



**GOVERNMENT OF SINDH**  
**REFORM SUPPORT UNIT**  
**SCHOOL EDUCATION & LITERACY DEPARTMENT**  
**TENDER NOTICE**

Tenders are invited on Single Stage One Envelope basis for supply of the item details shown below which shall be opened on 12<sup>th</sup> August 2017 at **03:00 p.m**

S#	Bidders are invited for the supply of following items	Specifications
1	Stationary Items, Computer Accessories	As Per Tender Document
2	Security Services	
3	Purchase of Furniture & Fixture	
4	Arrangements for the Conferences/Seminars/Workshops/ Symposium	
5	Printing & Publication	
6	Health Safety & Environment	
7	Repair of Machinery/ IT Equipment, Furniture & Fixture / Vehicles	

2. Tender documents will be available from the first date of publishing of the tender notice which can be obtained from the 47-E/1, 48<sup>TH</sup> Street, PECHS, Block-6 OR Downloaded from RSU's website [www.rsu-sindh.gov.pk](http://www.rsu-sindh.gov.pk) and SPPRA [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) website as well as can be obtained while submitting pay order **Rs. 1,000/ (Non-refundable)** (for each category mentioned above) in favor of the Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh, only those bidders will be allowed to participate in the process who have submitted the said payment against each of the applied categories.
3. The sealed tenders on the prescribed forms can be dropped in the Tender Box up to 02:00 p.m. on the date of opening of Tenders and Tender will be opened at 3 p.m. on schedule date.
4. The tenders will be opened in presence of the bidders or their authorized representatives who wish to be present.
5. In case of holiday, tenders will be obtained/submitted/opened on the next working day as per given schedule.
6. Bid Security in shape of pay order in favor of Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh Karachi will have to be submitted along with the tender @ 2.5% of the quoted for each tender category eligibility criteria for the bidding firm for each category is indicated in the respective tender document.
7. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1).
8. Interested bidders should have the relevant experience for at least 5 years of similar nature and capacity.
9. Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh.
10. Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method.
11. All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.
12. Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2017). All Terms & Conditions of current SPPRA are applicable.
13. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.
14. Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2017). All Terms & Conditions of current SPPRA are applicable.
15. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.

Program Officer (Finance)/DDO  
Reform Support Unit



Government of Sindh  
School Education & Literacy Department  
Karachi, dated , the 11<sup>th</sup> July 2017

### NOTIFICATION

**Notification NO.SO(G-I)RSU/SE&LD/PCR/2017.** In pursuance of Rule-7 of the Sindh Public Procurement Rules, 2010 (amended 2017), a Procurement Committee is hereby notified for Reform Support Unit RSU, School Education & Literacy Department for the purchase of all nature of Goods and non goods consulting service including hiring of Security Services, comprising following officers:-

S.No.	Procurement Committee	Placement in committee
1.	Program Manager RSU, SE&LD, GoS	Chairman
2.	Program Officer (Finance), RSU, School Education Department, GoS	Member/Secretary
3.	A representative from Industries Department, GoS, (not below than BS-17)	Member

\*The committee may Co-opt any other member in case needed.

#### Terms of Reference:

- (1) Preparing bidding documents;
- (2) Carrying out technical as well as financial evaluation of the bids;
- (3) Preparing Evaluation Report as provided in SPPRA Rule 45;
- (4) Making recommendations for the award of contract to the chief Program Manager RSU; and
- (5) Perform any other function ancillary and incidental to the above

-SECRETARY TO GOVERNMENT OF SINDH-

**Notification NO.SO(G-I)RSU/SE&LD/PCR/2017.**

Karachi, dated the 11<sup>th</sup> July, 2017

#### A copy is forwarded for information and necessary action to:

1. The Secretary Industries Department, Government of Sindh requesting to nominate an officer for this committee as member.
2. The Chief Program Manager-Reform Support Unit, School Education Department.
3. The PS to Minister, Education & Literacy Department, Government of Sindh.
4. The PS to Secretary School Education & Literacy Department, Government of Sindh.
5. All members.
6. Master File.
7. Official Website.



SINDH EDUCATION &  
LITERACY DEPARTMENT



SECTION OFFICER (G-I)



GOVERNMENT OF SINDH  
EDUCATION & LITERACY DEPARTMENT  
KARACHI, DATED 20-10-2016

## **NOTIFICATION**

NO.SO(G-III)/SSB/CRC/RSU/2016-17: In pursuance of Rule-31 of the Sindh Public Procurement Rules,2010 (Amended 2013) and in accordance with Guidelines for Procurement of goods & furniture under School Specific Budget, School Consolidation and Reform Support Unit, a Complaint Redressal Committee comprising of following officers is constituted as under to resolve complaints of aggrieved bidders with following TORs:-

- |  |          |
|--|----------|
| 1. Director Schools Education, concerned   | Chairman |
| 2. A representative from Accountant General Sindh / District Accounts Office, Concerned          | Member   |
| 3. An independent professional from the relevant field to be nominated by the Director concerned | Member   |

### **ToRs**

- To perform according to Rules-31 of SPPRA,2010 (Amended 2013);
- Perform any other function ancillary and incidental to above.

SECRETARY TO GOVT. OF SINDH  
KARACHI, DATED 20-10-2016

NO.SO(G-III)/SSB/CRC/RSU/2016-17:

Copy is forwarded for information & necessary action to:-

1. The Accountant General Sindh, Karachi / District Accounts Office, concerned with request to nominate officer for above mentioned committee.
2. The Chairman/ Members of the committee
3. The Chief Program Manager, Reform Support Unit, Education & Literacy Department, Govt. of Sindh
4. The Commissioner.....Division
5. The District Education Officer (Primary), (ES & HS) (All)
6. The Deputy Commissioner (All)
7. Members of the Committee
8. The PS to Secretary Education & Literacy Department, Government of Sindh.
9. Taluka Education Officer (Primary), (ES & HS) (All)
10. Master File
11. Official Website



SINDH EDUCATION &  
LITERACY DEPARTMENT



(QASIM AKBAR NIMAN) 10  
SECTION OFFICER (G-III)

# **Bidding Document**

**For**

**Procurement of material for  
“Purchase of Computer  
Accessories/Stationary”**

**Under the  
Office of Reform Support Unit  
School Education & Literacy  
Department  
Government of Sindh, Karachi.**





**GOVERNMENT OF SINDH  
REFORM SUPPORT UNIT  
SCHOOL EDUCATION & LITERACY DEPARTMENT  
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3. The sealed tenders on the prescribed forms can be dropped in the Tender Box up to 02:00 p.m. on the date of opening of Tenders and Tender will be opened at 3 p.m. on schedule date.
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7. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1).
8. Interested bidders should have the relevant experience for at least 5 years of similar nature and capacity.
9. Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh.
10. Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method.
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12. Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2017). All Terms & Conditions of current SPPRA are applicable.
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15. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.

Program Officer (Finance)/DDO  
Reform Support Unit

## RECEIPT

Issued to M/s. \_\_\_\_\_

Rs. \_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

Program Officer (Finance)/DDO  
Reform Support Unit  
School Education & Literacy Department  
Government of Sindh

## **EVALUATION BEFORE OPENING OF FINANCIAL BID**

By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:

1. that it has the required experience and technical know-how for the scope of work; and
2. that it has financial capability to perform the Contract.

By submission of documentary evidence in its bid, the Bidder **MUST** establish to the Purchaser's satisfaction:

1. that it is properly registered/valid with FBR for Income Tax and Sales Tax, SRB & Professional Tax;
2. that it has delivered Similar assignments with Government/Private Sector.
3. that it must submit authorization letter.
4. That it is not black listed/defaulters at any kind of forums/offices

**Note: If any bidder/participant fails to satisfy or does not fulfil the required documentary evidence its financial bid will not be opened and return without opening.**

## Bid Data Sheet

<b>Introduction</b>	
<b>ITB 1.1</b>	Name of Procuring Agency: <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
<b>ITB 1.1</b>	Purchase of Stationary Items, Computer Accessories
<b>ITB 4.1</b>	Name of Procuring agency. <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
<b>ITB 6.1</b>	Procuring agency's address, telephone, telex, and facsimile numbers: Section Officer (General) Office of the <b>REFORM SUPPORT UNIT,</b> Room 47-E/1, 48TH Street, PECHS, Block-6, Karachi.
<b>ITB 8.1</b>	Language of the bid. English
<b>Bid Price and Currency</b>	
<b>ITB 11.2</b>	The price quoted shall be: In addition to delivered duty paid (DDP) price.
<b>ITB 11.5</b>	The price shall be fixed.
<b>Preparation and Submission of Bids</b>	
<b>ITB 13.3 (d)</b>	Qualification requirements. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1)  (i) Interested bidders should have the relevant experience for at least 5 years for similar nature and capacity. (ii) Turn-over of at least last three years up to Rs. 50.00 million (iii) Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh. (iv) Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method. (v) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.
<b>ITB 14.3 (b)</b>	Spare parts required for [number] of years of operation. Yes
<b>ITB 15.1</b>	Amount of bid security. Two & Half percent (2.5%) of the bid amount.
<b>ITB 16.1</b>	Bid validity period: The validity should be Ninety (90) days.
<b>ITB 17.1</b>	Number of copies. One Original Set and One Copy
<b>ITB 18.2 (a)</b>	Address for bid submission: Office of the <b>REFORM SUPPORT UNIT, SCHOOL EDUCATION &amp; LITERACY DEPARTMENT.</b> Room 47-E/1, 48TH Street, PECHS, Block-6 , Karachi

<b>ITB 19.1</b>	12 <sup>th</sup> August 2017 at <b>02:00</b> p.m	
<b>ITB 22.1</b>	Time, date, and place for bid opening. 12 <sup>th</sup> August 2017 at <b>03:00</b> p.m in the Office of the <b>REFORM SUPPORT UNIT</b> , 47-E/1, 48 <sup>TH</sup> Street, PECHS, Block-6, Karachi.	
<b>ITB 25.4 (b)</b>	Delivery schedule as per work order.	

