

**BIDDING DOCUMENTS FOR PROCUREMENT FROM  
SCHOOL SPECIFIC BUDGET & One Time Grant**

**(RATE CONTRACT TENDER)**

**A03901-Stationery (SSB)**

**(A03970) -475- Others – In-class Material and supplies (SSB)**

**(A03970) -476-Others - Library Laboratory (SSB)**

**(A03970)- 478 Other- Sport (SSB)**

**One Time Grant**

**Furniture & Fixture (One Time Grant)**

**Others Item(One Time Grant)**



***SCHOOLS EDUCATION DEPARTMENT***

***DISTRICT SUJAWAL***



**OFFICE OF THE DISTRICT EDUCATION OFFICER ELEMENTARY /  
SECONDARY & HIGHER SECONDARY (SUJAWAL) (Sindh)**

No: DEO/E.S.H.S/SUJ/-(ADMN) OF 2016-17, Dated 12 / 04 / 2017

Email: [imrafique74@gmail.com](mailto:imrafique74@gmail.com)

Mobile No: 0300-3440439

To

The Managing Director,  
SPPRA, Government of Sindh, Karachi

Subject **REQUEST FOR HOISTING OF TENDER NOTICE**

Find enclosed herewith NITs (Tender Notice), Procurement committee, Redressal Committee Procurement Plan and Standard of Bidding documents Technical and Financial Proposal.

You are therefore kindly requested for hoisting of Tender Notice on SPPRA Website, Government of Sindh and Oblige.

DISTRICT EDUCATION OFFICER  
ELEMENTARY SECONDARY HIGHER  
SECONDARY / CHAIRMAN  
PROCUREMENT COMMITTEE  
DISTRICT SUJAWAL

C.C to

1. P.S to Secretary, Education & Literacy Department, Government of Sindh Karachi
2. P.S to C.P.M RSU Karachi
3. P.S to Director, Schools Education Elementary, Secondary Higher Secondary, Hyderabad, Region Hyderabad
4. Member of Procurement Committee



**OFFICE OF THE DISTRICT EDUCATION OFFICER ELEMENTARY /  
SECONDARY & HIGHER SECONDARY (SUJAWAL) (Sindh)**

No: DEO/E.S.H.S/SUJ/-(ADMN) OF 2016-17, Dated 12 / 04 / 2017

Email: [imrafique74@gmail.com](mailto:imrafique74@gmail.com)

Mobile No: 0300-3440439

To

The Director,  
Information and Advertisement  
Sindh, Karachi.

Subject **REQUEST FOR PUBLICATION OF TENDER NOTICE**

Find enclosed herewith 05 five copies of NITs (Tender Notice), for publication in 03 three leading daily Newspapers i.e English, Urdu and Sindhi, the Charges advertisement will be paid by the Director, Schools Education, Elementary, Secondary and Higher Secondary, Hyderabad, Region Hyderabad, Letter Copy is enclosed with this.

You are therefore kindly requested for publication of Tender Notice and Oblige.

DISTRICT EDUCATION OFFICER  
ELEMENTARY SECONDARY HIGHER  
SECONDARY / CHAIRMAN  
PROCUREMENT COMMITTEE  
DISTRICT SUJAWAL

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**OFFICE OF THE DISTRICT EDUCATION OFFICER ELEMENTARY /  
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No: DEO/E.S.H.S/SUJ/-(ADMN) OF 2016-17, Dated 12 / 04 / 2017

Email: [imrafique74@gmail.com](mailto:imrafique74@gmail.com)

Mobile No: 0300-3440439

**TENDER NOTICE**

The Chairman Procurement Committee, District Education Officer (Elementary Secondary & Higher Secondary Sujawal), invites sealed tenders for procurement Furniture & Fixture, Others Item School Goods (**Lab & Laboratory items, In class Material, Stationary, Sports**, items) on **Rate Contract Basis** for whole year 2016-17, ended on 30<sup>th</sup> June 2017. However orders shall be placed by the Schools institutions as per their specific Budget. List is provided in the bidding document, as per single stage two envelop Procurement process of SPPRA rules:-.

