



**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT DEPARTMENT**

**NOTICE INVITING TENDER**

**PURCHASE OF "FURNITURE & FIXTURE"**

NIT # S.O(A-1)PSD)2571/17.  
(3)

Dated \_\_\_\_\_

1. The Planning & Development Department, Government of Sindh has received an allocation from Public Fund in Pak rupees towards the cost of "***Strengthening of Planning & Development Department***". It is intended that part of the proceeds of this allocation will be applied to eligible payments under the contract for the "**Purchase of Furniture & Fixture**".

2. The Planning & Development Department, Government of Sindh invites the sealed bids from reputable and financially sound Companies / Firms and Authorized Distributors / Dealers having experience of the supply of following Goods: -

S #	Items	Description/ Specification	Bid Security	Tender Fee	Delivery
1.	Furniture & Fixture	Complete details is given in the tender bidding document	1% of the total quoted bid amount	Rs.1000/-	Detail is given in the tender bidding document

3. **Supporting Documents:**

- Legal entity proof document of bidder.
- Proof that the bidder is the original owner/power of attorney holder.
- Authorized Dealership Certificate.
- Documentary proof that the bidder is an active Tax payer alongwith NTN / STN Registration Certificate of FBR & Sindh Revenue Board.
- Rs.100/- stamp paper affidavit declaring that the bidder is not black listed in any Government, Semi-Government or Private institute alongwith Technical Bid.

4. **Terms & Conditions:**

- The rates should be quoted in Pak Rupees inclusive all taxes and levies.
- No Tender will be accepted by Fax or E-mail.
- Bid should be properly signed, named & stamped by the authorized person.
- Financial Bid should accompany two percent (1%) bid security of total quoted bid amount in the shape of Pay Order from a SBP scheduled bank drawn in favor of SO(Admn-I), Planning & Development Department, Government of Sindh. The bids received without Bid Security Money will stand rejected by bid security of required amount and form.
- Bids received after the specified date and time shall not be entertained.
- The validity of offer, terms of payments, warranty period and schedule of delivery should be clearly mentioned otherwise bid will be rejected.



**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT DEPARTMENT**

**5. Bid Validity:**

Bid validity period should be 90 days.

**6. Procedures of Open Competitive Bidding:**

The procedure for open competitive bidding shall be Single Stage-One Envelope Procedure Rule No.46(1), SPPRA Rules, 2010 (Amended 2013).

**7. Bidding / Tender Documents Availability Schedule:**

- (i) **Issuance:** Documents will be issued from date of publication / hoisting on SPPRA website till December 11, 2017 by 2:00 PM during office hours on the payment of Rs.1,000/- as tender fee.
- (ii) **Last Submission Date:** Last date will December 11, 2017 at 03:00 PM.
- (iii) **Bids Opening Date:** December 11, 2017 at 03:30 PM.
- (iv) Place of bid issuance, submission, inquiries opening is:

Address:

**Section Officer (Admn-I),** Planning & Development Department,  
Room # 314-A, 2nd Floor, Sindh Secretariat No. 2 (Tughlaq House), Karachi.  
Tel: 021-99211926. Fax: 021-99211423. Email: [secypndsindh@gmail.com](mailto:secypndsindh@gmail.com)

**8.** The complete details of bidders eligibility, evaluation criteria & delivery period are given in tender bidding document.

**9.** Interested bidders can obtain the bidding document either from the above mentioned P&D Head Office address or download the same from the SPPRA website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)) or P&D's website ([sindhpn.gov.pk](http://sindhpn.gov.pk)) and submit it along with the Pay Order amounting to Rs. 1,000/- (Non-refundable) from SBP scheduled Bank in favour of **Section Officer (Admn-I), P&D Department, Government of Sindh, Karachi.**

**10.** The Planning & Development Department Government of Sindh reserves the right to cancel the bidding process at any time before the award of contract as per Rule 25, Sindh Public Procurement Rules, 2010 (Amended 2013) without thereby incurring any liability to the bidder.