<b>Contract Award</b>		
<b>ITB 29.1</b>	15% Percentage for quantity increase or decrease.	





# REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT

GOVERNMENT OF SINDH



**(PRICE RS. 1,000/- NOT REFUNDABLE /NON- TRANSFERABLE)**

NAME OF COMPANY -----

DATE OF OPENING OF TENDER -----12<sup>th</sup> August 2017 -----

TIME OF RECEIPT OF TENDER -----02:00 p.m.-----

TIME OF OPENING OF TENDER -----03:00 p.m.-----

**NOTE:-** RATES SHOULD BE QUOTED (BOTH IN FIGURE AND WORDS) INCLUDING ALL TAXES LEVIABLE ON FREE DELIVERY TO CONSIGNEE'S END BASIS AT KARACHI.

The offer shall remain open for 90 days from the date of opening or validity will be extended as per rules 38 of SPPRA rules, 2010 (amendment 2017). The delivery of stores is required immediately. Supplier should give their shortest confirmed delivery period.

## **1A. STATIONARY**

No.	Description	Quantity	Unit price	Total
1	Paper Legal size 80 Gram	100		
2	Paper A4 Size 80 Gram	2000 ream		
3	Duster Kapra	600		
4	Energy saver	500		
5	White Box File 225 A	250		
6	Goldfish Pencil	400		
7	Rose Petal Tissue box Luxury	500		
8	Rose Petal Tissue Roll- Max	600		
9	Rubber Band Big	2kg		
10	Rubber Band Largest size	2kg		
11	Scotch Tape	200		
12	Sharpeners with covers pack of 10 pcs	200		
13	Stamp Pad - Medium	50		
14	Stapler Machine	50		
15	Stapler Pin	200 pkts		
16	Telephone Index Diary - Medium Size	20		
17	Thread Tags	2000		
18	Pencil Cell AA	200		
19	a) Remote cell AAA & b) 9 volts battery cell	200	a) b)	a) b)

No.	Description	Quantity	Unit price	Total
20	DVD-RW Maxell	200		
21	CD-RW SONY	200		
22	Visiting cards			
23	4A size Plastic Folders	1500		
24	PPC 70 Gm Ream	Xxx		
25	IK Legal Size 70 gm Ream	Xxx		
26	Korona Box File	1500		
27	Ball Pen	500		
28	Room Spray	500		
29	White Envelop	2000		
30	Binder Clips 1"	200		
31	Binder Clips 3"	200		
32	Binder Clips 4"	200		
33	Box file Ordinary Clip	1500		
34	Brown Tape	100		
35	Brown Tape 1"	100		
36	Brown Tape 2"	100		
37	Calculator - 12 digit - Model MJ-120 "CASIO"	25		
38	Cello Tape 2"			
39	Correction Fluid (whito)	50		
40	Board pins			
41	File Dividers with punch	2000		
42	Folder Plastic Colour -	1500		
43	Folders Transparent - A4 size	1500		
44	Folders Transparent - Foolscap	1000		
45	Foot Ruler 12"	50		
46	Highlighter Pen - Dollar	200		
47	Gum stick-UHU	200		
48	Permanent Marker – Black / Blue/ Red/ Green	200		
49	Plastic Files A4 size with Clip	500		
50	Post it Pad - 1.5 x 2	100		
51	Post it Pad - 3 x 3	100		
52	Post it Pad - 3 x 5	100		
53	Punching Machine apolo	50		
54	UNI Ball Eye	250		
55	Rubber Band Big	2kg		
56	Rubber Band Largest size	2kg		
57	Scotch Tape	200		
58	Sharpeners with covers pack of 10 pcs	200		
59	Stamp Pad - Medium	50		
60	Stapler Machine	50		
61	Stapler Pin	200 pkts		
62	Telephone Index Diary - Medium Size	20		
63	Thread Tags	2000		
64	Pencil Cell AA	200		
65	Remote cell AAA	200		
66	9 volts battery cell	200		

**1B. PRINTER CARTRIDGES**

No.	Description	Quantity	Price	Total
1	HP 85A Toner Laser Jet 1102 Printer	20		
2	HP 26A Toner Laser Jet 402 Printer	20		
3	HP 80A Toner Laser Jet 400 Printer	20		
4	HP 05A Toner Laser Jet 2035 Printer	25		
5	HP 53A Toner Laser Jet 2015 Printer	25		
6	HP 12A Toner Laser Jet 1020 Printer	25		
7	HP 85A Toner Laser Jet 1105 Printer	30		
8	HP 42A Toner Laser Jet 4250 Printer	20		
9	HP 645A Toner Set CLJ 5550 Printer	04		
10	HP 410A Toner Set CLJ 452 Printer	10		
11	HP 14A Toner Laser Jet 700 Printer	20		
12	HP 260A Set Toner Laser Jet 4020 P	03		

**1. TERMS AND CONDITIONS**

- i. The bidder should be *registered* with Income Tax, Sales Tax and Professional Tax and produce all required valid certificates along with tender.
- ii. Original tender documents purchased receipt must be attached with tender offer.
- iii. Bidders must furnish an earnest money / bid security @ 2.5% of total value in shape of Pay Order / Demand Note in the name of Chief Program Manager, Reform Support Unit, School Education & Literacy Department, Government of Sindh.
- iv. The Competent Authority reserves the right to increase or decrease the quantity subject to availability to funds.
- v. The Competent Authority reserves the right to cancel / amend the tender at any time as per SPPRA Rules 2010 (amended 2017).
- vi. Representatives of the Firm / Company are required to produce Authority letter at the time of attending the opening of tender.
- vii. The Vendor / Bidder shall produce past experience proof regarding related job, if any.
- viii. The bidder shall enclosed with the tender a certificate mentioned as under for compliance failing which the tender is liable to be cancelled.
- ix. The tender shall be single stage – One Envelope

**CERTIFICATE**

We guarantee to supply the stores exactly in accordance with the requirements specified in tender documents. For this. We undertake to abide all terms and conditions of the tender documents and violation of any term and condition the tender submitted may be treated cancel henceforth.

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

**Name / Designation & Address  
of bidder with Stamp** : \_\_\_\_\_

# **Bidding Document**

**For**

**Procurement of material for  
“Security Services”**

**Under the  
Office of Reform Support Unit  
School Education & Literacy  
Department  
Government of Sindh, Karachi.**



**GOVERNMENT OF SINDH  
REFORM SUPPORT UNIT  
SCHOOL EDUCATION & LITERACY DEPARTMENT  
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Program Officer (Finance)/DDO  
Reform Support Unit



## RECEIPT

Issued to M/s. \_\_\_\_\_

Rs. \_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

Program Officer (Finance)/DDO  
Reform Support Unit  
School Education & Literacy Department  
Government of Sindh

## **EVALUATION BEFORE OPENING OF FINANCIAL BID**

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## Bid Data Sheet

<b>Introduction</b>	
<b>ITB 1.1</b>	Name of Procuring Agency: <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
<b>ITB 1.1</b>	Purchase of Stationary Items, Computer Accessories
<b>ITB 4.1</b>	Name of Procuring agency. <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
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<b>ITB 15.1</b>	Amount of bid security. Two & Half percent (2.5%) of the bid amount.
<b>ITB 16.1</b>	Bid validity period: The validity should be Ninety (90) days.
<b>ITB 17.1</b>	Number of copies. One Original Set and One Copy
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<b>ITB 19.1</b>	12 <sup>th</sup> August 2017 at <b>02:00</b> p.m	
<b>ITB 22.1</b>	Time, date, and place for bid opening. 12 <sup>th</sup> August 2017 at <b>03:00</b> p.m in the Office of the <b>REFORM SUPPORT UNIT</b> , 47-E/1, 48 <sup>TH</sup> Street, PECHS, Block-6, Karachi.	
<b>ITB 25.4 (b)</b>	Delivery schedule as per work order.	

<b>Contract Award</b>		
<b>ITB 29.1</b>	15% Percentage for quantity increase or decrease.	



# REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT

GOVERNMENT OF SINDH



**(PRICE RS. 1,000/- NOT REFUNDABLE /NON- TRANSFERABLE)**

NAME OF COMPANY \_\_\_\_\_

DATE OF OPENING OF TENDER -----12<sup>th</sup> August 2017 -----

TIME OF RECEIPT OF TENDER -----02:00 p.m.-----

TIME OF OPENING OF TENDER -----03:00 p.m.-----

**NOTE:-** RATES SHOULD BE QUOTED (BOTH IN FIGURE AND WORDS) INCLUDING ALL TAXES LEVIABLE ON FREE DELIVERY TO CONSIGNEE'S END BASIS AT KARACHI.

The offer shall remain open for 90 days from the date of opening or validity will be extended as per rules 38 of SPPRA rules, 2010 (amendment 2017). The delivery of stores is required immediately. Supplier should give their shortest confirmed delivery period.