The last date and Time

Sr. No	Description of Tender	Quantity/ Specification	Last Date and Time for Bid Submission	opening time of Technical Bid	opening time of Financial Bid
01	SSB a. In class Material	Refer the bidding document	02.05.2017 11:00 AM	02.05.2017 12:00 Noon	05.05.2017 03:00 PM
	b. Stationary	-do-	02.05.2017 11:00 AM	02.05.2017 12:00 Noon	05.05.2017 03:00 PM
	c. Sports	-do-	02.05.2017 11:00 AM	02.05.2017 12:00 Noon	05.05.2017 03:00 PM
	d. Lab & Laboratory	-do-	02.05.2017 11:00 AM	02.05.2017 12:00 Noon	05.05.2017 03:00 PM
02	O.T.G a. Furniture & Fixture	-do-	02.05.2017 11:00 AM	02.05.2017 12:00 Noon	05.05.2017 03:00 PM
	b. Other Items	-do-	02.05.2017 11:00 AM	02.05.2017 12:00 Noon	05.05.2017 03:00 PM

Bidding document can be obtained on submission of a written application, upon payment of non-refundable fee of **Rs. 1000/= (One Thousand Only)** of each bidding documents through Bank Draft/ Pay order in favor of District Education Officer Elementary Secondary & Higher

Secondary Sujawal, from below order on 9:00 am to 4:00 pm, after the publication of notice inviting till closing thereof.

Bid should be submitted at the office of District Education Officer Elementary Secondary & Higher Secondary Sujawal, on or before the last date and time of Bid of submission. Received bids shall be opened at the same address on the Bid date & time as mentioned above.

Bid Security of 2% of the Bid price must be accompanied by Financial proposal seal envelop pay order from any Bank in favor of District Education Officer Elementary Secondary & Higher Secondary Sujawal.

Bids will be rejected if following conditions do not meet:

1. Conditional and telegraphic bids/ tender.
2. Bids not accompanied by bid security of required amount and form.
3. Bids received after the specified date and time.
4. Bids of black listed firms.

The procuring agency reserves the rights to accept or reject any tender or to enhance the quantity. The cost of additional quantities of items shall not exceed 15% of the Original Contract amount, quantity subject to the relevant provision of SPPRA Rules 2010. No bids shall be entertained after the last bid submission date and time as mentioned above. The Tender Notice can be also be downloaded from the SPPRA website: [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk)

All applicable Government Taxes shall apply.

DISTRICT EDUCATION OFFICER  
ELEMENTARY SECONDARY HIGHER  
SECONDARY / CHAIRMAN  
PROCUREMENT COMMITTEE  
DISTRICT SUJAWAL



**OFFICE OF THE DISTRICT EDUCATION OFFICER ELEMENTARY /  
SECONDARY & HIGHER SECONDARY (SUJAWAL) (Sindh)**

No: DEO/E.S.H.S/SUJ/- (ADMN) OF 2016-17, Dated 12 / 04 / 2017

Email: [imrafique74@gmail.com](mailto:imrafique74@gmail.com)

Mobile No: 0300-3440439

BIDDING DOCUMENTS FOR PROCUREMENT OF GOODS, FURNITURE &  
FIXTURE, FROM ONE TIME GRANT AND SPORTS ITEMS, STATIONARY,  
LIBRARY & LABORATORY AND IN CLASS MATERIAL, FROM SCHOOL  
SPECIFIC BUDGET **(RATE CONTRACT BASIS)**

Cost of Tender Documents	Rs:- 1000/= One Thousand only Non-refundable
Tender Selling Date	17 <sup>th</sup> April to 1st May 2017
Tender Submission Date and Time	2 <sup>nd</sup> May 2017 @ 11-00 am
Tender Submission Place	District Education Officer, Elementary / Secondary & Higher Secondary Sujawal, @ Govt. (B) High School Sujawal
Tender Opening Date and Time	2 <sup>nd</sup> May 2017 @ 12-00 Noon
Tender Opening Place	District Education Officer, Elementary / Secondary & Higher Secondary Sujawal, @ Govt. (B) High School Sujawal.

