



## SINDH RURAL SUPPORT ORGANIZATION



### TENDER FOR PROCUREMENT OF OFFICE FURNITURE, FIXTURE, IT & OFFICE EQUIPMENTS

Sindh Rural Support Organization (SRSO) is a not-for-profit Organization, registered under Section 42 of the Companies Ordinance, 1984.

Sindh Rural Support Organization, for project named Expansion of UCBPRP in six districts i.e. Khairpur, Sanghar, Mirpur Khas, Umerkot, Thatta & Badin, aimed at reducing poverty of the marginalized rural communities. SRSO is inviting sealed bids from registered, competent and experienced Firms, having sound technical and financial capabilities to provide the furniture and fixture in the said districts.

The Tender documents containing the Specific term and conditions along with prescribed Performa can be obtained from the undersigned OR download from [www.srso.org.pk](http://www.srso.org.pk), and shall be available from the date of 01-07-2017 till 17-07-2017. As per SPPRA rules, the bids will be accepted on provision of demand draft/Pay Order of Rs. 2000/= (Non-Refundable) and 2% bid security of total bidding price (Refundable) and 5% performance security of contract price (Refundable subject to successful completion of contract) for qualified firms in favor of Sindh Rural Support Organization. The proposals (in hard form) should be sent in Single Stage - two sealed envelope. Each envelope shall contain separately the financial proposal and the technical proposal and envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion, marked on the top right hand corner. Technical and financial Proposals for "Tender of Furniture and Fixture" must reach this office at the address given below by July 17th 2017 at 03:00 pm and initially technical proposals will be opened on the same day at 03:30 pm in the presence of bidders/authorized representatives who wish to attend at the given address and financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and will be communicated to the bidders in advance.

The Procurement Committee may reject, or increase/decrease the quantity as per policy of any bid received and may cancel the bidding process at any time prior to the acceptance of bid/proposal.

Procurement Unit  
SRSO Complex, near Taj Petrol Pump, Shikarpur Road Sukkur

Web: [www.srso.org.pk](http://www.srso.org.pk), Email: [info@srso.org.pk](mailto:info@srso.org.pk)

Tel # 071-56271820



Sindh Rural Support Organization  
SRSO Complex, Near Taj Petrol Pump,  
Main Shikarpur Road Sukkur  
Tel: 071-56271820



**Tender Document  
For  
OFFICE FURNITURE, FIXTURE, IT  
& Office Equipments  
Under  
Expansion of Union Council  
Based Poverty Reduction  
Program Sindh Province of  
Pakistan**

Tender No. SRSO/Tender/SRSO/PU/16-17/002

Bid Details		
1	Date of commencement of Bidding Document	<b>01-07-2017</b>
2	Last date and time for receipt of Bidding Document	<b>17-07-2017 by 3 PM (PST)</b>
3	Date and Time of Bid Opening	<b>17-07-2017 by 3:30 PM(PST)</b>
4	Place of opening of Bids	Committee Hall, Sindh Rural Support Organization, SRSO Complex, Near Taj Petrol Pump, Main Shikarpur Road Sukkur Tel: 071-56271820
5	Address for communication	As Above
6	Contact us:	For information and any clarification please feel free to contact at <a href="mailto:atinfo@srso.org.pk">atinfo@srso.org.pk</a> .

**Note:** Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

**1. Introduction**

Sindh Rural Support Organization (SRSO) is incorporated as a not-for-profit Company Limited by Guarantee, Registered under Section 42 of the Companies Ordinance, 1984. The SRSO is an apex organization at the provincial level for the participatory development and poverty reduction. It has been working in the designated various districts of Sindh. The policy has been endorsed by government to achieve the goals of poverty reduction through community empowerment, skills enhancement, capacity building and development of community supported infrastructure projects, and the provision of support for income generation, enterprise development and financial services.

**2. Background**

Sindh Rural Support Organization (SRSO) is implementing the project funded by Govt. of Sindh titled "Expansion of Union Council Based Poverty Reduction Programme in six district of Sindh i.e. Khairpur, Sanghar, Mirpurkhas, Umerkot, Thatta & Badin.

**3. Procurement Items**

Under the Project, SRSO requires Furniture, Fixtures, I.T & Office Equipments, in above mentioned districts and hereinafter referred as the "SRSO", invites **sealed bids for supply of furniture, fixture IT & Office Equipments as per below given details, said tender is divided in into three lots so bidders are requires to furnished their proposals lotwise and clearly mentioned on the envelopes applied for.**

**i. Lot No 01**

Description of Procurement	Specification	Location wise Quantity			Total Quantity
		PIU	6 District	18 Units	
<b>Furniture and Fixture</b>					
Table Large	Table made of lamination board with three drawe lockable in 3/4 inch with 700 density of board size of table 5x2 1/2x 2 1/2 with side rack of size 3x 18x 2 1/2 h with provision of key board tray and one shelf with one lockable shutter edges of lamination board will be fixed with solid seasoned sheesham wood in similar polish (Refer to pic)	1	6	0	7

Table Medium	Table made in lamination board with three drawer in ¾ inch thickness with 700 density size of table 4 ½ x 2 ½ x 2 ½ all edges of board will be covered by solid (Refer to pic)	4	42	90	136
Revolving Chair Form	Revolving Chair high back 5 star bases with arms, hydraulic height adjustment, seat and back cushion with master molty foam life time warranty and upholstery with fabric (made by fabric project cloth) color blue/black (Refer to pic)	5	6	0	11
Office Chair Wooden	Visitor chair with four wooden support between the legs with two arms structure made of solid seasoned shesham wood in A class polish seat and back made in plastic knitted (Refer to Picture)		42	90	132
Visitors Chair	Visitor chair with four wooden support between the legs with two arms structure made of solid seasoned shesham wood in A class polish seat and back made in plastic knitted (Refer to picture)	10	92	180	282
File Rack	Four shelves file rack made of width 33.5" height 66" depth 12" and 2" base of wooden made 3"x4" high density lamination sheet of any color back covered by 1"x4"press of same color with front gola polish in same color	8	48	108	164
Meeting Table	Meeting table size 8x 4x 2 ½ frame made of 1 ½ x1 ½ squares pipe 16 gauge powders coating with plastic boots under the legs. Top made of MDF with ¾ inch thickness, 700 densities and edges covered with solid seasoned shesham wood in similar polish with provision of cable box on the top (Refer to pic)	1	6	0	7
Meeting Chair	Iron pipe 16 guage powder coated seat and back made of ply cushioned with master molty foam up holster with fabric( refer to picture)	10	60	0	70

ii. Lot No 02.

S.NO	Description of Procurement	Specification	Location wise Quantity			Total Quantity
			PIU	6 District	18 Units	
<b>IT Equipments</b>						
1	LCD multimedia (PIU)	Dell 4220 (4100L) XGA DLP	1			1
2	LCD multimedia (District Offices)	Dell 4320 (4300L) WXGA DLP		6		6
3	Laptops	HP Envy 13-AB001	6			6
4	Laptops	HP Pavilion 13-4103T4 X360	4	6		10
5	Laptops	HP 15 – AY009ne		33	74	107
6	Printers	HP LaserJet Pro 400 M402DN		12		
7	Printers	Canon Pixma iX-6770 A3 Size inkjet	1			1
8	Printers	Canon imageCLASS MF4750 Multifunction	2			2
9	Camera (Digital)	Sony DSC-WX80 Wifi		6	18	24
10	Camera (Digital)	Sony Cybershot DSC-H400	1			1

iii. Lot No 03

SR NO	Description of Procurement	Specification	Location wise Quantity		
			PIU	6 District	18 Units
<b>Office Equipment</b>					
1	Photocopier	Canon IR2525 or equivalent	1		
2	Photocopier	Canon IR2525 or equivalent		6	18
3	Scanner	Canon LiDE 700F Scanner or equivalent	1	6	18
4	Air Conditioners 2 Tons	Dawlance 2 ton or equivalent with Stabilizer 10000Watt	3	6	
5	Air Conditioners 1.5 Tons	Dawlance 1.5 ton or equivalent with Stabilizer 10000Watt		6	18
6	Generators 5 KV	Honda 5KVA or equivalent		6	
7	Generators 3 KV	Honda 3KVA Generator or equivalent			18
8	Refrigerator	Dawlance Energy Saver 9144 or equivalent		6	18

The supplies given above must comply with technical aspects set out in the tender package and conform all respects with the quantities and specifications.

All the furniture must be delivered at the destination given below.

