**OFFICE OF THE**

**DISTRICT EDUCATION OFFICER**

**(ELEMENTARY SECONDARY & HIGHER SECONDARY)**

**MATIARI**

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| Tel: - 022-2760899  [deo.secondary\_matiari@yahoo.com](mailto:deo.secondary_matiari@yahoo.com) |  | No. DEO(ES&HS)/ /2016-17/Matiari, Dated: |

**BIDDING DOCUMENTS FOR PROCUREMENT OF FURNITURE FIXTURE AND OTHER ITEM FROM ONE TIME GRANT AND SPORTS ITEMS, STATIONARY, LIBRARY & LABORATORY AND IN CLASS MATERIAL, FROM SCHOOL SPECIFIC BUDGET**

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| Cost of Tender Documents | Rs:- 1000/= One Thousand only  Non-refundable |
| Tender Selling Date | 15thApril to 28th April 2017 |
| Tender Submission Date and Time | 29thApril 2017 @ 11-00 am |
| Tender Submission Place | District Education Officer(Elementary, Secondary & Higher Secondary Matiari, Opposite Taluka Hospital Matiari |
| Tender Opening Date and Time | 29thApril 2017 @ 12-00 Noon |
| Tender Opening Place | District Education Officer, (Elementary, Secondary & Higher Secondary Matiari, Opposite Taluka Hospital Matiari |

1. **INSTRUCTION FOR PREPARATION OF BID**
   1. Bidder are required to comply with all the clauses mention in the Terms and conditions of the bid documents and any deviation will for bid them from competing in the Tender.
   2. The quoted rates should be in Pak Rupee bid shall be valid for 60 days from the date of opening of bid. The bid shall be inclusive of the all applicable duties and taxes/ transportations etc, and all other expenses on free delivery to consignee’s and at the school institutions as enclosed list throughout District.
   3. Quoted price shall be in figures and words both if discrepancies between to, prices quoted in words shall prevail
   4. The bidders shall sign a rate contract for whole year 2016-2017, ended on 30th June 2017. Whoever orders shall be placed by the school institutions as per their specific budget and policy of Education Department, Government of Sindh Karachi.
   5. The Tender shall be submitted with all documents and sealed envelopes. Envelops must contain tender inquiry No. on the top. The name of bidder should be affixed on the face of the envelope on the left side. The bidder should prepare the tender in form of Technical and Financial proposals separately in accordance with rule 46 (2) SPPRA rule 2010, amended 2013, The envelope should be marked Technical Proposals and Financial Proposals in Bold and legible letters to avoid confusion. Envelops should be sealed and addressed to the Chairman District Procurement Committee. District Matiari and submitted in tender box on the scheduled date and time.
   6. Any alteration / correction must be initiated and each page is to be signed and stamp at the bottom.
   7. The Schedule is prepared with the generic name whoever the bidder may also mention the brand name against the generic name.
   8. I item have to be quoted duly filled stamped and signed by the authorized bidder

**Note:** - No tender will be accepted after closing of the Tender Box, what so ever reason may be.

1. **Technical proposal should have the following documents.**

02-01 Original tender receipt.

02-02 Photocopy of pay Order / demand draft of earnest money in which should not be readable otherwise the bid ignored.

02-03 NTN / Income Certificate.

02-04 Professional Tax Certificate.

02-05 GST Registration Certificate, if applicable.

02-06 SRB Sindh Revenue Board.

02-07 Bidder should submit documentary evidence that cane perform over all business of more than / equal to Rs:-50.00 Million, which is mandatory requirement otherwise bid will be rejected

1. **Financial proposals should have the following documents**
   1. Original pay order / Bank draft of earnest money.
   2. Original offer with quoted price.
   3. Original copy bid offer with quoted price.
   4. Only those items financially offer will be announced / considered which where technically qualify by the formulary committee. If any firm was to give the separate item wise financial bid, they are advice to give separate item wise sealed envelope (s) of every item and should mention the name item and tender Sr. No. on the front in the bold and legible letter to avoid the confusion. Else the financial proposal envelops will be opened on qualified items basis and it will not be challenged by the suppliers / contractors to open the financial proposals of the Dis-qualified items.
   5. In case the rates of two or more bidders found equal, all will be accepted on equal sharing basis.
2. **TERMS AND CONDITIONS OF CONTRACT.**
   1. The Successful bidder shall submitted 5% of contract amount as performance security in shape Call deposit or in payment order.
   2. The Successful bidder shall sign the **District Level Rate Contract agreement** with the department of Education on Judicial Stamp paper of Rs:- 100/- as per approved format and may get supply orders from all education institution of District Matiari.
   3. The Rate Contractor shall affix 0.30% stamp duly. The Income Tax GST or any other payable tax shall be deducted from the bills of Contractors / suppliers.
   4. If the contractor / supplier requires Tax exemption facility regarding non deduction of advance income tax. The exemption certificate issued by the concerned authority must be attached and on C.I.F basis a copy of entry and Tax paid Challan copy should be attached with the bill.
   5. The Supplies shall be in commercial pack delivered at the school institutions throughout District Matiari by the authorized representative of the Firm at the risk and cost of the suppliers any breakage or shortage of the stock will be covered from the supplier
3. **DELIVERY**

05-01 The required stores or required in 30 Colander days

1. **LIQUIDATED DAMAGES**

06-01 The Liquidated / Damage in the event of completion beyond the given schedule shall be 0.1% each day of delay from the targeted period

1. **REDRESSAL**

07-01 Redressal of grievances and settlement of dispute will be as per SPPRA Rule 2010, amended 2013

1. **UNDERTAKING ON RS:-100/- ON JUDICIAL STAMP PAPER**

08.1 I / we read / understand the specified in the tender inquiry and undertake:-

08.02 That I / we will remain bound to supply any item as an additional quantity at the same rate on which said item I / we have supplied during the contract period

08.03 That I / we agree whether our tender for total out tender accepted for total partial or enhanced quantity for all or any single item

08.04 I / we also agree to supply and accept the said item at the rate for the supply of Contracted within the stipulated period shown in the contract.

08.05 I / w understand and ensure for the supply of quality goods. I / we also agree to supply of 100% additional quantity without any additional charges. If the supplies / part of the supplies declared sub standard.

08.06 I / we undertake that if any of the information submitted in accordance to this lender inquiry found incorrect our contract may be cancelled at any stage on our cost and risk.

08.07 I / we undertake to deposit the goods testing fees per item to the District Level Committee, the said fees will be deposited directly to POL/CDL, if the assignment given to the said committee.

08.09 I / we undertake that / I / we will replace the goods.

08.10 I / we undertake that I / w have never been black listed.

08.11 I / we also agree supply the 100% additional quantity without any additional charges.

08.12 The Bidder also to provide the Technical specification and broacher of the Each Item.

08.13 The DDO / Bidder after passing out the bills the payment is reserves in shape of pay order or bank draft, till the delivery is over.

**TERMS AND CONDITIONS ACCEPTANCE CERTIFICATE**

I / we M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is hereby confirmed that we have carefully read all terms and conditions of the tender and also agreed to abide SPPRA-2010 amended 2013 for the procurements of Furniture & Fixture / Goods etc. during the validity of the tender

Signature of Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_

Witness

1. Name in Full \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name in Full \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_