**01- INSTRUCTIONS FOR PREPARATION OF BID**

- 01.01 Bidder are required to comply with all the clauses mention in the Terms and conditions of the bid documents and any deviation will forexpel bid them from competing in the Tender.
- 01.02 The quoted rates should be in Pak Rupees. **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.
- 01.03 Quoted price shall be in figures and words both, if discrepancies between two, prices quoted in words shall prevail
- 01.04 The bidders shall sign a rate contract for whole year 2016-2017, **ended on 30<sup>th</sup> June 2017**. However order shall be placed by the school/ institutions as per their specific budget and policy of Education Department, Government of Sindh Karachi.
- 01.05 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 Jamshoro and submitted in tender box on the scheduled date and time
- 01.06 Any alteration / correction must be initiated and each page is to be signed and stamp at the bottom

- 01.07 The Schedule is prepared with the generic name however the bidder may also mention the brand name against the generic name
- 01.08 I items 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.

**02- 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 can perform over all business of more than / equal to Rs:-50.00 Million, which is mandatory requirement otherwise bid will be rejected

**03-Financial proposals should have the following documents**

- 03-01 Original pay order / Bank draft of earnest money
- 03-02 Original copy bid offer with quoted price
- 03-03 Only those items financially offer will be announced / considered which are technically qualified 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.
- 03-04 In case the rates of two or more bidders found equal, all will be accepted on equal sharing basis.

**04 TERMS AND CONDITIONS OF CONTRACT**

- 04-01 The Successful bidder shall submitted 5% of contract amount as performance security in shape of Call deposit or in payment order.
- 04-02 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 Sujawal.
- 04-03 The Rate Contractor, shall affix 0.30% stamp duty. The Income Tax GST or any other payable tax shall be deducted from the bills of Contractors / suppliers
- 04-04 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
- 04-05 The Supplies shall be in commercial pack delivered at the school institutions throughout District Sujawal by the authorized

representative of the Firm at the risk and cost of the suppliers. Any breakage or shortage of the stock will be recovered from the supplier

#### **05- DELIVERY**

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

#### **06- 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

#### **07- REDRESSAL**

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

#### **08- 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 / we 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 Tender 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 reserved 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

01. Name in Full \_\_\_\_\_ Signature \_\_\_\_\_

02. Name in Full \_\_\_\_\_ Signature \_\_\_\_\_

## Bid Data Sheet

The following specification for the goods to be procured shall complement, supplementary amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions here in shall prevail over those in ITB.

*[Instructions for completing the Bid Data Sheet are provided, as needed, in the note in italics mentioned for the relevant ITB Clauses.]*

<b>Introduction</b>	
<b>01 1.1</b>	<b>DISTRICT Education OFFICER Elementary Secondary Sujawal</b>
01	Name of Contract/ Project.  Procurement of School [ <b>Stationery/ In-Class Material /Sports / Lib: &amp; Laboratory&amp; Furniture Fixture / Others</b> ] Items for Middle, Elementary, Secondary & Higher secondary, schools of District Sujawal under SSB & One Time Grant [ <b>HYDERABAD</b> ] Region.
<b>03</b>	Language of the bid. <b>English</b>

<b>Bid Price and Currency</b>	
<b>04</b>	The price quoted shall be Fixed along with DDP.
<b>05</b>	The price shall be fixed and will not be negotiated once finalized.

<b>Preparation and Submission of Bids</b>	
<b>06</b>	Qualification requirements as per criteria mentioned.
<b>07</b>	Amount of bid security. <b>2% of Total Bid Price.</b>
<b>08</b>	Bid validity period. <b>60(Sixty) Days</b>
<b>09</b>	Number of copies. <b>One Original</b> along with <b>one photocopy.</b>
<b>10</b>	IFB title and number procurement of Goods and furniture & Fixture.
<b>11</b>	Dead line for bid submission is [ <b>2<sup>nd</sup> May 2017 at 11:00 am</b> ]
<b>12</b>	Time, date, and place for bid opening is 12:-00 Noon on [ <b>2<sup>nd</sup> MAY 2017</b> , at The Office of the District Education Elementary Secondary Higher Secondary Sujawal [ <b>Region HYDERABAD</b> Region Phone No.: [ <b>03003440439</b> ]

