

SINDH AGRICULTURE UNIVERSITY TANDOJAM

No: PSO/786 / 345-50 / of 2017,

Dated:- 6 .07. 2017

To,

1. The Deputy Director (A & F)
Sindh Public Procurement
Regulatory Authority (SPPRA)
Block-8, Sindh Secretariat 4A,
Court Road Karachi
2. The Public Relations Officer
Sindh Agriculture University
Tandojam

**SUBJECT:- HOISTING OF TENDER NOTICE FOR OUTSOURCE SECURITY
(SECURITY SERVICES) FOR KHAIRPUR COLLEGE OF
AGRICULTURAL ENGINEERING & TECHNOLOGY CONSTITUTE
COLLEGE OF SINDH AGRICULTURE UNIVERSITY, TANDOJAM.**

The hoisting of tender Notice / documents are sent herewith concern to above subjected matter which shall be got published in the three widely circulated in Sindhi, Urdu and English newspapers and appear on SPPRA / SAU website on or before 12.07.2017 and will be opened on 27.07.2017 at 1.00 PM, If 27.07.2017 is declared holiday the bids shall be submitted and opened as per given schedule on the next working day.

The tender documents and details can also be obtained from office of the Purchase & Store section from 12.07.2017 to 26.07.2017 during office hours.

Following documents are attached as per requirement:

- Notice Inviting Tender (NIT)
- Bid Documents
- Terms & Conditions
- Tender opening Committee (Office Order)
- Redersal Committee (Office Order)
- Annual Procurement Plan


DIRECTOR FINANCE
Sindh Agriculture University
Tandojam

C.C to,

1. The Principal, Khairpur College of Agricultural Engineering & Technology
Khairpur Mir's
2. The Incharge, Computerization and Networking Section (C & NS) S.A.U.
Tandojam with request for hoisting in the SAU web site of SPPRA.
3. The Chairman University Purchase Committee, S.A.U, Tandojam.

SPRING FORWARD DIARY

NO: 216

DATED: 12-07-2017



SINDH AGRICULTURE UNIVERSITY TANDOJAM

Fax No: 022-2765300 Phone No: Exch: 022-2765532 email: pso@sau.edu.pk

NOTICE INVITING TENDER

The Sealed bids for the Outsource Security (Security Services) are invited on Single Stage single envelop procedure from all interested Firms / Dealers/ Suppliers meeting the eligibility criteria (SBR, FBR, GST & Income Tax Registered Firms).

Sr #	Descriptions	Tender fee	Earnest money	Date of purchase	Date of submission of bids	Purchase from
01	Outsource Security Service	1000	3% (Should be calculate at yearly cost)	12.07.2017 to 26.07.2017	27.07.2017	Purchase & Store Office

Tender documents will be hoisted and can be downloaded at SPPRA and SAU Tandojam website from **12.07.2017 to 26.07.2017**, also further details and bid documents can be obtained from office of the Purchase & Store Section in above mentioned dates during office hours on receipt of Demand Draft/Pay order of Rs.1000 as a cost of tender fee (non-refundable) or may submit the tender documents along with tender fee.

The last date for submission of tender is fixed on **27.07.2017 at 12:00 P.M** which will be opened on same day i.e. **27.07.2017 at 1:00 P.M** in the office of Chairman, University Purchase Committee (UPC), Sindh Agriculture University, Tandojam in presence of bidders, If government declares holiday, the bids shall be submitted and opened as per given schedule on the next working day.

The Competent Authority reserves the right to reject any or all bids subject to relevant provision of SPPRA Rules 2010 (Amended 2013).

All Governmental taxes are applicable on bill.

DIRECTOR FINANCE
Sindh Agriculture University
Tandojam

**TENDER NOTICE FOR OUTSOURCE SECURITY (SECURITY SERVICES) FOR
KHAIRPUR COLLEGE OF AGRICULTURAL ENGINEERING & TECHNOLOGY
CONSTITUTE COLLEGE OF SINDH AGRICULTURE UNIVERSITY, TANDOJAM**

• **GENERAL TERMS AND CONDITIONS:**

- The University would adopt the **Single Stage-Single Envelope Procedure**.
- The tenderers responding to tender Notice shall be deemed to be agreeable to the terms contained and conditions herein.
- All the terms and conditions laid down in the tender shall be bidding on the tenders.
- The tender form should be filled in neatly, legibly and carefully.
- The Sindh Agriculture University, Tando jam will process the tender as per its norms & procedures in the light of SPPRA rule 2010 (Amended 2013)
- The security staff provided by the security service provider shall not be used by the client for any purpose other than contracted for.
- If desired by the client six monthly firing practices will be conducted in the presence of the client's representative, for which the client will pay the scale of rounds per guard.
- The under no circumstances would the security service provider or its personnel regarded as the client's employees.
- The client will take all precautionary measures (as per ISO charter) within the factory/ premises / establishment etc to avoid any damage, loss or injury to guards and provide necessary equipment and administrative facilities (accommodation, first aid, electricity, toilet, emergency telephone, drinking water) to facilitate the accomplishment of task.
- The Terms & Conditions may not be waived or modified except in writing and signed by both the authorized representatives of the security service provider and client.
- At the time of termination of the Agreement, all the dues of the security service provider shall be cleared by the client before vacation from the premises.
- Tenders must be enclosed in a properly sealed envelopes addressed to the Director Finance, Sindh Agriculture University, Tandojam, the tenders must be super- scribed, "Tender for outsource Security (Security Service) for the campus"
- The quantity can be increased or decreased as per requirement from time to time.
- The bidder shall keep all information which may come to knowledge in strict confidence.
- The bidder will undertake to identify the Sindh Agriculture University Tandojam or its constituent campus and for any loss or any damage caused to the College where deployment will be made on account of negligence of guards.
- The bidder shall be responsible for his employee's Discipline, pay rolls, Taxes and all other payments required under Government laws in Force.
- The bidders should submit affidavit to the effect that the firm / contractor have not been black listed previously by any executing procuring agency.

