



# WORKERS WELFARE BOARD SINDH

## GOVERNMENT OF SINDH

Established under Sindh Workers Welfare Fund Act, 2014



No WWBS/ES/Admin/P.St./2(1862)/2017/10

Karachi, Dated 04-1-, 2018.

To,


✓ The Managing Director,  
Sindh Public Procurement Regulatory  
Authority (SPPRA),  
Government of Sindh,  
**Karachi.**

**SUBJECT: HOISTING OF TENDER NOTICE.**

Enclosed please find here with a copy of Tender Notice (along with Soft Copy) regarding procurement of "Office Stationary to all Workers Model/Pry. Schools and Colleges WWB, Sindh," for hoisting on official website of SPPRA. The copy of bidding documents and the copy of constitutions of Procurement Committee are also being enclosed.

You are, requested to kindly hoist the tender notice on the Website of the SPPRA as the earliest.

Encl: As above

  
Assistant Secretary (Admin)  
FOR  
**SECRETARY/C.E.O**  
Workers Welfare Board Sindh, Karachi

SPPRA INWARD DIARY  
No: 4239  
DATED: 04-01-18



# WORKERS WELFARE BOARD SINDH

## GOVERNMENT OF SINDH

Established under Sindh Workers Welfare Fund Act, 2014



### Tender Notice

#### SUPPLY OF OFFICE STATIONERY FOR ALL WORKERS MODEL SCHOOLS AND COLLEGES LOCATED IN SINDH

Sealed bids are invited from reputed/established firms/suppliers/contractors, registered with Income Tax and Sales Tax/ SRB authorities, for supply of above mentioned goods and printing articles.

Bid Security in the form of PO/DD:	3% of bid/quoted articles value
Tender Document Collection (Start Date):	Publication/Hoisting of Notice.
Tender Document Collection (End Date):	23-1-2018
Tender Document Submission Date & Time:	23-1-2018 uptill 1:00 P.m.
Tender/Bid Opening Date & Time:	23-1 -2018 at 1:30 P.m.

#### DOCUMENTS COLLECTION:

Tender documents can be obtained on submission of a written request on company letterhead, supported with copies of GST / SRB & NTN Certificates, during office working hours, on payment of Tender document Cost Rs.500/- (each) (non-refundable/non-transferable) in form of PO/DD in favour of "Workers Welfare Board Sindh" from the below address:

**The Assistant Secretary (Admin),**  
Workers Welfare Board Sindh ,Education Section,  
ST-19, Block-6, Gulshan-e-Iqbal, near NIPA, Karachi.  
Phone No. 021-99244681-2,

#### NOTES:

- Sealed bids with necessary attachments accompanied by the Bid Security should be submitted at Sindh Workers Welfare Board, Karachi, on the tender document submission date and time.
- Bid opening procedure will be **Single Stage – One Envelope** System. The envelope must contain complete material specifications and other documents, as required under bid evaluation criteria or any other information deemed necessary.
- The bids will be opened on the aforementioned date & time in the presence of bidders or their authorized representatives. Prospective bidders are invited to attend the tender opening (single representation). At Office of the Secretary Workers Welfare Board Sindh, 8<sup>th</sup> Floor Marine Faisal Building, Nursery Stop, Main Sharah-e-Faisal Karachi.
- Incomplete or conditional tenders cannot be considered or entertained.
- Sindh Workers Welfare Board reserves the right to accept or reject any bid, subject to relevant provisions of Sindh Public Procurement Regulatory Authority Rules, 2010.

  
ASSISTANT SECRETARY (ADMIN)

For

**SECRETARY/C.E.O**

Workers Welfare Board Sindh, Karachi.

St-19, Block-6, Adjacent to STEVTA, Opposite Aero Club, Gulshan-e-Iqbal, Karachi-75300

Phone: 99244681 & 99244682- Fax: 99244686,

URL- [www.swwb.com.pk](http://www.swwb.com.pk), E-Mail:- [swwbesadm@gmail.com](mailto:swwbesadm@gmail.com)



# WORKERS WELFARE BOARD SINDH

## GOVERNMENT OF SINDH

Established under Sindh Workers Welfare Fund Act, 2014




### ORDER

With the approval of competent authority the **Procurement Committee**, comprising of the following, is hereby re-constituted to deal with the affairs of all procurement affairs of Sindh Workers Welfare Board including Education Section as per terms & conditions mentioned hereunder:-

- |  |                  |
|--|------------------|
| 1. Director (Finance), WWBS.                               | Convener         |
| 2. Deputy Secretary (A & C), WWBS.                         | Member/Secretary |
| 3. Deputy Director (Admin), WWBS                           | Member.          |
| 4. Deputy Director NILAT                                   | Member.          |
| 5. Representative of Industries Department Govt. of Sindh. | Member.          |

### TERMS AND CONDITIONS:-

1. To supervise the preparation of bidding documents.
2. To open the Bids, as per bid opening schedule.
3. To prepare & sign the bid evaluation report (Technical bids) as provided in SPPRA Rules 2010 amended 2013.
4. To prepare and sign the comparative statement of quoted rates of financial bids.
5. To sign the minutes of Procurement Committee meeting, identifying their recommendations regarding acceptance / rejection of bids as well of contacts to the successful bidders..
6. To perform any other function ancillary and incidental to the above.