**SECTION OFFICER (ADMN-I)**



GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

**NOTIFICATION**

**NO: SO(ADMN-I)(P&D)12(97)/2012:** In supersession of this department's Notification of even number, 10<sup>th</sup> January, 2017 Procurement Committee for procurement of items mentioned in ADP Scheme No. 1955 (2017-18) viz "Strengthening of Planning & Development Department" is hereby again re-constituted with following composition:-

1.	Secretary (Planning) P&D	Chairperson
2.	Additional Secretary (Admn)	Member
3.	Procurement Specialist, M&E Cell, P&D	Member/Secretary
3.	Representative of Industries & Commerce Department (Not below the rank of BS-18)	Member
4.	Representative of Information, Science & Technology Department (Not below the rank of BS-18)	Member

**Terms of Reference for the Procurement Committee**

- Prepare Bidding Documents.
- Carryout Technical as well as financial evaluation of the bids.
- Prepare Evaluation Reports as provided in SPPRA Rule-45.
- Make recommendations for the award of contract to the competent authority.
- Perform any other function ancillary and incidental to the above.
- Committee may co-opt. any expert as member on need basis.

**-MUHAMMAD WASEEM-  
CHAIRMAN P&D BOARD SINDH**

**NO: SO(ADMN-I)(P&D)12(97)/12**

**Karachi, dated the 19<sup>th</sup> October, 2017**

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

1. The Chairman / Members of the Committee.
2. The Secretary, Information, Science & Technology Department, Government of Sindh, Karachi.
3. The Secretary, Industries & Commerce Department, Government of Sindh, Karachi.
4. The Deputy Secretary (Staff) to Chief Secretary Sindh.
5. P.S to Chief Secretary Sindh.
6. P.S. to Chairman, P&D Board, Sindh.
7. P.S. to Secretary (Planning), P&D Department, Sindh.
8. P.S to Secretary (I&C), SGA&CD, Govt. of Sindh.
9. Master File.

  
(IMRAN SIBTAIN)  
Section Officer (Admn-I)  
Ph: 021-99211926

19/X/2017



GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

**NOTIFICATION**

No. SO(G)(P&D)CRC/2015-16: In pursuance of Rule-31 of SPP Rules-2010, Government of Sindh is pleased to constitute a Complaint Redressal Committee (CRC) for any procurement of Goods & Works at Planning & Development Department, Government of Sindh, Karachi with the following composition:-

- |    |  |          |
|----|--|----------|
| 01 | Additional Chief Secretary (Dev.)<br>Planning & Development Department.                          | Chairman |
| 02 | Representative of A.G Sindh<br>(not below the rank of BS-18)                                     | Member   |
| 03 | An Independent Professional from relevant field<br>(to be nominated by Head of Procuring Agency) | Member   |

**The TOR of the Committee is as under:-**

- TORs of the committee are as provided under Rule 31 of SPP Rules 2010 and to perform any other function ancillary and incidental to the above.

SECRETARY (PLANNING)

No. SO(G) (P&D) CRC/2015-16

Karachi, dated 05<sup>th</sup> January, 2015

*Copy forwarded for information and necessary action to:-*

- Account General Sindh, Karachi.
- All Members of Committee.
- Deputy Secretary (Staff) to Chief Secretary, Sindh, Karachi.
- PS to ACS (Dev), P&D Department, Government of Sindh, Karachi.
- P.S to Secretary (Planning), P&D Department, Government of Sindh, Karachi.