<b>Bid Evaluation</b>	
<b>13- a</b>	Criteria for bid evaluation. As per criteria attached.
13- b	Or Adjustment expressed in an amount in the currency of Bid evaluation
13-c	Or Adjustment expressed is a percentage
<b>14</b>	Deviation in payment schedule. <b>N/A</b>
<b>15</b>	Cost of spare parts. <b>N/A</b>
<b>16</b>	spare parts and after sales services facilities in the procuring Agency's country <b>N/A</b>
<b>17</b>	<p>Operating and maintenance costs.</p> <p>Factors for calculation of the life cycle cost:</p> <p>(i) number of years for life cycle <i>[it is recommended that the life cycle period should not exceed the usual period before a planned major overhaul of the goods]</i>; <b>N/A</b></p> <p>(ii) operating costs <i>[e.g., fuel and/or other input, unit cost, and annual and total operational requirements]</i>; <b>N/A</b></p> <p>(iii) maintenance costs <i>[e.g spare parts—without duplication of above Clause 25.4(d) requirements—and/or other inputs]</i>; <b>N/A</b> and</p> <p>(iv) rate, as a percentage, to be used to discount all annual future costs calculated under (ii) and (iii) above to present value. <b>N/A</b></p> <p><b>or</b></p> <p>Reference to the methodology specified in the Technical Specifications or else wherein the bidding documents. <i>[The contractually liquidated damages specified in the SCC shall be higher than the evaluation advantage.]</i></p>
<b>18</b>	<p>Performance and productivity of equipment.</p> <p>15% of the award contract price</p>
<b>19</b>	<p>Delivery Schedule with 30 Days after award contract and District Procurement Committee / District Sujawal, Constitute, District Inspection and Technical Committee Relevant Parameter in accordance with option selected. Adjustment as a percentage</p>
<b>20</b>	Details on the evaluation method or reference to the Technical Specifications.
<b>21</b>	Specify the evaluation factors. As mentioned evaluation criteria
<b>Contract Award</b>	
<b>22</b>	Percentage of increase or decrease <b>15 % Bid Value.</b>

**EVOLUTION CRITERIA FOR PROCUREMENT FURNITURE FIXTURE &  
SCHOOL GOODS (UNDER SSB AND ONE TIME GRANT FOR  
THE YEAR 2016-17**

The Technical Bids Shall be Evaluated on the basis of following Parameters				
Sr#	Evaluation Parameters		Total Marks	Brief
	Company / Firm / Individual Information	Marks		
01	• No. of years in Business	10	45	02 Marks for each year in business Max (10)
	• Annual Turnover in Million	15		0.75 Marks per Million turnover Max (15)
	• NTN Registration Certificate	10		10 Marks firm have NTN Certificate
	• Sales Tax Registration Certificate	10		10 Marks firm with register and Sale Tax
02	Technical Proposal Specification and Brochures	10	10	10 Marks if firm provide complete details specification and brochures provide supplied item which are quoted
Financial Capabilities				
03	Income Tax Annual Return 3 Years	09	25	3 Marks production of each year Income Tax return Max (09)
	Audited Financial Statement 3 Years	06		2 Marks production of Financial Audit Statement each year Max (06)
	Monthly Sale Tax Summary of last 10 Months	10		1 Marks production of each month Sale Tax return Max (10)
	Relevant Fields Experience			20
<b>Note:</b> firm must get 75% Marks in Technical Evaluation for qualifying as per above mention Criteria				

SPECIMEN FOR AUTHORIZATION LETTER BY MANUFACTURER / IMPORTER FOR THEIR  
DISTRIBUTOR

I / we M/s \_\_\_\_\_ hereby  
authorize M/s \_\_\_\_\_ Address  
\_\_\_\_\_ as our authorized Distributor, Education Department,  
District Sujawal,

We give undertaking that if there is any sub-standard spurious, counterfeit, misbranded or contaminated and short supply of item (s) by our Distributor, we will be responsible for the same, we also undertake that we have read and understood the terms and conditions of the tender enquiry

Signature of Manufacturer / Importer \_\_\_\_\_

Name and Designation \_\_\_\_\_

Address \_\_\_\_\_

Note: - All the above said instruction must be read carefully for compliance: else the offer will be ignored

Department reserves the right to ask and verify any document from the participants related with manufacturer / importer of item, to assess the quality