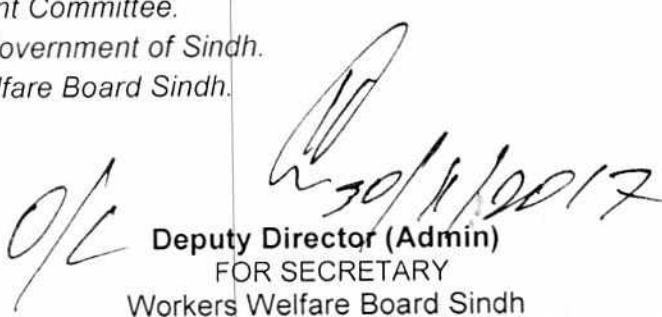
  
Deputy Director (Admin)  
FOR SECRETARY

Workers Welfare Board Sindh  
Karachi dated the 30-11-2017

  
NO.WWBS/ES/Admin/1(1492)/2017/2165

### Copy to:

- 1). To all members of procurement Committee.
- 2). Managing Director SPPRA, Government of Sindh.
- 4). P.S to Secretary Workers Welfare Board Sindh.
- 5). Office Order file.

  
Deputy Director (Admin)  
FOR SECRETARY  
Workers Welfare Board Sindh

St-19, Block-6, Adjacent to STEVTA, Opposite Aero Club, Gulshan-e-Iqbal, Karachi-75300

Phone: 99244681 & 99244682- Fax: 99244686,

URL- [www.swwb.com.pk](http://www.swwb.com.pk), E-Mail:- [swwbesadm@gmail.com](mailto:swwbesadm@gmail.com)



# WORKERS WELFARE BOARD, SINDH

(Established under Sindh Workers Welfare Fund Act, 2014)

GOVERNMENT OF SINDH

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

Karachi, dated: \_\_\_\_\_


## ORDER

With the approval of competent authority the **Complaint Redressal Committee** as defined in SPPRA Rule 31, comprising of the following, is hereby constituted with appropriate powers and authorizations, to address the complaints of bidders that may occur during the procurement proceedings, as per terms & conditions mentioned hereunder:-

- |  |   |
|--|---|
| 1. The Secretary, Workers Welfare Board Sindh  | Chairperson                                     |
| 2. Representative of Accountant General Sindh<br>(Not Below the rank of BPS-18)              | Member.   |
| 3. Any Independent profession<br>from the relevant field concerning the Procurement Process. | Any member<br>Opticed by the<br>chairman of CRC |

### TARMS AND CONDITIONS:-

1. To settle written complaint lodges any bidder being aggrieved by any act or decision of the Procurement Committee during procurement proceedings.
2. The Committee shall announce its decision within seven days.
3. Procurement Committee shall not award the contract till Redressal Committee may decide the complaint as submitted by the bidder.
4. To perform any other function ancillary and incidental to the above.

  
Deputy Director (Admin)  
FOR SECRETARY  
Workers Welfare Board Sindh

NO.SWWBI/ES/Admin/1(1492)/2017/231  
Copy to:

Karachi dated 28-2-2017

- 1). To all members of procurement Committee.
- 2). Managing Director SPPRA, Government of Sindh.
- 3). P.S to Secretary Labour & HRD, Government of Sindh.
- 4). P.S to Secretary Workers Welfare Board Sindh.
- ✓ 5). Office Order file.

  
Deputy Director (Admin)  
FOR SECRETARY  
Workers Welfare Board Sindh

**SINDH WORKERS WELFARE BOARD  
(EDUCATION SECTION)**

ST-19, Block-6, Gulshan-e-Iqbal, Karachi, Telephone No.021-99244682 Fax No. 021-99244686

**ANNUAL PROCUREMENT PLAN FOR 2017-18**

(Under rule 11(1) of the Sindh Public Procurement Rules 2010)

Name of the Procuring Agency: Sindh Workers Welfare Board (Education Section), Karachi.

S. No.	Name of Procurement (Description)	Quantity (Where applicable)	Estimate of Unit Cost (where applicable) (Rs.)	Estimated Total Cost (in Million Rs.)	Fund Allocated (in Million Rs.)	Source or Fund (ADP/Non-ADP)	Proposed Procurement Method	Timing or Procurement 2017-18			
								9 Q-1	10 Q-2	11 Q-3	12 Q-4
1	Procurement of Office Stationery	N/A huge Quantity	N/A many of article involve	Under 5 Million	05 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
2.	Procurement of Printing material	N/A huge Quantity	N/A many of article involve	Under 02 Million	02 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
3.	Purchase of Library books/ Teaching stationery	N/A huge Quantity	N/A many of Books involve	Under 03 Million	03 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope		✓		
4.	Procurement of Uniforms & Liveries for Class-IV employees of WWB, Sindh / Procurement of Gowns for Teachers	N/A huge Quantity	N/A many of article involve	Under 02 Million	02 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope		✓		
5	Purchase of Examination Stationery for conducting half yearly and annual examination	N/A huge Quantity	N/A many of Books involve	Under 03 Million	03 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			

6	Purchase of Misc: articles for cleaning and other official use	N/A huge Quantity	N/A many of article involve	Under 02 Million	02 Million	Non- ADP	Competitive Bidding/ Single Stage- One envelope	✓			
7	Procurement of Computer supplies and stationery / Laboratory Equipment/ Materials / KG Classes Accessories / Sports items for students	N/A huge Quantity	N/A many of article involve	Under 04 Million	04.500 Million	Non- ADP	Competitive Bidding/ Single Stage- One envelope		✓		
8	i).Purchase Machinery & Equipments	Computers, Stabilizers, Printers and Photo copier	N/A many of article involve	Under 3.975 Million	41.175 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope	✓			
	ii) Purchase Machinery & Equipments.	Electric Generator/ installation Solar Panel with Batteries	N/A many of article involve	Under 28 Million		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		
	iii) Purchase Machinery & Equipments.	Installation of RO water plants 6000 lte per day/	N/A many of article involve	Under 5 Million		Non-ADP	Competitive Bidding/ Single Stage- One envelope		✓		
	iv) Purchase Machinery & Equipments.	Installation of CCTV with DVR/Surveillance Cameras etc	N/A many of article involve	Under 4 Million		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		
10	Purchase of Furniture & Fixture	N/A huge Quantity	N/A many of article involve	Under 39 Million	39.998 Million	Non- ADP	Competitive Bidding/ Single Stage-Two envelopes		✓		