S. No	Description Furniture	Sukkur	Khairpur	Sanghar	Badin	Thatta	Umarkot	Mirpurkhas	Total Quantity
1	Table Large	1	1	1	1	1	1	1	7
2	Table Medium	4	22	22	22	22	22	22	136
3	Revolving Chair Form	5	1	1	1	1	1	1	11
4	Office Chair Wooden		22	22	22	22	22	22	132
5	Visitors Chair	12	45	45	45	45	45	45	282
6	File Rack	8	26	26	26	26	26	26	164
7	Executive Meeting Table	1	1	1	1	1	1	1	7
8	Meeting Chair	10	10	10	10	10	10	10	70

S. No	Description of I.T Equipments	Sukkur
1	Dell 4220 (4100L) XGA DLP	1
2	Dell 4320 (4300L) WXGA DLP	6
3	HP Envy 13-AB001	6
4	HP Pavilion 13-4103T4 X360	10
5	HP 15 – AY009ne	107
6	HP LaserJet Pro 400 M402DN	12
7	Canon Pixma iX-6770 A3 Size inkjet	1
8	Canon image CLASS MF4750 Multifunction	2
9	Sony DSC-WX80 Wifi	24
10	Sony Cybershot DSC-H400	1

S. No	Description of Office Equipments	Sukkur	Khairpur	Sanghar	Badin	Thatta	Umarkot	Mirpurkhas	Total Quantity
1	Photocopier	1	0	0	0	0	0	0	1
2	Photocopier	0	4	4	4	4	4	4	24
3	Scanner	1	4	4	4	4	4	4	25
4	Air Conditioners 2 Tons	3	1	1	1	1	1	1	9
5	Air Conditioners 1.5 Tons	0	4	4	4	4	4	4	24
6	Generators 5 KV	0	1	1	1	1	1	1	6
7	Generators 3 KV	0	3	3	3	3	3	3	18
8	Refrigerator	0	4	4	4	4	4	4	24

#### 4. Submission of Bid

- 4.1. All the Bids shall be furnished on Single Stage Two Envelope Procedure (as per SPPRA Rules)
- 4.2. Separate Bid for each district or for all districts with complete details of furniture, should be submitted in the sealed envelope clearly marked as "Bid for Furniture, Fixture, I.T & Office Equipments for District Khairpur, Sanghar, Mirpurkhas, Umerkot, Thatta, & Badin". If any Supplier wants to offer for all districts then he should send the separate bids for each district.
- 4.3. Prices should be inclusive of all applicable taxes.
- 4.3. The bidders should take care in submitting the bid and ensure that enclosed papers will be properly numbered and submitted in a file in proper manner.
- 4.4. The bids to this tender must be submitted latest by **July 17, 2017, 3:00pm** as per format specified in Annexure A to the point of contact given above. Electronic proposals will not be entertained. Any proposals delivered after due date and time will be considered non-responsive and disqualified from further consideration.
- 4.5. The Bids should be addressed to:  
**Procurement Department**  
Sindh Rural Support Organization  
SRSO Complex, Near Taj Petrol Pump,  
Main Shikarpur Road Sukkur  
Tel: 071-56271820.
- 4.6. The SRSO reserves the right for conducting inspection by its own personnel or reputed third parties of the Furniture, Fixture, I.T & Office Equipments. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- 4.7. The offer will remain **valid for a period of 90 days** from the closing date of the Bid. Any offer falling short of the validity period is liable for rejection. However the vendor should pass on the benefit to the SRSO if there is any price reduction in the meantime.
- 4.8. No offer can be withdrawn by the vendor subsequent to the closing date and time for submission of offers.

#### 5. Eligibility of the Bidder

The main criteria for applying to the tender are as follows:



- 5.1 3 years of experience in the provision of Furniture, Fixture, I.T & Office Equipments
- 5.2 Preference would be given to the registered tax payer (FBR & GST)
- 5.2 Preference will be given to local vendors.

#### **6. Deliverables**

As per details given section 3.

#### **7. Bid Security**

All bidders shall furnish bid Security of 2% of quoted price in the form of Call deposit/Pay Order/Demand Draft in favor of Sindh Rural Support Organization (SRSO). Cheque will not be accepted in any case. After selection of successful bidder, SRSO will return/release the bid security to the unsuccessful bidders. SRSO will forfeit the bid security in following cases.

- If bidders withdraw its bid during opening time of tender.
- If successful bidder withdraw its bid prior to the agreement.

#### **8. Specific Terms & Conditions**

- 8.1 SRSO reserves the right to alter the quantity, if required.
- 8.2 A supply agreement will be signed with successful bidder(s) for timely provision of appropriate services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the supplier.
- 8.16 Sindh Rural Support Organization reserves the right to forfeit the performance security in case of breach of the agreement or failure to provide the vehicles and drivers on quoted prices and terms & conditions.
- 8.17 Tender publication does not constitute any commitment on part of Sindh Rural Support Organization unless a written agreement is signed by both parties.
- 8.18 SRSO reserves the right to cancel/reject any or all offers without assigning any reason.
- 8.19 Exact quantities may vary slightly from estimated numbers.
- 8.20 Lowest price will not be the sole criteria; quality, condition of furniture & fixture, turnover details of 2 years, delivery time and relevant previous experience will also be considered.

## **9. General Terms & Conditions**

- 9.1. The SRSO does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.
- 9.2. Successful bidder (s) require to submit performance security of 5% of contract price (Refundable) in favor of Sindh Rural Support Organization
- 9.3. SRSO has the right to split the order in one, two or more supplier (s) depending upon the items being shortlisted.
- 9.4. Company profile including staff factory details (owned by company and leased separately)
- 9.5. Good track-record and references from previous clients including documentary evidence in shape of agreements/contract with other national/international organizations for last two years for similar nature of work.
- 9.6. The SRSO reserves the right to initiate re-tendering without providing any reason whatsoever. The SRSO shall not incur any liability on account of such rejection.
- 9.7. The SRSO reserves the right to modify any terms, conditions, quantity or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- 9.8. Canvassing of any kind will be a disqualification and the SRSO may decide to cancel the bidder from its empanelment.

## **10. Submission of Bid and required Documents**

- 10.1 The offer should be completed in all aspects and incomplete bid (s) will be rejected.
- 10.2 The bidder will provide the affidavit for not having blacklisted from any organization.
- 10.3 Bidders must attach bid security as mentioned in clause 7 of this document.
- 10.4 Bidders must mention the turnover along with proof i.e. Returns/bank statements.
  - 10.4.1. Covering letter as per Annexure A.
  - 10.4.2. Declaration of eligibility as per Annex B
  - 10.4.3. Bid Security as per clause 7.1
  - 10.4.4. Financial proposal/ bid should be in detail and complying with terms and conditions.

10.4.5. Copy of valid NTN and GST certificate must be attached.

10.5 Once the bid is submitted in sealed cover by the bidder, the SRSO will not accept any addition / alterations / deletions of the Bid. However, the SRSO reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will submit the documentary evidence(s) as required by the SRSO.

10.6 Any Bid, submitted with incorrect / false information will be rejected. Further, if any bidder is found to have submitted incorrect / false information at any time, he may be debarred from participation in the future tendering processes.

#### 11. Evaluation Criteria for Bid

Sr. No	Required Field	Marks	Remarks
1	National Tax Number (Certificate)	20	Mandatory
2	Sales Tax Registration Certificate		Mandatory
3	Non Blacklisted Affidavit on Legal Stamp Paper of Rs. 100/=		Mandatory
4	Bank Statement of Last 1 Year		Mandatory
5	Business Experience of last 5 years	5	Total 5 marks 01 mark for each year
6	Annual Turnover in millions	5	1 marks for 1 million(Max 5 Marks)
7	Income Tax Annual Returns of 5 Years	10	02 marks for each year
8	Monthly Sales Tax Summaries of Six Months	10	02 marks for each month
<b>Total Score</b>		<b>50</b>	

Note: 30 marks out of 50 marks i.e. 30 marks are qualifying marks, if 3 bidders acquired less than qualifying marks then the top three scoring bidders will be considered for financial bidding. The bidders, who will not technically qualify, their financial proposals will be returned back as unopened. Financial bids will be opened publically at the time announced by the SRSO. Agreement shall be signed with selected party(s) on general / specific conditions with mutually agreed on.

11.4. The SRSO will scrutinize the offers to determine whether it is completed or errors made in the offer and the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, would be rejected. However, the SRSO, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The SRSO reserves the right for such waivers and this shall be binding on all vendors.

11.5. Deviation from specifications / evaluation stipulated may make the offer liable for rejection.

11.6. For proper scrutiny, evaluation and comparison of offers, the SRSO may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

**12. Fees and payment Schedule**

12.1. No Advance will be allowed in any case.

12.2. Vendor will submit invoice on monthly basis.

12.3. Monthly Payment will be made after the completion of month. Within 1-2 weeks through cross cheque in the name of company.

12.4. All applicable taxes shall be deducted at the source. Tax challan will be provided within 1-2 weeks of the payment.

**13. Penalty (liquidated damages) for delayed supply of Furniture, Fixture, I.T & Office Equipments**

In case the delivery is delayed beyond the stipulated date of delivery, 'Liquidated damage for late delivery @ 0.5% of the of the total amount for each day of delay would be imposed, subject to maximum of 10% if the delay is for 10 days (The liquidated damages will be deducted from the final payment) if delivery of Furniture, Fixture, I.T & Office Equipments remain delayed more than 10 days then SRSO reserves the right terminate the agreement.

**14. Bid Currency & Language**

All prices shall be expressed in Pakistani Rupees only and the language is English / Urdu.

**15. Cost of Bidding**

The bidder shall bear all the costs associated with the preparation and submission of bid.

**16. Bidding Document**

16.1. The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document.

16.2. No applicant should add, omit, or change any item, term or condition in the original paper.

16.3. If the applicant has any additional terms & conditions this shall be stipulated in a separate letter accompanying the bid.

**17. Deadline For Submission of Bids**

Bids must be received by the SRSO at the address specified in the Bid Document not later than the specified date and time as mentioned in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the SRSO, the bids will be received up to the appointed time on next working day.

The SRSO may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

**18. Confidentiality Statement**

All data and information received from SRSO for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to SRSO. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of SRSO. SRSO may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

**19. Rejection of the Bid**

The Bid is liable to be **rejected** if:

- The document doesn't bear signature of authorized person.
- It is received **through** Telegram/Fax/E-mail.
- If the bid is submitted without the bid security deposit.
- It is received after **expiry** of the due date and time stipulated for Bid submission.