<b>OFFICE OF THE DISTRICT EDUCATION OFFICER, ELEMENTARY SECONDARY HIGHER SECONDARY, SUJAWAL</b>								
<b>STANDARD BIDDING DOCUMENTS</b>								
<b>PROCUREMENT PLAN (NON – DEVELOPMENT)</b>								
<b>S#</b>	<b>Name of Work &amp; Break Up</b>	<b>Allocated Funds and Break for Different Locations / Sites</b>	<b>Items to be Executed</b>	<b>Method of Procurement</b>	<b>Anticipated Actual Date of Advertisement</b>	<b>Anticipated Actual Date of Start</b>	<b>Anticipated / Actual Date of Completion</b>	<b>Remarks</b>
1	In class materials & supplies	<b>1,939,600</b>	<b>List attached</b>	<b>Tender</b>	<b>Apr-17</b>	Apr-17	20.06.2017	
2	Library / Laboratory	<b>901,500</b>				Apr-17	20.06.2017	
3	Sports	<b>419,000</b>				Apr-17	20.06.2017	
4	Stationary	<b>972,000</b>				Apr-17	20.06.2017	
5	Furniture & Fixture ( One Time Grant)	<b>440,000</b>				Apr-17	20.06.2017	
6	Others ( One Time Grant)	<b>465,000</b>				Apr-17	20.06.2017	

DISTRICT EDUCATION OFFICER  
 ELEMENTARY SECONDARY HIGHER  
 SECONDARY / CHAIRMAN  
 PROCUREMENT COMMITTEE  
 DISTRICT SUJAWAL

**OFFICE OF THE DISTRICT EDUCATION OFFICER**  
**ELEMENTARY SECONDARY & HIGHER SECONDARY SUJAWAL**

**Procurement of Library/Laboratory Items for School Specific Budget Financial**

Qty	PARTICULARS	QUANTITY
1	Copper Sulphate (CUSO4) (50gm)	250
2	Glass Tube	250
3	Sprit Lamp	200
4	Sprit Cutter	175
5	Parafin Oil (100gm)	180
6	Thermometer for B.Point	175
7	Ph Paper	175
8	Litmus Paper Blue	175
9	Litmus Paper Red	175
10	Zinc (znso4), (50gm)	250
11	Al <sub>2</sub> ,	250
12	K <sub>2</sub> SO <sub>4</sub> , (50gm)	250
13	NAOH (50gm)	250
14	(SO <sub>4</sub> ) <sub>3</sub> (50gm)	250
15	H <sub>2</sub> O <sub>2</sub> (50gm)	250
16	Magnese, Bi Oxide (50gm)	250
17	Hydrogen Per Oxide (50gm)	250
18	Magnesium Rippin	60
19	Caco <sub>3</sub> (Calcium Carbonate) (50gm)	250
20	Beacker (100ML)	100
21	Beacker (500ML)	75
22	HCL (100gm)	75
23	H <sub>2</sub> SO <sub>4</sub> (50gm)	75
24	Screw Guage	75
25	Plane Mirror with Stand	75
26	Magnet with needle	75
27	Glass Slab for Refivtion of Light	75
28	Helical Spring	50
29	Rubber	75
30	Stand	75

31	China Pins	75
32	Slide of Amoeba	50
33	Slide Paramecium	75
34	Slide Euglena	75
35	Slide Alovera	75
36	Slide Sunvai	50
37	Brassica	75
38	Specimen of Diff Animals on the Basis of	75



**OFFICE OF THE DISTRICT EDUCATION OFFICER**  
**ELEMENTARY SECONDARY & HIGHER SECONDARY SUJAWAL**

**Procurement of Sports Items for School Specific Budget**  
**Financial Year 2016-17**

<b>S.NO</b>	<b>Description &amp; Specification</b>	<b>Quantity</b>
1	478-Bat C/A (Tennis Ball )	55
2	478-Ball Sheild	125
3	478-Tape ( Osaka)	250
4	478-Wickets (per item)	60
5	478-Football (Per Item)	100
6	478-Volly Ball (Per Item )	100
7	478-Net Volly Ball (per item)	23
8	478-Bedminton Set ( Reckets,Shuttle & Net)	50