*Handwritten signature or initials*



11	i). Procurement of Education Facilities (Text Books & Exercises Copies,) to Workers Children.	N/A huge Quantity	N/A many of article involve	Under 129 Million (estimated)	710 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope			✓	
	ii) Procurement of Education Facilities (School Uniforms) to Workers Children,	N/A huge Quantity	N/A many of article involve	Under 349 Million (estimated)		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope			✓	
	iii) Procurement of Education Facilities (School Shoes) to Workers Children,	N/A huge Quantity	N/A many of article involve	Under 150 Million (estimated)		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope			✓	
12	Procurement of Equipment/Training Material for Metric Tech Program	N/A huge Quantity	N/A many of article involve	Under 10 Million	14 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		
13	Transport Facility	N/A huge Quantity	N/A different routs involve	Under 20 Million	20 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
14	Hiring of Security Guards	Hiring *services of Security Guards for our Board Schools and Colleges	About 54 Nos. of Security Guards	Under 15 Million	15 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
15	Establish of I.T Labs.	Computers/Stabilizers/Split A.C/Carpets/ Shelves/Computer Chairs/ Net working devices & all material related I.T Lab.	Establish I.T Labs in all Secondary Level Board Schools/ Colleges	Under 11.50 Million	11.749 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		



## *Bid Document*

# **OFFICE STATIONERY**

**for ALL WORKERS MODEL SCHOOLS/  
COLLEGES OF SWWB (EDUCATION  
SECTION)**

**Financial year 2017-18**

**Bid submission: 23.1.2018 upto 1:00 P.M.**

**Bid opening: 23.1.2018 at 1:30 P.M.**

**Cost of Tender Documents Rs.200/- each**





## Tender Notice

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<b>Tender Document Collection (Start Date):</b>	<b>Publication/Hoisting of Notice.</b>
<b>Tender Document Collection (End Date):</b>	<b>23-1-2018</b>
<b>Tender Document Submission Date &amp; Time:</b>	<b>23-1-2018 uptill 1:00 p.m.</b>
<b>Tender/Bid Opening Date &amp; Time:</b>	<b>23-1-2018 at 1:30 p.m.</b>

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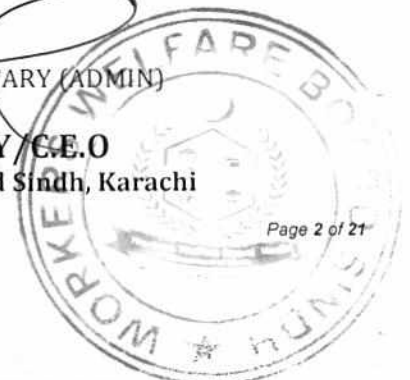
**The Assistant Secretary (Admin),**  
Workers Welfare Board Sindh, Education Section,  
ST-19, Block-6, Gulshan-e-Iqbal, near NIPA, Karachi.  
Phone No. 021-99244681-2, Fax No. 021-99244686

#### NOTES:

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ASSISTANT SECRETARY (ADMIN)  
FOR

**SECRETARY/C.E.O**  
Workers Welfare Board Sindh, Karachi



## INSTRUCTIONS TO BIDDERS

### **A. Introduction**

Workers Welfare Board, Sindh has planned to get Office Stationery articles, for official use in all Workers Model Schools and Colleges run under the administrative control of SWWB (Education Section) including Education Secretariat, for which sufficient funds are available under the relevant heads of account in the approved budget.

#### **01. Source of Funds**

1.1 Sindh Workers Welfare Fund.

#### **02. Eligible Bidders**

2.1 The invitation for Bids is open to all suppliers having Pakistani Nationality.

#### **03. Eligible Goods and Services**

3.1 The Goods and related services to be supplied under the contracts (such services here in after referred to services) shall have their origin in eligible countries, as specified in this bidding documents and all expenditures made under the contract will be limited to such articles.

3.2 For purpose of clause 3.1 above 'origin' shall be considered to be the place where the Goods, Goods are mined, Grown, produced through manufacturing, processing or substantial and major assembling of components, a commercially recognized products results that is substantially different in basic characteristics or in purpose of utility from its components.

#### **04. Cost of Bidding / Contract**

4.1 The Bidder shall bear all costs associated with the preparation and delivery of its Bid/ Contract, and the Purchaser will in no case be responsible or liable for those costs.

#### **05. Assurance**

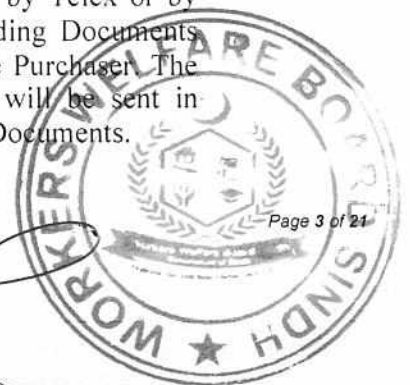
5.1 The successful bidder will be required to give satisfactory assurance of its ability and intention to deliver the goods and services pursuant of the contract, within the time set forth therein.

