



WORKERS WELFARE BOARD SINDH

GOVERNMENT OF SINDH

Established under Sindh Workers Welfare Fund Act, 2014



No WWBS/ES/Admin/ 2(1863)/2017/08

Karachi, Dated 04-1-2018.

To,

✓ The Managing Director,
Sindh Public Procurement Regulatory
Authority (SPPRA),
Government of Sindh,
K a r a c h i.

SUBJECT: HOISTING OF TENDER NOTICE.

Enclosed please find here with a copy of Tender Notice (along with Soft Copy) regarding procurement of "Purchase of Other Misc: item to Institutes of 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: 4237
DATED 04-01-18



WORKERS WELFARE BOARD SINDH

GOVERNMENT OF SINDH

Established under Sindh Workers Welfare Fund Act, 2014



INVITATION OF BID

SUPPLY OF CLEANING MATERIAL/OTHER MISC. ITEMS

Sealed bids are invited from reputed/established firms/suppliers/contractors, registered with Income Tax and Sales Tax authorities, for supply of Cleaning Material / Other Misc: items for our Institutions located in allover province of Sindh and Education Secretariat of Workers Welfare Board, Sindh.

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 12:30 p.m.
Tender/Bid Opening Date & Time:	23-1-2018 at 1:00 p.m.

DOCUMENTS COLLECTION:

Tender documents can be obtained on submission of a written request on company letterhead, supported with copies of GST & NTN Certificates, during office working hours, on payment of Tender document Cost Rs.200/- (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 (Education Section) Sindh.
Street-19, Block-6, Gulshan-e-Iqbal, Near NIPA Chowrangi, Karachi.
Ph: 021-99244681-2, Fax#. 021-99244686.*

NOTES:

- Sealed bids with necessary attachments accompanied by the Bid Security should be dropped in Tender Box, marked "Procurement" & (*tender title*) at Office of the Secretary of Workers Welfare Board, Sindh, 8th floor Marine Faisal Building nursery stop Main Sharah-e-Faisal 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).
- Incomplete or conditional tenders cannot be considered or entertained.
- WWB, Sindh reserves the right to accept or reject any bid, subject to relevant provisions of Sindh Public Procurement Rules, 2010 (amended 2013).

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, E-Mail:- 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

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, E-Mail:- 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
(Not Below the rank of BPS-18) | Member. |
| 3. Any Independent profession
from the relevant field concerning the Procurement Process. | Any member
Opticed by the
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 enounce 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.SWWB/ 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		✓		
	i).Purchase Machinery & Equipments	Computers, Stabilizers, Printers and Photo copier	N/A many of article involve	Under 3.975 Million		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope	✓			
8	ii) Purchase Machinery & Equipments.	Electric Generator/ installation Solar Panel with Batteries	N/A many of article involve	Under 28 Million	41.175 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		✓		
9	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		✓		

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

Purchase of
CLEANING MATERIAL &
OTHER MISC. ARTICLES
for Workers Model Schools / Colleges and
Education Secretariat

Cost of Tender Documents Rs.200/-

Bid submission: 23.1.2018 upto 12:30 PM.

Bid opening: 23.1.2018 at 1:00 P.M.



INVITATION OF BID

SUPPLY OF CLEANING MATERIAL/OTHER MISC. ITEMS

Sealed bids are invited from reputed/established firms/suppliers/contractors, registered with Income Tax and Sales Tax authorities, for supply of Cleaning Material / Other Misc: items for our Institutions located in allover province of Sindh and Education Secretariat of Workers Welfare Board, Sindh.

Bid Security in the form of PO/DD:	3% of bid/quoted articles value
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Workers Welfare Board (Education Section) Sindh.
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Ph: 021-99244681-2, Fax#. 021-99244686.*

NOTES:

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ASSISTANT SECRETARY (ADMIN)
For

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



PART - I

BIDDING PROCEDURE



INSTRUCTIONS TO BIDDERS

A. Introduction

Workers Welfare Board (Education Section) Sindh has planned to procure Cleaning Material/Other Misc. items for its different institutions which are located in through out province of Sindh and difference Wings at its Education Secretariat to meet-out day to day requirements, 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, Government of Sindh.