## **SECURITY SERVICES**

No.	Description	Quantity	Unit price	Total
1	Provision of Guards for day & night duty 12 hours each	a) 04 for Day b) 02 for Night	a) b)	a) b)
2	Connectivity of RSU office building with Security CCTV Cameras 24 hours and availability on Laptops/ Computers and Mobile Apps of the authorized Office bearers of RSU office.	One Job		



## 1. TERMS AND CONDITIONS

- i. The bidder should be *registered* with Income Tax, Sales Tax and Professional Tax and produce all required valid certificates along with tender.
- ii. Original tender documents purchased receipt must be attached with tender offer.
- iii. Bidders must furnish an earnest money / bid security @ 2.5% of total value in shape of Pay Order / Demand Note in the name of Chief Program Manager, Reform Support Unit, School Education & Literacy Department, Government of Sindh.
- iv. The Competent Authority reserves the right to increase or decrease the quantity subject to availability to funds.
- v. The Competent Authority reserves the right to cancel / amend the tender at any time as per SPPRA Rules 2010 (amended 2017).
- vi. Representatives of the Firm / Company are required to produce Authority letter at the time of attending the opening of tender.
- vii. The Vendor / Bidder shall produce past experience proof regarding related job, if any.
- viii. The bidder shall enclosed with the tender a certificate mentioned as under for compliance failing which the tender is liable to be cancelled.
- ix. The tender shall be single stage – One Envelope

### **CERTIFICATE**

**We guarantee to supply the stores exactly in accordance with the requirements specified in tender documents. For this. We undertake to abide all terms and conditions of the tender documents and violation of any term and condition the tender submitted may be treated cancel henceforth.**

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

**Name / Designation & Address  
of bidder & Stamp :** \_\_\_\_\_  
\_\_\_\_\_

# **Bidding Document**

**For**

**Procurement of material for;  
“Purchase of Furniture & Fixture”  
Under the  
Office of Reform Support Unit  
School Education & Literacy  
Department  
Government of Sindh, Karachi.**



**GOVERNMENT OF SINDH  
REFORM SUPPORT UNIT  
SCHOOL EDUCATION & LITERACY DEPARTMENT  
TENDER NOTICE**

Tenders are invited on Single Stage One Envelope basis for supply of the item details shown below which shall be opened on 12<sup>th</sup> August 2017 at **03:00 p.m**

S#	Bidders are invited for the supply of following items	Specifications
1	Stationary Items, Computer Accessories	As Per Tender Document
2	Security Services	
3	Purchase of Furniture & Fixture	
4	Arrangements for the Conferences/Seminars/Workshops/ Symposium	
5	Printing & Publication	
6	Health Safety & Environment	
7	Repair of Machinery/ IT Equipment, Furniture & Fixture / Vehicles	

2. Tender documents will be available from the first date of publishing of the tender notice which can be obtained from the 47-E/1, 48<sup>TH</sup> Street, PECHS, Block-6 OR Downloaded from RSU's website [www.rsu-sindh.gov.pk](http://www.rsu-sindh.gov.pk) and SPPRA [www.pprasingh.gov.pk](http://www.pprasingh.gov.pk) website as well as can be obtained while submitting pay order **Rs. 1,000/ (Non-refundable)** (for each category mentioned above) in favor of the Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh, only those bidders will be allowed to participate in the process who have submitted the said payment against each of the applied categories.

3. The sealed tenders on the prescribed forms can be dropped in the Tender Box up to 02:00 p.m. on the date of opening of Tenders and Tender will be opened at 3 p.m. on schedule date.

4. The tenders will be opened in presence of the bidders or their authorized representatives who wish to be present.

5. In case of holiday, tenders will be obtained/submitted/opened on the next working day as per given schedule.

6. Bid Security in shape of pay order in favor of Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh Karachi will have to be submitted along with the tender @ 2.5% of the quoted for each tender category eligibility criteria for the bidding firm for each category is indicated in the respective tender document.

7. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1).

8. Interested bidders should have the relevant experience for at least 5 years of similar nature and capacity.

9. Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh.

10. Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method.

11. All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.

12. Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2017). All Terms & Conditions of current SPPRA are applicable.

13. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.

14. Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2017). All Terms & Conditions of current SPPRA are applicable.

15. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.

Program Officer (Finance)/DDO  
Reform Support Unit

## RECEIPT

Issued to M/s. \_\_\_\_\_

Rs. \_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

Program Officer (Finance)/DDO  
Reform Support Unit  
School Education & Literacy Department  
Government of Sindh

## **EVALUATION BEFORE OPENING OF FINANCIAL BID**

By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:

1. that it has the required experience and technical know-how for the scope of work; and
2. that it has financial capability to perform the Contract.

By submission of documentary evidence in its bid, the Bidder **MUST** establish to the Purchaser's satisfaction:

1. that it is properly registered/valid with FBR for Income Tax and Sales Tax, SRB & Professional Tax;
2. that it has delivered Similar assignments with Government/Private Sector.
3. that it must submit authorization letter.
4. That it is not black listed/defaulters at any kind of forums/offices

**Note: If any bidder/participant fails to satisfy or does not fulfil the required documentary evidence its financial bid will not be opened and return without opening.**



## Bid Data Sheet

Introduction	
ITB 1.1	Name of Procuring Agency: <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
ITB 1.1	Purchase of Stationary Items, Computer Accessories
ITB 4.1	Name of Procuring agency. <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers: Section Officer (General) Office of the <b>REFORM SUPPORT UNIT,</b> Room 47-E/1, 48TH Street, PECHS, Block-6, Karachi.
ITB 8.1	Language of the bid. English
Bid Price and Currency	
ITB 11.2	The price quoted shall be: In addition to delivered duty paid (DDP) price.
ITB 11.5	The price shall be fixed.
Preparation and Submission of Bids	
ITB 13.3 (d)	Qualification requirements. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1)  (i) Interested bidders should have the relevant experience for at least 5 years for similar nature and capacity. (ii) Turn-over of at least last three years up to Rs. 50.00 million (iii) Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh. (iv) Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method. (v) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.
ITB 14.3 (b)	Spare parts required for [number] of years of operation. Yes
ITB 15.1	Amount of bid security. Two & Half percent (2.5%) of the bid amount.
ITB 16.1	Bid validity period: The validity should be Ninety (90) days.
ITB 17.1	Number of copies. One Original Set and One Copy
ITB 18.2 (a)	Address for bid submission: Office of the <b>REFORM SUPPORT UNIT, SCHOOL EDUCATION &amp; LITERACY DEPARTMENT.</b> Room 47-E/1, 48TH Street, PECHS, Block-6 , Karachi

<b>ITB 19.1</b>	12 <sup>th</sup> August 2017 at <b>02:00</b> p.m	
<b>ITB 22.1</b>	Time, date, and place for bid opening. 12 <sup>th</sup> August 2017 at <b>03:00</b> p.m in the Office of the <b>REFORM SUPPORT UNIT,</b> <b>SCHOOL EDUCATION &amp; LITERACY DEPARTMENT</b> 47-E/1, 48 <sup>TH</sup> Street, PECHS, Block-6, Karachi.	
<b>ITB 25.4</b> <b>(b)</b>	Delivery schedule as per work order.	

<b>Contract Award</b>		
<b>ITB 29.1</b>	15% Percentage for quantity increase or decrease.	



# REFORM SUPPORT UNIT

## SCHOOL EDUCATION & LITERACY DEPARTMENT

GOVERNMENT OF SINDH

**(PRICE RS. 1,000/- NOT REFUNDABLE /NON- TRANSFERABLE)**

NAME OF COMPANY -----

DATE OF OPENING OF TENDER -----12<sup>th</sup> August 2017 -----

TIME OF RECEIPT OF TENDER -----02:00 p.m.-----

TIME OF OPENING OF TENDER -----03:00 p.m.-----

**NOTE:-** RATES SHOULD BE QUOTED (BOTH IN FIGURE AND WORDS) INCLUDING ALL TAXES LEVIABLE ON FREE DELIVERY TO CONSIGNEE'S END BASIS AT KARACHI.

The offer shall remain open for 90 days from the date of opening or validity will be extended as per rules 38 of SPPRA rules, 2010 (amendment 2017). The delivery of stores is required immediately. Supplier should give their shortest confirmed delivery period.

### **PURCHASE OF FURNITURE & FIXTURE**

No.	Description	Quantity	Unit price	Total
1	Conference Room Chairs with Wheels	48		
2	Visitor Chair without wheels with arms	51		

## 1. TERMS AND CONDITIONS

- i. The bidder should be *registered* with Income Tax, Sales Tax and Professional Tax and produce all required valid certificates along with tender.
- ii. Original tender documents purchased receipt must be attached with tender offer.
- iii. Bidders must furnish an earnest money / bid security @ 2.5% of total value in shape of Pay Order / Demand Note in the name of Chief Program Manager, Reform Support Unit, School Education & Literacy Department, Government of Sindh.
- iv. The Competent Authority reserves the right to increase or decrease the quantity subject to availability to funds.
- v. The Competent Authority reserves the right to cancel / amend the tender at any time as per SPPRA Rules 2010 (amended 2017).
- vi. Representatives of the Firm / Company are required to produce Authority letter at the time of attending the opening of tender.
- vii. The Vendor / Bidder shall produce past experience proof regarding related job, if any.
- viii. The bidder shall enclosed with the tender a certificate mentioned as under for compliance failing which the tender is liable to be cancelled.
- ix. The tender shall be single stage – One Envelope

### **CERTIFICATE**

**We guarantee to supply the stores exactly in accordance with the requirements specified in tender documents. For this. We undertake to abide all terms and conditions of the tender documents and violation of any term and condition the tender submitted may be treated cancel henceforth.**