### **B. The Bidding Document**

The Bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications. Failure to furnish all information required by the Bidding Documents or submission of a Bid Not substantially responsive to the Bidding Documents in every respect will result in the rejection of Bid.

#### **06. Clarification of Bidding Documents**

6.1 Prospective Bidders requiring any further information or clarifications of the Bidding Documents may Notify the Purchaser in writing or by Telex or by Cable at the Purchaser's mailing Address indicated in the Bidding Documents prior to the deadline for the submission of Bid prescribed by the Purchaser. The Purchaser's response (including an explanation for the query) will be sent in writing to all prospective Bidders who have received the Bidding Documents.



**07. Amendment of Bidding Documents**

- 7.1 At any time prior to the deadline for submission of Bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendments.
- 7.2 The amendment shall be the part of the Bidding Documents, will be notified in writing to all prospective Bidders who have received the Bid Documents, and will be binding on them. The Bidders will be required to acknowledge receipt of any such amendment to the Bid Documents.
- 7.3 In order to afford prospective Bidders reasonable time in which to take amendment into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of Bids.

**08. Language of Bid**

- 8.1 The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English Language. Any printed literature furnished by the Bidder may be written in Urdu, Sindhi and English languages, provide that Urdu and Sindhi literature is accompanied by an English translation, in which case, for purpose of interpretation of the Bids, the English translation shall govern.

**C. Preparation of Bids**

**09. Documents Comprising the Bid**

- 09.1 The Bid prepared by the Bidder shall comprise the following components.
- (a) A bid form and price schedules completed in accordance with rules.
  - (b) Documentary evidence establishing that the Bidders is eligible to Bid and that the articles to be supplied and the Services to be provided by the Bidder are eligible under Contract.
  - (c) Documentary evidence establishing, that the Bidder is qualified to perform the Contract if its Bid is accepted.
  - (d) Documentary evidence establishing, that the articles to be supplied by the Bidder confirms to the Bidding Documents.
  - (e) Bid Security furnished of this Document.

**10. Bid Form**

- 10.1 Bidder shall complete the Bid Form and the appropriate price schedules furnished in the Bidding Documents.

**11. Bid Prices**

- 11.1 The bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin and Make/Model of the Goods and Services to be supplied under the Contract..


11.2 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on any account except as provided for the General Conditions of Contract or if applicable, adjustments authorized in accordance with the price adjustment provisions.

**12. Bid Currencies**

12.1 Prices shall be quoted in Pak Rupees.

12.2 For purposes of the commentary to be furnished pursuant to sub-clause (d) above, the Bidder shall Note that standards for workmanship, material and goods, and reference to brand names or catalogue numbers, designated by the purchaser in the specifications are intended to be descriptive only and not restrictive. The Bidder may substitute other authoritative standards, brand names or catalogue numbers in its Bids provided that it demonstrates the Purchaser's satisfaction that the substitutions are equivalent or superior or those designated in the specifications, except if the specifications specifically provide otherwise.

12.3 In order to prove that the Goods offered are of acceptable quality and standard, the bidders shall furnish the documentary evidence that the Goods offered have been in production for several years and reasonable units of similar capacity have been sold and have been in operation satisfactorily to the end users.

**13. Earnest Money**

13.1 The bidder shall furnish, as part of its Bid, a bid security in the amount of Three percent (3%) of the offered value/bid price.

13.2 The Bid security shall be denominated in the currency of the Bid. It shall be valid for a period of Twenty Eight (28) days beyond the validity of the Bid and shall be in form of Pay Order/Demand Draft/Bank Guarantee.

13.3 upon award of Contract, but in any event not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser.

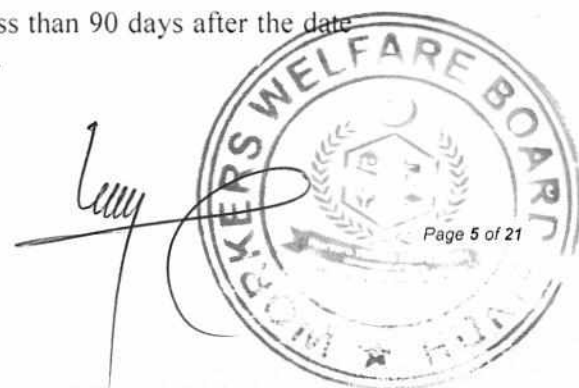
13.4 The successful bidder's bid security will be discharged/returned upon the bidder's executing the Contract, and furnishing the performance security.

13.5 The bid security may be forfeited:

- (a) if a bidder withdraws its Bid during the period of bid validity specified by the bidder on the Bid Form; or
- (b) in the case of a successful bidder, if the bidder fails
  - (i) to sign the Contract, or
  - (ii) to furnish the performance security.

**14. Period of Validity of Bid**

14.1 Bids shall remain valid for a period not less than 90 days after the date of Bid closing prescribed by the Purchaser.



