

OFFICE OF THE
DISTRICT EDUCATION OFFICER (ES&HS)
SANGHAR



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

SCHOOL EDUCATION DEPARTMENT, GOVERNMENT OF SINDH



**OFFICE OF THE
DISTRICT EDUCATION OFFICER (ES&HS)
SANGHAR**

Email: deoeshs.sgr@gmail.com

No. DEO(ES&HS)/SSB/2016-17/ 009/

dated: 15-05-2017

Email: deoeshs.sgr@gmail.com

NOTICE INVITING BID/TENDER

The Procurement Committee, District Sanghar (Secondary Side), invites sealed tenders for procurement Furniture Fixture & Goods, (Library & Laboratory Items, In-Class Material, Stationary, Sports items) on Rate Contract Basis for whole year 2016-17, ended on 30th June 2017. However work orders shall be placed by Head Master/Mistress/Principal of the schools/Taluka Education Officers (ES&HS) as per their specific Budget. List is 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 to Financial Bid
01	One Time Grant				
	a) Furniture & Fixture				
	b) Others				
02	SSB	Refer bidding documents	08/06/2017 02:00 PM	09/06/2017 10:00 AM	09/06/2017 11:00 PM
	a) Stationary – A03901				
	b) Library & Laboratory				
	c) Sports				
	d) Inclass Material				

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 favour of District Education Officer (ES&HS) District Sanghar, from below address 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 (ES&HS) Sanghar, on or before the last date and time of Bid 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 favour of District Education Officer (ES&HS) 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 specific 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 be downloaded from the SPPRA website. www.spprasindh.gov.pk.

All applicable Government Taxes shall apply.

Address:

Office of the District Education Officer
(ES&HS) Sanghar
Phone: 0235-542281



**DISTRICT EDUCATION OFFICER (ES&HS)
SANGHAR**



**OFFICE OF THE
DISTRICT EDUCATION OFFICER (ES&HS)
DISTRICT SANGHAR**

**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**

Cost of Tender Documents	Rs:- 1000/= One Thousand only Non-refundable
Tender Selling Date	19/05/2017 to 08/06/2017 Time: 02:00pm
Tender Submission Date and Time	08/06/2017 Time: 02:00pm
Tender Submission Place	District Education Officer (ES&HS) Sanghar
Tender Opening Date and Time	09/06/2017 @ 10:00 AM
Tender Opening Place	District Education Officer (ES&HS) 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 30th 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 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 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.

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.]

Introduction	
01 1.1	District Education Officer (ES&HS) Sanghar
01	Name of Contract/ Project. Procurement of School [Stationery/ In-Class Material /Sports / Lib: & Laboratory& Furniture Fixture / Others] Items for Middle ,High & Higher schools of District Sanghar under SSB & One Time Grant [District Sanghar]
03	Language of the bid. English

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

Preparation and Submission of Bids	
06	Qualification requirements as per criteria mentioned.
07	Amount of bid security. 2%of Total Bid Price.
08	Bid validity period. 60(Sixty) Days
09	Number of copies. One Original along with one photocopy.
10	IFB title and number procurement of Goods and furniture & Fixture.
11	Dead line for bid submission is [08/06/2017 @ 02:00 PM]
12	Time, date, and place for bid opening is 10:00 AM on[09 JUNE 2017 , at The Office of the District Education Officer (ES&HS) Sanghar Phone No.: [0235-542281]

Bid Evaluation	
13- a	Criteria for bid evaluation. As per criteria attached.
13- b	Or Adjustment expressed in an amount in the currency of Bid evaluation Or
13-c	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)operatingcosts[e.g.,fueland/rotherinput,unitcost,andannualand total operational requirements]; N/A (iii)maintenance costs[e.g spare parts—with out duplication of above Clause25.4(d)requirements—and/or other inputs]; 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. [ThecontractuallyliquidateddamagesspecifiedintheSCCshallbehigherthanthe evaluation advantage.]
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
Contract Award	
22	Percentage of increase or decrease 15 % Bid Value.

Evolution Criteria for Procurement Furniture Fixture & School Goods
(Under SSB and One Time Grant for the year 2016-17 / 2017-18)

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
Note: firm must get 75% 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, School 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

PURCHASING OF LABORATORY UNDER THE HEAD SCHOOL SPECIFIC BUDGET 2016-2017
& 2017-18

S.NO	Description & Specification	No. Of Units
1	Copper Sulphate (CUSO4) (50gm)	100
2	Glass Tube per KG	1.5
3	Sprit Lamp	250
4	Sprit Cutter	250
5	Paraffin Oil (100gm)	200
6	Thermometer for B. Point	200
7	Ph Paper	250
8	Litmus Paper Blue	250
9	Zinc (znsO4), (50gm)	250
10	Al2,	300
11	K2SO4, (250gm)	200
12	NAOH (250gm)	200
13	(SO4)3 (250gm)	200
14	H2O2 (250gm)	250
15	Magnesia, Bi Oxide (250gm)	400
16	Hydrogen Per Oxide (250gm)	400
17	Magnesium Rippin	250
18	Caco3 (Calcium Carbonate) (250gm)	250
19	Beaker (100ML)	350
20	Beaker (500ML)	350
21	HCL (100gm)	350
22	H2SO4 (50gm)	350
23	Screw Gauge	200
24	Plane Mirror with Stand	200
25	Magnet with needle	200
26	Glass Slab for Refection of Light	350
27	Bell Jar	350
28	Model of Urine	150
29	Animal Specimen	350
30	Water Tub	150
31	Slide of Amoeba	150
32	Slide Paramecium	150
33	Slide Euglena	150
34	Model of Eye	200
35	Model of Brain	200
36	Model of Heart	200
37	Specimen of Diff Animals on the Basis of Classification	200