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

**Name / Designation & Address  
of bidder with Stamp** : \_\_\_\_\_

\_\_\_\_\_

# **Bidding Document**

**For**

**Procurement of material for  
“Arrangements for Seminars/  
Conferences/Workshops”**

**Under the  
Office of Reform Support Unit  
School Education & Literacy  
Department  
Government of Sindh, Karachi.**



**GOVERNMENT OF SINDH  
REFORM SUPPORT UNIT  
SCHOOL EDUCATION & LITERACY DEPARTMENT  
TENDER NOTICE**

Tenders are invited on Single Stage One Envelope basis for supply of the item details shown below which shall be opened on 12<sup>th</sup> August 2017 at **03:00 p.m**

S#	Bidders are invited for the supply of following items	Specifications
1	Stationary Items, Computer Accessories	As Per Tender Document
2	Security Services	
3	Purchase of Furniture & Fixture	
4	Arrangements for the Conferences/Seminars/Workshops/ Symposium	
5	Printing & Publication	
6	Health Safety & Environment	
7	Repair of Machinery/ IT Equipment, Furniture & Fixture / Vehicles	

2. Tender documents will be available from the first date of publishing of the tender notice which can be obtained from the 47-E/1, 48<sup>TH</sup> Street, PECHS, Block-6 OR Downloaded from RSU's website [www.rsu-sindh.gov.pk](http://www.rsu-sindh.gov.pk) and SPPRA [www.pprasinhd.gov.pk](http://www.pprasinhd.gov.pk) website as well as can be obtained while submitting pay order **Rs. 1,000/ (Non-refundable)** (for each category mentioned above) in favor of the Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh, only those bidders will be allowed to participate in the process who have submitted the said payment against each of the applied categories.

3. The sealed tenders on the prescribed forms can be dropped in the Tender Box up to 02:00 p.m. on the date of opening of Tenders and Tender will be opened at 3 p.m. on schedule date.

4. The tenders will be opened in presence of the bidders or their authorized representatives who wish to be present.

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6. Bid Security in shape of pay order in favor of Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh Karachi will have to be submitted along with the tender @ 2.5% of the quoted for each tender category eligibility criteria for the bidding firm for each category is indicated in the respective tender document.

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12. Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2017). All Terms & Conditions of current SPPRA are applicable.

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15. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.

Program Officer (Finance)/DDO  
Reform Support Unit

## RECEIPT

Issued to M/s. \_\_\_\_\_

Rs. \_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

Program Officer (Finance)/DDO  
Reform Support Unit  
School Education & Literacy Department  
Government of Sindh

## **EVALUATION BEFORE OPENING OF FINANCIAL BID**

By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:

1. that it has the required experience and technical know-how for the scope of work; and
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By submission of documentary evidence in its bid, the Bidder **MUST** establish to the Purchaser's satisfaction:

1. that it is properly registered/valid with FBR for Income Tax and Sales Tax, SRB & Professional Tax;
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3. that it must submit authorization letter.
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**Note: If any bidder/participant fails to satisfy or does not fulfil the required documentary evidence its financial bid will not be opened and return without opening.**



## Bid Data Sheet

<b>Introduction</b>	
<b>ITB 1.1</b>	Name of Procuring Agency: <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
<b>ITB 1.1</b>	Purchase of Stationary Items, Computer Accessories
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<b>ITB 11.2</b>	The price quoted shall be: In addition to delivered duty paid (DDP) price.
<b>ITB 11.5</b>	The price shall be fixed.
<b>Preparation and Submission of Bids</b>	
<b>ITB 13.3 (d)</b>	Qualification requirements. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1)  (i) Interested bidders should have the relevant experience for at least 5 years for similar nature and capacity. (ii) Turn-over of at least last three years up to Rs. 100.00 million (iii) Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh. (iv) Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method. (v) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.
<b>ITB 14.3 (b)</b>	Spare parts required for [number] of years of operation. Yes
<b>ITB 15.1</b>	Amount of bid security. Two & Half percent (2.5%) of the bid amount.
<b>ITB 16.1</b>	Bid validity period: The validity should be Ninety (90) days.
<b>ITB 17.1</b>	Number of copies. One Original Set and One Copy
<b>ITB 18.2 (a)</b>	Address for bid submission: Office of the <b>REFORM SUPPORT UNIT, SCHOOL EDUCATION &amp; LITERACY DEPARTMENT.</b> Room 47-E/1, 48TH Street, PECHS, Block-6 , Karachi

<b>ITB 19.1</b>	12 <sup>th</sup> August 2017 at <b>02:00</b> p.m	
<b>ITB 22.1</b>	Time, date, and place for bid opening. 12 <sup>th</sup> August 2017 at <b>03:00</b> p.m in the Office of the <b>REFORM SUPPORT UNIT</b> , 47-E/1, 48 <sup>TH</sup> Street, PECHS, Block-6, Karachi.	
<b>ITB 25.4 (b)</b>	Delivery schedule as per work order.	

<b>Contract Award</b>		
<b>ITB 29.1</b>	15% Percentage for quantity increase or decrease.	



# REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT



GOVERNMENT OF SINDH

**(PRICE RS. 1,000/- NOT REFUNDABLE /NON- TRANSFERABLE)**

NAME OF COMPANY \_\_\_\_\_

DATE OF OPENING OF TENDER -----12<sup>th</sup> August 2017 -----

TIME OF RECEIPT OF TENDER -----02:00 p.m.-----

TIME OF OPENING OF TENDER -----03:00 p.m.-----

**NOTE:-** RATES SHOULD BE QUOTED (BOTH IN FIGURE AND WORDS) INCLUDING ALL TAXES LEVIABLE ON FREE DELIVERY TO CONSIGNEE'S END BASIS AT KARACHI.

The offer shall remain open for 90 days from the date of opening or validity will be extended as per rules 38 of SPPRA rules, 2010 (amendment 2017). The delivery of stores is required immediately. Supplier should give their shortest confirmed delivery period.

## CONFERENCES/SEMINARS/WORKSHOPS/SYMPOSIUMS

No.	Description	No. of Events	Unit price	Total
1	Arrangement of Tea and confectionary items for a) 15 & b) 20 persons.	75-100	a) b)	a) b)
2	Arrangement of Tea and confectionary items for a) 25 & b) 40 persons.	12-20	a) b)	a) b)
3	Arrangement of Tea and confectionary items for a) 50 & b) 70 persons.	10-12	a) b)	a) b)
4	Seminars/Workshops on various Education related topics/activities for 75 to 100 persons including crockery. a) One Tea and One Lunch b) Two Tea and One Lunch	06-10	For 75 a) b) For 100 a) b)	For 75 a) b) For 100 a) b)
5	Seminars/Workshops on various Education related topics/activities for 125 to 150 persons including crockery. a) One Tea and One Lunch b) Two Tea and One Lunch	06-10	For 125 a) b) For 150 a) b)	For 125 a) b) For 150 a) b)

No.	Description	No. of Events	Unit price	Total
6	Seminars/Workshops on various Education related topic/activities for 200 to 250 persons including crockery. a) One Tea and One Lunch b) Two Tea and One Lunch	06-10	For 200 a) b) For 250 a) b)	For 200 a) b) For 250 a) b)
7	Two Days Seminars/ Workshops on various Education related topic/ activities for 400 to 450 persons including crockery. Four Tea and Two Lunch	01 - 02	a) For 400  b) For 450	a) For 400  b) For 450

**\* NOTE:- Following Food/M meal Items will be provided**

For Tea            1 Plate having 5 Bakery Biscuits and Tea /Coffee

For Lunch        Chicken Broast / Biryani / Tea /Cold Drinks (including Diet)

## 1. TERMS AND CONDITIONS

- i. The bidder should be *registered* with Income Tax, Sales Tax and Professional Tax and produce all required valid certificates along with tender.
- ii. Original tender documents purchased receipt must be attached with tender offer.
- iii. Bidders must furnish an earnest money / bid security @ 2.5% of total value in shape of Pay Order / Demand Note in the name of Chief Program Manager, Reform Support Unit, School Education & Literacy Department, Government of Sindh.
- iv. The Competent Authority reserves the right to increase or decrease the quantity subject to availability to funds.
- v. The Competent Authority reserves the right to cancel / amend the tender at any time as per SPPRA Rules 2010 (amended 2017).
- vi. Representatives of the Firm / Company are required to produce Authority letter at the time of attending the opening of tender.
- vii. The Vendor / Bidder shall produce past experience proof regarding related job, if any.
- viii. The bidder shall enclosed with the tender a certificate mentioned as under for compliance failing which the tender is liable to be cancelled.
- ix. The tender shall be single stage – One Envelope

### **CERTIFICATE**

**We guarantee to supply the stores exactly in accordance with the requirements specified in tender documents. For this. We undertake to abide all terms and conditions of the tender documents and violation of any term and condition the tender submitted may be treated cancel henceforth.**

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

**Name / Designation & Address  
of bidder with Stamp** : \_\_\_\_\_  
\_\_\_\_\_

**Bidding Document**  
**For**  
**Procurement of material for**  
**“Printing & Publication”**  
**Under the**  
**Office of Reform Support Unit**  
**School Education & Literacy**  
**Department**  
**Government of Sindh, Karachi.**



**GOVERNMENT OF SINDH**  
**REFORM SUPPORT UNIT**  
**SCHOOL EDUCATION & LITERACY DEPARTMENT**  
**TENDER NOTICE**

Tenders are invited on Single Stage One Envelope basis for supply of the item details shown below which shall be opened on 12<sup>th</sup> August 2017 at **03:00 p.m**

S#	Bidders are invited for the supply of following items	Specifications
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2. Tender documents will be available from the first date of publishing of the tender notice which can be obtained from the 47-E/1, 48<sup>TH</sup> Street, PECHS, Block-6 OR Downloaded from RSU's website [www.rsu-sindh.gov.pk](http://www.rsu-sindh.gov.pk) and SPPRA [www.pprasinhd.gov.pk](http://www.pprasinhd.gov.pk) website as well as can be obtained while submitting pay order **Rs. 1,000/ (Non-refundable)** (for each category mentioned above) in favor of the Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh, only those bidders will be allowed to participate in the process who have submitted the said payment against each of the applied categories.
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5. In case of holiday, tenders will be obtained/submitted/opened on the next working day as per given schedule.
6. Bid Security in shape of pay order in favor of Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh Karachi will have to be submitted along with the tender @ 2.5% of the quoted for each tender category eligibility criteria for the bidding firm for each category is indicated in the respective tender document.
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15. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.