(MUHAMMAD HANIF)  
SECTION OFFICER (GENERAL)

**REVISED ANNUAL PROCUREMENT PLAN FOR 2017-18**  
**ADP # 1955 OF 2017-18 "STRENGTHENING OF P&D DEPARTMENT"**

Name of Procuring Agency:

Planning & Development Department, GoS

S #	Name of Procurement (Description)	Estd. Cost	Procurement Method	Tentative Date of Procurement Notice Publication	Tentative Date of Award of Contract	Tentative Date of Completion	Remarks (if any)
1	2	3	4	5	6	7	8
1	Purchase of Plant & Machinery - Generator 350 KVA - Photostat Machines - LED TV 42" - Air Conditioners (2.0 Tons) - Air Conditioners (1.5 Tons) - Air Conditioners (1.0 Tons) - Air Conditioners (Floor Standing) (2.5 Tons) - Water Dispensers - Stabilizers 7000 Watts - Stabilizers 5000 Watts - Ceiling Fans - Bracket Fans (Black) - Electric Jugs / Kettle - Laser Fax Machine	20,844,184.00	Open Competitive Bidding	July, 2017	Decemeber, 2017	March, 2017	
2	Purchase of Hardware - Laptop - Core i7 - Destop Computer - Core i7 - LaserJet Printer	7,000,000.00	Open Competitive Bidding	September, 2017	December, 2017	March, 2018	
3	Furniture & Fixture	3,500,000.00	Open Competitive Bidding	September, 2017	December, 2017	March, 2018	
4	Printing & Publication	1,200,000.00	Open Competitive Bidding	September, 2017	December, 2017	March, 2018	
5	Stationery	2,000,000.00	Open Competitive Bidding	September, 2017	December, 2017	March, 2018	
6	Others	1,500,000.00	Open Competitive Bidding	September, 2017	December, 2017	March, 2018	
7	Conference System	2,000,000.00	Open Competitive Bidding	September, 2017	December, 2017	March, 2018	
8	Entertainment	668,552.50	On cash basis under quotation limit	As & When required	--	--	
9	Contingent Paid Staff	1,800,000.00	On cash basis under quotation limit	As & When required	--	--	
10	Renovation of offices of P&D	12,000,000.00	Open Competitive Bidding	September, 2017	December, 2017	June, 2018	

  
**Section Officer (Admn-I)**

Planning & Development Department

Government of Sindh, Karachi




Karachi, 24 November, 2017

**MINUTES OF MEETING OF PROCUREMENT COMMITTEE OF  
DEVELOPMENT SCHEME "STRENGTHENING OF PLANNING &  
DEVELOPMENT DEPARTMENT" SERIAL NO.1955) 2017-18**

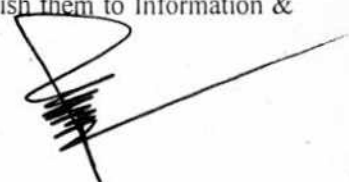
Meetings of the Procurement Committee constituted vide P&D's Notification No.SO(ADMN-I)/(P&D)12(97)/2012, dated 19.10.2017 under Development Scheme "Strengthening of Planning & Development Department Serial No.1955) 2017-18" were held twice on 19.10.2017 and 06.11.2017 at 3.00 p.m. in the office of Secretary (Planning), P&D who also presided over the meeting in her capacity of Chairperson of the Procurement Committee.

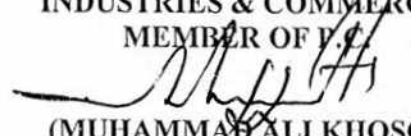
2. List of Participants of the Meeting is attached.
3. Opening the discussion, the chair apprised the participants that in the earlier meeting, it was decided that Representative of I.T. would study the specifications of Laptop, Desktop and Printers and would come up with his recommendations/suggestions so that computer accessories of appropriate configurations may be procured. The Representative of I.T. apprised that he has improved the specifications of Laserjet Printers. However, configurations of rest of the items are latest and are being used widely.

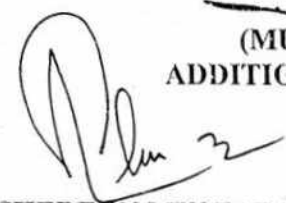
(i) Purchase of Hardware Laptop/Desktop/Printers	(Annexure-I)
(ii) Purchase of Plant & Machinery (Photostat Machines/LED/Multimedia/A.C./Water Dispensers	(Annexure-II)
(iii) Other Articles Telephone Sets/Stabilizers/Fans/Conference System	(Annexure-III)
(iv) Purchase of Conference System (TOA or equivalent)	(Annexure-IV)
(v) Purchase of Furniture & Fixture (Table & Chairs of Conference Room) P&D	(Annexure-V)
(vi) Renovation of offices of P&D	(Annexure-VI)
4. Accordingly, Draft Bidding/Tender documents of following items were placed before the members of the Procurement Committee. After threadbare discussion and in-put of the members of the committee the documents were finalized and it was decided to furnish them to Information & Archives Department/SPPRA for appropriate advertisement.
5. Meeting ended with a vote of thanks to and from the chair.