**OFFICE OF THE DISTRICT EDUCATION OFFICER**  
**ELEMENTARY SECONDARY & HIGHER SECONDARY SUJAWAL**

**Procurement of In-Class Material & Supplies for the School Specific Budget  
Financial Year 2016-17**

S.NO	Description & Specification	Quantity
1	475-Mathematical board 4x4 Pena Flex	200
2	475-English alphabets chart 4x4 Pena Flex	190
3	475-Sindhi alphabet chart 4x4 Pena Flex	200
4	475-Life cycle charts 4x4 Pena Flex	172
5	475-Flash cards animals 4x4 Flax	190
6	475-Flash cards birds 4x4 Flax	180
7	475-Flash card sea animals 4x4 Flax	173
8	475-World Globe Full Size 12 Inch	190
9	475-Province Map 4x4 Flax	210
10	475-Country Map 4x4 Flax	70
11	475-World Map 4x4 Flax	72
12	475-Wall Clock (Digital) (Citizen) 12 Inch	190
13	475-Schedule of Study 2x4 in Pena Flex	172
14	475-Animals Chart 2x4 in Pena Flex	125
15	475-Birds Chart 2x4 in Pena Flex	70
16	475-Body Parts Chart 2x4 in Pena Flex	67
17	475-Vegetable Chart 2x4 in Pena Flex	62
18	475-Geometrical Chart 2x4 in Pena Flex	65
19	475-Digestive System Chart 2x4 in Pena Flex	80
20	475-Science Chart (A) 4x4	80
21	475-Water Cooler with Stand ( 15 LTR Rahbar)	65
22	475-Science Chart (B) 4x4	60

**OFFICE OF THE DISTRICT EDUCATION OFFICER**  
**ELEMENTARY SECONDARY & HIGHER SECONDARY SUJAWAL**

**Procurement of Stationary items for the School Specific Budget  
Financial Year 2016-17**

S.NO	Description & Specification	Quantity
1	480-Paper A/4 75 gm (AA)	450
2	480-Dusters for Black Board (Per Item)	675
5	480-Markers 4.5 (Permanant) Red,Blu,Black.Green (Per Dozen)	189
6	480-Muster Roll (Per Book 150 pages) ofset paper 68 gm	162
7	480-Students Attendance register (Per Books 150 pages) ofset 68 gm	540
8	480-Ball Pen, Piano (Blue,Black,Red,Green Per) (Dozen)	176
9	480-Chalk (Per Packet)	6,075
14	480- Pointer Pen (Red,Green,Blu,Black) (Dollar) (Per Dozen)	135
17	480-Stapler Opal HD35N 24/6 (Per Item)	135
18	480-Stapler Pins (DUX) 26/6 (Per Packet)	135
19	480-Stamp Pad Dollar (Per Item)	135
20	480-Paper Pins (Per Paket)	135
21	480-Punch Machine (opal) (Per Item)	135
22	480- Inkpot Dollar (Blue,Black,Green,Red (Per Item) Large	135
24	480-Foot Scale (Per Item) Steel	648
26	480-Files Covers Pacca (Per Item) 8.5 13.5	2,700
27	480-Files Covers (Kachha) 14.22	2,700
28	480-Stapler Remover Opal (Per Item)	135

PURCHASE OF FURNITURE & FIXTURE FROM  
ONE TIME GRANT FOR THE YEAR 2016-2017  
DISTRICT SUJAWAL

S. No.	Description and Specification	Quantity
1	<p><b>Dual Desk</b> (Size 48" x 30" x 30" Dual Desk Wooden Shesham Wood.Support Brackets 8 Nos: 1- 1/2" thick. Top plank 48" x 10" x 1". Ink pot Patti 48" x 4" x 1" seat plank 48" x 10" 1" Seat back 48" x 4" x 1" shelf plank for Books 48" x 8" x 3/4</p>	50
2	<p><b>STEEL ALMIRAH (HALF SIZE)</b> (All 20 SWG Steel with double Handle lock and key control method High 48" excluding legs, breath 35",depth 15",three shelves and four equal compartments with spray Hammer Paint)</p>	12
3	Teachers Chairs	50

**PURCHASE OF FURNITURE & FIXTURE FROM  
ONE TIME GRANT FOR THE YEAR 2016-2017**

Sr. No	Description & Specification	No. Of Units
1	<b>Ceiling Fans (Pak Fan 56 Size)</b>	80
2	<b>Energy Saver ( Philips 23 watt)</b>	140
3	<b>Electric Water Motor With Pump 1/2 HP (Copper wring)</b>	2

