\_

I/We hereby tender for the execution of the District Council, Tando Muhammad Khan (hereinbefore and hereinafter referred to as District Council, Tando Muhammad Khan) of the work specified in the underwritten memorandum within the time specified in such memorandum at an figure as well as in works \_\_\_\_\_% percent, **below / above** the estimated rates specified in schedule "B" ( memorandum showing items of works to be carried out ) and in accordance in all respects with the specifications, designs, drawing and instructions in writing referred to in this tender and in Clause-12 of the annexed condition of contract and agree that when materials for the work are provided by the District Council Tando Muhammad Khan, such materials and the rates to be paid for them shall be as provided in Schedule "A" here to.

### MEMORANDUM

(a) General Description:

(b) Estimated Cost:

Rs.

(c) Earnest Money @ (2% of the estimated costs):

Rs.

(d) Security Deposits

1. 8% of the estimated cost of each,

Rs.

2. Percentage to be deducted from every running bill Rs:

month

day

(e) Time allowed for the completion of work from date of written order to commence:

Schedule "A" \_\_\_\_\_

Schedule "B" \_\_\_\_\_

### CONTRACTOR UNDERTAKING

Should this tender be accepted, I/We hereby agree to abide by fulfill all the terms and provision of the conditions of the Contract annexed here to so far as applicable and in default thereof to forfeit and pay to District Council, Tando Muhammad Khan in office the sums of money mentioned in the said conditions.

(Receipt No. \_\_\_\_\_ Book No. \_\_\_\_\_ Dated \_\_\_\_\_ from the Government Treasury or Sub-Treasury at \_\_\_\_\_ in respect of sum Rs. \_\_\_\_\_ is forwarded herewith representing the earnest money.

Amount to 'be specified in' \_\_\_\_\_ (words) and \_\_\_\_\_ (figures).

Address of Contractor: - \_\_\_\_\_

Witness:- \_\_\_\_\_

Address of Witness:- \_\_\_\_\_

Signature of Contractor

(STAMP)

Occupation:- \_\_\_\_\_

C.N.I.C:- \_\_\_\_\_

The above tender is hereby **accepted / rejected** by me on behalf of the District Council, Tando Muhammad Khan.

Dated the

day of 20

CHAIRMAN  
DISTRICT COUNCIL  
TANDO MUHAMMAD KHAN

Draft Bidding Document for works upto 2.50 M.

Tender Serial No.02

NAME OF WORK: SUPPLYING OF THERMAL FOGGER MACHINE FOR DISTRICT COUNCIL,  
TANDO MUHAMMAD KHAN.

BILL OF QUANTITIES

(A) Description and rate of Items based on Composite Schedule of Rates.

Sr. No	Quantities	Description of item to be executed at site	Rate	Unit	Amount in Rupees
1	2	3	4	5	6
		NIL			

Amount Total (a) Rs. Nil /=

\_\_\_\_\_ % above / below on the rates of CSR.

Amount to be added / deducted on the basis of premium quoted

Total (b) \_\_\_\_\_

Total (A) = (a) + (b) in words & figures: \_\_\_\_\_



PART – B (Non-Schedule Items)

(b) Description of Items based on Non Schedule / offer of Rates.

Sr. No	Quantities	Description of item to be executed at site	Rate	Unit	Amount in Rupees
1	2	3	4	5	6
1	10.0 Nos.	Supplying of Thermal Fogger Machine (I.Z FOG, Model No. IZ-150B Type Auto Thermal Aerosol Fog or equivalent) specification attached with Bidding Documents.		Each	

Amount Total (b) Rs. \_\_\_\_\_

(In words Rupees \_\_\_\_\_)

Contractor



Signature of Procuring Agency Officer

## SUMMARY OF BILL OF QUANTITIES

Cost of Bid

Amount \_\_\_\_\_

1. (A) Cost based on composite Schedule of Rate

\_\_\_\_\_

2. (B) Cost of based on Non / Offered Schedule of Rates.

