



074-9410555

deo.primary@gmail.com

**OFFICE OF THE  
DISTRICT EDUCATION OFFICER  
PRIMARY RATODERO**

No: DEO(Pry)L/ 1812

Larkana.

Dated: 06-02-17

**Say no to corruption**

**NOTIFICATION.**

In pursuance of rule 7&8 of SPPRA rules 2010 (Amended 2013) District Education Officer (Primary) Larkana in the capacity of Head of Department and Competent Authority do here by constitute Procurement Committee Comprising of the following members and TORs:-

- |    |   |          |
|----|---|----------|
| 1. | Mr. Anees – U – Rehman Jalbani<br>TEO Male Primary Ratodero,                    | Convener |
| 2. | Mr. Nadir Hussain Khatyan<br>Focal Person to,<br>TEO Male Primary Ratodero.     | Member   |
| 3. | Mr. Saleem Shaikh<br>Assistant Engineer,<br>Education Works & Service Ratodero. | Member   |

The ToRs of the procurement committee will be as under:-

- (1) Preparing bidding documents.
- (2) Carrying out technical as well as financial evaluation of the bids
- (3) Preparing evaluation report as provided in rule .45
- (4) Making recommendation for the award of contract to the competent authority and perform any other ancillary function and incidental to the above.
- (5) Perform any function ancillary and incidental to the above.

(Nawab Ali Khokhar)

District Education Officer

Primary Larkana

Copy for Kind Information To:-

1. The Managing Director Sindh Public Procurement Regulatory Authority Service / General Administration & Coordination Department Govt. of Sindh Karachi.
2. The Taluka Education Officer Male Primary Ratodero.
3. The Members Concerned.
4. Office Copy.

District Education Officer  
Primary Ratodero



# Office of The Taluka Education Officer (M) Primary Ratodero

## Taluka Ratodero

1

### NOTICE INVITING TENDER

Taluka Education Officer Male Primary Ratodero invite sealed bids from eligible bidders/suppliers and companies for the procurement of the following items under Non – Salary / Regular Budget 2016-17 as per single stage, One envelope procurement process for the financial year 2016-17 on emergent basis:

Tender ref.	Package Description	Quantity & Specifications	Estimated Cost	Bid Submission Date & time	Bid opening date & time	Venue for opening of bids
Non Salary Budget	1. Summer Uniforms 2. Shoes 3. Quaid –E-Azam Cap 4. Security Guard Cap 5. Coatee / Sadree for S.Worker	Refer bidding documents	Rs.462,000 /-	26-03-2017 at 1:00 AM	26-03-2016 02:00 AM	TEO Male Primary Ratodero near Habib Bank Limited Ratodero

Bidding documents can be obtained on submission of a written application, upon payment of non-refundable fee of **Rs.1,000/- [One Thousand]** through bank draft/pay order drawn in favor of TEO Male Primary Ratodero from the address given below from **9:00 am to 01:00 pm** after the publication of Notice Inviting Tender till closing thereof.

Bid should be submitted at the Office of The Taluka Education Officer Male Primary Ratodero District Larkana, at the address mentioned below, on or before the last date and time of bid submission. Received bids shall be opened at the same address on the bid opening date and time as mentioned above.

Bid Security of 2% of the bid price must be accompanied by **Financial Proposal** in sealed envelope in form of Pay Order/Bank Draft from any Scheduled Bank in favor of Taluka Education Officer Male Primary Ratodero

Bids must be delivered to the address below on or before 26-03-2017 at **1:00 am**. Bids will be opened in presence of bidders' representatives who choose to attend from **10:30 am to 1:00 PM** on the same day respectively.

Bids will be rejected subject to following conditions:-

- Conditional and telegraphic bids/tenders.
- Bids not accompanied by bid security of required amount and form.
- Bids received after the specified date and time.
- Bids of black listed firms.