**20. Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the SRSO.**

**21. Modifications and Withdrawal of Bids**

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

1. No bid will be modified after the deadline for submission of bids.
2. No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

**22. Bid Opening And Evaluation**

- The SRSO will open the bids, in the presence of Bidders and their representative(s) if any, authorized by the supplier to attend, at the time, date mentioned in Bid document and at the address mentioned at bidding details.
- The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for SRSO, the bids shall be opened at the appointed time and place on next working days.
- Bidders satisfying the technical requirements as determined by the SRSO and accepting the Terms and Conditions of this document shall be short-listed.
- Decision of the SRSO in this regard shall be final and binding for the bidders.
- The agreement will be awarded only to the successful responsive bidder.

- SRSO reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to provide the supply of Furniture, Fixture, I.T & Office Equipments.

**23. Clarifications Of Bids**

To assist in the examination, evaluation and comparison of bids the SRSO may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

**24. SRSO's Right To Accept Or Reject Any Bid Or All Bids**

The SRSO reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of agreement, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the SRSO's action.

**25. Governing Laws And Disputes**

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

**26. Placement Of Order And Acceptance**

The vendor shall give acceptance of the order placed on it within 2 days from the date of order, failing which, the SRSO shall have right to cancel the order.

**27. Authorized Signatory**

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes as required by the SRSO.

**Annex A**  
**Bid submission letter format**

Date: \_\_\_\_\_  
SRSO/Tender/SRSO/PU/16-17/002

To:  
SPO-Procurement  
**Sindh Rural Support Organization**  
SRSO Complex, Near Taj Petrol Pump,  
Main Shikarpur Road Sukkur  
Tel: 071-56271820

**Dear Sir:**

Having examined the bidding documents including Tender NOs:  
SRSO/Tender/SRSO/PU/16-17/002, receipt of which is hereby duly  
acknowledged, we, the undersigned, offer to supply and deliver Furniture,  
Fixture, I.T & Office Equipments in conformity with the said bidding documents  
for the sum of ]  
or such other sums as may be ascertained in accordance with the Schedule of  
Prices attached herewith and made part of this Bid.

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

We understand that SRSO is not bound to accept the lowest or any bid SRSO  
may receive. We certify/confirm that we comply with the eligibility requirements  
as per the bidding documents.

Dated this                      day of                      2017.

\_\_\_\_\_  
[Signature & Stamp]

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

Duly authorized to sign Bid for and on behalf of

**Declaration of Eligibility**

**Annex B**

**(To be submitted on companies letter head)**

Tenderer / Supplier:
----------------------

I, the undersigned (Name and address of representative)  
Representative of

(Name and address of company)

Do hereby affirms that our company/firm/organization is eligible because we;

- Are registered company/firm/organization.
- Are registered with NTN and GST.
- Are not bankrupt or in the process of going bankrupt.
- Have not been convicted for an offense concerning professional conduct.
- Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have fulfilled obligations related to payment of taxes.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in SRSO)
- Were not declared at serious fault of implementation owing to a breach of their contractual obligations
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not on any list of sanctioned parties issued by the Pakistan Government, DFD, USAID, UN agencies, European Union and others.
- Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
- Have not been reported for/under litigation for child abuse.

Declared  
In the presence of

Declared

\_\_\_\_\_  
(Name &  
Signature)

\_\_\_\_\_  
(Company Stamp)

\_\_\_\_\_  
(Name, address)

\_\_\_\_\_  
(Location, date)



**Financial Proposal  
Lot No 01**

**Annex C**

Description of Procurement	Specification	Location wise Quantity			Total Quantity	Rate	Total
		PIU	6 District	18 Units			
<b>Furniture and Fixture</b>							
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Visitors Chair	Visitor chair with four wooden support between the legs with two arms structure made of solid seasoned shesham wood in A class polish seat and back made in plastic knitted (Refer to picture)	10	92	180	282		
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Meeting Table	Meeting table size 8x 4x 2 ½ frame made of 1 ½ x1 ½ squares pipe 16 gauge powder coating with plastic boots under the legs. Top made of MDF with ¾ inch thickness, 700 densities and edges covered with solid seasoned shesham wood in similar polish with provision of cable box on the top (Refer to pic)	1	6	0	7		
Meeting Chair	Iron pipe 16 guage powder coated seat and back made of ply cushioned with master molty foam up holster with fabric( refer to [picture)	10	60	0	70		

**Lot No 02**

S.NO	Description of Procurement	Specification	Location wise Quantity			Total Quantity	Rate	Total
			PIU	6 District	18 Units			
	<b>IT Equipments</b>							
1	LCD multimedia (PIU)	<u>Dell 4220 (4100L) XGA DLP</u>	1			1		
2	LCD multimedia (District Offices)	<u>Dell 4320 (4300L) WXGA DLP</u>		6		6		
3	Laptops	<u>HP Envy 13-AB001</u>	6			6		
4	Laptops	<u>HP Pavilion 13-4103T4 X360</u>	4	6		10		
5	Laptops	<u>HP 15 – AY009ne</u>		33	74	107		
6	Printers	<u>HP LaserJet Pro 400 M402DN</u>		12				
7	Printers	<u>Canon Pixma iX-6770 A3 Size inkjet</u>	1			1		
8	Printers	<u>Canon imageCLASS MF4750 Multifunction</u>	2			2		
9	Camera (Digital)	<u>Sony DSC-WX80 Wifi</u>		6	18	24		
10	Camera (Digital)	<u>Sony Cybershot DSC-H400</u>	1			1		

**Lot No 03**

SR NO	Description of Procurement	Specification	Location wise Quantity			Rate	Total
			PIU	6 District	18 Units		
	<b>Office Equipment</b>						
1	Photocopier	<u>Canon IR2525 or equivalent</u>	1				
2	Photocopier	<u>Canon IR2525 or equivalent</u>		6	18		
3	Scanner	<u>Canon LiDE 700F Scanner or equivalent</u>	1	6	18		
4	Air Conditioners 2 Tons	<u>Dawlance 2 ton or equivalent with Stabilizer 10000Watt</u>	3	6			
5	Air Conditioners 1.5 Tons	<u>Dawlance 1.5 ton or equivalent with Stabilizer 10000Watt</u>		6	18		
6	Generators 5 KV	<u>Honda 5KVA or equivalent</u>		6			
7	Generators 3 KV	<u>Honda 3KVA Generator or equivalent</u>			18		
8	Refrigerator	<u>Dawlance Energy Saver 9144 or equivalent</u>		6	18		

## Pictures of Furniture

Large Table

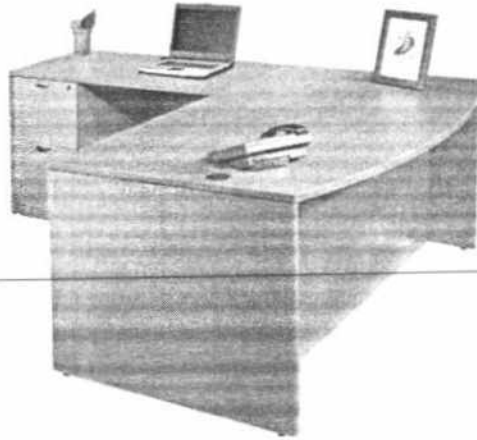
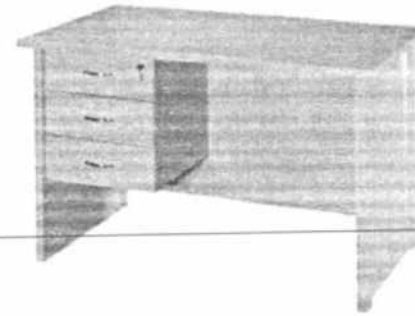
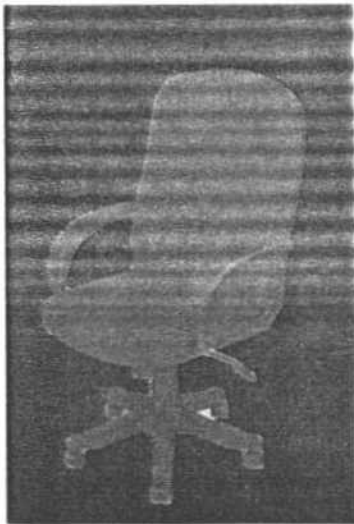


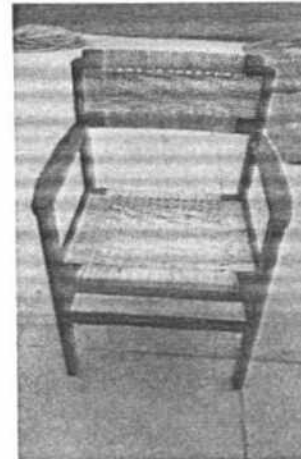
Table Medium



Revolving Chair



Wooden Visitors & Office Chair



Meeting Table & Chair





## SINDH RURAL SUPPORT ORGANIZATION

### TENDER FOR PROCUREMENT OF MANAGEMENT INFORMATION SYSTEM

Sindh Rural Support Organization (SRSO) is a not-for-profit Organization, registered under Section 42 of the Companies Ordinance, 1984.

Sindh Rural Support Organization, for project named Expansion of UCBPRP in six districts i.e. Khairpur, Sanghar, Mirpur Khas, Umerkot, Thatta & Badin, aimed at reducing poverty of the marginalized rural communities. SRSO is inviting sealed bids from registered, competent and experienced Firms, having sound technical and financial capabilities to provide effective management information system (MIS).

