

SINDH AGRICULTURE UNIVERSITY TANDOJAM

No: PSO/ 786 / 4-8

/ of 2018,

Dated: - 02 .01. 2018

To,

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

SUBJECT: - HOISTING OF TENDER NOTICE FOR THE SUPPLY OF FURNITURE & FIXTURE FOR BUSINESS INCUBATION CENTRE, REQUIRED BY THE DIRECTOR, UA & FA SINDH AGRICULTURE UNIVERSITY, TANDOJAM.

The hoisting of tender Notice / documents are sent herewith concern to subjected tender which shall be appeared on SPPRA / SAU website on or before 08.01.2018 and will be opened on 23.01.2018 at 1.00 PM, If 23.01.2018 is declared holiday the bids shall be submitted and opened as per given schedule on the next working day.

The tender documents and details can also be obtained from office of the Purchase & Store section from 08.01 .2018 to 22.01.2018 during office hours.

Following documents are attached as per requirement:

- Notice Inviting Tender (NIT)
- Bid Documents
- Tender opening Committee (Office Order)
- Complaint Redressal Committee (Office Order)
- Annual Procurement Plan



DIRECTOR FINANCE
Sindh Agriculture University
Tandojam

C.C to,

1. The Director, UA & FA, S.A.U, Tandojam
2. The Incharge, Computerization and Networking Section (C & NS) S.A.U.
Tandojam with request for hoisting in the SAU and SPPRA web sites.
3. The Chairman University Purchase Committee, S.A.U, Tandojam.

SEPTA INWARD DIARY

NO: 4201

DATED 04-01-18

SINDH AGRICULTURE UNIVERSITY TANDOJAM

Fax No: 022-2765300 Phone No: 022-2765870-309 email: pso@sau.edu.pk

NOTICE INVITING TENDER

The Sealed tenders for the supply of Furniture & Fixture (Estimated Cost 06 Lacs) for Business Incubation Centre, (BIC) Sindh Agriculture University, Tandojam are invited on **Single Stage single envelop procedure** from all interested Manufacturer / Firms / Dealers/ Suppliers meeting the eligibility criteria (SRB, FBR, GST & Income Tax Registered Firms).

Sr #	Particulars	Tender fee	Earnest money	Date of purchase	Date of submission of bids	Purchase from
01	Furniture and fixture	1000	5%	08.01 .2018 to 22.01.2018	23.01.2018 At 12.00 Noon	Purchase & Store Office

Tender documents will be hoisted / downloaded at SPPRA / SAU Tandojam websites from **08.01 .2018 to 22.01.2018**, bid documents can also be obtained from office of the Purchase & Store Section in above mentioned dates during office hours on receipt of Demand Draft/Pay order of Rs.1000 as a cost of tender fee (non- refundable) or may submit the tender documents along with tender fee.

The last date for submission of tender is **23.01.2018 at 12:00 Noon** which will be opened on same day i.e. **23.01.2018 at 1:00 P.M** in the office of Chairman, University Purchase Committee (UPC), Sindh Agriculture University, Tandojam in presence of bidders, If government declares holiday, the bids shall be submitted and opened as per given schedule on the next working day.

The Competent Authority reserves the right to reject any or all bids subject to relevant provision of SPPRA Rules 2010 (Amended 2017).

All Governmental taxes are applicable on bill.


3/1/18
DIRECTOR FINANCE
Sindh Agriculture University
Tandojam



SINDH AGRICULTURE UNIVERSITY TANDOJAM

LIST OF FURNITURE & FIXTURE FOR BUSINESS INCUBATION CENTER (BIC)

Sr: No:	Specifications	Quantity Required	Per unit cost	Total cast Fright On Receipt SAU, Tandojam Basis
01	Wooden office Table (size 5'x3', with side rack, vinery board, sprit polish, 3 drawers with lock), top glass (size 3x1½x2½, 8mm), as per approved sample Type of wood: <i>Talhi</i> or any equivalent	01 No.		
02	Wooden Table (13'x2½') lamination board Type of wood: <i>Talhi</i> or any equivalent	01 No.		
03	Round reception desk (Area size 4'x4') lamination board with talhi frame (2155 or any equivalent), drawers with lock handle for reception as per approved sample Type of wood: <i>Talhi</i> or any equivalent.	01 No.		
04.	Rostrum size (4'x2'), lamination board with talhi frame (2155 or any equivalent) Type of wood; <i>Talhi</i> or any equivalent	02 No.		
05.	Central Oval Tables (5'x2½ x 2') Type of wood; <i>Talhi</i> or any equivalent as per approved sample	03 No.		
06.	Executive Revolving Chair, with arms cushioned seat & back lather covered with good quality steel Hydraulic imported base, as per approved sample	01 No		
07.	Wooden chair with cushion (1st class quality Master Molty foam, leather cloth), seat back, sprit polish, with arms as per approved sample Type of wood; <i>Talhi</i> or any equivalent	30 No.		
08.	Executive Sofa set (5 seater) cushion (1st class Master Molty foam, leather cloth cover) with side glass table/complete set	01 set		
09	Cubes Cushioned Corner 06 Seater size (size 6'x 1½'x1½') with seat 2" (Molty foam 2" Thick) with back Patti.	03 sets		
10	Wooden File cabinet, (6'x4'x42cm) sprit polish, both sides with glass door, as per approved sample Type of wood; <i>Talhi</i> or any equivalent	08 No.		
11	Wooden bookshelf with glass door (7'X4½'x 42cm)with sprit polish, 2drawers and 4 shelves, as per approved sample, Type of wood; <i>Talhi</i> or any equivalent	05 Nos.		