The cost of the procurement in each object code is within one million, hence this NIT is posted on SPPRA website: [www.pprasinidh.gov.pk](http://www.pprasinidh.gov.pk) for wide publicity on electronic media as provided under rule No.17(1) of SPPRA-2010. No bids shall be entertained after the last bid submission date and time as mentioned above. The Tender Notice as well as bid document can also be downloaded from the SPPRA website. The Procuring Agency reserves the right to accept or reject any tender or to enhance the quantity subject to the relevant provisions of SPPRA Rules-2010 (Amended-2013).

All applicable Government Taxes shall apply.

Taluka Education Officer Male Primary Ratodero Taluka Ratodero  
District Larkana.  
Mob: No. 074-4048776  
Email: teoratero @gmail.com

(Anees – U – Rehman Jalbani)  
Taluka Education Officer  
Male Primary Ratodero  
Cost Centre: LN0285



**Office of The Taluka Education Officer (M) Primary Ratodero**  
**Taluka Ratodero**

**PRICE: RS.1000/-  
(NON-REFUNDABLE)**

Bidding Document # \_\_\_\_\_

M/S \_\_\_\_\_

**STANDARD BIDDING DOCUMENTS  
FOR  
OPEN COMPETITIVE BIDDING**

**SINGLE STAGE – ONE ENVELOPE PROCEDURE**

**TENDER FOR PROCUREMENT OF  
LIVERIES (UNIFORMS) AND SHOES  
FOR THE YEAR 2017**

**IN RESPECT OF THE**  
**No. TEO(M)Pry-R/1667 / Ratodero Dated: 6/03/2017**



**PART ONE (FIXED)**

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

**Issued by:**

**OFFICE OF THE TALUKA EDUCATION OFFICER MALE PRIMARY RATODERO**  
**ANNUAL PROCUREMENT PLAN-2016-17**

PURCHASE OF UNIFORMS AND SHOES FOR LOWER STAFF OF TALUKA EDUCATION OFFICE MALE PRIMARY RATODERO DURING THE FINANCIAL YEAR 2016-17 AS PROVIDED UNDER RULE-11 of SPPRA-2010

SR.#	Description of Procurement	Quantity (Where application)	Estimated unit cost (Where application)	Estimated total cost (in million Rs.)	Estimated allocation (in million Rs.)	Funds allocation (in million Rs.)	Source of funds (ADP/Non ADP)	Proposed procurement method	Timing of Procurement 2015-16				Timing of Procurement 2016-2017			
									Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	Procurement of 1. Liveries (Uniform) 2. Shoes 3. Quaid - E-Azam Cap 4. Security Guard Cap 5. Coatee / Sadree of Lower Staff of This Taluka Employees	shown in bid document	462,000	462,000	462,000	462,000	Non ADP	Web NIT								4th



(Anees - U. Rehman Jalbani)  
Taluka Education Officer  
Male Primary Ratodero



# Office of The Taluka Education Officer (M) Primary Ratodero

## Taluka Ratodero

2

Note:-

(Complete specification of above items are mentioned in bidding documents)

### 2. ELIGIBILITY CRITERIA

- (i) 03 years experience in the relevant field
- (ii) Turn-over of at least last three years having a sum of minimum Rs.500,000/-
- (iii) Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods
- (iv) Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services
- (v) An Affidavit on Stamp Paper that the firm has never been Blacklisted

### 3. Method of Procurement: (Single Stage One Envelope Procedure)

### 4. Bidding/Tender Documents:

- i. **Issuance:** Bid Documents will be issued from the first date of publication/hoisting to 10-03-2017
- ii. **Submission:** Last date will be Saturday 25-03-2017 up to 01.00 p.m.
- iii. **Opening:** will be opened on Saturday 25-03-2017 up to 02:00 p.m.
- iv. **Un-responded Tenders:** will be again issued/submitted opened on following dates:-

Attempt:	(a) Issue Date:	(b) Submission & opening Date:
2 <sup>nd</sup>	Monday 26-03-2017	Tuesday 24-04-2017

### 5. Terms & Conditions:

a) Under following conditions bid will be rejected:-

- i. Conditional and telegraphic bids/tenders
- ii. Bids not accompanied by Bid Security of required amount and form
- iii. Bids received after specified date and time
- iv. Bids of Blacklisted firms



## Office of The Taluka Education Officer (M) Primary Ratodero

### Taluka Ratodero

3

*(Detailed Terms & Conditions are mentioned in bidding documents)*

- b) **Bid Validity Period:** 45 days from the date of opening of Tender.
- c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended 2013).
- d) **Purpose and Scope:** To provide Liveries (Uniforms), Shoes and Caps to Lower staff of Taluka Education Office Male Primary Ratodero.