\_\_\_\_\_

TOTAL COST OF BID (C) = Total (A) + Total (B)

\_\_\_\_\_

Contractor



Signature of Procuring Agency Officer

**ITEM NO. 01: THERMAL FOGGER MACHINE FOR ALL INSECTS**

(Korean BF-200, (2 in 1) ULV + Fogger, Self-Start 100% Heavy Steel Structure)

<b>RECOMMENDED MINIMUM TECHNICAL SPECIFICATION</b>	
<b>ITEMS</b>	<b>SPECIFICATION</b>
Model Type:	BF-200
Type	Aerosol and U.L.V
Starting Method	Push Button Start
Power Supply	12V DC Rechargeable
Dimensions (L x W x H)	230 x 1320 x 340 (mm)
Weight (Empty)	10 Kg.
Gasoline Tank Capacity	1.8 liters / hour
Gasoline Consumption	1.8 liters / hour
Solution Tank Capacity	8 Liter
Solution Output	50 Liter / hour
Solution Tank Material	Stainless Still 316 L
Shipping Data ( L x W x H )	230 x 1360 x 350 (mm)
Shipping Data Weight	13.3 Kg.



# OFFICE OF THE DISTRICT COUNCIL TANDO MUHAMMAD KHAN



## STANDARD BIDDING DOCUMENT

### PROCUREMENT OF WORKS (For Contracts Costing up to Rs 2.5 MILLION)

Tender Serial No.	<u>03</u>	<u>Estimated Cost:</u>	<u>On Items Rate Basis</u>
NAME OF SCHEME:-	Supplying of Photostat / Photocopier for District Council, Tando Muhammad Khan.		
Bid Documents issued to M/S:-			
D.R. No. _____	Dated: _____	Amounting to Rs. _____	

CHAIRMAN  
District Council  
Tando Muhammad Khan

**Standard Bidding Document** is intended as a model for admeasurements (Percentage Rate/unit price for unit rates in a Bill of Quantities) types of contract. The main text refers to admeasurements contracts.

## BIDDING DATA

(This section should be filled in by the Engineer/Procuring Agency before issuance of the Bidding Documents).

(a)	Name of Procuring Agency:	District Council Tando Muhammad Khan
(b)	Brief Description of Works	Supplying of Photostat / Photocopier for District Council, Tando Muhammad Khan.
(c)	Procuring Agency's address:	Office of The District Council, Tando Muhammad Khan.
(d)	Estimated Cost:	On Items Rate Basis
(e)	Amount of Bid Security:- (Fill in lump sum amount or in % age of bid amount /estimated cost, but not exceeding 5%)	2 % of Total Bid Amount / Quoted Rate.
(f)	Period of Bid Validity (days):- (Not more than ninety days).	90 Days
(g)	Security Deposit :- ( including bid security) :- (In % age of bid amount /estimated cost equal to 10%)	10%
(h)	Percentage, if any, to be deducted from bills:	In Case of Filler Income Tax 4.50 % & In Case of Non Filler Income Tax 6.50 %
(i)	Deadline for Submission of Bids along with time:	28-03-2017 @ 1:00 PM
(j)	Venue, Time, and Date of Bid Opening:	28-03-2017 @ 2:00 PM Above Address
(k)	Time for Completion from written order of commence: -	02 (Two) Month
(l)	Liquidity damages: - (0.05 of Estimated Cost or Bid cost per day of delay but total not exceeding 10%).	10%
(m)	Deposit Receipt No: _____	Date: _____
Amount: Rs. _____ in figures and in words _____		