**D. Submission of Bids**

**15. Sealing and Marking of Bid**

15.1 The Bidder shall seal the Bid envelope duly marking the envelopes.

15.2 The envelopes shall be addressed to the Secretary, Workers Welfare Board, Sindh at following address:

**The Secretary,**  
Workers Welfare Board, Sindh  
8<sup>th</sup> Floor, Marine Faisal Building,  
Shahrah-e-Faisal, Nursery, Karachi.  
Ph. No. 021-34548137, 021-34544767

15.3 The Envelope should contain at the left corner:

**Tender No. WWBS/E.S/Admin/St./2(1861)/2017**

**DO NOT OPEN BEFORE (date & time of opening of Bids given in Bid Notice)**

15.4 In addition to the information required the inner envelopes shall indicate the name and address of the Tenderer to enable the Purchaser to return the unopened Bid in case it is declared "Late"

**15. Late Bids**

15.1 Any Bid received by the Purchaser after the deadline for submission of Bids prescribed by the Purchaser, will be declared "Late" and rejected and may be returned unopened to the Bidder.

**E. Bid opening and Evaluation**

**16. Opening of Bids**

16.1 The Purchase Committee will open Bids in the presence of Bidder's authorized representatives who choose to attend, at the day, time and place of opening of Bids (as prescribed in the invitation for Bids).

16.2 The Bidder's name, prices of main and alternative bids, all discounts offered, modifications and withdrawals, and the presence or absence of the requisite Earnest Money, and such other details as the Purchaser, at its discretion, may consider appropriate will be announced and recorded at the time of opening.

16.3 Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a bidder to influence the Purchaser's processing of Bids or award decisions may result in the rejection of the bidder's Bid.


**17. Award Criteria**

- 17.1 An affirmative determination will be prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.
- 17.2 The Purchaser will award the Contract to the successful Bidder / Bidders whose Bid / Bids has / have been determined to be the lowest evaluated / quality-evaluated / requirement-evaluated responsive Bid, provided further that Bidders determine to be qualified to satisfactorily perform the Contract.

**18. Purchaser's Right to Vary Quantities at Time of Award**

- 18.1 The purchaser reserves the right at the time of award of Contract to increase or decrease the quantity of Goods as specified in the specifications without any change in unit prices or other terms and conditions.

**19. Notification of Award**

- 19.1 The Purchaser will Notify the successful Bidder in writing by registered letter, or by Cable to be confirmed in writing by registered letter that his Bid has been accepted and on which basis the Bid has been accepted.
- 19.2 The Notification of Award will constitute the formation of a Contract until the Contract has been affected.

**20. Singing of Contract**

- 20.1.1 At the time of Notification of award, the Purchaser will send the successful Bidder the Model Contract Document provided in these Bidding Documents, incorporating all agreement between the parties.
- 20.2 Within fifteen (15) days of receipt of such Contract Form, the successful Bidder shall sign and date the Contract and return it to the Purchaser.

**21. Performance Security**

- 21.1 Within the Ten (10) days of the receipt of Notification of award from the Purchaser, the Bidder shall furnish the performance Security, in accordance with the conditions of Contract, in the Performance Security Form provided in the Bidding Documents or any other form acceptable to the Purchaser.





SECTION-I

**BID DATA SHEET (BDS)**

The following specific data for the goods to be procured shall complement, supplement, or amend the provision in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>Introduction</b>		
ITB 1.1	Name of Contract.	Purchase of “ <b>Office Stationery</b> ” for official use in all Workers Model Schools and Colleges located in all province of Sindh, for the financial year 2017-18.
ITB 1.2	Name of Purchaser.	Secretary, Workers Welfare Board, Sindh (Education Section), Karachi.
ITB 1.3	Purchaser' address, Telephone & Fax #.	Workers Welfare Board, Sindh 8 <sup>th</sup> Floor, Marine Faisal Building, Shahrah-e-Faisal, Nursery, Karachi. TEL:021-34548137, 021-34544767,FAX: 021-34371206
ITB 1.4	Language of Bid	The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English language. Any printed literature furnished by the Bidder may be written in another language, provided that this literature is accompanied by the English translation, in which case, for purpose of interpretation of the Bids, the English Translation shall govern.
<b>Bid Price &amp; Currency</b>		
ITB 1.5	Price Quoted:	Delivered Duty Paid (DDP) at Consignee End.
ITB 1.6	Bid Price:	Fixed.
ITB 1.7	Bid Currency:	Pak Rupees (PKR).
<b>Bid Submission</b>		
ITB 1.8	Bid Security	3% of the quoted Price.
ITB 1.9	Bid Validity Period	90 Days.
ITB 1.10	Number of Copies	One (Original).
ITB 1.11	Address for Bid Submission	<b>The Secretary,</b> Workers Welfare Board, Sindh 8 <sup>th</sup> Floor, Marine Faisal Building, Shahrah-e-Faisal, Nursery, Karachi.
ITB-1.12	ITB Title Number	WWBS/E.S/Admin/St./2(1861)/2017
ITB 1.13	Deadline for Bid Submission	23.1.2018 upto 1:00 p.m. at office of the Secretary, WWB, Sindh at 8 <sup>th</sup> Floor, Marine Faisal Building, Nursery Stop, Main Sharah-e-Faisal, Karachi
ITB 1.14		23.1.2018 at 1:30 p.m. in the office of the Secretary, WWB, Sindh at 8 <sup>th</sup> Floor, Marine Faisal Building, Nursery Stop, Main Sharah-e-Faisal, Karachi.
<b>Contract Award</b>		
ITB 1.15	Purchaser's right to increase or decrease the quantities.	The Purchaser reserves the right to increase or decrease the quantities of articles to be procured, at the time of award of Contract.