*Taluka Education Officer  
Male Primary Ratodero*



## Office of The Taluka Education Officer (M) Primary Ratodero

### Taluka Ratodero

4

#### **INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT:**

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website [www.pprashindh.gov.pk](http://www.pprashindh.gov.pk) or it may be provided from this Office if it may demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

### **BID DATA SHEET**

INTRODUCTION		
ITB 1	Name of Contract	Procurement of Liveries (Uniforms), Shoes and for the year 2017
ITB 2	Name of Procuring Agency	Taluka Education officer Male Primary Ratodero
ITB 3	Procuring agency's address, telephone, telex, and facsimile numbers	Taluka Education officer Male Primary Ratodero Tel: 074-4087776 , 03463372901
ITB 4	Language of the bid	English, Urdu or Sindhi

BID PRICE AND CURRENCY	
ITB 5	The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
ITB 6	During the entire period of bid validity, the price shall be fixed and the bidder will have to supply the required items as per specifications and quoted rates.

PREPARATION AND SUBMISSION OF BIDS		
ITB 7	Manufacturer's Authorization Form	The bidder should submit documentary evidence in shape of "Manufacturer's Authorization Form" in case a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods.



# Office of The Taluka Education Officer (M) Primary Ratodero

Taluka Ratodero

5

## PREPARATION AND SUBMISSION OF BIDS

ITB 8	Qualification Requirements	<ul style="list-style-type: none"> <li>03 years experience in the relevant field</li> <li>Turn-over of at least last three years having a sum of minimum Rs.500,000/-</li> <li>Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods</li> <li>Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services</li> <li>An Affidavit on Stamp Paper that the firm has never been Blacklisted</li> </ul>
ITB 9	Amount of bid security (refundable)	<ul style="list-style-type: none"> <li>2% (two percent) of the bid price, which should be submitted in shape of Pay Order in the name of <i>Taluka Education officer Male Primary Ratodero</i> and shall remain valid for a period of 28 days beyond the validity period for bid.</li> </ul>
ITB 10	Bid Validity Period	45 days from the date of opening of Tender.
ITB 11	Number of copies	02 Copies of the Bid shall be submitted by the bidder. One original and one photocopy of the same.
ITB 12	Address for bid submission	The Taluka Education officer Male Primary Ratodero Opposite Habib Bank Ltd Ratodero.
ITB 13	IFB title and number	<p>Title: Procurement of Liveries (Uniforms) ,Shoes and Caps for the year 2017</p> <p>IFB No: <i>Teo(M)Pry-R/ /2017 dated -02-2017</i></p>
ITB 14	Deadline for bid submission	<p><u>Thursday 26-03-2017 up to 01:00 p.m</u></p> <p>Sealed bids duly filled-in, mentioning on top of the envelope "<i>Tender for Procurement of Liveries (Uniforms) ,Shoes and Caps for the year 2017</i>"</p>
ITB 15	Time, date, and place for bid opening	Bids duly stamped on each document must be submitted in the office of Office of the Taluka Education Officer Male Primary Ratodero, in a sealed cover up to <u>01:00 P.M</u> and will be opened on the same day at <u>02:00 P.M</u> in the presence of bidders' representatives who choose to attend at <u>02:00 P.M on Monday 26-03-2017.</u>
ITB 16	Delivery schedule	The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.