  
(SAEED NIZAMANI)  
PROCUREMENT SPECIALIST/  
MEMBER OF P.C.

  
(SHAFIQUE AHMED MEMON)  
REPRESENTATIVE OF I, S&T  
MEMBER OF P.C.

  
(M.A. RAHI)  
DEPUTY SECRETARY  
INDUSTRIES & COMMERCE  
MEMBER OF P.C.

  
(MUHAMMAD ALI KHOSO)  
ADDITIONAL SECRETARY (ADMN)  
MEMBER OF P.C.

  
(DR. SHEREEN MUSTAFA)  
SECRETARY (PLANNING)





**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT DEPARTMENT**

Tender # \_\_\_\_\_

Dated \_\_\_\_\_

**TENDER DOCUMENT**

For

**PURCHASE OF  
“FURNITURE & FIXTURE”**

Under ADP Scheme # 1955 of 2017-18 titled  
“Strengthening of Planning & Development Department”

Last Date of Bid Submission	:	December 11, 2017 at 03:00 PM
Date of Bid Opening	:	December 11, 2017 at 03:30 PM

**PLANNING & DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH**

Room # 314A, 2<sup>nd</sup> Floor, Sindh Secretariat # 2 (Tughlaq House), Karachi  
Tel # 021-99211926 Fax # 021-99211423. Email: [secypndsindh@gmail.com](mailto:secypndsindh@gmail.com)



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**DISCLAIMER**

This tender document ('Tender') does not constitute a binding agreement or an offer or invitation by the Planning & Development Department, Government of Sindh to any party other than the qualified bidders to submit the Bids. The principle purpose of this Tender is to provide the bidders with information that shall form the basis of their proposals or bids. This Tender contains the minimum requirements and information desired by the Planning & Development Department, Government of Sindh. The contents hereof may be supplemented by the Planning & Development Department, Government of Sindh as it deems appropriate. Each bidder may conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information given in the Tender to its satisfaction. The Planning & Development Department, Government of Sindh makes no representation or warranty and shall incur no liability under any law, rules or regulations as to the accuracy, reliability or completeness of the Tender. The Planning & Development Department, Government of Sindh may, at its sole discretion but without being under any obligation to do so, update, improve or supplement the information in this Tender.



**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT DEPARTMENT**

**NOTICE INVITING TENDER**

**PURCHASE OF "FURNITURE & FIXTURE"**

NIT # \_\_\_\_\_

Dated \_\_\_\_\_

1. The Planning & Development Department, Government of Sindh has received an allocation from Public Fund in Pak rupees towards the cost of "*Strengthening of Planning & Development Department*". It is intended that part of the proceeds of this allocation will be applied to eligible payments under the contract for the "**Purchase of Furniture & Fixture**".

2. The Planning & Development Department, Government of Sindh invites the sealed bids from reputable and financially sound Companies / Firms and Authorized Distributors / Dealers having experience of the supply of following Goods: -

S #	Items	Description/ Specification	Bid Security	Tender Fee	Delivery
1.	Furniture & Fixture	Complete details is given in the tender bidding document	1% of the total quoted bid amount	Rs.1000/-	Detail is given in the tender bidding document

3. **Supporting Documents:**

- (i) Legal entity proof document of bidder.
- (ii) Proof that the bidder is the original owner/power of attorney holder.
- (iii) Authorized Dealership Certificate.
- (iv) Documentary proof that the bidder is an active Tax payer alongwith NTN / STN Registration Certificate of FBR & Sindh Revenue Board.
- (v) Rs.100/- stamp paper affidavit declaring that the bidder is not black listed in any Government, Semi-Government or Private institute alongwith Technical Bid.