PURCHASING OF INCLASS MATIRIAL AND SUPPLIES UNDER THE HEAD OF SCHOOL
SPECIFIC BUDGET 2016-2017 & 2017-18

S.NO	Description & Specification	No. Of Units
1	Soft Board (Medium)	60
2	Globe (Plastic, medium Size)	40
3	White Board 4*5	60
4	Standard Board with Clips Sheet	100
6	Board marker PKT	500
7	Brush For Drawing (Stable fair or equivalent)	250
8	Water color 12 Colors (Guitar or equivalent)	250
9	Drawing Board	250
11	Color mixing plates (Plastic)	150
12	Drawing Sheet 20*30	6500
13	Tracing Papers Pocket	2500
14	Oil Colors	100
15	Oil Colors (three Basic Quarters)	100
16	Powder colors	150
17	Pana flex Chart 2*4 (for Different Histoires)	250
18	English Grammar and skills 2*4 in Pena flex	750
19	Mathematical symbols and formulas charts 2*4 and Pena flex	450
20	Biological charts 2*4 and Pena flex	650
21	Chemistry charts 2*4 and Pena flex	650
22	Physics charts 2*4 and Pena flex	650

PURCHASING OF (475) SPORTS UNDER THE HEAD OF SCHOOL
SOECIFIC BUDGET 2016-2017 & 20147-18

S.NO	Description & Specification	No. Of Units
1	Bat CA Leather ball / English or equivalent	120
2	Bat Malik, CA or equivalent	40
3	Tennis Ball (Adidas , CA)	40
4	Hard Ball (Four Piece) Bukhari or equivalent	20
5	Stumps Pair	80
6	Keeping Gloves	80
7	Batting Gloves	160
8	Cricket Pad	160
9	Cricket Bag Parachute	40
10	Cricket Kit (Diff Color)	40
11	Cricket Helmet	160
12	Abdomen Guard	160
13	Thigh Guard	160
14	Chest Guard	160
15	Whistle	80
16	Badminton Racket (Wilson/Prince/Yonnex)	160

17	Shuttle cock Feather(Hiqua-Blue) or equivalent	80
18	Shuttle cock Plastic (Dunlop / CarltonEngland)	80
19	Badminton Net	80
20	Stop Watch	80
21	Tap Solution	100
22	Tug of War	100

PURCHASING OF (A03901) STATIONARY UNDER THE HEAD OF SCHOOL SPECIFIC BUDGET
2016-2017 & 2017-18

1	White Papers Reems 70gms A4	558
2	White Papers Reems 70gms Legal	100
3	Ball Pen Black, Blue, Black & Red (Packets)	2790
4	Correction / White Pen (Packets)	200
5	Exam Report Card Double/ Office copy (Book of 100 pages)	465
6	Muster Roll	465
7	Cash Book	465
8	Attendance Register with monthly Report	1860
9	Highlighter All Colors (Packet)	200
10	Envelop A4 Size 70gram (Packet)	465
11	Envelop 3*6 size 70gram (Packet)	465
12	Stapler Large Size SDS or equivalent	93
13	Stapler Small Size SDS or equivalent	279
14	Heavy Duty Machine / Binding Stapler SDS or equivalent	93
15	Stapler Pins different size (Packets)	186
16	Punch Machine Large SDS or equivalent	93
18	Pencils Dollar or equivalent	2790
19	Pacca File (printed with SED logo)	18600
20	Kacha File (printed with SED logo)	18600
21	Box File	930
22	Clip File	930
24	Glue Stick Large (Packets)	200
26	Glue Bottle Large (Packets)	100
27	White Sheets	46500
28	Register 200 pages	465
29	Register 300 pages	465
31	Rubber / Eraser	186
33	Paper Cutter	558
34	Pin Remover	558
35	Color Papers	186
36	Thumb Pins Packet	465
37	Pupil diary 50 Pages	930
38	Regular Paint Brushes	465
39	Answer Sheet of 20 pages with logo SED	37200
40	Paper Separator	465
41	Ledger Register 250 Pages	186
42	Colored Pencils Large Size Each Box 12 Pencils	465
43	U-Pins 36mm	465
44	Carbons (Paper) Packet	93
45	Foot Scale 12" Steel	558
46	Rubber Band Different Sizes Packet	279
47	Library Cards 100 Packet Each	186
48	Paper weight	558
49	Paper Clip Small	186
50	Paper Clip Medium	186
51	Paper Clip Large	186
52	Electrical (Bell)	186

53	Chalk	465
54	Duster	930

PURCHASE OF FURNITURE & FIXTURE
"OTG" 2016-2017
DISTRICT SANGHAR

S.NO	Description & Specification	No. Of Units
1	Dual Desk Full lamination (Thick 17 mm) Pipe 20 Gauge	400
2	Wooden Teachers Chairs (Talli) Seat & Back Fully Covered with imported Ragzeen& Foam)	150
3	Steel Almirah (4X6) 02 Door, 04 Draws (22 Gauge)	60
9	Revolving Chairs (Talli Wood) with Net	30

PROCUREMENT OTHERS ITEMS
FOR THE YEAR 2016-17

SR NO	DESCRIPTION & SPECIFICATION	QUANTITY
1	Ceiling Fans	300
2	Tube Rods (Complete Set)	30
3	Energy Saver (25 Watt)	30
4	Water Filter (Complete Set)	30
5	Electric Water Motor with Pump 1/2 HP (Coper Wiring)	300
6	Water Dispenser	150
7	Wire Veeto	50
8	HP LaserJet P1102W or Equivalent	50