## Office of The Taluka Education Officer (M) Primary Ratodero

### Taluka Ratodero

6

### BID EVALUATION CRITERIA

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security or specimen/samples shall be rejected.

Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The bidders will have to provide specimen/sample of items without any indication of name or seal of supplying firms.

The specimen/sample must be provided at the time of bid opening, in presence of Procurement Committee failing which the bid will not be evaluated and shall be rejected.

The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract.

### SECTION III.

### SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

#### 1. DEFINITIONS (GCC CLAUSE 1)

1)	<b>GCC 1.1 (g)</b>	The Procuring agency is:	Office of the Taluka Education Officer Male Primary Ratodero.
2)	<b>GCC 1.1 (h)</b>	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	<b>GCC 1.1 (j)</b>	The Project Site is:	Same as GCC 1.1(g) mentioned above.



## Office of The Taluka Education Officer (M) Primary Ratodero

### Taluka Ratodero

7

#### 2. COUNTRY OF ORIGIN (GCC CLAUSE 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

#### 3. PERFORMANCE SECURITY (GCC CLAUSE 7)

1)	<b>GCC 7.1</b>	The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price which should be submitted in shape of Pay Order in the name of <i>Taluka Education officer Male Primary Ratodero</i>
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#### 4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

#### 5. GOVERNING LANGUAGE (GCC CLAUSE 29)

1)	<b>GCC 29.1</b>	The Governing Language shall be:	English.
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#### 6. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Taluka Education Officer Male Primary Ratodero Opposite Habib Bank Ltd Ratodero Taluka Ratodero

#### 7. PENALTY

1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:

- i. rejection of the unsatisfactory Supplied material
- ii. Blacklisting of the firm
- iii. deduction of amount from 2% to 10% per week of the total value of the bill
- iv. forfeiting of whole Bid Security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:



## Office of The Taluka Education Officer (M) Primary Ratodero

### Taluka Ratodero

8

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the supplied Item(s)
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material or complete the job in time or in the required criteria.

**8. SUBJECT TO RELEVANT SPPRA RULES,  
THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:**

- (a) Divert /distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- (b) Accept or reject all or any bid.
- (c) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.

**9. SPECIAL CLAUSE (TERMS & CONDITIONS)**

- 1) Under following conditions bid will be rejected:-
  - i. Conditional and telegraphic bids/tenders
  - ii. Bids not accompanied by Bid Security of required amount and form
  - iii. Bids received after specified date and time
  - iv. Bids of Blacklisted firms
- 2) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- 3) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security or specimen/samples shall be rejected.
- 4) Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
- 5) An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of



# Office of The Taluka Education Officer (M) Primary Ratodero

## Taluka Ratodero

9

opening of bid.

- 6) The bidders will have to provide specimen/sample of items without any indication of name or seal of supplying firms.
- 7) The specimen/sample must be provided at the time of bid opening, in presence of Procurement Committee failing which the bid will not be evaluated and shall be rejected.
- 8) The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract.
- 9) The Bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the Bidder.
- 10) The Contract Award may be assigned at any time during the period of bid validity
- 11) The rates should be written both in Figures as well as in Words as indicated against the specifications.
- 12) The sample of material shall be submitted without any indication of name or seal of supplying firms.
- 13) Uniforms of different sizes subject to physical measurements shall consist of one Shalwar and Qameez (Two Pockets) with Flaps and Shoulder with letter in Red Silken Thread embroidery "TEO Male Primary Ratodero" on left pocket of the Qameez.
- 14) The Shoes be supplied according to the size of every individual, which shall be obtained in advance by your representative from this office, after issuance of the Award of Contract.
- 15) The successful bidder(s) shall be liable to provide documentary evidence in shape of "Manufacturer's Authorization Form" in case a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods.
- 16) In case of wear and tear within six months of the supply, replacement of such Shoes with new one, servicing or repairs etc., according to the nature of defect/complaint shall have to be arranged by the supplier free of cost.
- 17) The successful bidder will have to deposit Performance Security @ 10% of the value of Contract Award which is refundable after Sixty days of the satisfactory completion of supplies.



