

NAZIMABAD KARACHI-75990

No. BSE/P&P/ 582 /2017

Dated 02 -10-2017

### **Notice Inviting Tender**

Sealed bids are invited from interested suppliers/firms for items mentioned below:-

<u>S.</u> <u>No.</u>	Name of Items	Quantity	Bid Security	Tender Fee	Completi on Time
1.	Summer Uniforms	279 Suits	2% (two percent) of the bid price	Rs.500/- (Rupees Five Hundred only)	One month after
2.	Waist Coats	93 Coats	(Refundable) in shape of Pay Order in	(Non-Refundable) in shape of Pay Order in the name	issuance of contract
3.	Shoes	93 Pairs	the name of Secretary, Board of Secondary Education Karachi	of Secretary. Board of Secondary Education Karachi	award

Note:-

(Complete specification of above items are mentioned in bidding documents)

#### 2. ELIGIBILITY CRITERIA

- (i) 03 years experience in the relevant field
- (ii) Turn-over of at least last three years having a sum of minimum Rs.500,000/-
- (iii) Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods
- (iv) Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services
- (v) An Affidavit on Stamp Paper that the firm has never been Blacklisted
- 3. Method of Procurement: (Single Stage One Envelope Procedure)

#### 4. Bidding/Tender Documents:

- Issuance: Bid Documents will be issued from the first date of publication/hoisting to Tuesday 24-10-2017 up to 12:00 Noon.
- ii. Submission: Last date will be Tuesday 24-10-2017 up to 01:00 p.m.
- iii. Opening: will be opened on Tuesday 24-10-2017 up to 02:00 p.m.
- iv. Un-responded Tenders: will be again issued/submitted opened on following dates:-

Attempt:

(a) Issue Date:

(b) Submission & opening Date:

 $2^{nd}$ 

Wednesday 25-10-2017 Tuesday 14-11-2017



NAZIMABAD KARACHI-75990



#### 5. Terms & Conditions:

- a) Under following conditions bid will be rejected:
  - i. Conditional and telegraphic bids/tenders
  - ii. Bids not accompanied by Bid Security of required amount and form
- iii. Bids received after specified date and time
- iv. Bids of Blacklisted firms
  (Detailed Terms & Conditions are mentioned in bidding documents)
- b) Bid Validity Period: 90 days from the date of opening of Tender.
- c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended 2017).
- d) Purpose and Scope: To provide Liveries (Uniforms) and Shoes to Class-IV employees of the Board.
- 6. In case any inconvenient situation created in the city or public holiday is declared by the Government on the date of opening of tender, the next official working day shall deemed to be the last date for issuance, submission and opening of bids/tenders at the same time as mentioned.

(ACTING ŚECRETARY)
BOARD OF SECONDARY EDUCATION KARACHI
NAZIMABAD KARACHI-75990

KARACHI - 75990

No. BSE/P&P/ \08 /2017

Dated 20-07-2017

### NOTIFICATION

Subject:

### RE-CONSTITUTION OF PROCUREMENT COMMITTEE

It is hereby notified that the Chairman has been pleased to re-constitute the Procurement Committee under Rule-7 of SPPRA Rules-2010 (Amended 2017). The Procurement Committee shall now comprise of the following Officers:-

Secretary,
 Board of Secondary Education Karachi

Convener

 Mr. Naveed Ahmed Hashmi, Principal, Govt. College for Men. Nazimabad No.2 Karachi. Member other than Procuring Agency

 Audit Officer Board of Secondary Education Karachi Member

 Controller of Examinations Board of Secondary Education Karachi Co-opted Member

 Deputy Secretary-I, Board of Secondary Education Karachi

Co-opted Member

#### Copy to: -

- 1) P.S to Chairman
- 2) P.A to Secretary
- 3) Assistant Secretary (P&P) to continue as supported staff of the Procurement Committee

#### Copy also to:-

1) Members of Procurement Committee

(SYED MUHAMMAD ALI SHAIQ)

Acting Secretary/Inspector of Institutions

Phone No. 99260252-6

, Website: www.bsek.edu.pk Email: bsepnp@gmail.com

## BOARD OF SECONDARY EDUCATION, KARACHI

KARACHI - 75990

No. BSE/P&P/ 7 88 /2016 .

Dated 04 -11-2016

### NOTIFICATION

Subject:

### CONSTITUTION OF COMPLAINT REDRESSAL COMMITTEE (CRC)

It is hereby notified that the Complaint Redressal Committee (CRC) of the Board of Secondary Education Karachi has been constituted under Rule-31 of SPPRA Rules-2010 (Amended 2013) comprising following Officers:-

Chairman
 Board of Secondary Education
 Karachi

Convener

2) Representative of the Accountant General, Sindh

Member

 Secretary, Board of Intermediate Education Karachi Member

This issues with approval of the Authority.