4. **Terms & Conditions:**

- (i) The rates should be quoted in Pak Rupees inclusive all taxes and levies.
- (ii) No Tender will be accepted by Fax or E-mail.
- (iii) Bid should be properly signed, named & stamped by the authorized person.
- (iv) Financial Bid should accompany two percent (1%) bid security of total quoted bid amount in the shape of Pay Order from a SBP scheduled bank drawn in favor of SO(Admn-I), Planning & Development Department, Government of Sindh. The bids received without Bid Security Money will stand rejected by bid security of required amount and form.
- (v) Bids received after the specified date and time shall not be entertained.
- (vi) The validity of offer, terms of payments, warranty period and schedule of delivery should be clearly mentioned otherwise bid will be rejected.



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**5. Bid Validity:**

Bid validity period should be 90 days.

**6. Procedures of Open Competitive Bidding:**

The procedure for open competitive bidding shall be Single Stage-One Envelope Procedure Rule No.46(1), SPPRA Rules, 2010 (Amended 2013).

**7. Bidding / Tender Documents Availability Schedule:**

- (i) **Issuance:** Documents will be issued from date of publication / hoisting on SPPRA website till December 11, 2017 by 2:00 PM during office hours on the payment of Rs.1,000/- as tender fee.
- (ii) **Last Submission Date:** Last date will December 11, 2017 at 03:00 PM.
- (iii) **Bids Opening Date:** December 11, 2017 at 03:30 PM.
- (iv) Place of bid issuance, submission, inquiries opening is:

Address:

**Section Officer (Admn-I),** Planning & Development Department,  
Room # 314-A, 2nd Floor, Sindh Secretariat No. 2 (Tughlaq House), Karachi.  
Tel: 021-99211926. Fax: 021-99211423. Email: [secypndsindh@gmail.com](mailto:secypndsindh@gmail.com)

8. The complete details of bidders eligibility, evaluation criteria & delivery period are given in tender bidding document.

9. Interested bidders can obtain the bidding document either from the above mentioned P&D Head Office address or download the same from the SPPRA website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)) or P&D's website ([sindhpn.gov.pk](http://sindhpn.gov.pk)) and submit it along with the Pay Order amounting to Rs. 1,000/- (Non-refundable) from SBP scheduled Bank in favour of **Section Officer (Admn-I), P&D Department, Government of Sindh, Karachi.**

10. The Planning & Development Department Government of Sindh reserves the right to cancel the bidding process at any time before the award of contract as per Rule 25, Sindh Public Procurement Rules, 2010 (Amended 2013) without thereby incurring any liability to the bidder.

**SECTION OFFICER (ADMN-I)**



**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT DEPARTMENT**

## **Part-A: Instructions for Bidders**

### **1. Introduction**

- (i) Name of Procuring Agency: *Planning & Development Department, Government of Sindh.*
- (ii) Name of Project: *Strengthening of P&D Department*
- (iii) Name of Contract: *Procurement of Furniture & Fixture.*
- (iv) Address of Procuring Agency: *Section Officer (Admn-I), Planning & Development Department, Government of Sindh, Room # 314-A, 2nd Floor, Sindh Secretariat No. 2, (Tughlaq House), Karachi.  
Tel: 021-99211926. Fax: 021-99211423  
Email: [secypndsindh@gmail.com](mailto:secypndsindh@gmail.com)*
- (v) The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Planning & Development Department, Government of Sindh, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

### **2. Bid Price & Currency**

- (i) Bids are invited in Pak Currency.
- (ii) Price shall be written in figures as well as in words.
- (iii) The price shall be fixed and final and shall include all applicable Government taxes, duties and other levies as of the date of Bid opening. In case of any change in rates due to imposition of new taxes by the Federal or Provincial Government, change in existing tax rates on the Contract services, the rate differential shall be payable by the Bidder.
- (iv) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

### **3. Validity Period for Bid**

Bids shall remain valid for the period of **90 days** after the date of opening of bids. Any bid valid for a shorter period may be rejected by the Purchaser as non-responsive.



