

**BIDDING DOCUMENTS FOR PROCUREMENT FROM  
(RATE CONTRACT TENDER)**

**PLANT AND MACHINERY**

**Installation of Solar Panel System (Complete Solution) & Water Tank**



***SCHOOLS EDUCATION DEPARTMENT  
DISTRICT SANGHAR***

OFFICE OF THE DISTRICT EDUCATION OFFICER (PRIMARY) SANGHAR

No: DEO/PRY/ 2769 /-(ADMN) OF 2016-17, Dated 19-05/2017



Email : deoprimariesanghar@gmail.com  
Phone No: 0235-452730

TENDER NOTICE

The Chairman Procurement Committee, District Education Officer (Primary) Sanghar, invites sealed tenders for procurement of Plant & Machinery (Installation of Solar System (Complete Solution) & Water Tank for various schools of District Sanghar on **Rate Contract Basis** for whole year 2016-17, ended on 30<sup>th</sup> June 2017. List of schools are provided in the bidding document, as per single stage two envelop Procurement process of SPPRA rules:-.

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	Procurement Plant & Machinery (Installation of Solar Penal System & Water Tank)	As per Bidding Documents	08.06.2017 09:30 AM	08.06.2017 10:30 AM	08.06.2017 11:00 AM

Bidding document can be obtained on submission of a written application, upon payment of non-refundable fee of **Rs. 2000/= (Two Thousand Only)** through Bank Draft/ Pay order in favor of District Education Officer (Primary) Sanghar, from below address on 9:00 am to 4:00 pm, after the publication of notice inviting till 07<sup>th</sup> June 2017 09:00am.

Bid should be submitted at the office of District Education Officer (Primary) Sanghar, 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.

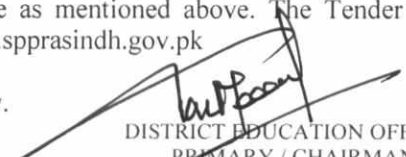
Bid Security of 2% of the Bid price must be accompanied by Financial proposal seal envelop pay order from any Bank in favor of District Education Officer (Primary) Sanghar.

Bids will not be accepted/ considered/entertained in the following conditions:

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 (Amended 2013). No bids shall be entertained after the last bid submission date and time as mentioned above. The Tender Notice can 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  
PRIMARY / CHAIRMAN  
PROCUREMENT COMMITTEE  
DISTRICT SANGHAR



**OFFICE OF THE DISTRICT EDUCATION OFFICER (PRIMARY) SANGHAR**

No: DEO/PRY/

/(ADMN) OF 2016-17, Dated / /2017

Email : deoprimarysanghar@gmail.com

Phone No: 0235-452730

**BIDDING DOCUMENTS FOR PROCUREMENT SOLAR SYSTEM  
(COMPLETE SOLUTION) & WATER TANKS**

Cost of Tender Documents	Rs:- 1000/= One Thousand only Non-refundable
Tender Selling Date	19 <sup>th</sup> May to 7 <sup>th</sup> June 2017
Tender Submission Date and Time	08-06-2017 @ 09-30 am
Tender Submission Place	District Education Officer, (Primary) Sanghar
Tender Opening Date and Time	08-06-2017 @ 10-30 am
Tender Opening Place	District Education Officer, (Primary) Sanghar

**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 Sanghar 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 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:-20.00 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 the work/supply order will be issued by the respective Drawing & Disbursement Officers (DDOs) of District Sanghar.
- 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 Sanghar 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.

A handwritten signature in black ink, appearing to be 'W. P. ...', written over a rectangular box.