02. Eligible Bidders

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

03. Clarification of Bidding Documents

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.

04. Amendment of Bidding Documents

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.

The amendment shall be the part of the Bidding Documents, pursuant to clause 8.1 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.

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.

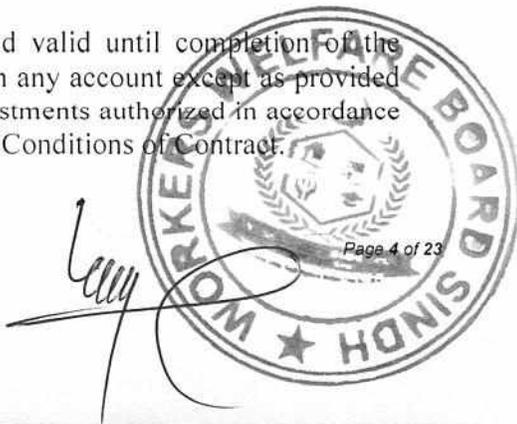
05. Language of Bid

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 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.

06. Bid Prices

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..

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 specified in the Special Conditions of Contract.



07. Earnest Money

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

a. 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.

08. Period of Validity of Bid and alternative Bids

a. Bids shall remain valid for a period not less than 90 days after the date of Bid closing prescribed by the Purchaser. pursuant to clause-21

b. Notwithstanding, above, the Purchaser may solicit Bidder's consent to extend of the period of Bid validity. The request and the responses thereto shall be made in writing (or by Cable or Telex). If the Bidder agrees to extend request, the validity of the Earnest Money shall also be suitably extended. A Bidder may refuse the request without forfeiting his Earnest Money. A Bidder granting the request will not be required or permitted to modify its Bid.

c. Bidders may submit Alternative Bids, which do not conform to the Specifications of Goods but meet the performance prescribed in, or the objectives of the Specifications. However, only the Alternative Bids of the bidder whose main Bid is the lowest evaluated substantially responsive Bid will be considered. If a bidder wishes to have its Alternative Bid or Bids considered on an equal basis with all other main Bids, it shall submit a bid Earnest Money to each Alternative Bid. All Alternative Bids submitted in this manner will be treated as main Bids. Alternative Bid must be submitted in a sealed envelope clearly marked "Alternative Bid", separate from the main Bid.

09. Format and Signing of Bid

The original Bid Form and accompanying Documents clearly marked "Original" plus "Duplicate" copies (if required) must be received by the Purchaser at the date, time and space specified. In the event of any discrepancy between the Original and Duplicate, the Original shall govern.

The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. Such authorization shall be indicated by written power-of-attorney accompanying the Bid. All pages of the Bid, except for un-amended printing literature, shall be initialed by the person or persons signing the Bid. The name and position held by each person's signing must be typed or printed below the signature.

The Bid shall contain no. interlineations, erasures or overwriting except as necessary to correct errors made by the Bidders, in which case such correction shall be initiated by the person or persons signing the Bid.



10. Sealing and Marking of Bid

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

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

The Secretary.

Workers Welfare Board, Sindh

8th Floor, Marine Faisal Building, Nursery Stop,

Main Sharah-e-Faisal Karachi.

The Envelope should contain at the left corner:

Tender No. WWBS/ES/Admin/2(1863)/2017

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

11. Deadline for Submission of Bids

The Original Bid together with the Duplicate must be received by the Purchaser at the address specified in above clause not later than the time specified for submission of Bid as in the Bid Notice.

The Purchaser may, at its discretion, extend the deadline for the submission of Bid by amending the Bidding Documents in accordance with clause-08, in which all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

12. One Bid per Bidder

Each bidder shall submit only one Bid either by itself, or as a partner in a joint venture. A bidder who submits or participates in more than one Bid (except alternative Bid) will be disqualified.

13. Late Bids

Any Bid received by the Purchaser after the deadline for submission of Bids prescribed by the Purchaser, pursuant to clause-21 will be declared "**Late**" and rejected and may be returned unopened to the Bidder.