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**4. Bid Security Money**

- (i) Bid Security Money at the rate of 1% of the quoted value, should accompany the tender in the shape of Pay Order from a SBP scheduled bank drawn in favor of **"Section Officer (Admn-I), Planning & Development Department, Government of Sindh"**. The Tenders received without Bid Security Money or not in required format shall be rejected.
- (ii) Bid Security Money shall remain valid for a period of 28 days beyond the validity period for bids.

**5. Last Date & Place for Submission of Bid**

The bids should be submitted to the **"Section Officer (Admn-I), Planning & Development Department, Government of Sindh, Room No. 314-A, 2nd Floor, Sindh Secretariat No. 2, (Tughlaq House), Karachi** latest by **December 11, 2017 at 03:00 PM**. The tender bids received after that time & date will not be entertained.

**6. Date & Place of Bid Opening**

Bids shall be opened on **December 11, 2017 at 03:00 PM** in the presence of bidders / representatives of bidders (having proper authorization letter) in the office of **"Section Officer (Admn-I), Planning & Development Department, Government of Sindh, Room No. 314-A, 2nd Floor, Sindh Secretariat No. 2, (Tughlaq House), Karachi**.

**7. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and Planning & Development Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**8. Clarification of Bidding Documents**

Interested Bidder requiring any clarification of the bidding documents may notify Planning & Development Department in writing no later than five working days prior to the deadline mentioned in the bidding documents.

**9. Amendment of Bidding Documents**

- (i) At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by interested Bidder, may modify the bidding documents by amendment.
- (ii) All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- (iii) In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.



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**10. Bid Submission & Opening Guidelines**

- (i) The Tender shall be typed or written indelible black ink and shall be numbered, signed and stamped by the person or persons duly authorized to sign on behalf of the Bidder. Bid shall be submitted in a sealed, opaque envelope.
- (ii) **A Single Stage-One Envelope Procedure Rule No.46(1) SPPRA Rules, 2010 (Amended 2013)** shall be adopted in ranking of bids and following shall be observed:
  - (a) Notice Inviting Tenders and bidding documents of this method shall contain the following eligibility criteria:
    - i. turn-over of at least last three years;
    - ii. Registration with Income Tax, Sales Tax and Pakistan Engineering Council (whether applicable);
    - iii. Any other factor deemed to be relevant by the procuring agency subject to provision of Rule44.
  - (b) Each bid shall comprise one single envelope containing the financial proposal and required information mentioned at clause (a) above.
  - (c) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.
- (iii) Bid envelope should inscribed with:

Tender/NIT # & Date: \_\_\_\_\_

Last date & time: **December 11, 2017 @ 03:00 PM**

Address: **Section Officer (Admn-I),  
Planning & Development Department,  
Government of Sindh, Room # 314-A,  
2nd Floor, Sindh Secretariat No. 2,  
(Tughlaq House), Karachi.  
Tel: 021-99211926. Fax: 021-99211423  
Email: secypndsindh@gmail.com**
- (iv) Envelope shall be marked by name of the assignment, and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.
- (v) During the evaluation of bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- (vi) The Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether





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required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

- (vii) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- (viii) The Procurement Committee may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

**11. Bid Evaluation / Eligibility Criteria**

**(i) Pre-screening of bids for Substantial Responsiveness:**

The eligible bids, which closely conform to the Technical Specification / BOQ given in bidding documents and are substantially responsive to the other terms & conditions of bidding documents, will be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

**(ii) Bidder's Eligibility Criteria**

- (a) The Procurement Committee shall perform pre-screening on the Yes/No basis to determine the substantial responsiveness of each bid to the bidding documents and under following conditions bid will be rejected and declared as Non-Responsive: -
  - i. If a bid is not properly signed, named & stamped by the authorized person or written with lead pencil.
  - ii. If bid is received after the specified due date and time.
  - iii. If Rs.100/- stamp paper affidavit declaring that the bidder has never been black listed in any Government, Semi-Government or Private institute is not attached.
  - iv. If a bidder is not an Active Tax Payer.
  - v. If the NTN/SST/SRB registration certificate is not attached.
  - vi. If the validity of bid offer is either not clearly mentioned or is less than the required period.
  - vii. If the bid offer is conditional.
- (b) During Bid Evaluation, the Procurement Committee shall reject the bid and declare it as Non-responsive if: -
  - i. If Bid is not accompanied by Bid Security of required amount and Form.