(SYED MUHAMMAD ALI SHAIQ)
Acting Secretary/Inspector of
Institutions

#### Copy to: -

- 1) P.S to Chairman
- 2) P.A to Secretary
- 3) P.A to C.E

bsek.edu.pk repnpægmail.com

### BOARD OF SECONDARY EDUCATION, KARAGHI

Phone No. 99260252-6 99260268

### PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2017-2018

1) SPPRA COPY 2) OFFICE COPY

Sr. No.	Description of Procurement	Quantity (where	Estimated Unit Cost	Estimated Total Cost	Funds Allocated	Source of Funds	Proposed Procurement	Tin	ning of P 2016-	rocuren -2017	ient	Tim	-	rocuren -2018	ent
		applicable)	(where applicable)	(In Million Rs.)	(In Million Rs.)	(ADP/Non ADP)	Method	Q1	Q2	<i>Q3</i>	Q4	Q1	Q2	<i>Q3</i>	Q4
6,	Procurement of Liveries (Uniforms)			0.62 approx.	0.62 approx.	Non ADP	National Competitive		1				1		
	and Shoes for Class-IV						Bidding Single Stage			- 4-11-					
	employees						One Envelope Procedure		- "						-
7.	Procurement of Machinery & I.T			6.0 approx.	6.0 approx.	Non ADP	- do -			- J.	1		1		
	related Items	17-2					673		1						
8.	Procurement of Services for		uira sur a sele tio	3.0 approx.	3.2 approx.	Non ADP	- do -		✓.	1		1			
	executing Various Miscellaneous Jobs (Sorting, Counting,									1. 24					
	Gathering, Packing, Binding etc.)			Francis of 1								EM 1 1 1			

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(MAXY PAUL D' MELLO)
Deputy Secretary/Co-opted
Member

(KHALID EHSAN)
Acting Controller of
Examinations/Co-opted
Member

(NAVEED AHMED HASHMI)
Principal, Govt. College for Men,
Nazimabad No.2 Karachi/Member

other than Procuring Agency

(KARIM BUX)
Acting Audit Officer/Member

(SYED MUHAMMAD ALI SHAIQ)

Acting Secretary/Inspector of Institutions/Convener

NAZIMABAD KARACHI-75990

PRICE: RS.500/-(NON-REFUNDABLE)

Bidding D	ocument #	
M/S	2)	

# STANDARD BIDDING DOCUMENTS FOR OPEN COMPETITIVE BIDDING

SINGLE STAGE - ONE ENVELOPE PROCEDURE

### TENDER FOR PROCUREMENT OF LIVERIES (UNIFORMS) AND SHOES FOR THE YEAR 2017

IN RESPECT OF THE IFB No.BSE/P&P/582/2017 dated 02-10-2017



### PART ONE (FIXED)

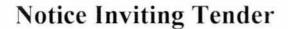
- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

Issued by:

Assistant Secretary (P&P) Board of Secondary Education Karachi



NAZIMABAD KARACHI-75990



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3.	Shoes	93 Pairs	the name of Secretary, Board of Secondary Education Karachi	of Secretary, Board of Secondary Education Karachi	award

(Complete specification of above items are mentioned in bidding documents)

#### 2. ELIGIBILITY CRITERIA

- 03 years experience in the relevant field
- (ii) Turn-over of at least last three years having a sum of minimum Rs.500,000/-
- (iii) Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods
- (iv) Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services
- An Affidavit on Stamp Paper that the firm has never been Blacklisted
- 3. Method of Procurement: (Single Stage One Envelope Procedure)

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Wednesday 25-10-2017 Tuesday 14-11-2017



### NAZIMABAD KARACHI-75990



#### 5. Terms & Conditions:

- a) Under following conditions bid will be rejected:
  - i. Conditional and telegraphic bids/tenders
  - ii. Bids not accompanied by Bid Security of required amount and form
  - iii. Bids received after specified date and time
  - iv. Bids of Blacklisted firms
     (Detailed Terms & Conditions are mentioned in bidding documents)
- b) Bid Validity Period: 90 days from the date of opening of Tender.
- c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended 2017).
- d) Purpose and Scope: To provide Liveries (Uniforms) and Shoes to Class-IV employees of the Board.
- 6. In case any inconvenient situation created in the city or public holiday is declared by the Government on the date of opening of tender, the next official working day shall deemed to be the last date for issuance, submission and opening of bids/tenders at the same time as mentioned.