**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 Plant & Machinery (Installation of Solar System (with Complete Solution) & Water Tank) 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 PRIMARY SANGHAR</b>
	Name of Contract/ Project.
<b>01</b>	<b>Procurement of Schools [Installation of Solar System (Complete Solution) &amp; Water Tank] for Primary schools of District Sanghar under Head of Missing facility (Plant &amp; Machinery) 2016-17</b>
<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 installation of Solar System with Complete
<b>11</b>	Dead line for bid submission is <b>07-06-2017</b> at 04:00 pm
<b>12</b>	Time, date, and place for bid opening is 10.30 pm on <b>08-06-2017</b> , at The Office of the District Education Primary Sanghar [ Region Shaheed Benazirabad]

<b>Bid Evaluation</b>	
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13- a	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
14	Deviation in payment schedule. N/A
15	Cost of spare parts. N/A
16	spare parts and after sales services facilities in the procuring Agency's country N/A
17	Operating and maintenance costs.  Factors for calculation of the life cycle cost: (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> N/A (ii) operating costs <i>[e.g. fuel and/or other input, unit cost, and annual and total operational requirements];</i> N/A (iii) maintenance costs <i>[e.g. spare parts—with out duplication of above Clause 25.4(d) requirements—and/or other inputs];</i> N/A and (iv) rate, as a percentage, to be used to discount all annual future costs calculated under (ii) and (iii) above to present value. N/A  or  Reference to the methodology specified in the Technical Specifications or else wherein the bidding documents. <i>[The contractual liquidated damages specified in the SCC shall be higher than the evaluation advantage.]</i>
18	Performance and productivity of equipment.  15% of the award contract price
19	Delivery Schedule with 30 Days after award contract and District Procurement Committee / District Sanghar, Constitute, District Inspection and Technical Committee Relevant Parameter in accordance with option selected. Adjustment as a percentage
20	Details on the evaluation method or reference to the Technical Specifications.
21	Specify the evaluation factors. As mentioned evaluation criteria
<b>Contract Award</b>	
22	Percentage of increase or decrease 15 % Bid Value.



**Evaluation Criteria for Procurement Solar System (Complete Solution) & Water Tanks**

The Technical Bids Shall be Evaluated on the basis of following Parameters					
Sr#	Evaluation Parameters		Total Marks	Brief	
	Company / Firm / Individual Information	Required Field			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		20
<b>Note:</b> firm must get 65% Marks in Technical Evaluation for qualifying as per above mention Criteria					



**SPECIMEN FOR AUTHORIZATION LETTER BY MANUFACTURER / IMPORTER FOR THEIR  
DISTRIBUTER**

I / we M/s \_\_\_\_\_ hereby authorize

M/s \_\_\_\_\_ Address \_\_\_\_\_ as

our authorized Distributor, Education Department, District Sanghar,

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

A handwritten signature in black ink, appearing to be 'M. P. Singh', written over a horizontal line.

**BIDDING DOCUMENTS FOR PROCUREMENT FROM  
(RATE CONTRACT TENDER)**

**FINANCIAL PROPOSAL**

**Installation of Solar Panel System (Complete Solution) & Water Tank**



***SCHOOLS EDUCATION DEPARTMENT  
DISTRICT SANGHR***

Sr. No.	Item with Specification	Quantity	Offered Rate	Amount
1	<b><u>Solar Panel</u></b> Solar Panel /Solution 5 KV 500 w Panel mounting solar panel with installation. Supports: Galvanized Roof Supported, steel frame size and thickness as per Solar Panels.	200		
2	<b><u>Solar Panel</u></b> Solar Panel /Solution 3 KV 300 w Panel mounting solar panel with installation. Galvanized Roof Supported, steel frame size and thickness as per Solar Panels alongwith inlet and outlet pipeline fitting with upvc pipe as per site requirement.	200		
3	<b><u>Celling Solar Fan</u></b> 12 volt 56"	600		
4	<b><u>Tube Light (LED) 20w</u></b>	250		
4	<b><u>Solar Wire</u></b> 12volt Veeto	200		
5	<b><u>Solar points</u></b>	500		
6	<b><u>Solar Motor 0.5 h/power 12 volt</u></b>	200		
7	<b><u>Boring for Water supply with upvc pipe p/job</u></b>	200		
8	<b><u>Drinking Water</u></b> 200 Gallon Plastic water tank length 48" width 33" & two nozzle with iron stand alongwith inlet and outlet pipeline fitting with upvc pipe as per site requirement.	80		
9	<b><u>Drinking Water</u></b> 100 Gallon Plastic water tank length 36" width 24" & two nozzle with iron stand	120		