14. Opening of Bid

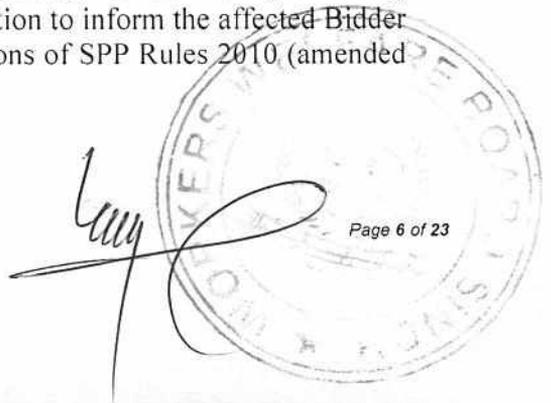
The Purchase Committee will open Bids in the presence of Bidder's authorized representatives who choose to attend, at the day, time and place of opening of Bids (as prescribed in the invitation for Bids).

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.

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.

15. Purchaser's Right to Accept any Bid and to Reject any or all Bids

The Purchaser reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any Liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder of the grounds for the Purchaser's action, subject to provisions of SPP Rules 2010 (amended 2013).



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16. Notification of Award

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.

The Notification of Award will constitute the formation of a Contract until the Contract has been effected pursuant to clause-16.

17. Singing of Contract

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.

Within thirty (30) days of receipt of such Contract Form, the successful Bidder shall sign and date the Contract and return it to the Purchaser.

18. Performance Security

Within the Twenty (20) 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.




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.

Name of Contract.	Purchase of " Cleaning Material/Other Misc. items " for Workers Model - Schools/ Colleges & Education Secretariat.
Name of Purchaser.	Secretary, Workers Welfare Board (WWB,Sindh).
Purchaser' address, Telephone & Fax #.	Secretary, Workers Welfare Board Sindh 8 th Floor, Marine Faisal Building, Nursery Stop, Main Sharah-e-Faisal, Karachi, Ph. No. 021-34548137, 021-34544767, Fax. 021-34371206
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.
Price Quoted:	Delivered Duty Paid (DDP) at Consignee End.
Bid Price:	Fixed.
Bid Currency:	Pak Rupees (PKR).
Bid Security	3% of the quoted Price.
Bid Validity Period	90 Days.
Number of Copies	One (Original).
Address for Bid Submission	Secretary, Workers Welfare Board Sindh 8 th Floor, Marine Faisal Building, Nursery Stop, Main Sharah-e-Faisal, Karachi, Ph. No. 021-34548137, 021-34544767, Fax. 021-34371206.
ITB Title Number	No.WWBS/ES/Admin/2(1863)/2017
Deadline for Bid Submission	23.1.2018 upto 12:30 P.M.
Date, Time & Place for Bid Opening	23.1.2018 at 1:00 p.m. in the office of the Secretary, Workers Welfare Board Sindh 8 th Floor, Marine Faisal Building, Nursery Stop, Main Sharah-e-Faisal, Karachi, Ph. No. 021-34548137, 021-34544767, Fax. 021-34371206
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 under the provision of SPPRA Rules 2010.

1. All offers be made on Price Schedule of this document. Additional Pages may be used, if needed. *In order to facilitate Bidders, a price schedule (containing the specifications & quantities of required stores) has been provided at Annex-A.*
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 End.



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EVALUATION & QUALIFICATION CRITERIA

Bid Evaluation		
ITB 28	Criteria for Bid Evaluation:	<p>i) The criteria for Bid Evaluation will be based on the conditions as laid down in this Section, furnishing of sample according to specifications and the Bidding price. 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 & duties.</p> <p>iii) While comparing Bids, in addition to the Bid Price, the Purchaser may take into account following factors:</p> <p style="margin-left: 20px;">a) Delivery schedule offered in the Bid.</p> <p style="margin-left: 20px;">b) Deviation in payment schedule from those specified.</p> <p style="margin-left: 20px;">c) Cost of components/special Tools/Spare Parts, Services and Training offered (if applicable)</p> <p style="margin-left: 20px;">d) The projected operating cost of Goods during five years (if applicable)</p> <p style="margin-left: 20px;">e) Performance of the Goods offered.</p> <p style="margin-left: 20px;">f) Quality and adoptability of Goods.</p>