- The bidders should submit affidavit to the effect all the documents, particulars & information furnished are true & correct.
- The tenders shall be opened in the presence of the bidders or authorized representatives on the date and time mentioned in the tender notice / documents. In case, the date of opening falls as holiday declared by the institute will be opened on next working day, following the holiday, at the scheduled time.
- Authorized signatory should sign in all the pages of the tender documents. Bids without signatures authorized signatory will be rejected.
- All the columns of the tender documents shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures & words. The word "No Quotations" should be written across any or all of the items in the schedule for which tenders does not wish to tender.
- No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.
- The Competent Authority may reject any or all bids subject to the relevant provision of SPPRA Rules 2010 (Amended 2013)

2. ELIGIBLE BIDDERS SHOULD MEET THE FOLLOWING MINIMUM QUALIFICATION CRITERIA:-

- The bidder (i.e Security Service provider) must be registered with home department Government of Sindh, Karachi
 - The bidder will be providing arms / ammunitions required by all its Security Officer / Supervisor / Guards for effective duties. Licensed weapon like bore Shot Gun, Bore Pistols / Revolver will be used by the Agency.
 - The bidder shall be responsible for replacement of guards in case of sickness, leave and any weapon found unserviceable.
 - The bidder should submit evidence of at least 05 years successful experience of same service of any University or large reputed organization in this regard the bidder must submit evidence like (Name & Nature of the work and their location with contact numbers)
 - The bidder should be registered with taxation authorities and submit the registration certificates of FBR, SRB etc.
 - Annual turn-over for last three (03) years (copy must be attached).
 - Minimum three (03) years income tax return (copy must be enclosed).
- TENDER FEE, BID SECURITY AND PERFORMANCE SECURITY:**
- Bids must be accompanied by Tender Fee of Rs: 1,000/- in form of Pay Order/ Demand Draft (DD) in favor of Director Finance, Sindh Agriculture University, Tandojam.
 - All the tender documents must accompany an amount of 3% earnest money (total yearly amount of quoted bid price) in form of pay order/Demand Draft in the name of Director Finance, Sindh Agriculture University, Tandojam.
 - Performance security 02% of the total bill shall be retained and refundable after completion of satisfactory job.

• **VALIDITY OFFER:**

- Offers shall be valid as per SPPRA rule (90 days).
- Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.
- The Agreement initially for one year (extendable, subject to performance satisfactory). If not satisfied the Agreement may however be terminated by giving 45 days' notice either party.

TERMS OF PAYMENT:

- No payment shall be made in advance to the Contractor/Firm as mobilization advance.
- Payments shall be made through cross Cheque in the Pak Rupees.
- Taxes will be deducted at source as per government rules at the time of payment.
- That client is responsible to pay off the salaries of the security guards available on sight as per attendance register/sheet and service charges of the company (service provider) within fifteen days as per invoice/bill for the related period.

TENDER NOTICE FOR OUTSOURCE SECURITY (SECURITY SERVICES) FOR
KHAIRPUR COLLEGE OF AGRICULTURAL ENGINEERING & TECHNOLOGY
CONSTITUTE COLLEGE OF SINDH AGRICULTURE UNIVERSITY, TANDOJAM

Sr: #	Description	Shift	Quantity	Rate / month	Total Amount
01	Outsource Security (Security Services) for Khairpur College Of Agricultural Engineering & Technology Khairpur (KCAET) of Sindh Agriculture University Tandojam	(Day /Night)	06 Persons		

Note: - (i) The quantity can be increased or decreased as per requirement from time to time.

(ii) Quoted rates must be inclusive of all taxes.