12	White Boards with stand (size 3.5' x 2')	03 Nos.		
13	Flip Boards (size 6' x 5') with aluminum stand	03 Nos.		
14	Steel Sofa set (03 seater) with Cushion	04 sets		
15	Wooden Computer Tables with lamination Board, Key Board, Mouse tray Type of wood: <i>Talhi</i> or any equivalent as per approved sample	03 Nos.		
16	Wooden office table (4'x2½'), with side rack vainer Board 3 draws, sprit polish, lock and handle. Type of wood: <i>Talhi</i> or any equivalent as per approved sample	03 No.		
17.	Revolving Chair, with arms cushioned Seat & back good quality hydraulic imported base.	09 Nos.		



**TENDER FOR THE SUPPLY OF FURNITURE & FIXTURE FOR BUSINESS
INCUBATION CENTRE, SINDH AGRICULTURE UNIVERSITY, TANDOJAM**

GENERAL TERMS & CONDITIONS

1) Tender Opening Date & Procedure:

The procurement shall be completed in accordance with SPPRA Rules, on Single Stage - Single Envelope Bidding Procedure. Two separate sealed envelopes in one PACK each should mark clearly in Bold "**Technical proposal and Financial Proposal**"

- The tender documents and details will be obtained from **08.01.2018 to 22.01.2018** during Office hours or it can be downloaded from Sindh Agriculture University, Tandojam or SPPRA website.
- The last date for submission of tender documents is fixed on **23.01.2018 at 12.00 Noon** and will be opened on same day i.e. **23.01.2018 at 1:00 P.M** in presence of firms or their Representatives who wish to attend.
- In case of closed / forced holidays, tender opening time / date will be Considered as the next working day.

2) Tender Fee, Bid Security and Performance Security:

- Bids must be accompanied by Tender Fee of Rs: 1,000/- (non refundable) in form of Pay Order/
- Demand Draft (DD) in favor of Director Finance, Sindh Agriculture University, Tandojam.
- All the tender documents must accompany an amount of 5%(earnest money) of total value of the tender (Refundable) in form of pay order/Demand Draft in the name of Director Finance, Sindh Agriculture University, Tandojam.
- Performance security 02% of the total bill shall be retained and refundable after completion of satisfactory job.

3) Validity Offer:

- Offers shall be valid as per SPPRA rule (60 days).
- Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.

4) Terms and Conditions:

The Companies are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects.

- The Company should quote their rates against each item sequence wise in the official format of tender document based on the Invoice/Quotation.
- The Bidder has to provide prices as per BOQ & total with GST.
- The Company must be registered with Income Tax Department (Valid NTN Certificate, copy must be attached).
- The Company must be Registered with Sales Tax Department (Valid SRB&GST Certificate, copy must be attached).
- The Company must have 3 years + experience of similar projects. (Pos must be attached)
- Annual turn-over for last three (03) years (copy must be attached).

- Minimum three (03) years income tax return (copy must be enclosed).
- Conditional / incomplete tenders will not be entertained.
- Telephonic / telexed / faxed / telegraphic quotation will not be entertained.
- All Government Taxes are applicable on bills.
- Any bids received after the prescribed date & time for submission of bids shall be returned un-opened to the Company.
- Sindh Agriculture University, Tandojam reserves the right to reduce or increase the quantity and accept or reject all or any bid and to stop the bidding process and reject all bids under Sindh Public Procurement Rules 2010 (Amended 2017).
- No cutting/corrections will be allowed in the BOQ's.

5) **Failures and Terminations:**

No offer of a firm / supplier will be considered if:-

- i. Bid received without Tender Fee & Bid Security CDR or less than required.
- ii. Bids received not in accordance with specifications of Tender Documents.
- iii. Alternate bids received or alternative arrangement offered.
- iv. Bid received later than the date and time fixed for tender.
- v. Tender is incomplete in any respect or is unsigned.
- vi. Offer is ambiguous and the offer is conditional.
- vii. Offer from a firm which is black listed at any level.
- viii. Any erasing / cutting / overwriting etc.
- ix. The Firm fails to make delivery within specified delivery period strictly in accordance with the terms and conditions as laid down in the supply order.
- x. Situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.

6) **Terms of Payment:**

- No payment shall be made in advance to the Firm as mobilization advance.
- Payments shall be made through cross cheque in the Pak Rupees.
- Taxes will be deducted at source as per government rules at the time of payment.

