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**GOVERNMENT OF SINDH**

**SOCIAL WELFARE DEPARTMENT**

**4-C SINDH SECRETARIAT BLOCK 79**

**TENDER DOCUMENT**

**(TECHNICAL/POST QUALIFICATION)**

***DEPUTY DIRECTOR-(ADMN), SOCIAL WELFARE DEPARTMENT, HQ, KARACHI - KQ-1937***

**DDO Code # KQ-1937**

**YEAR 2016-17**

**Project:** Deputy Director-(Admn), Social Welfare Department, HQ,

Karachi - KQ-1937

**Programme: 1-Photo Copier Machine with Stabilizer**

**Procuring Agency:** **O/O THE DEPUTY DIRECTOR-(Admn)-KQ-1937**

**SOCIAL WELFARE DEPARTMENT GOVT. OF SINDH**

(The Tenderer desiring to qualify for this contract should complete and submit the “Technical/ Post Qualifications form as given below)

**Deputy Director-(Admn),**

Social Welfare Department,

Government of Sindh,

4-C Sindh Secretariat Block 79

Saddar Karachi.

All inquiries relative to this document and / or post qualification forms should be addressed in writing to the Directorate of Social Welfare Department, Government of Sindh 4-C Sindh Secretariat Block 79 Saddar Karachi.

**Basic Conditions for Technical/ Post Qualification:**

1. Information supplied by the Tenderer(s) for the technical / post qualification statement must apply to the company named on the statement. The substitution of background information pertinent to technical/post qualification will not be considered for another company related to the applicant company, through a “Group Ownership”. Contracts will be awarded only to the technical / post qualification companies.
2. The Procurement Committee will review the information supplied by the firm submitting technical /post qualification forms and will report to the Directorate of Social Welfare Department, Government of Sindh, Karachi who will advise the applicants(s) of their decision. Only those tender which pass the technical /post qualification process will be opened in the presence of tenderer’s representative who chooses to attend at a time to be determined. The Financial Tender Document of each project shall be submitted in separately sealed envelopes. The Financial Tender Document of the tenderer’s who fail to technical /post qualify, shall be returned to them unopened. The decision of Deputy Director-(Admn), Social Welfare Department, Government of Sindh Karachi in this connection shall be final and binding on all tenderer’s.
3. Firms applying for purpose individually are advised that any variation of constitution or membership from that put forward in response to this notice, without prior approval of the Deputy Director-(Admn), Social Welfare Department, Government of Sindh Karachi may result in disqualification of the firm of any tender if may submit.
4. The response to this notice must be sufficiently detailed to convince the Deputy Director-(Admn), Social Welfare Department Government of Sindh Karachi that the firm applying for qualification have the experience as well as the technical, administration and financial qualifications necessary for the execution of the subject works and they must prove that they have carried out similar works in their own country or abroad and demonstrate the following capabilities:
5. The availability of the execution equipment required to carry out the work
6. Capability to schedule the work, monitor progress against schedules and modify schedules on a current and up-dated basis utilizing computerized CPM or equivalent techniques’
7. Capabilities to manage, supervise and perform the work in a manner and quality commensurate with the highest level achievable in the field.

1. Firms submitting technical / post qualification applications may be required during the review process to make proposal presentations of their qualifications to the Deputy Director–(Admn), Social Welfare Department, Government of Sindh Karachi, if so, the candidate management personal of the firms will be required to be present.

APPLICATION FORM

**RETURN TO:**

**Deputy Director-(Admn),**

Social Welfare Department,

Government of Sind,

4-C Sindh Secretariat Block 79

Saddar Karachi.

Telephone No. 021-99205012, 99204656

Fax No. 021-99202631

Please complete the following:

1. a) Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Registered Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.  **COMPANY INFORMATION:**

a) Full Name of the Company / Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Registered Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Description of Company / Firms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Provide copy of memorandum and article of

Association of Proprietorship / Partnership Deed or

Affidavit for proprietorship

d) Telephone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e) E-male: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ f) Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ g) Contractor’s Name (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

h) Name of Proprietor / Partners and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Their Position in the Company,

With Bio-Data

1. **CONTRACTOR’S LICENSES CURRENTLY VALID**
2. Type of license \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Are You registered with:
4. Pakistan Engineering Council Yes.\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_
5. Sindh Revenue Board Yes.\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_
6. Income Tax Deptt for income Tax Yes.\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_
7. Income Tax Deptt for G.S.T Yes.\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_
8. **ORGANIZATION AND FINANCIAL DATA:**
9. Type of business Organization (Corporation, joint Venture, Partnership etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If Joint Venture, Name of the joint Venture Partners with name of the Leading Partner.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If Partnership, Name of the Partners with position held be each Partner.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If Corporation, provide the Name and the title of Principals.