(ACTING SECRETARY)
BOARD OF SECONDARY EDUCATION KARACHI
NAZIMABAD KARACHI-75990



NAZIMABAD KARACHI-75990

## INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT:

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per draft Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website <a href="https://www.pprasindh.gov.pk">www.pprasindh.gov.pk</a> or it may be provided from this Office if it may demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

### BID DATA SHEET

INTRODUCTION						
ITB 1.1	Name of Contract	Procurement of Liveries (Uniforms) and Shoes for the year 2017				
ITB 4.1	Name of Procuring Agency	Board of Secondary Education Karachi				
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Secondary Education Nazimabad, Karachi-75990 Tel: 99260252-6 Tel: 99260268 Fax: 99260262				
ITB 8.1	Language of the bid	English, Urdu or Sindhi				

BID PRICE AND CURRENCY					
ITB 11.2	The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.				
ITB 11.5	During the entire period of bid validity, the price shall be fixed and the bidder will have to supply the required items as per specifications and quoted rates.				

PF	REPARATION	AND SUBMISSION OF BIDS
ITB 13.3 (d)	Qualification Requirements	03 years experience in the relevant field
		Turn-over of at least last three years having a sum of minimum Rs.500,000/-
		Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods
		Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services
		An Affidavit on Stamp Paper that the firm has never been Blacklisted



NAZIMABAD KARACHI-75990

P	REPARATION	AND SUBMISSION OF BIDS
ITB 15.1	Amount of bid security (refundable)	• 2% (two percent) of the bid price, which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Secondary Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.
ITB 16.1	Bid Validity Period	90 days from the date of opening of Tender.
ITB 17.1	Number of copies	<ul><li>02 Copies of the Bid shall be submitted by the bidder.</li><li>One original and one photocopy of the same.</li></ul>
ITB 18.2 (a)	Address for bid submission	The office of the <i>Secretary</i> (Room No. 33), 1 <sup>st</sup> Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.
ITB 18.2 (b)	IFB title and number	Title: Procurement of Liveries (Uniforms) and Shoes for the year 2017  IFB No: BSE/P&P/582/2017 dated 02-10-2017
ITB 19.1	Deadline for bid submission	Tuesday 24-10-2017 up to 01:00 p.m Sealed bids duly filled-in, mentioning on top of the envelope "Tender for Procurement of Liveries (Uniforms) and Shoes for the year 2017"
ITB 22.1	Time, date, and place for bid opening	Bids duly stamped on each document must be submitted in the office of the <i>Secretary</i> (Room No. 33), 1 <sup>st</sup> Floor, Block-B, Board of Secondary Education, Nazimabad Karachi, in a sealed cover up to 01:00 P.M and will be opened on the same day at 02:00 P.M in the presence of bidders' representatives who choose to attend at 02:00 P.M on Tuesday 24-10-2017.
ITB 25.4 (b)	Delivery schedule	The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.



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### **BID EVALUATION CRITERIA**

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security or specimen/samples shall be rejected.

Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The bidders will have to provide specimen/sample of items without any indication of name or seal of supplying firms.

The specimen/sample must be provided at the time of bid opening, in presence of Procurement Committee failing which the bid will not be evaluated and shall be rejected.

The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract.

### SECTION III. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

#### 1. DEFINITIONS (GCC CLAUSE 1)

1)	GCC 1.1 (g)	The Procuring agency is:	Board of Secondary Education Karachi.
2)	GCC 1.1 (h)	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	GCC 1.1 (j)	The Project Site is:	Same as GCC 1.1(g) mentioned above.

### 2. COUNTRY OF ORIGIN (GCC CLAUSE 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".



### NAZIMABAD KARACHI-75990

#### 3. PERFORMANCE SECURITY (GCC CLAUSE 7)

1)	GCC 7.1	The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price which should be submitted in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi.
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#### 4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

#### 5. GOVERNING LANGUAGE (GCC CLAUSE 29)

1) GCC 29.1	The Governing Language shall be:	English.
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### 6. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Assistant Secretary (P&P) Room No. 40, 1st Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.

#### 7. PENALTY

- Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
- i. rejection of the unsatisfactory Supplied material
- ii. Blacklisting of the firm
- iii. deduction of amount from 2% to 10% per week of the total value of the bill
- iv. forfeiting of whole Bid Security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- In case of transgression, deviation, mistake or low quality found in the supplied Item(s)
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material or complete the job in time or in the required criteria.



NAZIMABAD KARACHI-75990

### 8. SUBJECT TO RELEVANT SPPRA RULES, THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:

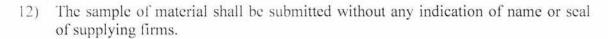
- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- (b) accept or reject all or any bid.
- (c) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.