Program Officer (Finance)/DDO  
Reform Support Unit

## RECEIPT

Issued to M/s. \_\_\_\_\_

Rs. \_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

Program Officer (Finance)/DDO  
Reform Support Unit  
School Education & Literacy Department  
Government of Sindh



## **EVALUATION BEFORE OPENING OF FINANCIAL BID**

By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:

1. that it has the required experience and technical know-how for the scope of work; and
2. that it has financial capability to perform the Contract.

By submission of documentary evidence in its bid, the Bidder **MUST** establish to the Purchaser's satisfaction:

1. that it is properly registered/valid with FBR for Income Tax and Sales Tax, SRB & Professional Tax;
2. that it has delivered Similar assignments with Government/Private Sector.
3. that it must submit authorization letter.
4. That it is not black listed/defaulters at any kind of forums/offices

**Note: If any bidder/participant fails to satisfy or does not fulfil the required documentary evidence its financial bid will not be opened and return without opening.**

## Bid Data Sheet

<b>Introduction</b>	
<b>ITB 1.1</b>	Name of Procuring Agency: <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
<b>ITB 1.1</b>	Purchase of Stationary Items, Computer Accessories
<b>ITB 4.1</b>	Name of Procuring agency. <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
<b>ITB 6.1</b>	Procuring agency's address, telephone, telex, and facsimile numbers: Section Officer (General) Office of the <b>REFORM SUPPORT UNIT,</b> Room 47-E/1, 48TH Street, PECHS, Block-6, Karachi.
<b>ITB 8.1</b>	Language of the bid. English
<b>Bid Price and Currency</b>	
<b>ITB 11.2</b>	The price quoted shall be: In addition to delivered duty paid (DDP) price.
<b>ITB 11.5</b>	The price shall be fixed.
<b>Preparation and Submission of Bids</b>	
<b>ITB 13.3 (d)</b>	Qualification requirements. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1)  (i) Interested bidders should have the relevant experience for at least 5 years for similar nature and capacity. (ii) Turn-over of at least last three years up to Rs. 100.00 million (iii) Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh. (iv) Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method. (v) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.
<b>ITB 14.3 (b)</b>	Spare parts required for [number] of years of operation. Yes
<b>ITB 15.1</b>	Amount of bid security. Two & Half percent (2.5%) of the bid amount.
<b>ITB 16.1</b>	Bid validity period: The validity should be Ninety (90) days.
<b>ITB 17.1</b>	Number of copies. One Original Set and One Copy
<b>ITB 18.2 (a)</b>	Address for bid submission: Office of the <b>REFORM SUPPORT UNIT, SCHOOL EDUCATION &amp; LITERACY DEPARTMENT.</b> Room 47-E/1, 48TH Street, PECHS, Block-6 , Karachi

<b>ITB 19.1</b>	12 <sup>th</sup> August 2017 at <b>02:00</b> p.m	
<b>ITB 22.1</b>	Time, date, and place for bid opening. 12 <sup>th</sup> August 2017 at <b>03:00</b> p.m in the Office of the <b>REFORM SUPPORT UNIT</b> , 47-E/1, 48 <sup>TH</sup> Street, PECHS, Block-6, Karachi.	
<b>ITB 25.4 (b)</b>	Delivery schedule as per work order.	

<b>Contract Award</b>		
<b>ITB 29.1</b>	15% Percentage for quantity increase or decrease.	



# REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT

GOVERNMENT OF SINDH



**(PRICE RS. 1,000/- NOT REFUNDABLE /NON- TRANSFERABLE)**

NAME OF COMPANY \_\_\_\_\_

DATE OF OPENING OF TENDER -----12<sup>th</sup> August 2017 -----

TIME OF RECEIPT OF TENDER -----02:00 p.m.-----

TIME OF OPENING OF TENDER -----03:00 p.m.-----

**NOTE:-** RATES SHOULD BE QUOTED (BOTH IN FIGURE AND WORDS) INCLUDING ALL TAXES LEVIABLE ON FREE DELIVERY TO CONSIGNEE'S END BASIS AT KARACHI.

The offer shall remain open for 90 days from the date of opening or validity will be extended as per rules 38 of SPPRA rules, 2010 (amendment 2017). The delivery of stores is required immediately. Supplier should give their shortest confirmed delivery period.

## **PRINTING & PUBLICATIONS.**

No.	Description	Quantity	Unit price	Total
1	Printing of 4 color Panaflex Backdrop size 04' x 6'	15-20		
2	Panaflex Backdrop Printing 4 color and installation with frame size a) 10' x 15' b) 12' x 15' c) 12' x 20'	05-12	a) b) c)	a) b) c)
3	Pamphlet 4 color	5000-6000		
4	File Folder 4 color	5000-6000		
5	Brochure			
6	8 pager (both sides) News Letter 4 color Mat paper 128 gm	7000 -8000		
7	12 pager (both sides) News Letter 4 color Mat paper 128 gm	3000		
8	Calendar a) Table b) Wall Hanging	1000 1000	a) b)	a) b)
9	Printing of Event Pictures Poster Size	1000		

No.	Description	Quantity	Unit price	Total
10	Printing of Event Pictures Standard Size	5000		
11	4 Colour Standees 2' x 4' with stand	30		
12	Brown Envelop A4	2000		
13	Brown Envelop legal size	500		
14	RSU Printed non-burned CD Rom	1000		
15	Souvenir 4"x6"with Box			
	a) Plastic	200	a)	a)
	b) Wooden	200	b)	b)
16	Souvenir Pen	500		
	Ball Point with Reading & Laser Light			
17	RSU printed Window Envelop	3000	a)	a)
	a) A4	3000	b)	b)
	b) 10cm x 14.8cm	3000	c)	c)
	c) 10.48cm x 24.13cm			
18	Printed Post Card 10cm x 14.8cm with Envelop	2000		
19	Certificates	300		
20	Media Wall 10x12	10		
21	Writing Pad RSU Printed	2000		
22	RSU Printed Pencils	2000		
23	RSU Printed ball Pen	2000		
24	Tri Fold	5000		
25	Book Lits Half A4 Size	2000		
26	Invitation with Envelopes	3000		
27	Eid Cards with envelopes	2000		
28	Banner 12X6	5000		
29	Poster Standard Size	5000		
30	Picture Poster Size	1000		
31	Q Cards	2000		
31	Name Plates on Acrylic	200		
32	Ribbon Name Badges	1000		
33	Mugs RSU Printed	200		
34	T-Shirts Medium	200		
34	T-Large Side	100		
35	T-Shirt XL	50		
36	Wall Clock	500		
37	File Cover Green RSU Printed	6000		
37	USB RSU Printed	1000		
38	RSU Printed Key Chains	1000		

1. TERMS AND CONDITIONS

- i. The bidder should be *registered* with Income Tax, Sales Tax and Professional Tax and produce all required valid certificates along with tender.
- ii. Original tender documents purchased receipt must be attached with tender offer.
- iii. Bidders must furnish an earnest money / bid security @ 2.5% of total value in shape of Pay Order / Demand Note in the name of Chief Program Manager, Reform Support Unit, School Education & Literacy Department, Government of Sindh.
- iv. The Competent Authority reserves the right to increase or decrease the quantity subject to availability to funds.
- v. The Competent Authority reserves the right to cancel / amend the tender at any time as per SPPRA Rules 2010 (amended 2017).
- vi. Representatives of the Firm / Company are required to produce Authority letter at the time of attending the opening of tender.
- vii. The Vendor / Bidder shall produce past experience proof regarding related job, if any.
- viii. The bidder shall enclosed with the tender a certificate mentioned as under for compliance failing which the tender is liable to be cancelled.
- ix. The tender shall be single stage – One Envelope

**CERTIFICATE**

**We guarantee to supply the stores exactly in accordance with the requirements specified in tender documents. For this. We undertake to abide all terms and conditions of the tender documents and violation of any term and condition the tender submitted may be treated cancel henceforth.**

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

**Name / Designation & Address  
of bidder and Stamp :** \_\_\_\_\_  
\_\_\_\_\_

# **Bidding Document**

**For**

**Procurement of material for  
“Health Safety & Environment”  
Under the  
Office of Reform Support Unit  
School Education & Literacy  
Department  
Government of Sindh, Karachi.**



**GOVERNMENT OF SINDH  
REFORM SUPPORT UNIT  
SCHOOL EDUCATION & LITERACY DEPARTMENT  
TENDER NOTICE**

Tenders are invited on Single Stage One Envelope basis for supply of the item details shown below which shall be opened on 12<sup>th</sup> August 2017 at **03:00 p.m**

S#	Bidders are invited for the supply of following items	Specifications
1	Stationary Items, Computer Accessories	As Per Tender Document
2	Security Services	
3	Purchase of Furniture & Fixture	
4	Arrangements for the Conferences/Seminars/Workshops/ Symposium	
5	Printing & Publication	
6	Health Safety & Environment	
7	Repair of Machinery/ IT Equipment, Furniture & Fixture / Vehicles	