1. All offers be made on Price Schedule of this document. Additional Pages may be used, if needed.
2. Prices quoted to cover all expenses including Freight, Taxes, and Insurance- etc.
3. Goods will be required to be delivered as per schedule and at Consignee





## SECTION-II

### EVALUATION & QUALIFICATION CRITERIA

<b>Bid Evaluation</b>		
ITB 2.1	Criteria for Bid Evaluation:	<p>i) The criteria for Bid Evaluation will be based on the conditions as laid down in this Section. Marks for evaluation shall be determined by the respective Committee.</p> <p>ii) Bid Evaluation will be on delivered duty paid (DDP) Price inclusive of prevailing taxes &amp; duties.</p> <p>iii) While comparing Bids, in addition to the Bid Price, the Purchaser may take into account following factors:</p> <p>a) Delivery schedule offered in the Bid.</p> <p>b) Deviation in payment schedule from those specified.</p> <p>c) Performance of the Goods offered.</p> <p>d) Quality and adoptability of Goods.</p>

<b>Preparation &amp; Submission of Bids &amp; Other Documents</b>				<b>Marks</b>
ITB 2.2	Qualifications Requirement:	1.	Overall Business Experience (atleast five years).	<b>30</b>
		2.	Average Annual turnover for last three years: - Upto Rs.3.00 M      5 marks - Upto Rs.6.00 M      10 marks - Above Rs.10.00 M    20 marks	<b>20</b>
		3.	NTN & Sales Tax Registration Certificate (Compulsory).	
		4.	Specific Experience in supply & printing of stationery items (copies of work/purchase orders)	<b>10</b>
		5.	Affidavit of firm that it is not blacklisted.	<b>10</b>
		6.	Annual Income Tax Return for last three years.	<b>10</b>
		7.	Sales Tax or SRB Returns for last 12 months	<b>10</b>
		9.	Financial Statements of last two years.	<b>10</b>
<b>Total :-</b>				<b>100</b>

**Note:** A firm is required to obtain atleast 70% marks to qualify.

BIDDING FORMS

**Bid Security / Earnest Money Form**

WHEREAS

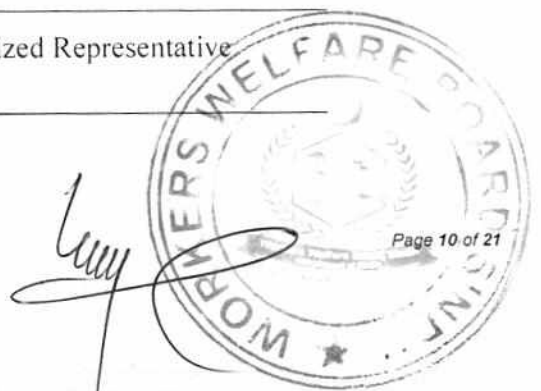
\_\_\_\_\_ hereinafter  
called the "*Bidder*" has submitted its bid, dated \_\_\_\_\_ for the  
Provision \_\_\_\_\_ of  
\_\_\_\_\_.

KNOW ALL MEN by these presents that I/We  
\_\_\_\_\_ of  
\_\_\_\_\_ having our registered office (s) at  
\_\_\_\_\_ do hereby submit  
Earnest Money of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ ) for the  
aforesaid Bid in the shape of Pay Order/Demand Draft No.  
\_\_\_\_\_ dated \_\_\_\_\_ issued by  
\_\_\_\_\_ Bank in favour of the **Workers Welfare  
Board, Sindh** hereinafter called "*Purchaser*".

Name of Supplier (s)

Authorized Representative

Dated \_\_\_\_\_



SPECIAL CONDITIONS OF CONTRACT (SCC)

**Packing And Transportation**

**(A) Packing**

- (a) The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- (b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the Special Conditions of Contract and in any subsequent instructions ordered by the Purchaser.

**(B) Transportation**

- (a) The Supplier shall at its own risk and expense transport all the Goods and the Supplier's Goods to the Site by the mode of transport which the supplier judges most suitable under all the circumstances.
- (b) Upon dispatch of each shipment of the Goods and the Supplier's Goods, the Supplier shall Notify the Purchaser by fax of the description of the Goods and the Supplier's Goods, the point and means of dispatch, and the estimated time and point of arrival in the country where the Site is located, if applicable, and at the Site. The Supplier shall furnish the Purchaser with relevant shipping documents specified in the Special Conditions of Contract.
- (c) The Supplier shall be responsible for obtaining, if necessary, approvals from the authorities for transportation of the Goods and the Supplier's Goods to the Site. The Purchaser shall use its best endeavors in a timely and expeditious manner to assist the Supplier in obtaining such approvals, if requested by the Supplier. The Supplier shall indemnify and hold harmless the Purchaser from and against any claim for damage to roads, bridges or any other traffic facilities that may be caused by the transport of the Goods and the Supplier's Goods to the Site.



**(C). Performance Security**

(I) The Supplier shall cause performance security to be furnished to the Purchaser in the amount of Five percent (5%) of the Contract price. Such performance Security shall be provided in form as is acceptable to the Purchaser, within Ten (10) days after the Supplier's receipt of the Notification of award of Contract.

(II) The proceeds of the performance security shall be Payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its work under the Contract. The Supplier shall cause the validity period of the performance security to be extended for such period (s) as the Work Schedule may be extended.

The performance Security shall be denominated in a Currency of the Contract, or in a freely convertible Currency acceptable to the Purchaser, and shall be in one of the following forms:

- (a) A Bank Guarantee for the balance amount after conversion of Earnest Money in to Performance Security / Security Deposit, issued by the Bank acceptable to the Purchaser, or in such other form as is acceptable to the Purchaser; or
- (b) A Pay Order or Bank Draft of the amount as in clause-a, in favour of Purchaser.