#### 9. SPECIAL CLAUSE (TERMS & CONDITIONS)

- 1) Under following conditions bid will be rejected:
  - i. Conditional and telegraphic bids/tenders
  - ii. Bids not accompanied by Bid Security of required amount and form
  - iii. Bids received after specified date and time
  - iv. Bids of Blacklisted firms
- Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- Shortcomings in submission of documents related to Eligibility Criteria or nonsubmission of Bid Security or specimen/samples shall be rejected.
- 4) Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
- 5) An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
- 6) The bidders will have to provide specimen/sample of items without any indication of name or seal of supplying firms.
- 7) The specimen/sample must be provided at the time of bid opening, in presence of Procurement Committee failing which the bid will not be evaluated and shall be rejected.
- 8) The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract.
- 9) The Bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the Bidder.
- 10) The Contract Award may be assigned at any time during the period of bid validity
- 11) The rates should be written both in Figures as well as in Words as indicated against the specifications.



### NAZIMABAD KARACHI-75990



- Uniforms of different sizes subject to physical measurements shall consist of one Shalwar and Qameez (Two Pockets) with Flaps and Shoulder with letter in Red Silken Thread embroidery "BSE KARACHI" on left pocket of the Qameez.
- 14) The Shoes be supplied according to the size of every individual, which shall be obtained in advance by your representative from this office, after issuance of the Award of Contract.
- 15) In case of wear and tear within six months of the supply, replacement of such Shoes with new one, servicing or repairs etc., according to the nature of defect/complaint shall have to be arranged by the supplier free of cost.
- 16) The successful bidder will have to deposit Performance Security @ 10% of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of supplies.
- 17) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency.
- 18) Placement of Contract Award will be subject to payment of Performance Security.
- 19) The material shall be delivered to Storekeeper, through the concerned Officers as the case may be, against delivery challan in triplicate along with samples of material in duplicate. Two copies of the bills and challan shall be retained by the Storekeeper while the third copy shall be returned to the supplier for his own record.
- 20) The items should be supplied strictly in accordance with the approved sample.
- 21) The delivery will have to be made at the site within stipulated time.
- SPPRA Rules-2010 (Amended 2017) shall strictly be followed.

### 10. EQUIVALENCY OF STANDARDS AND CODES

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words "or at least equivalent."

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.



NAZIMABAD KARACHI-75990

### SECTION-IV. SCHEDULE OF REQUIREMENTS

### SCHEDULE OF REQUIREMENTS:

The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.

# SECTION-V. TECHNICAL SPECIFICATIONS

<u>S.</u> <u>No.</u>	SPECIFICATION	Quantity	Rates Including All Taxes i.e Complete in all respects		
			Rupees in Figures	Rupees in Words	
1)	SUMMER UNIFORMS Three sets consisting of long shirt (with two patch pockets and flaps on the shoulders embroidered with the letter in Red Silken Thread BSE, KARACHI on left pocket) and shalwar. For all Class-IV Employees (Excluding Sweepers) Light Blue Colour (Gul Ahmed) 65/35 wash-n-wear cloth of good quality.	261 Suits	Rsper Suit. (Sample should be attached with Tender)		
2)	SUMMER UNIFORMS Three sets consisting of long shirt (with two patch pockets and flaps on the shoulders embroidered with the letter in Red Silken Thread BSE, KARACHI on left pocket) and shalwar. For all Class-IV Employees (Only for Sweepers) Navy Blue Colour (Gul Ahmed) 65/35 wash-n-wear cloth of good quality.	18 Suits	Rsper Suit. (Sample should be attached with Tender)		

NAZIMABAD KARACHI-75990

<u>S.</u> <u>No.</u>	SPECIFICATION	Quantity	Rates Including All Taxes i.e Complete in all respects	
			Rupees in Figures	Rupees in Words
3)	WAIST COAT Waist Coat with Sherwani Collar Fine surge of Lawarancepur (Black Colour)	93 Waist Coats	Rs	
4)	SHOES Black Leather Shoes of Leather Sole with Lace.  OR	93 Pairs	Rs	
	Black Leather Shoes of Rubber Sole with Lace.	- do -	Rs	

	Rupees In Words	Rupees In Figures	
Total cost of the Bid: (as offered by the Bidder)	•		
2% (two percent) amount of the Bid Price Bid Security (Refundable)			
10% (ten percent) amount of the Contract Price Performance Security (Refundable)			

SUMMARY OF	TURN-OVER OF LAST	THREE YEARS
YEAR-2014	YEAR-2015	YEAR-2016
ΓΟΤΑL:		



NAZIMABAD KARACHI-75990

### CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Secondary Education, Karachi.

SIGNATURE WITH DATE:	
NAME OF FIRM:	
ADDRESS OF FIRM:	
FULL NAME OF CONCERNED PERSON:	
CNIC NUMBER:	
POSITION HELD IN:	
PHONE NUMBER(S):	
MOBILE NUMBER(S):	
FAX NUMBER(S):	
NATIONAL TAX NUMBER:	
GENERAL SALES TAX NUMBER:	
STAMP OF THE FIRM:	
PAY ORDER NUMBER:	
BANK & BRANCH NAME:	
DATED:	
FOR RUPEES:	
DRAWN: as Bid Security is enclosed herewith.	