  
CHAIRMAN  
District Council  
Tando Muhammad Khan

## RICOH AFICIO MP 4002 SPECIFICATIONS

<b>Configuration:</b>	Desktop
<b>Scanning Element:</b>	One Dimension solid scanning through CCD
<b>Printing Process:</b>	Twin Laser Beam Scanning & Electro photographic Printing
<b>Toner:</b>	Dry, Dual Component
<b>System Memory (RAM) (Min./Max.):</b>	Copier Basic: 512 MB RAM/1 GB RAM Print/Scan: 1 GB RAM
<b>Hard Disk Drive:</b>	Print/Scan: 128 GB Standard 128 GB Optional for Copier Basic
<b>Document Feeder:</b>	100-Sheet ARDF (Standard)
<b>Copy Resolution:</b>	600 x 600 dpi
<b>Grayscale:</b>	256 levels
<b>Exposure Adjustment:</b>	Manual & Automatic (Standard)
<b>Quantity Indicator:</b>	Up to 999
<b>Original Type:</b>	Book/Sheet
<b>Maximum Original Size:</b>	Up to 11" x 17"
<b>Copy Size:</b>	5.5" x 8.5" to 11" x 17"
<b>Copy Type:</b>	Plain Paper, Transparencies, Recycled Paper, Cardstock, Letterhead, Envelope
<b>Warm-Up Time (from main Switch On):</b>	Copier Basic: Less than 15 seconds Print/Scan: Less than 19 seconds
<b>First Copy Speed:</b>	MP 4002: 4.1 seconds MP 5002: 3.5 seconds
<b>Continuous Copying Speed:</b>	MP 4002: 40 copies/minute (LTR) MP 5002: 50 copies/minute (LTR)
<b>Recovery Time from Sleep Mode:</b>	Copier Basic: Less than 12/15 seconds (MP 4002/MP 5002) Print/Scan: Less than 11/15 seconds (MP 4002/MP 5002)
<b>Typical Electricity Consumption (TEC):</b>	MP 4002: 2.89kWh (Copier Basic) MP 4002: 2.87kWh (Print/Scan) MP 5002: 3.56kWh (Copier Basic) MP 5002: 3.49kWh (Print/Scan)
<b>Power Source:</b>	120V/60Hz, 12A
<b>Sleep Mode Power Consumption:</b>	Copier Basic: 1W (MP 4002/MP 5002) Print/Scan: 2.7W (MP 4002/MP 5002)
<b>Dimensions:</b>	26.38" (W) x 26.85" (D) x 35.24" (H) (670 x 682 x 895 mm)
<b>Weight:</b>	Less than 213.8 lbs. (97 kg)
<b>Standard Paper Capacity:</b>	550 sheets x 2 trays 100-Sheet Bypass Tray
<b>Optional Paper Capacity:</b>	550 sheets x 2 trays or 2,000 x 1; 1,200-Sheet Large Capacity Tray (LCT)
<b>Paper Size:</b>	Tray 1 & 2: 7.25" x 10.5" to 11" x 17" (Executive - A3); Bypass: 5.5" x 8.5" (SEF) to 11" x 17" (A5 - A3)
<b>Paper Weight:</b>	Tray 1 & 2: 16 - 57 lb. Bond/60 - 216 g/m <sup>2</sup> Bypass: 14 - 58 lb. Bond/52 - 220 g/m <sup>2</sup> Duplex: 16 - 44 lb. Bond/60 - 169 g/m <sup>2</sup>
<b>Reduction Ratios:</b>	25%, 50%, 65%, 73%, 78%, 85%, 93%
<b>Enlargement Ratios:</b>	121%, 129%, 155%, 200%, 400%
<b>Zoom:</b>	25% to 400% in 1% increments
<b>Standard Features:</b>	Auto Magnification, Auto Paper Select, Auto Tray Switch, Center/Border Erase, Chapters, Combine Mode, Cover Insertion, Date Stamp, Directional Magnification, Double Copy, Electronic/ Rotate Sorting, English Preset Stamps, Bates Stamp

	(numbering). Full-Color WVGA Touch Screen. 25 Job Programs. Negative/Positive, OHP Slip Sheet. Page Number Stamp. Paper Designate. Sample Copy. Simple Screen. 1,000 User Codes
<b>Requires Hard Disk Drive for Copier Basic Models:</b>	Document Server. Stamping on Copies

*(Standard on Print/Scan Configuration/Option on Copier Basic Configuration)*

#### Printer Specifications

<b>Print Speed:</b>	MP 4002: 40 ppm MP 5002: 50 ppm
<b>CPU:</b>	RM7035C-533 MHz
<b>Standard Interfaces:</b>	10BaseT/100BaseTX, USB 2.0
<b>Optional Interfaces:</b>	IEEE 802.11a/b/g Wireless LAN, Bluetooth, Gigabit Ethernet, IEEE 1284 Parallel Interface Board Type A
<b>Memory Capacity:</b>	Shared with Copier Memory
<b>Network Protocol:</b>	TCP/IP, IPX/SPX
<b>Network Operating Systems:</b>	Windows XP/Vista, Server 2003/Server 2008/Server 2008R2 and Windows 7 Netware Server 6.5**, UNIX: Sun Solaris, HP-UX, SCO OpenServer, RedHat Linux, IBM AIX, Mac OS, OS X 10.2 or later, SAP R/3, NDPS Gateway, IBM iSeries/AS/400 using OS/400 Host Print Transform
<b>Utilities:</b>	Web Image Monitor, Embedded @Remote
<b>Page Description Languages:</b>	Standard PCL 5e/6, PDF, Direct Print and Adobe® PostScript® 3TM/IPDS (Optional)
<b>Print Resolution:</b>	Up to 600 dpi
<b>Fonts for PCL 5e/6:</b>	45 Intellifonts, 13 International Fonts
<b>Fonts for PS3:</b>	136 PostScript Fonts
<b>Standard Features:</b>	Sample/Locked/Hold/Stored Print/