The Tender documents containing the Specific term and conditions along with prescribed Performa can be obtained from the undersigned OR download from [www.srso.org.pk](http://www.srso.org.pk), and shall be available from the date of 01-07-2017 till 17-07-2017. As per SPPRA rules, the bids will be accepted on provision of demand draft/Pay Order of Rs. 2000/= (Non-Refundable) and 2% bid security of total bidding price (Refundable) and 5% performance security of contract price (Refundable subject to successful completion of contract) for qualified firms in favor of Sindh Rural Support Organization. The proposals (in hard form) should be sent in Single Stage – two envelopes. Each envelope shall contain separately the financial proposal and the technical proposal and envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion, marked on the top right hand corner. Technical and financial Proposals for “Tender of MIS” must reach this office at the address given below by July 17 2017 at 03:00 pm and initially technical proposals will be opened on the same day at 03:30 pm in the presence of bidders/authorized representatives who wish to attend at the given address and financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and will be communicated to the bidders in advance.

The Procurement Committee may reject, or increase/decrease the quantity as per policy of any bid received and may cancel the bidding process at any time prior to the acceptance of bid/proposal.

Procurement Unit  
SRSO Complex, near Taj Petrol Pump, Shikarpur Road Sukkur

Web: [www.srso.org.pk](http://www.srso.org.pk), Email: [info@srso.org.pk](mailto:info@srso.org.pk)  
Tel # 071-56271820



Sindh Rural Support Organization  
SRSO Complex, Near Taj Petrol Pump,  
Main Shikarpur Road Sukkur  
Tel: 071-56271820



**Tender Document  
For  
Management Information System  
(MIS), Support, Maintenance  
Under  
Expansion of Union Council Based  
Poverty Reduction Program Sindh  
Province of Pakistan**

Tender No. SRSO/Tender/SRSO/PU/16-17/003



<b>Bid Details</b>		
1.	Date of commencement of sale of Bidding Document	01-July-2017
2.	Last date and time for receipt of Bidding Document	17-July-2017 by 3:00 p.m.
3.	Date and Time of Technical Bid Opening	17-July-2017 by 3:30 p.m.
4.	Place of opening of Bids	Procurement Committee, Sindh Rural Support Programme SRSO Complex Near Taj Petrol pump main Shikarpur Road Sukkur Tel # 071 56271820
5.	Address for communication	As Above
6.	Contact to Bidders	Interested Bidders are requested to send their email to <a href="mailto:ameetraja@srso.org.pk">ameetraja@srso.org.pk</a> containing following information, so that in the case of any clarification, the same may be issued to them Name of Company, Contact person, Mailing address with Pin Code, Telephone No. , Fax no. , Email address, Mobile no. Etc.
7.	Technical Queries	Any Technical Queries, email at <a href="mailto:zubairsoomro@srso.org.pk">zubairsoomro@srso.org.pk</a>

**Note:** Bids will be opened in presence of the bidders' representative who chooses to attend.

## **INTRODUCTION:**

Established in 2003, the Sindh Rural Support Organization (SRSO) is the major Rural Support Programme in Northern Sindh. It is a not-for-profit organization registered under Section 42 of the Companies Ordinance 1984. SRSO is present in 10 districts, namely Sukkur, Khairpur, Ghotki, Naushero Feroz, Sh. Benazir Abad, Shikarpur, Jacobabad, Larkana, Kashmore-Kandhkot, and Qambar-Shadadkot. The mandate of SRSO is to alleviate poverty by harnessing the people's potential and to undertake development activities in Sindh.

## **BACKGROUND:**

The Union Council Based Poverty Reduction Project (EUCBPRP) has successfully completed its tenure in August 2013 and achieved its set objectives and materialize huge portfolio in form of community institutions and the gigantic intervention ensured the linkages between poor households, line agencies, and other service providers and between government social protection programs and the poorest.

The project has helped as well as enabling the poor communities to improve their social indicators relating to health, environment, and education, especially for women and children. EUCBPRP created a sense of understanding among the poor women to undertake economic activities for the well-being of their household; the intervention included asset building for income generation, small enterprises, improved agriculture practices, vocational skills as means of business, and the choices to have access to financial resources are larger than before the project, which built the confidence of the target community (Women) to make productive investments from the resources they have been managing collectively through the huge network of their Village Organizations and Local Support Organizations at grossroot levels.

To extract the maximum benefit on regular basis it was indispensable that there must be a proper follow-up and the maintenance in the respective districts to sustain the outcomes in the rural communities. During the maintenance phase, the tendency of routine meetings of these institutions has been promoted to make it on a regular basis and further efforts being undertaken to promote and enhance the culture of savings in these gross root level organizations by making the strict monitoring and participation.

In September-2013 the SRSO have started the formal activities of the maintenance phase in both the districts, initially the teams have focused the recovery and re-disbursement of community investment fund in the different village organizations with the effective support of local support organizations.

The Union Council Based Poverty Reduction Project (EUCBPRP) Jacobabad has successfully completed its tenure in 30th June 2015 and achieved its set objectives. In July 2015 SRSO has also started activities of the Maintenance Phase in District Jacobabad. SRSO focused the Recovery and Re-Disbursement of CIF with Support of Local Support Organizations (LSOs). As of March 2017, PKR: received from the different beneficiaries who received the CIF loans under the regular program in three districts. Besides the recovery teams also emphasize the beneficiaries on considering for group landing in order to foster the maximum benefits by utilization the same amount with increment from the seed money of LSOs.

Apart from recovery, the re-disbursement was given massive importance therefore as of March-2017, PKR: have been Re-disbursed in different beneficiaries who returned the amount on an immediate basis in districts Kashmore, Shikarpur, and Jacobabad initiated the re-disbursement to the borrowers with the support of VOs and LSOs.

**PROJECT OBJECTIVE:**

The objectives of the MIS will facilitate the field staff, management as well as donor to monitor, manage the project activities in a timely manner. Under this project, almost 1M household data will be captured through the Android-based platform. The MIS objectives will be following:

- ❖ To PSC data from the field through Android-based forms to analyze the poverty level of the community for different interventions in the project.
- ❖ To produce a different type of analysis reports to analyze the field activities as well as the performance of the staff.
- ❖ To develop interactive dashboard, which will contain the analysis of the data in different formats like Graphs, tables etc.
- ❖ Real-time integrated application to track the impact of the project on the individual as well as the community.
- ❖ To monitor the field activities in terms of physical as well as financial
- ❖ To capture the data of almost 1M household in six districts of Sindh
- ❖ To monitor the data in terms of the census as well as project hierarchy.
- ❖ Suggest and implement process improvements for SRSO by introducing ERP automation software. Create well-deliberated design specifications for the customization of ERP modules based on the needs of EUCBPRP project.
- ❖ Creation of test scenarios, verification of test modules, analysis of results and identifying & removal of gaps EUCBPRP modules provided by the bidder at SRSO Datacenter.

## SCOPE OF WORK:

The project objectives can be further elaborated as follows:

To develop the MIS which contains following modules;

- ❖ **PSC (Poverty Score Card) Module:** Android-based Poverty Score Card module on capturing the socio-economic data of the population residing in 6 districts of Sindh under this project. The PSC module will provide an interactive dash board to analyses the conditions of districts regarding data input errors as well as incomplete forms etc.
- ❖ **SM (Social Mobilization) Module:** Three Tier Architecture (CO, VO, and LSO) including all activities performed by organizations like saving, community meetings, bank accounts etc.

Android-based module also required capturing community organizations meeting, registration along with TOP etc. It consists of following activities:

- Formation of Community Organizations (COs) (Android & MIS)
  - Micro Investment Plan for CO member (MIP) (Android & MIS)
  - Community Management Skills Training (CMST) for Leaders of Cos.
  - Formation of Village Organizations (VOs) (Android & MIS).
  - Village Development Plan (VDP) (Android & MIS).
  - Formation of Local Support Organization (LSO) (Android & MIS).
  - Union Council Development Plan
  - Mentoring and Monitoring of CIs (CO/VO/ LSO) by SMT Mechanisms for Creating Synergies and Linkages between CIs and Local Government Authorities.
- 
- ❖ **CIF (Community Investment Fund) Module:** This module will be integrated with SM module and will capture the following activities:
    - CIF Eligibility Criteria's
    - Record Keeping of CIF Intervention
    - Monitoring of CIF Intervention
    - Payment of CIF Amounts to Beneficiaries
    - Record Keeping of CIF grant
    - CIF Processing Fee/Service Charges.
    - CIF Repayment

- Subsequent Loans to Members
- Monthly CIF Progress Report
- Management Information System
- Cycle wise reports
- Generate different type of reports assigned by IT sector.