(III) The Performance Security will be discharged or returned or both by the Purchaser after submission (by Supplier) of Bank Guarantee of 5% of the ordered material to cover the Warrantee Period, but Not later than thirty (30) days following the date of Final Acceptance.

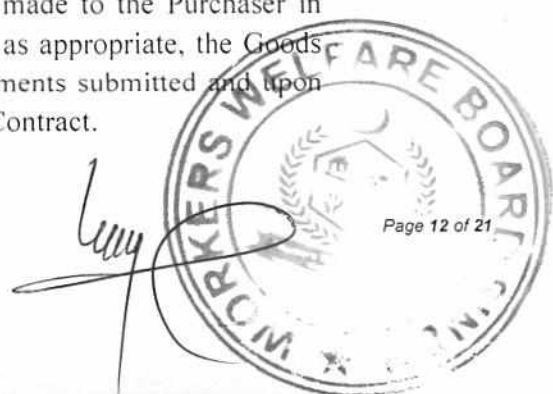
**(D). Indemnity**

(a) The Supplier and the Purchaser shall indemnify and hold harmless each other from and against such claims and liabilities as provided in the Special conditions of Contract.

(b). Not-with-standing anything in this Contract to the contrary, it is agreed that neither the Supplier nor the Purchaser shall be held liable to the other party for loss of production, loss of profit, loss of use or any other indirect or consequential damage.

**(E). Payment**

(a). The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.



(b). Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

**(F) Liquidated Damages.**

(a) Application rate: 0.5% per week of the value of non-supplied stores.  
Maximum deduction: 10% of the total contract value.

**(G) Prices**

(a) Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued.

**(H) Extensions in the Supplier's Performance**

(a) Delivery of the Goods shall be made by the Supplier in accordance with the Time/ Work Schedule, pursuant to the Special Conditions of Contract.

The Supplier may claim extension of the time limits as set forth in the Work Schedule in case of :

- (a) Changes ordered by the Purchaser.
- (b) Delay of any materials, drawing or Services which are to be provided by the purchaser (Services provided by the Purchaser shall be interpreted to include all approvals by the Purchaser under the Contract as well as access to the site);

**(I). Assignment**

(a). The supplier shall Not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

**(J). Taxes and Duties**

(a). The Supplier shall be entirely responsible for all Taxes, Stamps duties and all other such levies imposed outside the Purchaser's Country.

**(K). Deduction of Income/Sales/ SRB Tax at Source**

(a) Income/Sales Tax and SRB will be deducted from the payment made to the Contractor at source as per the Income/Sales Tax and SRB laws amended to date

**(L). SPPRA**

In addition to all conditions laid down in this document, all Purchase Contracts shall also be governed as per SPPRA Rules 2010.

**(M). Notices**

For the purpose of all notices, the following shall be addresses of the Purchaser and Supplier(s):

1) **PURCHASER:**  
**The Secretary,**  
Workers Welfare Board, Sindh  
8<sup>th</sup> Floor, Marine Faisal Building,  
Shahrah-e-Faisal, Nursery, Karachi.

(b) **SUPPLIER(S)**

**"As mentioned on bidder's letter head"**





**PART - III**

**SUPPLY REQUIREMENT**



SECTION - III

LIST OF CONSIGNEES WITH NAME, TELEPHONE NUMBERS AND  
COMPLETE ADDRESS OF THE INSTITUTIONS

Enclosed as :-

- 1). Name of Head of Institution, contact No:  
And complete address of the institute.

annexure "I"

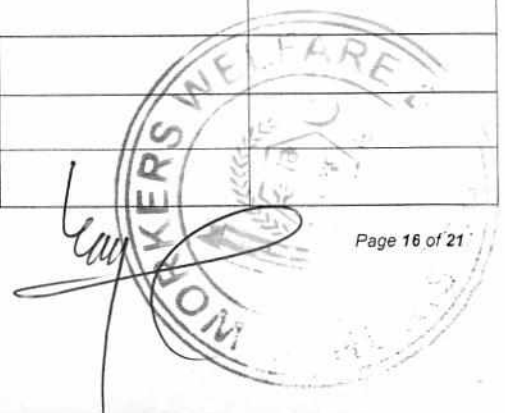


SECTION - IV

Bill of Quantity

PRICE SCHEDULE  
(Facilitated Format - Optional)

S. No	Name of Item	Total		Each Unit Price (in PKR)	Total Price (in PKR)
1	Ball Point (Black / Blue)	334	Pkts		
2	Ball Point (Red)	340	Pkts		
3	Eraser (Pelikin)	67	Pkts		
4	Stapler Machine (Medium)	110	Nos.		
5	Stapler Pin (Medium)	372	Pkts		
6	Jam Clip	120	Nos.		
8	Stapler Pin (Large)	122	Pkts		
9	Paper Pin	230	Box		
11	Marker Tempo (Blue/Black/Red) (05 Pkts of each color)	330	Pkts		
12	Dollar Color Marker (Blue/Black/Green) (05 Pkts of each color)	332	Pkts		
13	Squash Tap (Thick & Thin) 100 Yards 2"	77	Nos.		
14	Flag Sticker	12	Book		
15	Computer Paper A-4 size	600	Reams		
16	Computer Paper Legal size	400	Reams		
17	Rolled Paper	125	Bundle		
18	Fax Paper Roll	24	Nos.		
19	Hole Punch Machine (Double) Medium	97	Nos.		
20	Envelope Medium	4,000	Nos.		
21	Envelope Large	4,000	Nos.		
22	Envelope Small	7,000	Nos.		