*(Standard on Print/Scan Configuration/Option on Copier Basic Configuration)*

#### Scanner Specifications (Standard)

<b>Embedded Scanning Speed</b>	BW: 61 ipm (@200 dpi, 8.5" x 11" LEF) FC: 31 ipm (@200 dpi)
<b>Scanning Resolution:</b>	Up to 600 dpi
<b>Grayscale:</b>	256 levels
<b>Scan Area:</b>	Up to 11" x 17"
<b>Standard Interfaces:</b>	10BaseT/100BaseTX Ethernet
<b>Optional Interfaces:</b>	Wireless LAN (802.11a/b/g), Gigabit Ethernet
<b>Protocol:</b>	TCP/IP, SMTP, SMB, FTP, POP3, NCP (Requires Netware and Print/Scan Options)
<b>Memory Capacity:</b>	Shared with Copier Memory
<b>File Formats:</b>	Single-Page and Multi-Page TIFF, PDF, High Compression PDF, Single-Page JPEG, Single and Multiple page PDF/A
<b>Standard Features:</b>	Embedded Scan-to-Email, HDD, Folder, URL, Color Scanning

*Faxing is standard on the MP 4000SPF/MP 5000SPF models.*

**Fax Specifications (Option)**

<b>Circuit:</b>	PSTN, PBX
<b>Resolution:</b>	200 x 200/100 dpi 400 x 400 dpi (optional)
<b>Compression Method:</b>	MH, MR, MMR, JBIG
<b>Scanning Speed:</b>	0.90 seconds 8.5 x 11" (A4 SEF)
<b>Modem Speed:</b>	33.6 Kbps with Auto Fallback
<b>Transmission Speed:</b>	G3: 3 seconds per page (MMR Compression) G3: 2 seconds per page (JBIG Compression)
<b>Memory (SAF):</b>	4 MB standard (up to 320 pages) 28 MB maximum (up to 2,240 pages)
<b>Memory Backup:</b>	1 hour
<b>Auto Dials:</b>	2,000 (with HDD)
<b>Group Dials:</b>	100 (max. 500 numbers per group)
<b>ID Code Programming:</b>	4 digits
<b>User Function Key:</b>	3 keys
<b>Standard Features:</b>	Dual Access, Image Rotation, LAN-Fax Capability, Internet Faxing (T.37), IP Faxing (T.38), Fax Forwarding to E-mail/HDD/Folder
<b>Optional Features:</b>	Simultaneous operation of up to 3 lines (G3 x 3)

*(Standard on Print/Scan Configuration/Option on Copier Basic Configuration)*

**Security Features (Standard)**

HDD Encryption, HDD Data Overwrite, SMTP over SSL, S/MIME, IPsec Communication, Locked Print Password Encryption, Encrypt Address Book, SSL Secure Socket Layer, Windows/LDAP/User Authentication, SNMP v3, Encryption of Password PDF, Encrypted PDF, IP Filtering, Quota Limit Setting

**Finishing Options**

**One-Bin Tray BN3100 (Option)**

<b>Paper Size:</b>	5.5" x 8.5" – 11" x 17"/A3 – A5
<b>Paper Weight:</b>	16 to 50 lb. Bond/60 – 169 g/m2
<b>Paper Capacity:</b>	125 sheets

**SR3090 Finisher (Option)**

<b>Paper Size:</b>	5.5" x 8.5" – 11" x 17"/A5 – A3
<b>Paper Weight:</b>	14 to 69 lb. Bond/52 to 260 g/m2 (Proof Tray) 14 to 43 lb. Bond/52 to 163 g/m2 (Shift Tray)
<b>Stack Capacity:</b>	Proof Tray: 250 sheets (8.5" x 11" or smaller); 50 sheets (8.5" x 14" or larger) Shift Tray: 1,000 sheets (8.5" x 11" or smaller); 500 sheets (8.5" x 14" or larger)
<b>Staple Capacity:</b>	50 sheets (8.5" x 11") 30 sheets (8.5" x 14" or larger)

<b>Staple Position:</b>	1 staple/2 positions; 2 staples/1 position
<b>Dimensions:</b>	10.7" (W) x 20.5" (D) x 31.2" (H) (270 x 520 x 790 mm)

SR3110 Booklet Finisher (2,000 Sheet Option)