❖ **IGG (Income Generating Grants) Module**-> This module will be integrated with SM module and will capture the following activities:

- Eligibility Criteria for CIs (COs/VOs/LSOs) to Access IGG Sub-grant
- Types of Income Generating Activities Supported by IGG
- Non-eligible Activities for IGG
- Record Keeping of IGG Intervention at RSP Level
- Monitoring of IGG Intervention by SRSO
- Monthly IGG Progress Report
- Monitoring of the IGG beneficiaries
- Generate different type of reports assign by SRSO IT

❖ **LCH (Low-Cost Housing) Module**-> This module will be integrated with SM module and will capture the following activities:

- Eligibility Criteria LCH
- Types of CPI Supported by CPI grants
- Complete Profile of LCH
- Monitoring of LCH on Android based system (with GPS coordinates)
- Multi-level approval mechanism for LCH schemes
- Financial Monitoring of the LCH schemes at different levels
- Integration with Financial Modules

**ED (Enterprise Development) Module**->This module will be integrated with SM module and through this intervention, promote & support Entrepreneurship at the community level, Skill enhancement/capacity building trainings on a variety of crafts, all production will be @ LSO/ Unit Level and move out to District level then shifted to PIU ( project implementation unit, and move to mega exhibitions or events

- Craft Enterprise Development (CED)
- BUSINESS DEVELOPMENT GROUPS (BDGs) FORMATION (LSO Level)
- PROCUREMENT OF RAW MATERIAL&FINISHED PRODUCTS
- Purchasing of Raw Material or Finished Products for Mega Exhibitions or Events
- Purchasing of Raw Material or Finished Products for warehouse & outlet
- INVENTORY MANAGEMENT
- PRODUCTION (Product Development)
- INVENTORY HANDLING (production, selling record of BDG's)
- COSTING & PRICING
  - Costing
  - Pricing
  - Discounting
- FINANCIAL TREATMENT
  - Individual costing of BDG's profit or loss

❖ **HRD (Human Resource Development) Module**-> This module will be integrated with SM module and will capture the training record of the community as well as staff at a different level. It will capture following activities:

**TRAININGS:**

- Training Venue
- Training Participants data (Community, Staff, and Donor etc.)
- Training Cost
- Different Training at different level Organization, District, Tehsil, UC, and RV as well as Community (CO, VO, LSO).
- Integration with Financial Modules.

**HARDWARE:**

- The bidder Suggest the hardware sizing for the proposed ERP implementation.
- **Integration with SRSO ERP**-> SRSO has ERP developed in Oracle 10g. This ERP has been used for managing different operations like HRM, Finance, Fixed Asset, Provident Fund, Payroll etc. This ERP has managed the donor based project financial monitoring. The bidder must ensure
- The developed solution for EUCBPRP must be integrated with SRSO ERP to support operational side in the project.

- This system must be real time sync with SRSO ERP especially in HRM, Payroll, Fixed Asset, Finance etc.

**Database: -**

Develop written a plan for the development of database specific to the need of EUCBPRP project, as well as integration with running databases. The bidder will work with the IT team, as a focal point for the assignment and also known some key issues to determine to include in the proposal:

- What database platform will be used. (mention in detail)
- What equipment and infrastructure are required for suggested Database, (mention in detail)
- What functional and non-functional requirements are necessary.
- What procedure will be used to ensure quality (accuracy, integrity, and completeness)
- How will be data security management (access, erasure, security, privacy) be ensure
- How will be long-term access be ensured
- What procedures will be used to process, upload, transfer, and share data

**SUPPORT & MAINTENANCE OF THE MIS:**

- Since EUCBPRP is the three-year project, so bidder must ensure to assign permanent staff to support the developed solution to entertaining the queries from project staff, donor as well as a project team.
- The bidder also mentions exit plan after three years in detail.
- This support will cover database performance, front-end features (Input, reports) as well as new modules and also Hardware related issue.
- The bidder must review the progress of the ERP implementation with SRSO team periodically and must provide status updates to SRSO management in the form of a report and highlight any deviations with recommended actions.

**TRAINING OF THE STAFF:**

- Assistance and Evaluation of Technical users training & End Users Training at various locations.

- This training session will be interactive so that user can operate the system and give its feedback during the utilization for the application to improve the system.

#### DASHBOARD:

- The dashboard will be part of the solution which will contain every activity management and analytical reports. These reports will be in graphical as well as tabular format or as per SRSO IT required.
- The bidder must improve the dashboard as activities will be started in the field. He will incorporate new reports as desired by EUCBPRP management.
- This dashboard will be android based as well so that user can view the data at any time on his/her device for critical analysis.
- This dashboard will also contain the data entry errors reports so that alert type report can be developed and part of the dashboard.

#### TASKS AND RESPONSIBILITIES:

The Project will be overseen by a senior management team of SRSO. SRSO will allocate dedicated resources to the project having adequate authority. The SRSO representative will ultimately ensure that deliverables and the Consultant's work meet EUCBPRP's needs, requirements and professional standards.

#### DELIVERABLES:

The main deliverables will be as follows:

- 1 **MIS Solution:** This MIS solution will contain all features as described above. This MIS will be integrated solution for all components. It must be an online system so that accessible through the Internet anywhere.
- 2 **User Manual:** The bidder must provide the user manual before starting of each module so that user can consult in case of any issue. and also training material would be provided by the bidder (soft & hard).
- 3 **Training Manuals/Material:** The bidder must ensure that after the completion of the solution, he will provide training to the selected staff so that they can operate effectively. The bidder must provide training material to the SRSO.
- 4 **Technical Documentation**
  - a. Installation and Configuration document



- b. RMAN Configuration File
- e. ERD (Entity Relationship Diagram)

14. **Completion Report:** The bidder must provide the completion report after the solution and training. After three years on completion of the EUCBPRP, the bidder must provide document each change and will share with the SRSO.

**EVALUATION CRITERIA:**

- 15. The consultant/vendor should have working experience of similar jobs especially developing software solutions for development sector.
- 16. The consultant/vendor must develop at least two solutions and deploy at large scale.
- 17. The consultant/vendor must have 5 years' experience of developing a software application for development sector.
- 18. The consultant/vendor must propose strong methodology and staff to develop and deploy the MIS for the EUCBPRP.
- 19. Clear process flow/functionality of the entire solution for the database and management information system.
- 20. Compliance with the functional requirement and technical requirements.
- 21. Evaluation of functional capabilities of the MIS solution offered, through product presentation, product walkthrough.

**EVALUATION FACTORS:**

S. No.	Evaluation factors	Weightage (Score)
1	Client Profile	20
2	Methodology & Work Plan	20
3	Similar Software Application (Demo)	30
4	Data Center	10
5	Proposed Team	10
6	Support	10
Total		100

**Note:** The bidder having 75 in evaluation criteria will qualify for the financial opening.

**TIMELINE:**

The duration of the project after assigning contract is 6 months. The bidder must be mention in a proposal to provide services after three years and also mention conditions.

**FEES AND PAYMENT SCHEDULE:**

16. 30% at the signing of the contract.
17. 30% at the completion of the software modules and deployment at the SRSO Datacenter
18. 20 % at the submission of the documentation
19. 20% at the submission of completion report and also satisfactory note by Management / Project Coordinator.

**TERMS AND LOGISTICS:**

The Individual, as well as firm, may apply as Consultants for the said assignment. A cover letter is provided at **Annex A. The consultant will submit the proposal in a format that explains all the relevant aspects of the proposal.**

Technical and Financial proposals are invited in a separate envelope. First technical proposals will be opened and evaluated. Financial proposals will have opened for those who qualified for technical evaluation as given above.

17. The technical proposal shall contain the flowing information:

- Company Profile
- List of proposed Staff Developer's and track record of performance
- Methodology & Work Plan
- Similar Projects with reference or project details already mentioned
- Support Mechanism

18. The financial proposal shall contain the following information:

- Software development and training Cost
- Support/Maintenance Services Cost (For three years)
- Support/ maintenance service cost after three years

**SELECTION PROCESS:**

A selection committee from SRSO will evaluate the proposals and assign a rating to each proposal as defined above. The ratings of the individual committee members are weighted and a final score is assigned to each proposal. The proposal with the highest score will be selected and the Consultant will be contacted for contract award and signature. This process should normally take about 10 to 15 days.

**REPORTING AND APPROVAL:**

Ghulam Rasool in Sukkur, is EUCBPRP project coordinator. Mr. Zubair Soomro (IT Head) is the team lead for the given task. Both should be copied on key correspondence (addresses below).

**Ghulam Rasool**

Project Coordinator,

Sindh Rural Support Programme,

SRSO Complex near Taj Petrol pump main Shikarpur Road,

Sukkur.

(071)56271820

**Zubair Soomro**

IT-Head

Sindh Rural Support Programme,

SRSO Complex near Taj Petrol pump main Shikarpur Road,

Sukkur.

(071)56271820

**CONFIDENTIALITY STATEMENT:**

All data and information received from SRSO for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to SRSO. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of SRSO.

SRSO may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

**GENERAL TERMS & CONDITIONS:**

18. The Purchaser **does not bind** itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of a purchase order without assigning any reasons whatsoever.
19. The **SRSO** reserves the right to resort to **re-tendering without providing any reason whatsoever**. The **SRSO** shall not incur any liability on account of such rejection.
20. The **SRSO** reserves the right to **modify** any terms, conditions or specifications for submission of an offer and to obtain revised Bids from the bidders due to such changes if any.
21. **Canvassing** of any kind will be a disqualification and the **SRSO** may decide to cancel the bidder from its empanelment.

**REJECTION OF THE BID:**

The Bid is liable to be **rejected** if:

19. The document doesn't bear the signature of authorized person.
20. It is received **through** Telegram/Fax/E-mail.
21. It is received after **expiry** of the due date and time stipulated for Bid submission.
22. **Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids** not conforming to the terms and conditions stipulated in this Request for Proposal, are liable for rejection by the SRSO.

**MODIFICATIONS AND WITHDRAWAL OF BIDS:**

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

21. No bid will be modified after the deadline for submission of bids.

22. No bidder shall be allowed to withdraw the bid if the bidder happens to be a successful bidder.

**CLARIFICATIONS OF BIDS:**

To assist in the examination, evaluation, and comparison of bids the Purchaser may, at its discretion, asks the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

**PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS:**

The Purchaser reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Purchaser's action.

SRSO reserves the right to impanel a single vendor or a panel of vendors provided the other vendors are ready to match the price of selected vendor after negotiation.