23	Blanko Chari	84	Nos.		
24	Gum Stick (UHU) L/S	178	Nos.		
25	Gum Bottle Dollar (Large)	62	Nos.		
26	Pencil HB, Gold Fish / Deer	138	Pkts		
28	Pin Cushion	115	Nos.		
29	Thumb pin	580	Pkts		
30	Pin Remover	116	Nos.		
31	Paper Cutter	112	Nos.		
32	Scissor (Medium)	6			
33	Rubber Band	115	Pkts		
34	Stamp Pad (Blue & Red) (one of each)	62	Nos.		
35	File Flappers	6,000	Nos.		
36	File Board	300	Nos.		
39	Dak Pad	30	Nos.		
40	Docket Punch Single	93	Nos.		
41	Fountain Pen	44	Nos.		
42	Highlighter	181	Nos.		
43	Ink Jar for Fountain Pen (Red/Blue) one each	44	Nos.		
44	Ink for pad (Red/Blue) one each	62	Bottle		
45	Pointer Blue/Black	92	Pkts		
48	Tags small	169	Bunch		
49	Tags Large	157	Bunch		
52	Writing(Note) Pad Small	322	Nos.		
53	Duster For Black Board	525	Nos.		
54	Duster For White Board	75	Nos.		
55	Black Marker for White Board	75	Pkts		
56	Ink Bottle for White Board Marker (Blue, Black)	15	Dozen		



57	Carbon Paper Black/Blue	22	Pkts		
58	Printer Cartridge HP-1020 & 1102	40	Nos.		
59	Printer Cartridge HP-2055 & PRO M201 DW	8	Nos.		
60	Photostat Machine Toner (Cannon N.P.G 28)	2	Nos.		
	<b>Grand Total</b>				

**Note: 1. All Procurement Items must be best quality.  
2. Firm must be filled all articles rates, other wise tender will not accept.**

Rupees

in

Words:

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- 1) The rates and discounts quoted for the items mentioned above shall be valid for 90 days from the date of opening of tender.
- 2) The items should be delivered at specified consignees at risk and cost of contracting firm.
- 3) The payment shall be subject to deduction of Income/Sales Tax/SRB at source, verification production of delivery challans by the concerned head of institute as being delivered the stores in full quantity & quality specified in contract.
- 4) The rates quoted in this schedule are inclusive of all the applicable taxes and written against each item with fountain pen in figures and words without any cutting/error.
- 5) As required, the samples of the quoted stationery articles are being provided with the Bid.
- 6) In case of discrepancy between unit price and total, the unit price shall prevail.

Dated: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

CNIC: \_\_\_\_\_

Seal of Firm

  
The stamp is circular with the text 'KERS WFI' visible. A handwritten signature is written over the stamp.



Annexure "I"

01. **Workers Model School (Boys) / (Girls) Mirpurkhas,**  
Near Satellite Town, Mirpurkhas, Sindh  
Tel: 0300-3095812
02. **Workers Model School (Girls) Mirpurkhas,**  
Near Satellite Town, Mirpurkhas, Sindh  
0313-3642866
03. **Workers Primary School, Thatta,**  
Near Bikik petrol pump, Sujawal Road,  
Labour Colony, Thatta.  
Tel: 03129700159
04. **Workers Primary School, Larkana, Labour Colony,**  
Opposite New Passport Office, Larkana  
Tel: 0300-3138947
05. **Workers Primary School, Khairpur,**  
Near Vocational Training Centre & IBA Community College,  
Khairpur.  
Tel: 0243715804, 0304-3651196
06. **Workers Primary School Mirpur Mathelo.**  
Near F.F.C, Labour Colony,  
Mirpur Mathelo.  
Tel: 0301-3317484
07. **Workers Model School Nooriabad,**  
Nooriabad, Labour Colony, Nooriabad  
0332-2720724
08. **Workers Model School Nooriabad,**  
Nooriabad, Labour Colony, Nooriabad.
09. **Workers Primary School Lakhra,**  
Near Lakhra Coal Field,  
Lakhara.  
Tel: 0302-7618631-0346-3918153
10. **Workers Primary School, Daharki,**  
Resident of Village Bozdar Wada,  
Taulka Thari Mirwah,  
District Khairpur.  
Tel: 0300-2902461
11. **Workers' Model School, Hyderabad,**  
Opposite Custom House, Ganjo Takar,  
SITE Area, Hyderabad,  
Tel: 022-9250105, 0300-3035410



12. **Workers' Model School, Sukkur,**  
Labour Colony, SITE Area, Shikarpur Road, Sukkur,  
Tel: 071-5811130, 0315-3506631

13. **Workers' Model School, Korangi Karachi**  
Labour Square, Near Telephone Exchange,  
Korangi No: 2½, Karachi,  
Tel: 021-35064569.

14. **Workers' Model School, Landhi Karachi,**  
Labour Square, Adjacent Export,  
Processing Zone (EPZ), Landhi, Karachi,  
Tel: 99208058.

15. **Workers' Model School, New Karachi**  
Sector 16-A, Labour Square, New Karachi Industrial,  
Area, Near Godhra Camp, New Karachi,  
Tel: 021-36955908, 0315-2081576

16. **Workers' Intermediate College (Boys), Kotri,**  
Opposite Kohistan Kotri Factory, near Fire,  
Brigade Station, SITE Area, Kotri.  
Tel: 0300-2501447.

17. **Workers' Intermediate College for Girls,**  
Opposite Kohistan Kotri Factory, near Fire,  
Brigade Station, SITE Area, Kotri.  
Tel: 0300-3352390.