2. Tender documents will be available from the first date of publishing of the tender notice which can be obtained from the 47-E/1, 48<sup>TH</sup> Street, PECHS, Block-6 OR Downloaded from RSU's website [www.rsu-sindh.gov.pk](http://www.rsu-sindh.gov.pk) and SPPRA [www.pprasingh.gov.pk](http://www.pprasingh.gov.pk) website as well as can be obtained while submitting pay order **Rs. 1,000/ (Non-refundable)** (for each category mentioned above) in favor of the Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh, only those bidders will be allowed to participate in the process who have submitted the said payment against each of the applied categories.
3. The sealed tenders on the prescribed forms can be dropped in the Tender Box up to 02:00 p.m. on the date of opening of Tenders and Tender will be opened at 3 p.m. on schedule date.
4. The tenders will be opened in presence of the bidders or their authorized representatives who wish to be present.
5. In case of holiday, tenders will be obtained/submitted/opened on the next working day as per given schedule.
6. Bid Security in shape of pay order in favor of Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh Karachi will have to be submitted along with the tender @ 2.5% of the quoted for each tender category eligibility criteria for the bidding firm for each category is indicated in the respective tender document.
7. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1).
8. Interested bidders should have the relevant experience for at least 5 years of similar nature and capacity.
9. Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh.
10. Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method.
11. All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.
12. Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2017). All Terms & Conditions of current SPPRA are applicable.
13. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.
14. Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2017). All Terms & Conditions of current SPPRA are applicable.
15. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.

Program Officer (Finance)/DDO  
Reform Support Unit



## RECEIPT

Issued to M/s. \_\_\_\_\_

Rs. \_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

Program Officer (Finance)/DDO  
Reform Support Unit  
School Education & Literacy Department  
Government of Sindh

## **EVALUATION BEFORE OPENING OF FINANCIAL BID**

By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:

1. that it has the required experience and technical know-how for the scope of work; and
2. that it has financial capability to perform the Contract.

By submission of documentary evidence in its bid, the Bidder **MUST** establish to the Purchaser's satisfaction:

1. that it is properly registered/valid with FBR for Income Tax and Sales Tax, SRB & Professional Tax;
2. that it has delivered Similar assignments with Government/Private Sector.
3. that it must submit authorization letter.
4. That it is not black listed/defaulters at any kind of forums/offices

**Note: If any bidder/participant fails to satisfy or does not fulfil the required documentary evidence its financial bid will not be opened and return without opening.**

## Bid Data Sheet

<b>Introduction</b>	
<b>ITB 1.1</b>	Name of Procuring Agency: <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
<b>ITB 1.1</b>	Purchase of Stationary Items, Computer Accessories
<b>ITB 4.1</b>	Name of Procuring agency. <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
<b>ITB 6.1</b>	Procuring agency's address, telephone, telex, and facsimile numbers: Section Officer (General) Office of the <b>REFORM SUPPORT UNIT,</b> Room 47-E/1, 48TH Street, PECHS, Block-6, Karachi.
<b>ITB 8.1</b>	Language of the bid. English
<b>Bid Price and Currency</b>	
<b>ITB 11.2</b>	The price quoted shall be: In addition to delivered duty paid (DDP) price.
<b>ITB 11.5</b>	The price shall be fixed.
<b>Preparation and Submission of Bids</b>	
<b>ITB 13.3 (d)</b>	Qualification requirements. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1)  (i) Interested bidders should have the relevant experience for at least 5 years for similar nature and capacity. (ii) Turn-over of at least last three years up to Rs. 10.00 million (iii) Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh. (iv) Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method. (v) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.
<b>ITB 14.3 (b)</b>	Spare parts required for [number] of years of operation. Yes
<b>ITB 15.1</b>	Amount of bid security. Two & Half percent (2.5%) of the bid amount.
<b>ITB 16.1</b>	Bid validity period: The validity should be Ninety (90) days.
<b>ITB 17.1</b>	Number of copies. One Original Set and One Copy
<b>ITB 18.2 (a)</b>	Address for bid submission: Office of the <b>REFORM SUPPORT UNIT, SCHOOL EDUCATION &amp; LITERACY DEPARTMENT.</b> Room 47-E/1, 48TH Street, PECHS, Block-6 , Karachi

<b>ITB 19.1</b>	12 <sup>th</sup> August 2017 at <b>02:00</b> p.m
<b>ITB 22.1</b>	Time, date, and place for bid opening. 12 <sup>th</sup> August 2017 at <b>03:00</b> p.m in the Office of the <b>REFORM SUPPORT UNIT</b> , 47-E/1, 48 <sup>TH</sup> Street, PECHS, Block-6, Karachi.
<b>ITB 25.4 (b)</b>	Delivery schedule as per work order.

<b>Contract Award</b>	
<b>ITB 29.1</b>	15% Percentage for quantity increase or decrease.



# REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT

GOVERNMENT OF SINDH



**(PRICE RS. 1,000/- NOT REFUNDABLE /NON- TRANSFERABLE)**

NAME OF COMPANY -----

DATE OF OPENING OF TENDER -----12<sup>th</sup> August 2017 -----

TIME OF RECEIPT OF TENDER -----02:00 p.m.-----

TIME OF OPENING OF TENDER -----03:00 p.m.-----

**NOTE:-** RATES SHOULD BE QUOTED (BOTH IN FIGURE AND WORDS) INCLUDING ALL TAXES LEVIABLE ON FREE DELIVERY TO CONSIGNEE'S END BASIS AT KARACHI.

The offer shall remain open for 90 days from the date of opening or validity will be extended as per rules 38 of SPPRA rules, 2010 (amendment 2017). The delivery of stores is required immediately. Supplier should give their shortest confirmed delivery period.

## **TENDER FOR HEALTH AND SAFETY**

No.	Description	Quantity	Unit price	Total
1	Fire Extinguisher C02	10		
2	Fire Extinguisher BCF	04		
3	Fire Extinguisher Water Type	02		
4	Fire Blanket	06		
5	No Smoking signage	10		
6	Fire Exit Signage	03		
7	Emergency Numbers	10		
8	Fumigation And Rodent	03 Times		

### TERMS AND CONDITIONS

- i. The bidder should be *registered* with Income Tax, Sales Tax and Professional Tax and produce all required valid certificates along with tender.
- ii. Original tender documents purchased receipt must be attached with tender offer.
- iii. Bidders must furnish an earnest money / bid security @ 2.5% of total value in shape of Pay Order / Demand Note in the name of Chief Program Manager, Reform Support Unit, School Education & Literacy Department, Government of Sindh.
- iv. The Competent Authority reserves the right to increase or decrease the quantity subject to availability to funds.
- v. The Competent Authority reserves the right to cancel / amend the tender at any time as per SPPRA Rules 2010 (amended 2017).
- vi. Representatives of the Firm / Company are required to produce Authority letter at the time of attending the opening of tender.
- vii. The Vendor / Bidder shall produce past experience proof regarding related job, if any.
- viii. The bidder shall enclosed with the tender a certificate mentioned as under for compliance failing which the tender is liable to be cancelled.
- ix. The tender shall be single stage – One Envelope

### **CERTIFICATE**

**We guarantee to supply the stores exactly in accordance with the requirements specified in tender documents. For this. We undertake to abide all terms and conditions of the tender documents and violation of any term and condition the tender submitted may be treated cancel henceforth.**

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

**Name / Designation & Address  
of bidder with Stamp** : \_\_\_\_\_  
\_\_\_\_\_

# **Bidding Document**

**For**

**Procurement of material for  
“Repair of Machinery/  
IT Equipment”**

**Under the  
Office of Reform Support Unit  
School Education & Literacy  
Department  
Government of Sindh, Karachi.**



**GOVERNMENT OF SINDH  
REFORM SUPPORT UNIT  
SCHOOL EDUCATION & LITERACY DEPARTMENT  
TENDER NOTICE**

Tenders are invited on Single Stage One Envelope basis for supply of the item details shown below which shall be opened on 12<sup>th</sup> August 2017 at **03:00 p.m**

S#	Bidders are invited for the supply of following items	Specifications
1	Stationary Items, Computer Accessories	As Per Tender Document
2	Security Services	
3	Purchase of Furniture & Fixture	
4	Arrangements for the Conferences/Seminars/Workshops/ Symposium	
5	Printing & Publication	
6	Health Safety & Environment	
7	Repair of Machinery/ IT Equipment, Furniture & Fixture / Vehicles	

2. Tender documents will be available from the first date of publishing of the tender notice which can be obtained from the 47-E/1, 48<sup>TH</sup> Street, PECHS, Block-6 OR Downloaded from RSU's website [www.rsu-sindh.gov.pk](http://www.rsu-sindh.gov.pk) and SPPRA [www.pprasinhd.gov.pk](http://www.pprasinhd.gov.pk) website as well as can be obtained while submitting pay order **Rs. 1,000/ (Non-refundable)** (for each category mentioned above) in favor of the Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh, only those bidders will be allowed to participate in the process who have submitted the said payment against each of the applied categories.
3. The sealed tenders on the prescribed forms can be dropped in the Tender Box up to 02:00 p.m. on the date of opening of Tenders and Tender will be opened at 3 p.m. on schedule date.
4. The tenders will be opened in presence of the bidders or their authorized representatives who wish to be present.
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6. Bid Security in shape of pay order in favor of Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh Karachi will have to be submitted along with the tender @ 2.5% of the quoted for each tender category eligibility criteria for the bidding firm for each category is indicated in the respective tender document.
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15. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.