**GOVERNING LAWS AND DISPUTES:**

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. The dispute will be settled down at Sukkur.

**PLACEMENT OF ORDER AND ACCEPTANCE:**

The vendor shall give acceptance of the order placed on it within 3 days from the date of the order, failing which, the Purchaser shall have right to cancel the order.

**AUTHORIZED SIGNATORY:**

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements/contracts, raise an invoice and accept payments and also to correspond. The bidders should **furnish proof of the signature of the authorized personnel** for above purposes *as* required by the SRSO.

**LAST DATE OF SUBMISSION**

The proposals/responses to this RFP must be submitted no later than July 17, 2017, by 3:00 pm as per format specified in Annexure A to the point of contact given above. Electronic proposals will not be entertained. Any proposals delivered after this due date and time will be considered non-responsive and disqualified from further consideration.

**NOTE: SRSO reserved the right to cancel the proposals at any stage due to funding constraint.**

**Annex A**  
**Proposal submission letter format**

*(Date of submission)*

The Sindh Rural Support Organization  
SRSO Complex near Taj Petrol pump,  
Main Shikarpur Road,  
Sukkur.

*Technical/Financial Proposal for SRSO*

*For*

1. MIS, Support, Maintenance, software application for EUCBPRP

Please find enclosed our Technical/Financial Proposal in respect of -----  
----- . Our proposal is valid till \_\_\_\_\_ .

We understand that the proposal submitted herein may require further discussions and changes based on such discussions. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations. We understand that SRSO may accept or reject our proposal without giving any reason.

Yours sincerely,

*(Signature)*

*(Authorized Person)*

*(Address of Company)*



## SINDH RURAL SUPPORT ORGANIZATION



### **TENDER FOR HIRING THE SERVICE OF RENTAL VEHICLES**

Sindh Rural Support Organization (SRSO) is a not-for-profit Organization, registered under Section 42 of the Companies Ordinance, 1984.

Sindh Rural Support Organization, under its project Expansion of UCBPRP in district Khairpur, Sanghar, Mirpur Khas, Umer Kot, Thatta & Badin, aimed at reducing poverty of the marginalized rural communities in the area. SRSO is inviting sealed bids from registered, competent and experienced Firms, having sound technical and financial capabilities to provide vehicles (Car, Jeep & Hiace Van) in the said districts.

The Tender documents containing the Specific term and conditions along with prescribed Performa can be obtained from the undersigned OR download from [www.srso.org.pk](http://www.srso.org.pk), and shall be available from the date of 01-07-2017 till 17-07-2017. As per SPPRA rules, the bids will be accepted on provision of demand draft/Pay Order of Rs. 2000/= (Non-Refundable) and 2% bid security of total bidding price (Refundable) and 5% performance security of contract price (Refundable subject to successful completion of contract) for qualified firms in favor of Sindh Rural Support Organization. The proposals (in hard form) should be sent in Single Stage – two envelopes. Each envelope shall contain separately the financial proposal and the technical proposal and envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion, marked on the top right hand corner. Technical and financial Proposals for “Tender for hiring of Rental Vehicle Services” must reach this office at the address given below by July 17th 2017 at 03:00 pm and initially technical proposals will be opened on the same day at 03:30 pm in the presence of bidders/authorized representatives who wish to attend at the given address and financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and will be communicated to the bidders in advance.

The Procurement Committee may reject, or increase/decrease the quantity as per policy of any bid received and may cancel the bidding process at any time prior to the acceptance of bid/proposal.

Procurement Unit

SRSO Complex, near Taj Petrol Pump, Shikarpur Road Sukkur

Web: [www.srso.org.pk](http://www.srso.org.pk), Email: [info@srso.org.pk](mailto:info@srso.org.pk)

Tel # 071-56271820





**Sindh Rural Support Organization**  
SRSO Complex, Near Taj Petrol Pump,  
Main Shikarpur Road Sukkur  
Tel: 071-56271820



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**Tender Document  
For  
Rented Vehicles  
Under  
Expansion of Union Council Based  
Poverty Reduction Program Sindh  
Province of Pakistan**

Tender No. SRSO/Tender/SRSO/PU/16-17/004

Bid Details		
1	Date of commencement of Bidding Document	<b>01-07-2017</b>
2	Last date and time for receipt of Bidding Document	<b>17-07-2017 by 3 PM (PST)</b>
3	Date and Time of Bid Opening	<b>17-07-2017 by 3:30 PM(PST)</b>
4	Place of opening of Bids	Committee Hall, Sindh Rural Support Organization, SRSO Complex, Near Taj Petrol Pump, Main Shikarpur Road Sukkur Tel: 071-56271820
5	Address for communication	As Above
6	Contact us:	For information and any clarification please feel free to contact at <a href="mailto:info@srso.org.pk">info@srso.org.pk</a> .

**Note:** Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

**1. Introduction**

Sindh Rural Support Organization (SRSO) is incorporated as a not-for-profit Company Limited by Guarantee, Registered under Section 42 of the Companies Ordinance, 1984. The SRSO is an apex organization at the provincial level for the participatory development and poverty reduction. It has been working in the designated various districts of Sindh. The policy has been endorsed by government to achieve the goals of poverty reduction through community empowerment, skills enhancement, capacity building and development of community supported infrastructure projects, and the provision of support for income generation, enterprise development and financial services.

**2. Background**

Sindh Rural Support Organization (SRSO) is implementing the project funded by Govt. of Sindh titled "Expansion of Union Council Based Poverty Reduction Programme in six district of Sindh i.e. Khairpur, Sanghar, Mirpurkhas, Umerkot, Thatta & Badin.

**3. Procurement Items**

Under the Project, SRSO requires rented vehicles services in above mentioned districts and hereinafter referred as the "SRSO", invites **sealed bids for supply of rented vehicles services for one district or for all districts as per below given details.** Quote the rates per month & daily basis for each vehicle.

S. No	Description	Work area
1	4x4 Jeep long chassis diesel vehicle in good condition along with driver, without fuel, including Mobil oil and maintenance, having capacity of 12 person	Sanghar, Umerkot
2	Toyota Corolla or equivalent Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	Khairpur, Sukkur, Sanghar Mirpurkhas, Umarkot, Thatta Badin
3	Suzuki Cultus or equivalent, Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	Khairpur, Sukkur, Sanghar Mirpurkhas, Umarkot, Thatta Badin
4	Suzuki Mehran or equivalent, Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	Khairpur, Sukkur, Sanghar Mirpurkhas, Umarkot, Thatta Badin
5	Toyota Hiace 18 Seater, in good condition along with driver, without fuel, including mobile oil and maintenance	Khairpur, Sukkur, Sanghar Mirpurkhas, Umarkot, Thatta Badin

Note: Quantity of vehicles may vary, so all bidders are required to mention the price for 1 vehicle in mentioned districts i.e monthly, daily with driver.

#### 4. Submission of Bid

- 4.1. All the Bids shall be furnished on Single Stage Two Envelope Procedure (as per SPPRA Rules)
- 4.2. Separate Bid for each district or for all districts with complete details of vehicles like make, model etc should be submitted in the sealed envelope clearly marked as "Bid for Rented vehicles for District Khairpur, Sanghar, Mirpurkhas, Umerkot, Thatta, & Badin". If any service provider wants to offer for all districts then he should send the separate bids for each district.
- 4.3. Prices should be inclusive of all applicable taxes.
- 4.3. The bidders should take care in submitting the bid and ensure that enclosed papers will be properly numbered and submitted in a file in proper manner.
- 4.4. The bids to this tender must be submitted latest by **July 17, 2017, 3:00pm** as per format specified in Annexure A to the point of contact given above. Electronic proposals will not be entertained. Any proposals delivered after due date and time will be considered non-responsive and disqualified from further consideration.
- 4.5. The Bids should be addressed to:  
**Procurement Department**  
Sindh Rural Support Organization  
SRSO Complex, Near Taj Petrol Pump,  
Main Shikarpur Road Sukkur  
Tel: 071-56271820.
- 4.6. The SRSO reserves the right for conducting inspection by its own personnel or reputed third parties of the rented vehicles. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- 4.7. The offer will remain **valid for a period of 90 days** from the closing date of the Bid. Any offer falling short of the validity period is liable for rejection. However the vendor should pass on the benefit to the SRSO if there is any price reduction in the meantime.
- 4.8. No offer can be withdrawn by the vendor subsequent to the closing date and time for submission of offers.

#### 5. Eligibility of the Bidder

The main criteria for applying to the tender are as follows:

- 5.1 2 years of experience in the provision of rented vehicle services

- 5.2 Preference would be given to the registered tax payer (FBR & SRB)
- 5.2 Vehicles must be in good condition and fully tax paid up to date.
- 5.3 Preference will be given to local vendors.

**6. Deliverables**

As per details given section 3.

**7. Bid Security**

All bidders shall furnish bid Security of 2% of quoted price **for one or each district** in the form of Call deposit/Pay Order/Demand Draft in favor of Sindh Rural Support Organization(SRSO). Cheque will not be accepted in any case. After selection of successful bidder, SRSO will return/release the bid security to the unsuccessful bidders.SRSO will forfeit the bid security in following cases.

- If bidders withdraw its bid during opening time of tender.
- If successful bidder withdraw its bid prior to the agreement.