Sindh Agriculture University Tandojam

No. GEN./PC/ 224 / 242 / of 2016,

dated Tuesday, June 14, 2016

OFFICE ORDER

Pursuant to clause 13 (a) of Section-XII of the Financial Rules of Sindh Agriculture University, Tandojam, the Vice Chancellor is pleased to extend the term of one year of Financial year 2016-17 to the following "University Purchase Committee/ Procurement Committee" (UPC):

1. **Prof. Dr. Noor Muhammad Soomro,** Chairman
Dean, Faculty of Animal Husbandry & Veterinary Sciences
2. **Prof. Dr. S. Muhammad Ghyasuddin Rashdi,** Member
Department of Anatomy & Histology
3. **Director Finance, SAU**
4. **Dr. Islamuddin Majeedano,** Member
Research Officer, Agricultural Research Institute (ARI), Tandojam
5. **Mr. Sohail Ahmed Qureshi** Member
Deputy Director, DG office, ARI, Tandojam
6. **Head of concerned department/ Section/ Office, SAU** Member
7. **Purchase & Store Officer, SAU and /or** Member/Secretary
Budget Officer (in case of absence of PSO)

The Terms of Reference: *The Committee shall follow the rules of Pakistan Public Procurement Regulatory Authority (PPPRA) and /or Sindh Public Procurement Regulator Authority (SPPRA), as the case may be*


Additional Registrar

c. c. to:

1. All Committee members
2. The Manager (CB), Government of Sindh, Sindh Public Procurement Regulatory Authority, Karachi
3. The Resident Auditor, SAU Tandojam.
4. The Secretary to Vice Chancellor, SAU Tandojam.
5. Office File

University Purchase General Com:

Sindh Agriculture University Tandojam

No. GEN. (PC) 224/349 - of 2015, dated 5.10.2015

OFFICE ORDER

Pursuant to clause-31 of the Sindh Public Procurement Rules 2010, the Vice Chancellor, Sindh Agriculture University is pleased to constitute following complaint redressal Committee in connection to address the complaint of bidders, if any occur during procurement proceedings at Sindh Agriculture University with immediate effect:

S #	Complaint Redressal Committee	Status
1.	Prof. Dr. Maqsood Anwar Rustamani, Dean, Faculty of Crop Protection	Convener
2.	Registrar SAU	Member
3.	Mr. Saghir Ahmed Memon, Director (Services & Maintenance), Mehran University of Engineering & Technology Jamshoro (in case of civil works)	Member
4.	Ms. Seema Mirza, Accounts Officer, Director General Office, A.R.I. Tandojam (in case of purchasing etc items)	Member


Deputy Registrar (Ac-I & Gen)

c. c. to:

1. All members of the Committee
2. The Director Finance, SAU Tandojam
3. The Project Director, SAU Tandojam
4. The Purchase & Store Officer, SAU Tandojam
5. The Secretary to Vice Chancellor SAU Tandojam
The Resident Auditor, SAU Tandojam

WORK / PROCUREMENT PLAN (2016-17)
SINDH AGRICULTURE UNIVERSITY, TANDOJAM

Sr. No.	Fund Head & Sub Head	Name of work and break up	Allocated Funds and Break up for Different locations/sites	Items to be executed	Method of Procurement	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
a	b	c	d	e	f	g	h	i	j
1	Chemical & Glassware/ Paractical	Procurement or purchase of Chemical & Glassware/Paractical	1.000	Lab Paractical Items to be procured	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	All the items will be procured as & when the demand received from the concerned department and procurement will be made according to the availability of funds.
2	Printing & Publication	Procurement or purchase of Printing & Publication	4.500	Answer paper/ publication of NIT	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
3	IT Equipment	Procurement or Purchase of computers/IT related Materials	15.000	Computer/Labtop & its accessories	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
4	Furniture & Fixture	Purchase of Furniture & Fixture	4.000	Office/Classroom furniture	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
5	Plant & Machinery	Purchase of Machinery & Equipment	5.000	Lab Equipment to be procured	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
6	Computer Software	Purchase of Software	10.000	IT Software for ITC	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
7	Sports Materials Gymkhana	Purchase of Sports Material	1.000	Hocky/ Cricket articles	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
8	Tools (Agriculture Implements etc)	Purchase of tractors implements	3.000	Tractor & its implementations	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
9	Transport/ fleet	Purchase of Transport	12.000	Transport articles	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
10	Stationary for office use	Stationary	3.500	office stationary	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
11	Civil Work/ Rehabilitation	Repair / Rehabilitation	17.000	Rehabilitation of old structures/buildings	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
12	Security	Purchase of Security articles	30.000	CLTV/Camera and other relevant items for security purpose	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
13	Civil Work & other components as per approved Scheme Establishment of Khairpur College of Agriculture and Management Sciences, Khairpur Mir's	Construction of new infrastructures as per scope defined in project including other components	162.800	Execution of Civil works and procurement of rest of components	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	Pre-Qualification of contractors are in process. Notice published in Newspapers
14	Civil work & other components as approved Scheme Establishment of SAU Sub-Campus at Umerkot District	Rehabilitation & O&M Cost as per scope defined in project including other components	10.000	Execution of Civil works and procurement of rest of components	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	As per PC-I establishment of SAU Sub-Campus at Umerkot the allocation will be utilized & procurement be made.
15	Health Scheme	In door hospitalization services to the employee & their dependant family members	30.000	Major / serious in door hospital facilities	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	One-Year agreement with the agency/firm / company	The amount/cost so required on health facility will also be covered from the health allowance of employees as per policy


ASSISTANT DIRECTOR
 Planning & Development
 Sindh Agriculture University,
 Tandojam.


DIRECTOR
 Planning & Development
 Sindh Agriculture University
 Tandojam.