Program Officer (Finance)/DDO



## RECEIPT

Issued to M/s. \_\_\_\_\_

Rs. \_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

Program Officer (Finance)/DDO  
Reform Support Unit  
School Education & Literacy Department  
Government of Sindh

## **EVALUATION BEFORE OPENING OF FINANCIAL BID**

By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:

1. that it has the required experience and technical know-how for the scope of work; and
2. that it has financial capability to perform the Contract.

By submission of documentary evidence in its bid, the Bidder **MUST** establish to the Purchaser's satisfaction:

1. that it is properly registered/valid with FBR for Income Tax and Sales Tax, SRB & Professional Tax;
2. that it has delivered Similar assignments with Government/Private Sector.
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4. That it is not black listed/defaulters at any kind of forums/offices

**Note: If any bidder/participant fails to satisfy or does not fulfil the required documentary evidence its financial bid will not be opened and return without opening.**

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ITB 11.2	The price quoted shall be: In addition to delivered duty paid (DDP) price.
ITB 11.5	The price shall be fixed.
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<b>ITB 19.1</b>	12 <sup>th</sup> August 2017 at <b>02:00</b> p.m	
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<b>ITB 25.4 (b)</b>	Delivery schedule as per work order.	

<b>Contract Award</b>		
<b>ITB 29.1</b>	15% Percentage for quantity increase or decrease.	



# REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT

GOVERNMENT OF SINDH



**(PRICE RS. 1,000/- NOT REFUNDABLE /NON- TRANSFERABLE)**

NAME OF COMPANY -----  
DATE OF OPENING OF TENDER -----12<sup>th</sup> August 2017 -----  
TIME OF RECEIPT OF TENDER -----02:00 p.m.-----  
TIME OF OPENING OF TENDER -----03:00 p.m.-----

**NOTE:-** RATES SHOULD BE QUOTED (BOTH IN FIGURE AND WORDS) INCLUDING ALL TAXES LEVIABLE ON FREE DELIVERY TO CONSIGNEE'S END BASIS AT KARACHI.

The offer shall remain open for 90 days from the date of opening or validity will be extended as per rules 38 of SPPRA rules, 2010 (amendment 2017). The delivery of stores is required immediately. Supplier should give their shortest confirmed delivery period.

## **REPAIR & MAINTENANCE OF (I.T) HARDWARE**

No.	Description	Quantity	Unit price	Total
1	Laptop LED 15.6" or 14.1" Replacement	05		
2	Laptop RAM 4GB DDRIII	24		
3	Laptop HDD 500 GB	05		
4	Laptop Chargers	05		
5	Laptop Battery	05		
6	Laptop DVD RW Drive	02		
7	Laptop Mother Board Repairing	04		
8	Laptop Mother Board Replacement	03		
9	Laptop Body Repairing	04		
10	Laptop Body Replacement	03		
11	Laptop Services & Inter cleaning	25		
12	Desktop RAM 4GB DDRIII	48		
13	Desktop HDD 500 GB	10		
14	Desktop Power Supply	01		
15	Desktop DVD RW	02		

16	<b>Repairing of Printers</b>			
No.	Description	Quantity	Unit price	Total
<b>I.</b>	Replacement of Printer Developer a) HP1020 b) HPM402dn	10 15		
<b>II.</b>	Laser Jet 1102 Printer a) Mother Board b) Head c) Developer / Paper Sensor	10	a) b) c)	a) b) c)
<b>III.</b>	Laser Jet 402 Printer a) Mother Board b) Head c) Developer / Paper Sensor	15		
<b>IV.</b>	Laser Jet 2035 Printer  a) Mother Board b) Head c) Developer / Paper Sensor	6	a) b) c)	a) b) c)
<b>V.</b>	Laser Jet 2015 Printer  a) Mother Board b) Head c) Developer / Paper Sensor	6	a) b) c)	a) b) c)
<b>VI.</b>	Laser Jet 1105 Printer  a) Mother Board b) Head c) Developer / Paper Sensor	6	a) b) c)	a) b) c)
<b>VII.</b>	Laser Jet 4250 Printer  a) Mother Board b) Head c) Developer / Paper Sensor	6	a) b) c)	a) b) c)
<b>VIII.</b>	CLJ 5550 Printer a) Mother Board b) Head c) Developer / Paper Sensor	5	a) b) c)	a) b) c)
<b>IX.</b>	CLJ 452 Printer  a) Mother Board b) Head c) Developer / Paper Sensor	5	a) b) c)	a) b) c)
<b>X.</b>	Laser Jet 700 Printer  a) Mother Board b) Head c) Developer / Paper Sensor	5	a) b) c)	a) b) c)
<b>XI.</b>	Laser Jet 4020 Printer  a) Mother Board b) Head c) Developer / Paper Sensor	5	a) b) c)	a) b) c)

## **REPAIR & MAINTENANCE OF MACHINERY & EQUIPMENT**

No.	Description	Quantity	Unit price	Total
1	Replacement of Drum of Photocopier Make Model	4		
2	Air- Conditioner Repair	50		
	Inner repair / replacement	50		
	Compressor Replacement	50		
	Capacitor replacement	50		
	Gas Filling	50		
3	Ceiling Fan Repair and winding	50		

### **1. TERMS AND CONDITIONS**

- i. The bidder should be *registered* with Income Tax, Sales Tax and Professional Tax and produce all required valid certificates along with tender.
- ii. Original tender documents purchased receipt must be attached with tender offer.
- iii. Bidders must furnish an earnest money / bid security @ 2.5% of total value in shape of Pay Order / Demand Note in the name of Chief Program Manager, Reform Support Unit, School Education & Literacy Department, Government of Sindh.
- iv. The Competent Authority reserves the right to increase or decrease the quantity subject to availability to funds.
- v. The Competent Authority reserves the right to cancel / amend the tender at any time as per SPPRA Rules 2010 (amended 2017).
- vi. Representatives of the Firm / Company are required to produce Authority letter at the time of attending the opening of tender.
- vii. The Vendor / Bidder shall produce past experience proof regarding related job, if any.
- viii. The bidder shall enclosed with the tender a certificate mentioned as under for compliance failing which the tender is liable to be cancelled.
- ix. The tender shall be single stage – One Envelope

### **CERTIFICATE**

We guarantee to supply the stores exactly in accordance with the requirements specified in tender documents. For this. We undertake to abide all terms and conditions of the tender documents and violation of any term and condition the tender submitted may be treated cancel henceforth.

**Signature** :

**Name / Designation & Address  
of bidder with Stamp** :

# **Bidding Document**

**For**

**Procurement of material for  
“Repair of Furniture & Fixture etc”  
Under the  
Office of Reform Support Unit  
School Education & Literacy  
Department  
Government of Sindh, Karachi.**





**GOVERNMENT OF SINDH**  
**REFORM SUPPORT UNIT**  
**SCHOOL EDUCATION & LITERACY DEPARTMENT**  
**TENDER NOTICE**

Tenders are invited on Single Stage One Envelope basis for supply of the item details shown below which shall be opened on 12<sup>th</sup> August 2017 at **03:00 p.m**

S#	Bidders are invited for the supply of following items	Specifications
1	Stationary Items, Computer Accessories	As Per Tender Document
2	Security Services	
3	Purchase of Furniture & Fixture	
4	Arrangements for the Conferences/Seminars/Workshops/ Symposium	
5	Printing & Publication	
6	Health Safety & Environment	
7	Repair of Machinery/ IT Equipment, Furniture & Fixture / Vehicles	

2. Tender documents will be available from the first date of publishing of the tender notice which can be obtained from the 47-E/1, 48<sup>TH</sup> Street, PECHS, Block-6 OR Downloaded from RSU's website [www.rsu-sindh.gov.pk](http://www.rsu-sindh.gov.pk) and SPPRA [www.pprasinhd.gov.pk](http://www.pprasinhd.gov.pk) website as well as can be obtained while submitting pay order **Rs. 1,000/ (Non-refundable)** (for each category mentioned above) in favor of the Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh, only those bidders will be allowed to participate in the process who have submitted the said payment against each of the applied categories.
3. The sealed tenders on the prescribed forms can be dropped in the Tender Box up to 02:00 p.m. on the date of opening of Tenders and Tender will be opened at 3 p.m. on schedule date.
4. The tenders will be opened in presence of the bidders or their authorized representatives who wish to be present.
5. In case of holiday, tenders will be obtained/submitted/opened on the next working day as per given schedule.
6. Bid Security in shape of pay order in favor of Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh Karachi will have to be submitted along with the tender @ 2.5% of the quoted for each tender category eligibility criteria for the bidding firm for each category is indicated in the respective tender document.
7. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1).
8. Interested bidders should have the relevant experience for at least 5 years of similar nature and capacity.
9. Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh.
10. Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method.
11. All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.
12. Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2017). All Terms & Conditions of current SPPRA are applicable.
13. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.
14. Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2017). All Terms & Conditions of current SPPRA are applicable.
15. All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.

Program Officer (Finance)/DDO  
Reform Support Unit

## RECEIPT

Issued to M/s. \_\_\_\_\_

Rs. \_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

Program Officer (Finance)/DDO  
Reform Support Unit  
School Education & Literacy Department  
Government of Sindh

## **EVALUATION BEFORE OPENING OF FINANCIAL BID**

By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:

1. that it has the required experience and technical know-how for the scope of work; and
2. that it has financial capability to perform the Contract.