Preparation & Submission of Bids & Other Documents			Marks
Qualifications Requirement:	1.	Overall Business experience (atleast five years).	20
	2.	Average Annual turnover for last three years: - Upto Rs.3.00 M 05 marks - Upto Rs.5.00 M 10 marks - Above Rs.7.00 M 20 marks	20
	3.	NTN & Sales Tax Registration Certificate (Compulsory).	
	4.	Specific Experience in supply of cleaning material & other misc. items. (copies of work/purchase orders)	10
	5.	Affidavit of firm that it is not blacklisted.	05
	6.	Furnishing of samples of quoted articles by bidder.	15
	8.	Annual Income Tax Return for last three years.	10
		Sales/ SRB Return for last 12 months	10
	9.	Financial Statements of last two years.	10
		Total :-	100

Note: A firm is required to obtain atleast 80% 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 **Sindh**

Workers Welfare Board, hereinafter called "*Purchaser*".

Name of Supplier (s)

Authorized Representative

Dated _____.



BIDDING FORMS

Bid Security / Earnest Money Sheet

Tender No. _____

(Procurement of _____)

Sr. No.	Package No.	Estimated Cost in Rs.	Bid Value	Earnest Money @ 3% of Offered Value		
				Amount	P. O./D.D.	Name of the Bank
1	2	3	4	5	6	7
	Not-applicable					
Total Amount						

Signature of the Tenderer _____

Name & Address _____

Firm Stamp _____

Dated _____



OTHER CONDITIONS

(A) **Transportation**

The Supplier shall at its own risk and expense transport all the Goods and deliver at door step of all Board Institutions as detail provided by the Assistant Secretary (Admin) of Workers Welfare Board (Education Section) Gulshan-e-Iqbal, Karachi.

(B) **Performance Security**

The Supplier shall cause performance security to be furnished to the Purchaser in the amount of Ten percent (10%) of the Contract price. Such performance Security shall be provided in form as is acceptable to the Purchaser, within twenty (20) days after the Supplier's receipt of the Notification of award of Contract.

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

- (a) A Pay Order or Bank Draft of the amount as in clause-a, in favour of Purchaser.

(C) **Indemnity**

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.

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.

(D). Payment

The method and conditions of payment to be made to the Supplier under this Contract shall be specified in the Special Conditions of Contract.

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 pursuant to above mentioned Clauses and upon fulfillment of other obligations stipulated in the Contract.

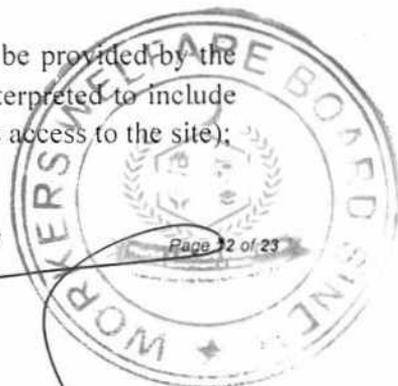
Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

(E). Extensions in the Supplier's Performance

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);



(F). Liquidated Damages or Late delivery.

(a) Application rate: 0.5% per week of the value of non-supplied stores.

Maximum deduction: 10% of the total contract value.

(G). Taxes and Duties

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

(H). Deduction of Income/Sales Tax at Source

Income/Sales Tax will be deducted from the payment made to the Contractor at source as per the Income/Sales Tax laws amended to date.