Sindh Agriculture University Tandojam

No. GEN./PC/ 224 / 296

of 2017

Dated:-23-06-2017

OFFICE ORDER

Pursuant to clause 13 (a) of Section-XII of the Financial Rules of Sindh Agriculture University, Tandojam, the Vice Chancellor is pleased to constitute following "University Purchase Committee/ Procurement Committee (UPC)" for Financial year 2017-18;

1. **Prof. Dr. Noor Muhammad Soomro, (BPS-21)** Chairman
Dean, Faculty of Animal Husbandry & Veterinary Sciences
2. **Prof. Dr. S. Muhammad Ghiyasuddin Rashdi, (BPS-21)** Member
Department of Anatomy & Histology
3. **Director Finance, SAU (BPS-20)**
4. **Dr. Islamuddin Majeedano, (BPS-18)** Member
Research Officer, Agricultural Research Institute (ARI), Tandojam
5. **Mr. Sohail Ahmed Qureshi, (BPS-18)** Member
Deputy Director, DG office, ARI, Tandojam
6. **Head of concerned department/ Section/ Office, SAU** Member
7. **Purchase & Store Officer, SAU (BPS-18) and /or** Member/Secretary
Budget Officer (in case of absence of PSO)

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


Deputy Registrar (AC-I & Gen)

c. c. to:

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

Sindh Agriculture University Tandojam

No. GEN./PC/224 / 374 / of 2017 Dated: Tuesday, August 15, 2017

OFFICE ORDER

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

<u>S #</u>	<u>Complaint Redressal Committee</u>	<u>Status</u>
1.	Prof. Dr. Maqsood Anwar Rustamani, (BPS-22) Dean, Faculty of Crop Protection	Convener
2.	Representative of A.G. Sindh Officer	Member
3.	The Registrar SAU Tandojam (BPS-20)	Member

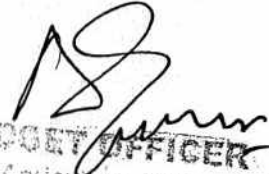

Deputy registrar (Ac-I & Gen)

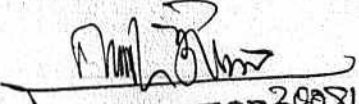
c. c. to:

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

ANNUAL PROCUREMENT PLAN (2017-18)
SINDH AGRICULTURE UNIVERSITY, TANDOJAM

Sr. No.	Fund Head & Sub Head	Name of work and break up	Allocated Funds and Break up for Different locations/sites (MRs.)	Items to be executed	Method of Procurement	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
a	b	c	d	e	f	g	h	i	j
1	IT Equipment	Procurement or Purchase of computers/IT related Materials	2.500	Computer/Laptop & its accessories	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	All items will be procured as & when the demand received from the concerned quarter/department and procurement will be made according to the availability of funds.
2	Furniture & Fixture	Purchase of Furniture & Fixture	2.500	Office/Classroom furniture	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	
3	Plant & Machinery	Purchase of Machinery & Equipment	3.000	Lab Equipment to be procured	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	
4	Computer Software	Purchase of Software	5.000	IT Software for ITC	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	
5	Livestock	Purchase of Livestock	0.500	Procurement of livestock	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	
6	Tools (Agriculture Implements etc)	Purchase of tractors implements	0.150	Tractor & its implementations	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	
7	Transport/ fleet	Purchase of Transport	8.000	Transport articles	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	
8	Printing & Publication	procurement as per need of any articles other than mentioned	2.500	Answer Paper	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	
9	Stationary	Purchase of Stationary	2.500	Office Stationary	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	
10	Security Surveillance System	Purchase of Security articles	5.000	CCTV/Camera and other relevant items for security purpose	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	
11	Chemical & Glassware	Purchase of Chemical & Glassware	1.500	Lab pararticle items	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	
12	Civil Work & other components as per approved Scheme Establishment of Khairpur College of Agriculture and Management Sciences, Khairpur Mir's	Construction of new infrastructures as per scope defined in project including other components.	175.000	Execution of Civil works and procurement of rest of components	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	Construction / Execution of new civil works through pre-qualified contractor & procurement of other articles as per requirement.
13	Procurement of various items as per approved Scheme "Establishment of SAU Sub-Campus" at Umerkot District	Procurement of various articles as per PC-I scope.	8.000	Procurement of various articles	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	As per PC-I establishment of SAU Sub-Campus at Umerkot, procurement will be made.
14	Civil Work & other components as per approved Scheme/project "upgradation of academic facilities" at Sindh Agriculture University, Tandojam	Remaining of new infrastructures as per scope defined in project including other components.	from the PC-I Cost Rs.874.093	Execution of Civil works and procurement of components from PC-I.	as per SPPRA rules 2010/13	during the FY 2017-18	as and when required during the FY 2017-18	as per NIT date	Execution of Civil work through pre-qualified contractor and other procurement as per PC-I requirement will be made through tendering under SPPRA rule.


BUDGET OFFICER
 Sindh Agriculture University
 Tandojam.


DIRECTOR 2009/17
 Planning & Development
 Sindh Agriculture University
 Tandojam.