By submission of documentary evidence in its bid, the Bidder **MUST** establish to the Purchaser's satisfaction:

1. that it is properly registered/valid with FBR for Income Tax and Sales Tax, SRB & Professional Tax;
2. that it has delivered Similar assignments with Government/Private Sector.
3. that it must submit authorization letter.
4. That it is not black listed/defaulters at any kind of forums/offices

**Note: If any bidder/participant fails to satisfy or does not fulfil the required documentary evidence its financial bid will not be opened and return without opening.**

## Bid Data Sheet

<b>Introduction</b>	
<b>ITB 1.1</b>	Name of Procuring Agency: <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
<b>ITB 1.1</b>	Purchase of Stationary Items, Computer Accessories
<b>ITB 4.1</b>	Name of Procuring agency. <b>REFORM SUPPORT UNIT SCHOOL EDUCATION &amp; LITERACY DEPARTMENT, GOVERNMENT OF SINDH.</b>
<b>ITB 6.1</b>	Procuring agency's address, telephone, telex, and facsimile numbers: Section Officer (General) Office of the <b>REFORM SUPPORT UNIT,</b> Room 47-E/1, 48TH Street, PECHS, Block-6, Karachi.
<b>ITB 8.1</b>	Language of the bid. English
<b>Bid Price and Currency</b>	
<b>ITB 11.2</b>	The price quoted shall be: In addition to delivered duty paid (DDP) price.
<b>ITB 11.5</b>	The price shall be fixed.
<b>Preparation and Submission of Bids</b>	
<b>ITB 13.3 (d)</b>	Qualification requirements. Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1)  (i) Interested bidders should have the relevant experience for at least 5 years for similar nature and capacity. (ii) Turn-over of at least last three years up to Rs. 1.00 million (iii) Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh. (iv) Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method. (v) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.
<b>ITB 14.3 (b)</b>	Spare parts required for [number] of years of operation. Yes
<b>ITB 15.1</b>	Amount of bid security. Two & Half percent (2.5%) of the bid amount.
<b>ITB 16.1</b>	Bid validity period: The validity should be Ninety (90) days.
<b>ITB 17.1</b>	Number of copies. One Original Set and One Copy
<b>ITB 18.2 (a)</b>	Address for bid submission: Office of the <b>REFORM SUPPORT UNIT, SCHOOL EDUCATION &amp; LITERACY DEPARTMENT.</b> Room 47-E/1, 48TH Street, PECHS, Block-6 , Karachi

<b>ITB 19.1</b>	12 <sup>th</sup> August 2017 at <b>02:00</b> p.m	
<b>ITB 22.1</b>	Time, date, and place for bid opening. 12 <sup>th</sup> August 2017 at <b>03:00</b> p.m in the Office of the <b>REFORM SUPPORT UNIT</b> , 47-E/1, 48 <sup>TH</sup> Street, PECHS, Block-6, Karachi.	
<b>ITB 25.4 (b)</b>	Delivery schedule as per work order.	

<b>Contract Award</b>		
<b>ITB 29.1</b>	15% Percentage for quantity increase or decrease.	



# REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT

GOVERNMENT OF SINDH



**(PRICE RS. 1,000/- NOT REFUNDABLE /NON- TRANSFERABLE)**

NAME OF COMPANY -----

DATE OF OPENING OF TENDER -----12<sup>th</sup> August 2017 -----

TIME OF RECEIPT OF TENDER -----02:00 p.m.-----

TIME OF OPENING OF TENDER -----03:00 p.m.-----

**NOTE:-** RATES SHOULD BE QUOTED (BOTH IN FIGURE AND WORDS) INCLUDING ALL TAXES LEVIABLE ON FREE DELIVERY TO CONSIGNEE'S END BASIS AT KARACHI.

The offer shall remain open for 90 days from the date of opening or validity will be extended as per rules 38 of SPPRA rules, 2010 (amendment 2017). The delivery of stores is required immediately. Supplier should give their shortest confirmed delivery period.

## **REPAIR & MAINTENANCE OF FURNITURE**

No.	Description	Quantity	Unit price	Total
1	Office/Visitor Chair , wheels, Machines , Arms, Seat	150		
2	Office Table	50		
3	Work Station	09		
4	Conference Table	07		
5	Side Table	58		
6	Center Table	07		
7	Wooden Cabinet	28		
8	Small Table	06		
9	Office Furniture Polish	Above mentioned Quantity		

## 1. TERMS AND CONDITIONS

- i. The bidder should be *registered* with Income Tax, Sales Tax and Professional Tax and produce all required valid certificates along with tender.
- ii. Original tender documents purchased receipt must be attached with tender offer.
- iii. Bidders must furnish an earnest money / bid security @ 2.5% of total value in shape of Pay Order / Demand Note in the name of Chief Program Manager, Reform Support Unit, School Education & Literacy Department, Government of Sindh.
- iv. The Competent Authority reserves the right to increase or decrease the quantity subject to availability to funds.
- v. The Competent Authority reserves the right to cancel / amend the tender at any time as per SPPRA Rules 2010 (amended 2017).
- vi. Representatives of the Firm / Company are required to produce Authority letter at the time of attending the opening of tender.
- vii. The Vendor / Bidder shall produce past experience proof regarding related job, if any.
- viii. The bidder shall enclosed with the tender a certificate mentioned as under for compliance failing which the tender is liable to be cancelled.
- ix. The tender shall be single stage – One Envelope

### **CERTIFICATE**

**We guarantee to supply the stores exactly in accordance with the requirements specified in tender documents. For this. We undertake to abide all terms and conditions of the tender documents and violation of any term and condition the tender submitted may be treated cancel henceforth.**

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

**Name / Designation & Address  
of bidder with Stamp** : \_\_\_\_\_  
\_\_\_\_\_

# **Bidding Document**

**For**

**Procurement of material for;  
“Repair of Vehicles”**

**Under the  
Office of Reform Support Unit  
School Education & Literacy  
Department  
Government of Sindh, Karachi.**





**GOVERNMENT OF SINDH  
REFORM SUPPORT UNIT  
SCHOOL EDUCATION & LITERACY DEPARTMENT  
TENDER NOTICE**

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S#	Bidders are invited for the supply of following items	Specifications
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2	Security Services	
3	Purchase of Furniture & Fixture	
4	Arrangements for the Conferences/Seminars/Workshops/ Symposium	
5	Printing & Publication	
6	Health Safety & Environment	
7	Repair of Machinery/ IT Equipment, Furniture & Fixture / Vehicles	

2. Tender documents will be available from the first date of publishing of the tender notice which can be obtained from the 47-E/1, 48<sup>TH</sup> Street, PECHS, Block-6 OR Downloaded from RSU's website [www.rsu-sindh.gov.pk](http://www.rsu-sindh.gov.pk) and SPPRA [www.pprasinidh.gov.pk](http://www.pprasinidh.gov.pk) website as well as can be obtained while submitting pay order **Rs. 1,000/ (Non-refundable)** (for each category mentioned above) in favor of the Chief Program Manager Reform Support Unit, School Education & Literacy Department, Government of Sindh, only those bidders will be allowed to participate in the process who have submitted the said payment against each of the applied categories.

3. The sealed tenders on the prescribed forms can be dropped in the Tender Box up to 02:00 p.m. on the date of opening of Tenders and Tender will be opened at 3 p.m. on schedule date.
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Program Officer (Finance)/DDO  
Reform Support Unit

## RECEIPT

Issued to M/s. \_\_\_\_\_

Rs. \_\_\_\_\_ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

Program Officer (Finance)/DDO  
Reform Support Unit  
School Education & Literacy Department  
Government of Sindh

## **EVALUATION BEFORE OPENING OF FINANCIAL BID**

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<b>ITB 25.4 (b)</b>	Delivery schedule as per work order.	

<b>Contract Award</b>		
<b>ITB 29.1</b>	15% Percentage for quantity increase or decrease.	



# REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT

GOVERNMENT OF SINDH

**(PRICE RS. 1,000/- NOT REFUNDABLE /NON- TRANSFERABLE)**

NAME OF COMPANY -----

DATE OF OPENING OF TENDER -----12<sup>th</sup> August 2017 -----

TIME OF RECEIPT OF TENDER -----02:00 p.m.-----

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The offer shall remain open for 90 days from the date of opening or validity will be extended as per rules 38 of SPPRA rules, 2010 (amendment 2017). The delivery of stores is required immediately. Supplier should give their shortest confirmed delivery period.

## **REPAIR & MAINTENANCE OF VEHICLES**

No.	Description	Unit price
1	Engine Overhauling / Repair	
2	Clutch Plate and Pressure Replacement	
3	Ring Piston Replacement	
4	Gear Box Replacement	
5	Carburetors Replacement	
6	Battery Replacement	
7	Suspension Replacement With Axel	
8	Silencer Full set	

1. TERMS AND CONDITIONS

- i. The bidder should be *registered* with Income Tax, Sales Tax and Professional Tax and produce all required valid certificates along with tender.
- ii. Original tender documents purchased receipt must be attached with tender offer.
- iii. Bidders must furnish an earnest money / bid security @ 2.5% of total value in shape of Pay Order / Demand Note in the name of Chief Program Manager, Reform Support Unit, School Education & Literacy Department, Government of Sindh.
- iv. The Competent Authority reserves the right to increase or decrease the quantity subject to availability to funds.
- v. The Competent Authority reserves the right to cancel / amend the tender at any time as per SPPRA Rules 2010 (amended 2017).
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**We guarantee to supply the stores exactly in accordance with the requirements specified in tender documents. For this. We undertake to abide all terms and conditions of the tender documents and violation of any term and condition the tender submitted may be treated cancel henceforth.**

**Signature** :

**Name / Designation & Address  
of bidder with Stamp** :