**LIST OF SCHOOLS FOR THE SUPPLY OF GOODS**

1	GBHS SUJAWAL	28	GGLSS LAKHA
2	GBHS BELLO	29	GGLSS BANNO
3	GBHS KHIZERABAD	30	GBLSS SAEEDPUR
4	GBHS NODO BARAN	31	GBLSS CHHURETANI
5	GBHS CHHURETANI	32	GGLSS KHIZERABAD
6	GGHS SUJAWAL	33	GGLSS NODO BARAN
7	GBHSS JATI	34	GBLSS RANTA
8	GBHS G.M BARAN		
9	GBHS BEGNA		
10	GBHS MUREED KHOSO		
11	GBHS TARR KHOWAJA		
12	GGHS TARR KHOWAJA		
13	GGHS JATI		
14	GBHS CHUHAR JAMALI		
15	GBHS LADIYOON		
16	GBHS CHHACHH J. KHAN		
17	GBHS GOONGANI		
18	GBHSS MIRPUR BATHORO		
19	GBHSS DARRO		
20	GBHSS BANNO		
21	GBHS DAWOOD PARHIYAR		
22	GBHS ESSA BIKAK		
23	GBHS LAIKPUR		
24	GBHS JHOKE SHARIF		
25	GBHS A.K PALJO		
26	GGHSS MIRPUR BATHORO		
27	GGHSS DARRO		

**BIDDING DOCUMENTS FOR PROCUREMENT FROM  
SCHOOL SPECIFIC BUDGET AND ONE TIME GRANT**

**(RATE CONTRACT TENER)**

**FINANCIAL PROPOSAL**

A03901-Stationery (SSB)

(A03970) -475- Others – In-class Material and supplies (SSB)

(A03970) -476-Others - Library Laboratory (SSB)

(A03970)- 478 Other- Sport (SSB)

**One Time Grant**

Furniture & Fixture (One Time Grant)

Others Item (One Time Grant)



***SCHOOLS EDUCATION DEPARTMENT***

***DISTRICT SUJAWAL***

**M.K.B**

## Section VI. Sample Forms

### Notes on the Sample Forms

The Bidder shall complete and submit with its bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 9 and in accordance with the requirements included in the bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring agency, pursuant to ITB Clause 15.3.

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 16.3 and GCC Clause 17, acceptable deviations (e.g., payment schedule pursuant to ITB Clause 25.4 (c), spare parts pursuant to ITB Clause 25.4 (d), or quantity variations pursuant to ITB Clause 29. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security** and **Bank Guarantee for Advance Payment** forms should not be completed by the bidders at the time of their bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring agency and pursuant to GCC Clause 7.3 and SCC 11, respectively.

The **Manufacturer's Authorization** form should be completed by the Manufacturer, as appropriate, pursuant to ITB Clause 13.3 (a).



## Sample Forms

<i>1. BID FORM AND PRICE SCHEDULES</i> .....	23
<i>2. BID SECURITY FORM</i> .....	26
<i>3. CONTRACT FORM</i> .....	27
<i>4. PERFORMANCE SECURITY FORM</i> .....	28
<i>5. BANK GUARANTEE FOR ADVANCE PAYMENT</i> .....	29
<i>6. MANUFACTURER'S AUTHORIZATION FORM</i> .....	30

# 1. Bid Form and Price Schedules

Date: \_\_\_\_\_  
IFB N<sup>o</sup>: \_\_\_\_\_

To: *[name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to Percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

Part Two - Section VII. Eligibility for the Provision of Goods, Works  
and Services in Bank Financed Procurement

---

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

### Price Schedule in Pak. Rupees

Name of Bidder \_\_\_\_\_ . IFB Number \_\_\_\_\_ . Page of \_\_\_\_\_ .

1	2	3	4	5	6	7
Item	Description	Country of origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>

Signature of Bidder \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

---

<sup>3</sup> Must be included if required under ITB 11.2

## 2. Bid Security Form

Whereas *[name of the Bidder]* (Hereinafter called “the Bidder”) has submitted its bid dated *[date of submission of bid]* for the supply of (hereinafter called “the *[name and/or description of the goods]* Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of Procuring agency]* (hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

THE CONDITIONS of this obligation are:

Part Two - Section VII. Eligibility for the Provision of Goods, Works  
and Services in Bank Financed Procurement

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1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

---

*[signature of the bank]*

### 3. Contract Form

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called “the Procuring agency”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

## 4. Performance Security Form

To: *[name of procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[Reference number of the contract]* dated \_\_\_\_\_ 19\_\_\_\_ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

## 5. Bank Guarantee for Advance Payment

To: *[name of procuring agency]*

*[Name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures And words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*



## 6. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: *[name of the Procuring agency]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of  
*[Name and/or description of the goods]* having factories at *[address of factory]*

Do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign  
the Contract with you against IFB No. *[Reference of the Invitation to Bid]* for the above goods  
manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of  
Contract for the goods offered for supply by the above firm against this Invitation for Bids.