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- ii. Terms of Payment are either not clearly mentioned or payment schedule deviate.
- (c) If the Bid is Non-responsive, it will be rejected by the Procurement Committee and cannot subsequently be made responsive by the Bidder by correction of the non-conformity.
- (d) Only Bids that qualified in pre-screening evaluation shall be considered for further Technical Evaluation.
- (iii) **Financial Bid Evaluation:**

During, Bid Evaluation, the bids, which closely conform to the Technical Specifications given in bidding document and are substantially responsive to the bidding documents, shall be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

**12. Acceptance of Offers**

The Planning & Development Department, GoS reserves the right to cancel the bidding process at any time prior to the award of contract as per Rule 25 of SPP Rules, 2010 (Amended 2013), without thereby incurring any liability to the affected Bidder or bidders.

**13. Inspection & Acceptance**

- (i) The supplied goods shall be acceptable only after inspection report carried out by the Inspection Team nominated by the Secretary (Planning), Planning & Development Department.
- (ii) The Planning & Development Department, Government of Sindh reserves the right to reject Goods if it does not conform to the provided BOQ/Specifications given in bidding documents.

**14. Corrupt or Fraudulent Practices**

- (i) *corrupt practice*” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) *“fraudulent practice”* means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Planning & Development Department, Government of Sindh, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Planning & Development Department, Government of Sindh of the benefits of free and open competition;
- (iii) *“collusive practices”* means a scheme or arrangement between two or more bidders, with or without the knowledge of the Planning & Development



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Department, Government of Sindh, designed to influence the action of any party in a procurement process or the execution of a contract.

- (iv) ***“Coercive practices”*** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

**Note:** *Planning & Development Department, Government of Sindh, will reject a bid for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusive or coercive practices in competing for the contract in question and will declare that firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract.*

**SECTION OFFICER (ADMN-I)**



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**Part-B: Schedule of Requirement**

S #	Items Description	Quantity	Delivery Schedule
1.	Furniture & Fixture	Detail is in Part "C" Specification of bidding documents	02 Month

- (i) Place for delivery of Goods is as under:-

S #	Items Description	Delivery Address	Tel #
1.	Furniture & Fixture	Section Officer (Admn-I), Planning & Development Department, Room # 314-A, 2 <sup>nd</sup> Floor, Sindh Secretariat # 2, Tughlaq House, Karachi.	021- 99211926

- (ii) Successful bidder will have to Demonstrate / Install / Test / Commission / Train the Equipment / Machinery at the site on his own expenses including technical material etc.
- (iii) Delivery, Installation, Testing & Commissioning and training should be made within one month from the date of issuance of contract.
- (iv) The firm will supply printed material as per in standard packing. Moreover, the Supplier / Seller shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination.
- (v) Quantity of goods items may be reduced or increased as per provisions of Rule 16(e) of SPP Rules, 2010 (Amended 2013).

