



NO.F.D (CTC-I)/04(02)/2016-2017

GOVERNMENT OF SINDH  
FINANCE DEPARTMENT

Karachi dated the 17<sup>th</sup> March, 2017

Ph:021-99222113

✓  
The Managing Director  
Sindh Public Procurement Regulatory Authority,  
Government of Sindh,  
**Karachi.**

**Subject: PROCUREMENT OF CARTRIDGES/TONERS FOR HP-PRINTERS  
INSTALLED IN THE OFFICES OF GOVERNMENT OF SINDH  
FINANCE DEPARTMENT.**

I am directed to enclosed herewith a subject NIT along with the following Documents for hoisting on SPPRA's Official Website latest by 20<sup>th</sup> March, 2017.

- |    |   |         |
|----|---|---------|
| a. | Signed copy of Revised Annual Procurement Plan for the Financial Year 2016-17 at      | Flag-A. |
| b. | Signed copy of Complaint Redressal Committee Notification at-----                     | Flag-B. |
| c. | Signed copy of Departmental Purchase Committee Notification at-----                   | Flag-C. |
| d. | Signed copy of Notice Inviting Tender (NIT) at-----                                   | Flag-D. |
| e. | Hard Copy of Standard Bidding Documents at-----                                       | Flag-E. |
| f. | Soft Copy of Standard Bidding Documents at-----                                       | Flag-F. |
| g. | Tender Hoisting Fee Rs. 2,000/- in shape of Pay order vide No. <u>17148344</u> at---- | Flag-G. |

(HBL Bank)

**Encl. As above**

(AAMIR/ZIA ISRAN)  
SECTION OFFICER (B&A)

NO.F.D (CTC-I)/04(02)/2016-2017

Karachi dated 17<sup>th</sup> March, 2017

**A copy is forwarded for the information to:-**

- The R.O to Secretary to Government of Sindh, Finance Department, Karachi.
- The Accountant General Sindh, Karachi.
- The Office Copy.

SECTION OFFICER (B&A)

SPPRA INWARD SLIP  
NO: 2265  
DATED: 17-03-17



Ph:021-99222113

GOVERNMENT OF SINDH  
FINANCE DEPARTMENT

**REVISED ANNUAL PROCUREMENT PLAN**  
**(GOODS & SERVICES)**  
**FINANCIAL YEAR 2016-2017**

Sr. No	Description of Procurement	Quantity (where applicable)	Estimated Unit Cost (where applicable)	Estimated Total Cost	Funds Allocated	Source of Funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurements			
								1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
1.	Procurement of Desktop Computer with Equipments	25-PC 25-Printers 25-U.P.S 10-Fax Machines	-	-	4.37 (M)	Non-ADP	Single Stage Two Envelopes Procedure	-	Dec	-	-
2.	Procurement of Machinery Items	01-Resograph 25-Split A.C 08-Electric Water Coolers	-	-	3.935 (M)	Non-ADP	Single Stage Two Envelopes Procedure	-	-	March	-
3.	Procurement of Uniform & Protective Cloths	For 455- persons	-	-	7.473 (M)	Non-ADP	Single Stage Two Envelopes Procedure	-	-	Feb	-
4.	Procurement of Furniture & Fixtures	-	-	-	2.6 (M)	Non-ADP	Single Stage Two Envelopes Procedure	-	-	March	-
5.	Procurement of Cartridges for Printers	650-Nos approximately	-	-	13.2 (M)	Non-ADP	Single Stage Two Envelopes Procedure	-	-	March	-
6.	Procurement of Papers for Printers	800-Boxes approximately	-	-		Non-ADP	Single Stage Two Envelopes Procedure	-	-	-	April

- Any other Procurement item(s) required on need basis shall be part of procurement plan & Revised Plan shall be reported to Sindh Public Procurement Regulatory Authority with the approval of the Competent Authority



SECTION OFFICER (B&A)