---

*[Signature for and on behalf of Manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be  
signed by a person competent and having the power of attorney to bind the Manufacturer. It  
should be included by the Bidder in its bid.



GOVERNMENT OF SINDH  
EDUCATION & LITERACY DEPARTMENT  
KARACHI, DATED 20-10-2016

## NOTIFICATION

NO.SO(G-III)/SSB/CRC/RSU/2016-17: In pursuance of Rule-31 of the Sindh Public Procurement Rules,2010 (Amended 2013) and in accordance with Guidelines for Procurement of goods & furniture under School Specific Budget, School Consolidation and Reform Support Unit, a Complaint Redressal Committee comprising of following officers is constituted as under to resolve complaints of aggrieved bidders with following TORs:-

- |  |          |
|--|----------|
| 1. Director Schools Education, concerned   | Chairman |
| 2. A representative from Accountant General Sindh / District Accounts Office, Concerned          | Member   |
| 3. An independent professional from the relevant field to be nominated by the Director concerned | Member   |

### ToRs

- To perform according to Rules-31of SPPRA,2010 (Amended 2013);
- Perform any other function ancillary and incidental to above.

SECRETARY TO GOVT. OF SINDH  
KARACHI, DATED 20-10-2016

NO.SO(G-III)/SSB/CRC/RSU/2016-17:

### **Copy is forwarded for information & necessary action to:-**

1. The Accountant General Sindh, Karachi / District Accounts Office, concerned with request to nominate officer for above mentioned committee.
2. The Chairman/ Members of the committee
3. The Chief Program Manager, Reform Support Unit, Education & Literacy Department, Govt. of Sindh
4. The Commissioner.....Division
5. The District Education Officer (Primary), (ES & HS) (All)
6. The Deputy Commissioner (All)
7. Members of the Committee
8. The PS to Secretary Education & Literacy Department, Government of Sindh.
9. Taluka Education Officer (Primary), (ES & HS) (All)
10. Master File
11. Official Website



*(Signature)*  
(QASIM AKBAR NIMANI) 10  
SECTION OFFICER (G-III)



**Government of Sindh  
School Education Department**

Karachi, dated the 28-03- 2017

**NOTIFICATION**

**No. SO(G-III) SED/RSU/SSB&SC/3-712/17:** In supersession of earlier notified procurement committees for goods of secondary schools dated 19/10/16 (1) & 20/10/16 (1) under SSB & SC respectively, a new procurement committee is hereby notified for Rate Contract Basis at district level for both School Specific Budget & School Consolidation (for secondary schools) for purchase of Goods comprising following officers:

<b>S.No.</b>	<b>Procurement Committee</b>	<b>Placement in committee</b>
1.	District Education Officer (ESHS) Concerned District	Chairman
2.	Deputy Director (ESHS) Concerned Region	Member/Secretary
3.	A representative of Commissioner/Deputy Commissioner of the concerned Division/District	Member

\*The committee may Co-opt any other member in case needed.

**Terms of Reference:**

- (1) Preparing bidding documents;
- (2) Carrying out technical as well as financial evaluation of the bids;
- (3) Preparing Evaluation Report as provided in SPPRA Rule 45;
- (4) Making recommendations for the award of contract to the competent authority; and
- (5) Perform any other function ancillary and incidental to the above

**-SECRETARY TO GOVERNMENT OF SINDH-**

**No. SO(G-III) SED/RSU/SSB&SC/3-712/17:**

Karachi, dated the 28-03- 2017

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

1. The Commissioner concerned Division.
2. The Director School Education (Elementary, Secondary & Higher Secondary), Region concerned.
3. The Director School Education (Primary), Region concerned.
4. The Chief Program Manager-Reform Support Unit, School Education Department
5. The Additional Secretary (PDR), School Education Department
6. The Deputy Commissioner (All)
7. Members of the Committee
8. The PS to Secretary School Education Department, Government of Sindh
9. The PS to Minister, Education & Literacy Department, Government of Sindh
10. Master File
11. Official Website



**(ALI GUL JALBANI)  
SECTION OFFICER (G-III)**