**8. Specific Terms & Conditions**

- 8.1 Drivers must have at least 5 years experience of driving LTV's motor cars/jeep with valid driving license.
- 8.2 Drivers must be fully conversant with local laws, traffic rules and road conditions of duty area.
- 8.3 Vehicles will be required for 7 days per week including weekends (if required), No extra payment will be paid.
- 8.4 The rate of vehicle should be quoted on monthly & daily basis (without fuel) for the period of 3 months and may be extended up to 6 months.
- 8.5 All repair & maintenance expense will be borne by the service provider which includes (Filters, Oil change, Service) etc.
- 8.6 Vehicles fuel will be provided by Sindh Rural Support Organization as per actual consumption / need.
- 8.7 The driver meal & accommodation will be the responsibility of the service provider.
- 8.8 In critical situation replacements of vehicle & driver (within 24 hrs) will be arranged by the service provider with no exception. In case of failure, Sindh Rural Support Organization will arrange its own hired vehicles and all expenses will be deducted from the service provider as per actual till the time of replacement.

- 8.9 All types of insurance shall be managed by the service provider and all third party expenses will be the service provider responsibility and service provider will ensure to indemnify SRSO from third party liabilities.
- 8.10 All toll taxes and any other fines/penalties/violations tickets will be paid by the service provider.
- 8.11 Vehicle log-books must be maintained and updated by drivers on daily basis and signed by SRSO's authorized person.
- 8.12 Parking of vehicles (on SRSO office premises or otherwise) is sole responsibility of the Service provider.
- 8.13 As per SRSO policy, on road safety First Aid Kits must be available in all vehicles, first aid kit, spare wheel and wheel brace must be carried, and basic tool box, torch, vehicle jack or any other mutually agreed basic tools.
- 8.14 SRSO reserves the right to alter the quantity, if required.
- 8.15 A service agreement will be signed with successful bidder(s) for timely provision of appropriate services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the Service provider.
- 8.16 Sindh Rural Support Organization reserves the right to forfeit the performance security in case of breach of the agreement or failure to provide the vehicles and drivers on quoted prices and terms & conditions.
- 8.17 Tender publication does not constitute any commitment on part of Sindh Rural Support Organization unless a written agreement is signed by both parties.
- 8.18 SRSO reserves the right to cancel/reject any or all offers without assigning any reason.
- 8.19 Exact quantities may vary slightly from estimated numbers.
- 8.20 Lowest price will not be the sole criteria; quality, condition of vehicles, driver qualification, Turnover details of 2 years, delivery time and relevant previous experience will also be considered.

## **9. General Terms & Conditions**

- 9.1. The SRSO does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.

- 9.2. Successful bidder (s) require to submit performance security of 5% of contract price for each district (Refundable) in favor of Sindh Rural Support Organization
- 9.3. SRSO has the right to split the order in one, two or more service provider (s) depending upon the items being shortlisted.
- 9.4. Company profile including staff and vehicle details (owned by company and leased separately)
- 9.5. Good track-record and references from previous clients including documentary evidence in shape of agreements/contract with other national/international organizations for last two years for similar nature of work.
- 9.6. The SRSO reserves the right to initiate re-tendering without providing any reason whatsoever. The SRSO shall not incur any liability on account of such rejection.
- 9.7. The SRSO reserves the right to modify any terms, conditions, quantity or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- 9.8. Canvassing of any kind will be a disqualification and the SRSO may decide to cancel the bidder from its empanelment.

#### **10. Submission of Bid and required Documents**

- 10.1 The offer should be completed in all aspects and incomplete bid (s) will be rejected.
- 10.2 The bidder will provide the affidavit for not having blacklisted from any organization.
- 10.3 Bidders must attach bid security as mentioned in clause 7 of this document.
- 10.6 Bidders must mention the last 2 years turnover along with proof i.e. Returns/bank statements
  - 10.3.1 Covering letter as per Annexure A.
  - 10.3.2 Declaration of eligibility as per Annex B
  - 10.3.3 Bid Security as per clause 7.1
  - 10.3.4 Financial proposal/ bid should be in detail and complying with terms and conditions.
  - 10.3.5 Copy of valid NTN and SST certificate must be attached.
- 10.6 Once the bid is submitted in sealed cover by the bidder, the SRSO will not accept any addition / alterations / deletions of the Bid. However, the SRSO reserves the right to seek clarification or call for supporting documents

from any of the bidders, for which the concerned bidder will submit the documentary evidence(s) as required by the SRSO.

- 10.7 Any Bid, submitted with incorrect / false information will be rejected. Further, if any bidder is found to have submitted incorrect / false information at any time, he may be debarred from participation in the future tendering processes.

#### 11. Evaluation Criteria for Bid

S.NO	Criteria	Marks
1	Tax registered (FBR 5 marks, SRB 5 marks )	10
2	Tax filer (Filer 10, Non filer 0)	10
3	Relevant experience (2 marks of each year)	10
4	Turn over (2.5 mark for PKR 500,000/-)	10
5	Vehicle Make / Model (2 marks for latest model)	10

Note: 30 marks out of 50 marks i.e. 30 marks are qualifying marks, if 3 bidders acquired less than qualifying marks then the top three scoring bidders will be considered for financial bidding. The bidders, who will not technically qualify, their financial proposals will be returned back as unopened. Financial bids will be opened publically at the time announced by the SRSO. Agreement shall be signed with selected party(s) on general / specific conditions with mutually agreed on.

- 11.1. The SRSO will scrutinize the offers to determine whether it is completed or errors made in the offer and the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, would be rejected. However, the SRSO, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The SRSO reserves the right for such waivers and this shall be binding on all vendors.
- 11.2. Deviation from specifications / evaluation stipulated may make the offer liable for rejection.
- 11.3. For proper scrutiny, evaluation and comparison of offers, the SRSO may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

#### 12. Fees and payment Schedule

- 12.1. No Advance will be allowed in any case.
- 12.2. Vendor will submit invoice on monthly basis.
- 12.3. Monthly Payment will be made after the completion of month. Within 1-2 weeks through cross cheque in the name of company.
- 12.4. All applicable taxes shall be deducted at the source. Tax challan will be provided within 1-2 weeks of the payment.



**15. Penalty for Downtime**

In case of failure to provide required rented vehicles, Sindh Rural Support Organization will arrange its own hired vehicles and all expenses will be deducted from the service provider as per actual till the time of replacement.

**16. Penalty (liquidated damages) for delayed supply of services**

In case the delivery is delayed beyond the stipulated date of delivery, 'Liquidated damage for late delivery @ 0.5% of the vehicle monthly rent for each day of delay would be imposed, subject to maximum of 10% if the delay is for 10 days (The liquidated damages will be deducted from the monthly billing amount) if rented vehicles remain delayed more than 10 days then SRSO reserves the right to terminate the agreement.

**17. Bid Currency & Language**

All prices shall be expressed in Pakistani Rupees only and the language is English / Urdu.

**18. Cost of Bidding**

The bidder shall bear all the costs associated with the preparation and submission of bid.

**19. Bidding Document**

19.1 The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document.

19.2 No applicant should add, omit, or change any item, term or condition in the original paper.

19.3 If the applicant has any additional terms & conditions this shall be stipulated in a separate letter accompanying the bid.

**20. Deadline For Submission of Bids**

Bids must be received by the SRSO at the address specified in the Bid Document not later than the specified date and time as mentioned in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the SRSO, the bids will be received up to the appointed time on next working day.

The SRSO may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

**21. Confidentiality Statement**

All data and information received from SRSO for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to SRSO. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of SRSO. SRSO may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

**22. Rejection of the Bid**

The Bid is liable to be **rejected** if:

1. The document doesn't bear signature of authorized person.
2. It is received **through** Telegram/Fax/E-mail.
3. If the bid is submitted without the bid security deposit.
4. It is received after **expiry** of the due date and time stipulated for Bid submission.
5. **Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids** not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the SRSO.

**23. Modifications and Withdrawal of Bids**

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

1. No bid will be modified after the deadline for submission of bids.
2. No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

**24. Bid Opening And Evaluation**

24.1 The SRSO will open the bids, in the presence of Bidders and their representative(s) if any, authorized by the service provider to attend, at the time, date mentioned in Bid document and at the address mentioned at bidding details.

24.2 The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for SRSO, the bids shall be opened at the appointed time and place on next working days.

24.3 Bidders satisfying the technical requirements as determined by the SRSO and accepting the Terms and Conditions of this document shall be short-listed.

24.4 Decision of the SRSO in this regard shall be final and binding for the bidders.

24.5 The agreement will be awarded only to the successful responsive bidder.

24.6 SRSO reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to provide the services.

**25. Clarifications Of Bids**

To assist in the examination, evaluation and comparison of bids the SRSO may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

**26. SRSO's Right To Accept Or Reject Any Bid Or All Bids**

The SRSO reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of agreement, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the SRSO's action.

**27. Governing Laws And Disputes**

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

**28. Placement Of Order And Acceptance**

The vendor shall give acceptance of the order placed on it within 2 days from the date of order, failing which, the SRSO shall have right to cancel the order.

**29. Authorized Signatory**

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes as required by the SRSO.

**Annex A**  
**Bid submission letter format**

Date: \_\_\_\_\_  
SRSO/Tender/SRSO/PU/16-17/004

To:  
SPO-Procurement  
**Sindh Rural Support Organization**  
SRSO Complex, Near Taj Petrol Pump,  
Main Shikarpur Road Sukkur  
Tel: 071-56271820

**Dear Sir:**

Having examined the bidding documents including Tender NOs:  
SRSO/Tender/SRSO/PU/16-17/004, receipt of which is hereby duly  
acknowledged, we, the undersigned, offer to supply and deliver services in  
conformity with the said bidding documents for the sum of ]  
or such other sums as may be ascertained in accordance with the Schedule of  
Prices attached herewith and made part of this Bid.