## **Office of The Taluka Education Officer (M) Primary Ratodero**

### **Taluka Ratodero**

10

- 18) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency.
- 19) Placement of Contract Award will be subject to payment of Performance Security.
- 20) The material shall be delivered to Storekeeper, through the concerned Officers as the case may be, against delivery challan in triplicate along with samples of material in duplicate. Two copies of the bills and challan shall be retained by the Storekeeper while the third copy shall be returned to the supplier for his own record.
- 21) The items should be supplied strictly in accordance with the approved sample.
- 22) The delivery will have to be made at the site within stipulated time.
- 23) SPPRA Rules-2010 (Amended 2013) shall strictly be followed.

#### **10. EQUIVALENCY OF STANDARDS AND CODES**

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words "or at least equivalent."

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.

## **SECTION-IV.**

### **SCHEDULE OF REQUIREMENTS**

#### **SCHEDULE OF REQUIREMENTS:**

The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.



# Office of The Taluka Education Officer (M) Primary Ratodero

Taluka Ratodero

11

## SECTION-V. TECHNICAL SPECIFICATIONS

<u>S. No.</u>	<u>SPECIFICATION</u>	<u>Quantity</u>	<u>Rates Including All Taxes i.e Complete in all respects</u>	
			<u>Rupees in Figures</u>	<u>Rupees in Words</u>
1)	<b><u>SUMMER UNIFORMS</u></b> Three sets consisting of long shirt (with two patch pockets and flaps on the shoulders embroidered with the letter in Red Silken Thread <b>TEO(M)Primary Ratodero</b> on left pocket) and shalwar. For all Lower Staff of This Taluka (Excluding Sweepers) Light Blue Colour (Gul Ahmed) 65/35 wash-n-wear cloth of good quality.	(102 White Color Gul Ahmed or Equivalent) (95 Maleshi Color Gul Ahmed or Equivalent) (56 Light Blue Color Gul Ahmed or Equivalent)	Rs. _____ per Suit. (Sample should be attached with Tender)	
2)	<b><u>SHOES</u></b> Black Leather Shoes of Leather Sole with Lace or Equivalent	253 Pairs	Rs. _____ per Pair. (Sample should be attached with Tender)	
3)	<b><u>Quaid – E-Azam Cap</u></b>	102	Rs. _____ per Pair. (Sample should be attached with Tender)	
04)	<b><u>Security Guard Cap</u></b>	95	Rs. _____ per Pair. (Sample should be attached with Tender)	
05)	<b><u>Coatee / Sadree for S.Worker</u></b>	56	Rs. _____ per Pair. (Sample should be attached with Tender)	



# Office of The Taluka Education Officer (M) Primary Ratodero

Taluka Ratodero

12

	<i>Rupees In Words</i>	<i>Rupees In Figures</i>
Total cost of the Bid: (as offered by the Bidder)		
2% (two percent) amount of the Bid Price Bid Security (Refundable)		
10% (ten percent) amount of the Contract Price Performance Security (Refundable)		

<b>SUMMARY OF TURN-OVER OF LAST THREE YEARS</b>		
<b>YEAR-2013</b>	<b>YEAR-2014</b>	<b>YEAR-2015</b>
<b>TOTAL:</b>		



# Office of The Taluka Education Officer (M) Primary Ratodero

Taluka Ratodero

13

## CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Secondary Education, Karachi.

SIGNATURE WITH DATE:

NAME OF FIRM:

ADDRESS OF FIRM:

FULL NAME OF CONCERNED PERSON:

CNIC NUMBER:

POSITION HELD IN:

PHONE NUMBER(S):

MOBILE NUMBER(S):

FAX NUMBER(S):

NATIONAL TAX NUMBER:

GENERAL SALES TAX NUMBER:

STAMP OF THE FIRM:

PAY ORDER NUMBER:

BANK & BRANCH NAME:

DATED:

FOR RUPEES:

DRAWN:

as Bid Security is enclosed herewith.