<b>Paper Size:</b>	5.5" x 8.5" – 11" x 17"
<b>Paper Weight:</b>	14 to 43 lb. Bond/52 to 163 g/m (Proof Tray) 14 to 68 lb. Bond/52 to 256 g/m (Shift Tray)
<b>Stack Capacity:</b>	Proof Tray: 250 sheets (8.5" x 11" or smaller) 50 sheets (8.5" x 14" or larger) Shift Tray: 2,000 sheets (8.5" x 11") LEF 1,000 sheets (8.5" x 11" – 11" x 17") SEF 100 sheets (5.5" x 8.5")
<b>Staple Capacity:</b>	50 sheets (8.5" x 11") 30 sheets (8.5" x 14" or larger)
<b>Staple Position:</b>	1 staple/3 positions; 2 staples/2 positions
<b>Saddle Stitch:</b>	30 sets (2 – 5 sheets); 15 sets (6 – 10 sheets); 10 sets (11 – 15 sheets)
<b>Dimensions:</b>	25.9" (W) x 25.1" (D) x 37.8" (H) (657 x 613 x 960 mm)

SR3120 Finisher (3,000 Sheet Option)

<b>Paper Size:</b>	5.5" x 8.5" – 11" x 17"/A5 – A3
<b>Paper Weight:</b>	14 to 43 lb. Bond/52 to 163 g/m (Proof Tray) 14 to 68 lb. Bond/52 to 256 g/m (Shift Tray)
<b>Stack Capacity:</b>	Proof Tray: 250 sheets (8.5" x 11" or smaller); 50 sheets (8.5" x 14" or larger) Shift Tray: 3,000 sheets (8.5" x 11") LEF 1,500 sheets (8.5" x 11" – 11" x 17") SEF
<b>Staple Capacity:</b>	50 sheets (8.5" x 11") 30 sheets (8.5" x 14" or larger)
<b>Staple Position:</b>	1 staple/3 positions; 2 staples/1 position
<b>Dimensions:</b>	25.9" (W) x 25.1" (D) x 37.8" (H) (657 x 613 x 960 mm)

**HARDWARE ACCESSORIES**

LCIT RT3020 Side Large Capacity Tray (Option)

<b>Paper Size:</b>	11" x 8.5"/A4 (LEF)
<b>Paper Weight:</b>	16 to 57 lb. Bond/60 – 216 g/m <sup>2</sup>
<b>Paper Capacity:</b>	1,200 sheets
<b>Dimensions:</b>	13.7" (W) x 21.3" (D) x 11.4" (H) (348 x 540 x 290 mm)

PB3130 Paper Feed Unit (Option)

<b>Paper Size:</b>	7.25" x 10.5" – 11" x 17"/Executive – A3
<b>Paper Weight:</b>	16 to 57 lb. Bond/60 – 216 g/m2
<b>Paper Capacity:</b>	550 sheets x 2
<b>Dimensions:</b>	22.8" (W) x 24.8" (D) x 10.2" (H) (580 x 629 x 260 mm)

LCIT PB3140 Large Capacity Tray (Option)

<b>Paper Size:</b>	8.5" x 11"/A4 (LEF)
<b>Paper Weight:</b>	16 to 57 lb. Bond/60 – 216 g/m2
<b>Paper Capacity:</b>	2,000 sheets
<b>Dimensions:</b>	22.8" (W) x 24.8" (D) x 10.2" (H) (580 x 629 x 260 mm)

Additional Options

Bluetooth Interface Unit Type D, Bridge Unit Type BU3060, Copy Data Security Unit Type G, FAC56 Cabinet, Fax Option Type 5002, File Format Converter Type E, G3 Interface Unit Type 5002, Gigabit Ethernet Board Type A, Handset Type C5502, IEEE 1284 Interface Board Type A, IEEE 802.11a/g Interface Unit Type J, VM Card Type U\*, Key Counter Bracket Type H, Optional Counter Interface Unit Type A, PostScript3 Unit Type 5002, Punch Unit PU3030 (for SR3120 & SR3110), Fax Connection Unit Type A, Memory Unit Type B 32 MB, Side Tray Type C5502, Internal Shift Tray SH3060, Hard Disk Drive Option Type 5002, Printer/Scanner Unit Type 5002\*, SD Card for Netware Printing Type K, Browser Unit Type I, ADF Handle Type C, Platen Cover Type 3352, IPDS Unit Type 5002, Card Reader Bracket Type 3352