PART - III

SUPPLY REQUIREMENT

Levy

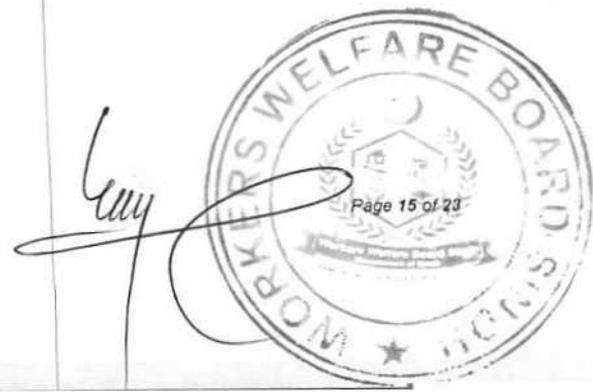


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SECTION - IX
LIST OF CONSIGNEES

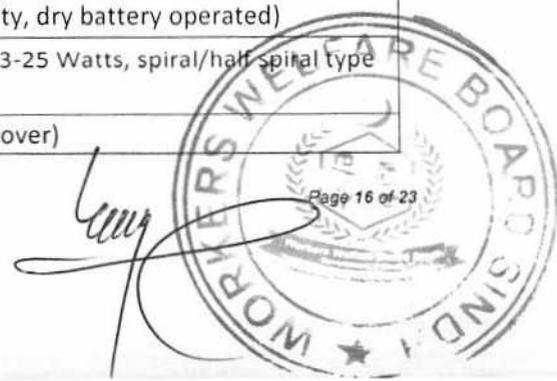
1. Enclosed

Annexure-"A"



TECHNICAL SPECIFICATIONS

Item No.	Name of Article	Description
1	Acid	Acid (for wash rooms cleaning) Plastic Bottle, liquid approx: 500 ml.
2	Air Freshener	Air Freshener/Room spray, approx: 400 ml.
3	Automatic Door Closer	Automatic Door Closer, hydraulic, 180° movable, material aluminum alloy/stainless steel, fine quality, heavy duty.
4	Battery Cell (AA size)	Battery Cell (AA size) (bunch/pkt of 4) (Toshiba/Maxell or equivalent)
5	Battery Cell (large, D-size)	Battery Cell (large, D-size) (bunch/pkt of 2) (Toshiba/Maxell or equivalent)
6	Bleach for wash rooms cleaning	Bleach for wash rooms cleaning (Bottle of approx: 1.5 ltr and liquid of pink colour)
7	Broom Hard	Broom Hard (approx: 500 gms)
8	Broom Soft	Broom Soft (approx: 300 gms)
9	Calculator 12 Digits	Calculator 12 Digits, Two way power (Casio DF120MS or equivalent)
10	China Lock Brass padlock (Large Size)	China Lock Brass padlock (Large Size) with a set of three keys (Tri-circle or equivalent)
11	China Lock Brass padlock (Medium Size)	China Lock Brass padlock (Medium Size) with a set of three keys (Tri-circle or equivalent)
12	China Lock Brass padlock (Small Size)	China Lock Brass padlock (Small Size) with a set of three keys (Tri-circle or equivalent)
13	Cloth of cotton	Cloth of cotton for files binding, red colour.
14	Duster (cotton)	Duster (cotton) (size approx: 12" x 18/24")
15	Electric Cordless Kettle/Jug	Electric Cordless Kettle/Jug, 1.5 to 1.7 ltr. capacity, stainless steel heating element, safety locking LID, PP Removable filter, automatic/ manual switch off, automatic turn off when water boils, on/off switch with light indicator, evaporation/overhead protection. (West point or equivalent)
16	Electric Door Bell	Electric Door Bell, wireless type, Remote controlled, battery operated.
17	Electric Extension Wire Board	Electric Extension Wire Board with 5 gangs/sockets, 10 Amp, 220-250V, standard grounding.
18	Electric Insulation Tape	Electric Insulation Tape, material PVC, high voltage application (Nitto or equivalent)
19	Electric Torch	Electric Torch (anti-roll design, durable switch, weather resistant, 3 large cells capacity, dry battery operated)
20	Energy Saver	Energy Saver, Fluorescent, 23-25 Watts, spiral/half spiral type (Philips or equivalent)
21	Green Blazer	Green Blazer (for table top cover)