GOVERNMENT OF SINDH  
FINANCE DEPARTMENT

Karachi dated the 16<sup>th</sup> March, 2017

**NOTIFICATION**

**No. F.D (CTC-I) 04(02) / 2016-2017:-** Government of Sindh, Finance Department is hereby pleased to constitute a Complaint Redressal Committee (CRC) in respect of any grievance regarding the Tender for Procurement of Cartridges for the Printers installed in Finance Department. The Composition of Committee is as under:-

- |  |                                      |
|--|--------------------------------------|
| 1. <b>SPECIAL FINANCE SECRETARY (RESOURCE),</b><br>Finance Department, Government of Sindh.                      | <b>Chairman</b>                      |
| 2. <b>REPRESENTATIVE OF A.G SINDH,</b><br><b>(BPS-18 and Above)</b><br>Accountant General Sindh Office, Karachi. | <b>Member</b>                        |
| 3. <b>PROGRAM OFFICER,</b><br>Community Development Program,<br>P&D Department, Government of Sindh.             | <b>Procurement Specialist/Expert</b> |

**TERM OF REFERENCES :**

ToRs of the CRC are as per provision under Rule-31 of SPP Rules, 2010 (Amended- 2017) and to perform any other function ancillary and incidental to the above.

**SYED HASAN NAQVI**  
SECRETARY TO GOVERNMENT OF SINDH

No. F.D (CTC-I) 04(02)/2016-2017

Karachi dated 16<sup>th</sup> March, 2017

**A copy is forwarded for information to:-**

1. The Accountant General, Sindh, Karachi.
2. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
3. The R.O to Secretary Finance.
4. Office order File.



**(AAMIR ZIA ISRAN)**  
SECTION OFFICER (B&A)  
For Secretary to Govt. of Sindh  
Finance Department



GOVERNMENT OF SINDH  
FINANCE DEPARTMENT

Karachi dated the 16<sup>th</sup> March, 2017

**NOTIFICATION**

**No. F.D (CTC-I) 04(02) / 2016-2017:-** Finance Department hereby constitutes a Departmental Procurement Committee in respect of Procurement of Cartridges/Toners for the Printers of Finance Department Government of Sindh. The composition of committee is as under:-

- |   |                 |
|---|-----------------|
| 1. <b>ADDITIONAL SECRETARY (ADMN/SR),</b><br>Finance Department, Government of Sindh.   | <b>Chairman</b> |
| 2. <b>DEPUTY SECRETARY (ADMN/SR-I),</b><br>Finance Department, Government of Sindh.   | <b>Member</b>   |
| 3. <b>SECTION OFFICER (B&amp;A),</b><br>Finance Department, Government of Sindh.  | <b>Member</b>   |
| 4. <b>SECTION OFFICER (GENERAL),</b><br>Services, General, Administration &<br>Co-ordination Department, Government of Sindh. | <b>Member</b>   |
| 5. <b>REPRESENTATIVE OF INFORMATION, SCIENCE &amp;<br/>TECHNOLOGY DEPARTMENT, (BS-17 and Above)</b><br>Government of Sindh.   | <b>Member</b>   |

**TERMS OF REFERENCE:-**

- To carry out Technical as well as Financial evaluation of the Bids.
- To select the most suitable Firm or reject all applicants, as per their professional assessment.
- To make recommendations for the award of contract to the competent authority.
- To prepare evaluation report as provided in Rule-45 of SPPRA-2010 (Amended-2017).

SYED HASAN NAQVI  
SECRETARY TO GOVERNMENT OF SINDH

No. F.D (CTC-I) 04 (02) / 2016-2017

Karachi dated 16<sup>th</sup> March, 2017

**A copy is forwarded for information to:-**

- The Secretary to Government of Sindh, General & Administration Department, Karachi.
- The Secretary to Government of Sindh, IS&T Department, Karachi.
- The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
- The Accountant General Sindh, Karachi.
- The R.O to Secretary Finance.
- Office order File.