**SECTION OFFICER (ADMN-I)**



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**Part-C: Technical Specification**

**PURCHASE OF "FURNITURE & FIXTURE"**

S #	NAME OF ITEM	QTY. REQUIRED	SPECIFICATION
1.	Wooden Table for Committee Room with Top Glass	01	<ul style="list-style-type: none"><li>• ASH Wood with lathered</li><li>• Wooden Vanier</li><li>• In lay Designing</li></ul> <b>Dimension:</b> L-40'/W-4.75'/H-2.6' Both sides Sphere-Shaped (Round)
2.	Revolving Chairs for Committee Room	50	<ul style="list-style-type: none"><li>• Knee tilting mechanism</li><li>• Height adjustable</li><li>• 360 Rotation<ul style="list-style-type: none"><li>▪ W-635</li><li>▪ D-610</li><li>▪ H-1143</li></ul></li></ul>

**SECTION OFFICER (ADMN-I)**



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**Part-D: Bid Form**

Tender / NIT # \_\_\_\_\_

Dated \_\_\_\_\_

To,

Section Officer (Admn-I),  
Planning & Development Department,  
Room No.314-A, 2nd Floor,  
Sindh Secretariat # 2 (Tughlaq House)  
Karachi.  
Tel 021-99211926

Gentleman:

Having examined the bidding documents [including Addenda Nos. (insert numbers), the receipt of which is hereby duly acknowledged] we, the undersigned, offer to supply and deliver (Furniture & Fixture) in complete conformity with the said bidding documents for the sum of Rs. \_\_\_\_ (total bid amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid. We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

*If our Bid is accepted, we will furnish a Pay Order (refundable) from SBP scheduled bank in favor of Section Officer (Admn-I), Planning & Development Department, Government of Sindh in a sum equivalent to 10% of the Contract Price for the due performance of the Contract.*

We agree to abide by this Bid for period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2017.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address: \_\_\_\_\_

GST No. \_\_\_\_\_



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**Part-D(II): Tender Form**

Name of Bidder			
Status of the Bidder	Sole Proprietorship		
	Partnership		
	Limited Company		
Postal Address			
Telephone No(s).			
Fax No.			
Email			
Authorized Person	Owner/Representative		
	Name		
	Designation		
	Signature		
	Contact No.		
GST No. of the Bidder			
SR No. of the Bidder			
PSEB Registration No. & Date (if any)			
Total quoted bid amount (in Pak Rupees)			
2% bid security amount of total bid amount (in Pak Rupees)			
Validity of Quotation (Date)			
Amount of Earnest Money* Pay Order / Demand Draft (Attached)	No.		
	Date		
	Amount in Rs.		
	Bank Branch		

**Signature of Contractor(s)**

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



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**Part-D(III): Price Schedule in Pak Rupees**

Name of Bidder: \_\_\_\_\_

NIT # \_\_\_\_\_

Date of Opening: \_\_\_\_\_

NAME OF ITEMS, QUANTITY & SPECIFICATIONS							
S #	Renovation Service / Description Item	BOQ Specification	Qty. offered	Unit Cost (Incl. Taxes)	Total Amount	Delivery Period	Place of Delivery
1	Furniture & Fixture	BOQ detail as per Part "C" of Bidding Documents				Delivery Period shall be two months. whereas supply shall be made as per supply order.	<b>Section Officer (Admn-I),</b> Planning & Development Department, Room # 314-A, 2 <sup>nd</sup> Floor, Sindh Secretariat # 2, Tughlaq House, Karachi. Tel 021-99211926. Fax 021-99211423 Email: <a href="mailto:secypndsindh@gmail.com">secypndsindh@gmail.com</a>
<b>Please Note:</b> <ul style="list-style-type: none"><li>i. The tenderer shall quote for items in the format of quotation attached;</li><li>ii. All duties, taxes and other levies payable by the tenderer (including all Zila, Octri, Sales tax/ VAT on the finished goods/services, Withholding Tax etc.) shall be included in the item rate.</li><li>iii. The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.</li><li>iv. Rates for partial Renovation service and supply of partial quantity of an item is not acceptable.</li><li>v. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder / Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.</li><li>vi. Corrections if any shall be made by crossing out, initialing, dating and rewriting.</li><li>vii. Quantity of goods items may be reduced or increased as per provisions of Rule 16 (e) of SPP Rules, 2010 (Amended 2013).</li></ul>							

[Signature] [in the capacity of]  
Duly authorized to sign Bid for and on behalf of  
Address: \_\_\_\_\_  
GST No. \_\_\_\_\_