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

We understand that SRSO is not bound to accept the lowest or any bid SRSO  
may receive. We certify/confirm that we comply with the eligibility requirements  
as per the bidding documents.

Dated this                      day of                      2017.

\_\_\_\_\_  
[Signature & Stamp]

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

Duly authorized to sign Bid for and on behalf of

Declaration of Eligibility

Annex B

(To be submitted on companies letter head)

Tenderer / Service provider:
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I, the undersigned (Name and address of representative)  
Representative of

(Name and address of company)

Do hereby affirms that our company/firm/organization is eligible because we;

- Are registered company/firm/organization.
- Are registered with NTN and GST.
- Are not bankrupt or in the process of going bankrupt.
- Have not been convicted for an offense concerning professional conduct.
- Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have fulfilled obligations related to payment of taxes.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in SRSO)
- Were not declared at serious fault of implementation owing to a breach of their contractual obligations
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not on any list of sanctioned parties issued by the Pakistan Government, DFD, USAID, UN agencies, European Union and others.
- Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
- Have not been reported for/under litigation for child abuse.

Declared  
In the presence of

Declared

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
(Company Stamp)

\_\_\_\_\_  
(Name, address)

\_\_\_\_\_  
(Location, date)

**Financial Proposal**

**Annex C**

S. No	Description	District applied for one, two or all	Rate/Month including all taxes PKR	Rate/Day including all taxes PKR
1	4x4 Jeep long chassis diesel vehicle in good condition along with driver, without fuel, including Mobil oil and maintenance, having capacity of 12 person			
2	Toyota Corolla or equivalent Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance			
3	Suzuki Cultus or equivalent, Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance			
4	Suzuki Mehran or equivalent, Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance			
5	Toyota Hiace 18 Seater, in good condition along with driver, without fuel, including mobile oil and maintenance			

**Note: Quote monthly rate without fuel and for per day basis quote KM basis with fuel.**



# Sindh Rural Support Organization

Head Office

(Licensed under Section 42 of the Companies Ordinance 1984)

SRSO/HO/CEO/2015-16/053

10-05-2016

## Office Memo

**Subject:- Constitution of SRSO Procurement Committee.**

Dear All Concerned,

Following officer are nominated as members and chairperson for Procurement Committee of Sindh Rural Support Organization for the purchasing of all kind of services/supplies for all SRSO.

Sr. No	Officer Nomination
1	MS. Shazia Shaikh -Head of Microfinance (Chairperson of Committee)
2	Mr. Ilyas Ahmed Shaikh-Senior Manager-Finance (Member of Committee)
3	Mr. Shahzaib Hussain Mahar-Manager-Admin & Logistics (Member of Committee)
4	Ms. Hafeeza Bozdar Manager-IMSD (Member of Committee)
5	Mr. Sikandar Sanam Phul -Project Engineer-SUCCESS Program (Member of Committee)
6	Mr. Asif Muneer Memon -Manager-Finance SUCCESS Program SRSO (Member of Committee)
7	Mr. Sandeep Kumar Bajaj -Manager Internal Audit SRSO (Observer)
8	Mr. Sheeraz Ahmed Mahar -Procurement Specialist- SUCCESS Program SRSO (Observer)
9	Mr. Ameet Raja Senior Program Officer-Procurement Unit (Secretary)

The committee's TORs are:

- Prepare bidding documents;
- Carrying out technical as well as financial evaluation of the bids;
- Preparing evaluation report as provided as Rules;
- Making recommendations for the award of contract;
- Perform any other function ancillary and incidental to the above;

With regards

Muhammad Dittal Kalhoro  
Chief Executive Officer,  
Sindh Rural Support Organization-Sukkur

Cc to:

All Nominated Persons  
Procurement Unit & Office File



# Sindh Rural Support Organization

## Head Office

(Licensed under Section 42 of the Companies Ordinance 1984)

SRSO/HO/CEO/2016-17/045

01-06-2017

## Office Memo

**Subject:-** Constitution of SRSO Procurement Grievance Committee.

Dear All Concerned,

Following officer are nominated as members and chairperson for Procurement Grievance Committee of Sindh Rural Support Organization to ensure that grievance of any bidder are resolved in transparent and expedient manner

Sr. No	Officer Nomination
1	Mr. Zahid Karim Shar –Chief Finance Officer (Chairperson of Committee)
2	Ms. Shazia Larik-Manager-Human Resource (Member of Committee)
3	Mr. Riaz Ali Jalalani-Manager-Craft & Enterprises (Member of Committee)

The committee's TORs are as under:

- Committee shall received and address the all complaints from bidders
- All the complaints settled down within 15days of receiving after announcement of bids' results
- Committee shall Investigate and decide upon complaint
- All the dispute arising during the execution of procurement contract shall be settled by the reference to arbitration by a sole arbitrator appointed by consent of both parties.

With regards

  
Muhammad Dittal Kalhero  
Chief Executive Officer,  
Sindh Rural Support Organization-Sukkur

Cc to:  
All Nominated Persons  
Procurement Unit & Office File



**ANNUAL PROCUREMENT PLAN  
(WORKS, GOODS & SERVICES)  
Financial Year 2017-2018**

SR NO	Discription of Procurement	Quantity (Where Applicable)	Estimated Unit Cost (Where Applicable)	Estimated Total Cost	Funds Allocated	Source of Funds ADP/ Non ADP	Proposed Procurement Method	Timing of Procurement				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
<b>1</b>	<b>Motor Vehicles</b>						Direct Contracting					
1.1	Purchase of Cars 2000 cc (District Offices)	5	1,150,000	5,750,000	5,750,000	ADP		√				
1.2	Purchase of Cars 1300 cc (PIU)	2	1,750,000	3,500,000	3,500,000	ADP			√			
1.3	Purchase of Motor Bikes (70cc) (Unit Office SMT)	18	70,000	1,260,000	1,260,000	ADP		√				
<b>2</b>	<b>Furniture and Fixutre</b>						Single Stage Two envelope					
2.1	Table, Chair, File Rack (District Offices)	25	40,000	1,000,000	1,000,000	ADP		√				
2.2	Meeting Room (District Offices)	6	150,000	900,000	900,000	ADP		√				
2.3	Table, Chair, File Rack (Unit Office SMT)	54	35,000	1,890,000	1,890,000	ADP		√				
2.4	Table, Chair, File Rack (PIU)	6	40,000	240,000	240,000	ADP			√			
2.5	Meeting Room (PIU)	1	200,000	200,000	200,000	ADP			√			
<b>3</b>	<b>Office Equipment</b>						Single Stage Two envelope					
3.1	Photocopier (District Offices)	6	100,000	600,000	600,000	ADP		√				
3.2	Scanner (District Offices)	6	12,000	72,000	72,000	ADP		√				
3.3	Air Conditioners (District Offices)	12	60,000	720,000	720,000	ADP		√				
3.4	Generators (District Offices)	6	100,000	600,000	600,000	ADP		√				
3.5	Refrigerator (District Offices)	6	35,000	210,000	210,000	ADP		√				
3.6	Photocopier (Unit Office SMT)	18	100,000	1,800,000	1,800,000	ADP		√				
3.7	Scanner (Unit Office SMT)	18	12,000	216,000	216,000	ADP		√				
3.8	Air Conditioners (Unit Office SMT)	18	50,000	900,000	900,000	ADP		√				
3.9	Generators (Unit Office SMT)	18	80,000	1,440,000	1,440,000	ADP		√				
3.10	Refrigerator (Unit Office SMT)	18	35,000	630,000	630,000	ADP		√				
3.11	Photocopier (PIU)	1	125,000	125,000	125,000	ADP			√			
3.12	Scanner (PIU)	1	12,000	12,000	12,000	ADP			√			
3.13	Air Conditioners (PIU)	3	65,000	195,000	195,000	ADP			√			
<b>4</b>	<b>Computer and Electronic Equipments</b>						Single Stage Two envelope					
4.1	LCD multimedia (District Offices)	6	125,000	750,000	750,000	ADP		√				
4.2	LCD multimedia (PIU)	1	150,000	150,000	150,000	ADP			√			
4.3	Laptops (District Offices)	38	70,000	2,660,000	2,660,000	ADP		√				
4.4	Printers (District Offices)	12	30,000	360,000	360,000	ADP		√				
4.5	Camera (Digital) (District Offices)	6	15,000	90,000	90,000	ADP		√				
4.6	Laptops (Unit Office SMT)	74	70,000	5,180,000	5,180,000	ADP		√				
4.7	Printers (Unit Office SMT)	18	35,000	630,000	630,000	ADP		√				
4.8	Camera (Digital) (Unit Office SMT)	18	15,000	270,000	270,000	ADP		√				
4.9	Laptops (PIU)	6	70,000	420,000	420,000	ADP			√			
4.10	Printers (PIU)	3	35,000	105,000	105,000	ADP			√			
4.11	Camera (Digital) (PIU)	1	30,000	30,000	30,000	ADP			√			
<b>5</b>	<b>Intengible Assets</b>						Single Stage Two envelope					
5.1	MIS soft ware and hardware development	1	19,095,000	19,095,000	19,095,000	ADP		√				
<b>6</b>	<b>Stationary</b>						Single Stage Two envelope					
6.1	Stationary and CO/DO/LSO record	1	15600000	15,600,000	15,600,000	ADP		√	√	√		

The Annual procurement plan may be prepared on assumption that total allocated budget will be released

Approved & Signed by Head of Procuring Agency