Issued to M/S \_\_\_\_\_

Tender Fee Rs. \_\_\_\_\_ Vide D.R.No. \_\_\_\_\_ Dated: \_\_\_\_\_



## TENDER FOR WORKS

Percentage rate Tender and Contract work issued for the work: \_\_\_\_\_

I/We hereby tender for the execution of the District Council, Tando Muhammad Khan (hereinbefore and hereinafter referred to as District Council, Tando Muhammad Khan) of the work specified in the underwritten memorandum within the time specified in such memorandum at an figure as well as in works \_\_\_\_\_% percent, **below / above** the estimated rates specified in schedule "B" ( memorandum showing items of works to be carried out ) and in accordance in all respects with the specifications, designs, drawing and instructions in writing referred to in this tender and in Clause-12 of the annexed condition of contract and agree that when materials for the work are provided by the District Council Tando Muhammad Khan, such materials and the rates to be paid for them shall be as provided in Schedule "A" here to.

### MEMORANDUM

(a) General Description:

(b) Estimated Cost:

Rs.

(c) Earnest Money @ (2% of the estimated costs):

Rs.

(d) Security Deposits

1. 8% of the estimated cost of each,

Rs.

2. Percentage to be deducted from every running bill Rs:

month

day

(e) Time allowed for the completion of work from date of written order to commence:

Schedule "A" \_\_\_\_\_

Schedule "B" \_\_\_\_\_

### CONTRACTOR UNDERTAKING

Should this tender be accepted, I/We hereby agree to abide by fulfill all the terms and provision of the conditions of the Contract annexed here to so far as applicable and in default thereof to forefeet and pay to District Council, Tando Muhammad Khan in office the sums of money mentioned in the said conditions.

(Receipt No. \_\_\_\_\_ Book No. \_\_\_\_\_ Dated \_\_\_\_\_ from the Government Treasury or Sub-Treasury at \_\_\_\_\_ in respect of sum Rs. \_\_\_\_\_ is forwarded herewith representing the earnest money.

Amount to 'be specified in' \_\_\_\_\_ (words) and \_\_\_\_\_ (figures).

Address of Contractor: - \_\_\_\_\_

Witness:- \_\_\_\_\_

Address of Witness:- \_\_\_\_\_

Signature of Contractor

(STAMP)

Occupation:- \_\_\_\_\_

C.N.I.C:- \_\_\_\_\_

The above tender is hereby **accepted / rejected** by me on behalf of the District Council, Tando Muhammad Khan.

Dated the \_\_\_\_\_ day of 20 \_\_\_\_\_

CHAIRMAN  
DISTRICT COUNCIL  
TANDO MUHAMMAD KHAN



Draft Bidding Document for works upto 2.50 M.

Tender Serial No.03

NAME OF WORK: SUPPLYING OF PHOTOSTAT / PHOTOCOPIER MACHINE FOR DISTRICT COUNCIL,  
TANDO MUHAMMAD KHAN.

BILL OF QUANTITIES

(A) Description and rate of Items based on Composite Schedule of Rates.

Sr. No	Quantities	Description of item to be executed at site	Rate	Unit	Amount in Rupees
1	2	3	4	5	6
		NIL			

Amount Total (a) Rs. Nil /=

\_\_\_\_\_ % above / below on the rates of CSR.

Amount to be added / deducted on the basis of premium quoted

Total (b) \_\_\_\_\_

Total (A) = (a) + (b) in words & figures: \_\_\_\_\_



**PART - B (Non-Schedule Items)**

(b) Description of Items based on Non Schedule / offer of Rates.

Sr. No	Quantities	Description of item to be executed at site	Rate	Unit	Amount in Rupees
1	2	3	4	5	6
1	1.0 Nos.	Supplying of Photostat / Photocopier Machine (RICOH AFICIO MP 4002 or equivalent) specification attached with Bidding Documents.		Each	

Amount Total (b) Rs. \_\_\_\_\_

(In words Rupees \_\_\_\_\_)

Contractor



Signature of Procuring Agency Officer

## SUMMARY OF BILL OF QUANTITIES

Cost of Bid

Amount \_\_\_\_\_

1. (A) Cost based on composite Schedule of Rate

\_\_\_\_\_

2. (B) Cost of based on Non / Offered Schedule of Rates.

\_\_\_\_\_

TOTAL COST OF BID (C) = Total (A) + Total (B)

\_\_\_\_\_

Contractor



Signature of Procuring Agency Officer