(President, Vice President, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When incorporated \_\_\_\_\_\_\_\_\_\_\_\_ Where \_\_\_\_\_\_\_\_\_\_\_\_ (Country / State)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date Business Founded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Under Presence Management Since: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Net Worth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Certificate from the bank showing Financial Worth of the firm to the addressed directly to the Deputy Director-(Admn), Office of the Directorate Social Welfare Department, Government of Sindh \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Karachi
5. **PERFORMANCE RECORD:**
6. Please provide a brief resume of works completed by your firm in the last three years (see attachment Form 1).
7. List of project Currently in Progress (see attachment Form 2).
8. **ORGANIZATION:**
9. What is the Size of your Permanent, full time work force?
10. Detail of key technical staff with their qualification and experience including of those who would be deputed for the proposed project.
11. Detail of executing equipment, plants machinery and tools owned by the organization and to be utilized on the project (please see attached Form 3).
12. **LITIGATION ETC:**

An affidavit regarding non-involvement in the litigation/ arbitration and never black listed.

1. **LIST OF REFERENCES**
2. Attached Certificates for satisfactory performance from Clients or Consultants.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **EARNEST MONEY** (Attached copy of Pay Order in proof of payment of Earnest Money).
7. **CERTIFICATION –SIGNATURE**

I hereby certify to the best of my knowledge that the information hereby submitted in this document is correct and true.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TECHNICAL SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Name of item** | **Required Specification** | **Specification proposed by the Bidder** |
| Photo Copier Machine with Stabilizer | Equivalent to Canon Photo Copier Machine IR 2530i |  |

Note: the Bidder must submit the Specification of quoted items which should be recognized / renowned brand.

**SCHEDULE OF REQUIREMENTS:**

The Supplies shall be delivered in accordance with

the subsequent Purchase / Supply Orders to be

Issued as per following schedule of requirement: -

|  |  |  |
| --- | --- | --- |
| **Mode of Penalty** | **100% Quantity as per purchase Order** | **Total Delivery Period** |
| Without Penalty | 45 Days | 45 Days |
| With penalty @ 0.5 % per day after 45 days of purchase order on undelivered quantity | 15 days | 60 days |

**TECHNICAL / POST QUALIFICATION FORM- 1**

**LIST OF PREVIOUS EXPERIENCE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Project & Location** | **Full name & Address of Client** | **Type of contract** | **Period for completion of work** | **Contract value (indicate currency in Pak Rs. Only)** | **State any penalty (ies), claims, Arbitration** | **Starting Date** | **Completion Date** |
|  |  |  |  |  |  |  |  |

**TECHNICAL / POST QUALIFICATION FORM- 2**

**LIST OF PROJECT / WORKS CURRENTLY IN PROGRESS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Project & Location** | **Full name & Address of Client** | **Type of contract** | **Period for completion of work** | **Contract value (indicate currency in Pak Rs. Only)** | **State any penalty (ies), claims, Arbitration** | **Starting Date** | **Completion Date** |
|  |  |  |  |  |  |  |  |

**TECHNICAL / POST QUALIFICATION FORM- 3**

**LIST OF PLANT AND EQUIPMENT OWNED BY THE FIRM AND /OR EQUIPMENT TO BE LEASED OR PURCHASED TO BE USED BY THE FIRM FRO THIS PROJECT IF AWARDED THIS CONTRACT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Equipment** | **Equipment owned and years of service** | **Equipment to be leased or purchased** | **Remarks** |
|  |  |  |  |

**EVALUATION CRITERIA**

**Mandatory requirement**

1. Copy of CNIC of Proprietor.
2. Copy of Proprietorship / Partnership / incorporation or Affidavit for proprietorship.
3. Copy of NTN Certificate
4. Copy of GST Certificate
5. Copy of Registration Certificate of Sindh Revenue Board.
6. Compliance with Technical Specification.
7. Minimum three Year experience of quoted product in the market (Copy of purchases orders be attached as proof)
8. Financial turn over at least three year (Bank Statement or Bank Certificate)
9. Undertaking / affidavit on stamp paper that the firm in not involved in any litigation / arbitration or has not abandoned any work or has never been black-listed in any department.
10. Bid validity period of 90 days.
11. Submission of required amount of earnest money / bid Security.
12. Leaflets, broachers & catalogues of quoted products.

**GENERAL CRITERIA:**

|  |  |  |
| --- | --- | --- |
| 1. | Copy of CNIC, Proprietorship / Partnership or affidavit | (15) |
| 2. | Copy of NTN, GST & Certificate of SRB | (20) |
| 3. | Experience | (15) |
|  | i) Up to 5 Year | (5) |
|  | ii) Up to 10 Year | (5) |
|  | iii) More than 10 Years | (5) |
|  |  |  |
| 4. | Undertaking for not involving in any litigation, arbitration and have never been blacklisted | (20) |
|  |  |  |
| 5. | Financial Position | (15) |
|  | i) Audited balance sheet for last three year | (5) |
|  | ii) Tax return of last three years | (5) |
|  | iii) bank Certificate | (5) |
|  |  |  |
| 6. | Warranty of Item | (15) |
|  | i) Up to one Years | (5) |
|  | ii)Two to three Years | (5) |
|  | iii)More than three Years | (5) |

The Weight age of qualifying score is 60 %

The Financial bids of technically accepted bidders will be opened publicly at a time to be announced by the procuring Agency Purchaser and the financial bids found technically unresponsive shall be return un-opened the respective bidders.