(AAMIR ZIA ISRAN)  
SECTION OFFICER (B&A)  
For Secretary to Govt. of Sindh



Karachi dated the 20<sup>th</sup> March, 2017

Ph: 021-99222113

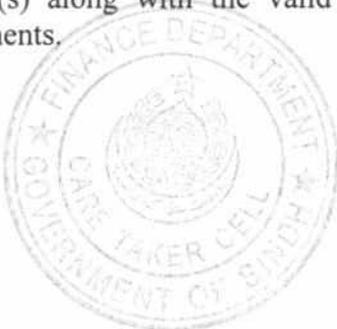
### TENDER NOTICE

Government of Sindh, Finance Department invites sealed Bids only from Principal Authorized Vendors or HP-IPG Teir-1 Partners whose Principal Manufacturer should have a comprehensive presence in Pakistan and also registered with SST, GST & Income Tax Department, regarding the procurement of HP-Printer's Genuine cartridges/Toners with ISO Quality certifications and ISO Certified yield certifications with one (01) year Cartridges/Toners' shelf life warranty backed up by the Principle Manufacturer as well as also required One (01) HP-Certified Resident Engineer's services (Printer's Expert) for a period of One (01) year i.e. Twelve (12) Months from the date of signing the Contract Agreement for maintenance of this department's installed Printers (without Parts), under the Tender Inquiry No.FD (CTC-I) 04(02)/2016-2017. The detail is as under:-

Sr. #	Total Numbers of HP Printers Installed in FD with Different Models	Quantity of Cartridges Required
1.	206- HP Printers	650-units

2. The complete details in respect of above items with specification of Cartridges/Toners including Printer's model numbers have been given in the Standard Bidding Documents (SBD).
3. Finance Department would adopt **Single Stage – Two envelopes Procedure** for selection of firm(s). The bidder(s) shall submit a single package containing Two (02) separate sealed envelopes. One envelope shall contain the Technical Proposal and the other envelope shall contain the Financial Proposal, both indicating the Tender Inquiry No. FD (CTC-I) 04 (02)/2016-2017. The Envelopes shall be clearly marked as **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”**.
4. Technical Proposal(s) includes the GST, SST / NTN Certificates and other valid Documentary Evidence as laid down in the Standard Bidding Documents which could be purchased by any interested authorized bidder(s)/firm(s) at the address given below, or also downloaded from the SPPRA as well as Government of Sindh, Finance Department Official websites i.e. [http:// www.fdsindh.gov.pk/](http://www.fdsindh.gov.pk/) and [http:// www.pprasindh.gov.pk/](http://www.pprasindh.gov.pk/) from 20<sup>th</sup> March, 2017 to 10<sup>th</sup> April, 2017 till 05:00 pm and shall submit Bid(s) along with a non-refundable fee of Rs. 1,500/- cash (amount and manner of payment of Tender fee) by mail or by hand at the address given below latest by **Tuesday, 11<sup>th</sup> April, 2017 till 11:00 am.** The Technical bid(s) will be opened on the same day at **12:00 Noon** in the office of Additional Finance Secretary (Admn/Sr), while the Financial Proposal(s) shall contain the Bid Security & cost offered by the Bidder(s) along with the valid relevant documents as mentioned in the Standard Bidding Documents.

*Contd to P-2.....*



5. Interested eligible bidders may obtain further information on the bid and inspect the bidding documents at the office of Section Officer (B&A)/CTC-I Section, Government of Sindh, Finance Department, Karachi, during the office hours from 09:00 am to 05:00 pm excluding public holidays or as announced by Government.
6. All applicants firm(s) shall be required to deposit a Bid's Earnest Money in shape of pay order equivalent to 5% of total value of the Bid, in favor of the Section Officer (B&A), Finance Department Government of Sindh, along with their sealed Financial Bid(s).
7. Finance Department reserves the right in accordance of Sindh Public Procurement Regulatory Authority Rule-25 to cancel the bidding process at any time prior to the acceptance of a bid(s) or proposal(s).



(AAMIR ZIA ISRAN)  
SECTION OFFICER (B&A)

**Address:** Room No. 171, Care Taker Cell-I, Ground Floor Finance Department,  
Government of Sindh, Building No. 06, Sindh Secretariat A.K Lodhi Block, Kamal  
Attaturk Road , Karachi-Pakistan