Item No.	Name of Article	Description
22	Liquid Soap	Liquid Soap (hand wash) (500 ml)
23	Mop	Mop with fine quality cotton, Steel rod handle, large size.
24	Mosquito Spray	Mosquito Spray perfumed. 600 ml (Mortein or equivalent) Flavour: Instant Kill / Lemon power.
25	Phenyl	Phenyl white liquid for mop, perfumed & concentrated, 1000 ml bottle (Challenger or equivalent)
26	Plastic Dori	Plastic Dori (approx: 10 meter length)
27	Plastic Tray (large size)	Plastic Tray (large size, approx: 18 x 14"), shatter proof, heat resistant, fine material.
28	Plastic Tray (medium size)	Plastic Tray (medium size, approx: 16 x 10"), shatter proof, heat resistant, fine material.
29	Plastic Water Cooler	Plastic Water Cooler Portable, approx: 15-18 ltrs water capacity, thermal type. (Rahber or equivalent).
30	Plates (Dinner Plates)	Plates (Dinner Plates), material: Ceramic porcelain/glass, round shape, size approx: 9 - 11", microwave oven & dish washer safe.
31	Plates (Quarter Plates)	Plates (Quarter Plates), material: Ceramic porcelain/glass, round shape, size approx: 6 - 7", microwave oven & dish washer safe.
32	Scotch Brite	Scotch Brite (Green Kitchen Scourer with Sponge)
33	Soap (Lux)	Soap (Lux) approx: 110 gms
34	Spoon (Stainless Steel)	Spoon (Stainless Steel) Metal - Dinner/table Spoon, (set of six)
35	Spoon (Stainless Steel)	Spoon (Stainless Steel), Metal - Small/Tea Spoon, (set of six)
36	Sugar/Dry Milk Pot	Sugar/Dry Milk Pot, Ceramic Porcelain enameled, microwave safe, white/off white colour.
37	Table Lamp (Electric)	Table Lamp (Electric), Fluorescent lamp, Material: Plastic/metal, on/off switch, Height approx: 30-35cm, flexible neck, Bulb of 20-40W.
38	Tea Cups with saucers	Tea Cups with saucers, Ceramic Porcelain, microwave safe, round shape (set of six).
39	Tissue Paper Box	Tissue Paper Box, approx: 150 x 2 ply, perfumed (Rose Petal or equivalent)
40	Tissue Roll for Toilet	Tissue Roll for Toilet (standard) Material: Virgin wood pulp, 2 ply, sheet size 100MM x 110MM, approx: weight 100-120g.
41	Toilet Bowl Cleaner Liquid	Toilet Bowl Cleaner Liquid (Harpic or equivalent)
42	Towel	Towel, 100% cotton, approx: size: 2' x 5', Pattern: Plain Dyed, Technique: Woven, Style: Jacquard.
43	Trash/Garbage Bags	Trash/Garbage Bags, approx: size 2' x 4', HDPE material, black colour, disposable.
44	Trash/Garbage Bags	Trash/Garbage Bags, Transparent plastics for waste bins, approx: size 12"x18").
45	Tube Light Choke	Tube Light Choke 40/45W (Philips or equivalent)
46	Tube Light Rod	Tube Light Rod 40/45W (Philips or equivalent)

Item No.	Name of Article	Description
47	Tube Light Starter	Tube Light Starter (standard)
48	Vim Powder	Vim Powder (Packet of ½ KG approx:)
49	Wall Clock	Wall Clock, prominent digits, quartz analog type, good quality, approx: size 12" dia, round shape.
50	Wash Room Cleaning Brush	Wash Room Cleaning Brush round shape (with plastic stand/carrier)
51	Waste Bin	Waste Bin, round shape, material good quality plastic, medium size, approx: 6-8 ltr. Different colours.
52	Water Glass	Water Glass, crystal/transparent type, good quality, approx: size length 10cm, top dia 7cm, (set of six).
53	Water Jug	Water Jug, transparent/crystal type, approx: 1000 ml, (good quality), preferably with top cover.
54	Wiper	Wiper with steel rod/pole for water cleaning, approx: size Wiper 18-20" x 2-3", pole/rod 4 ft.



SCHEDULE OF SUPPLY

Item No.	Description	Quantity	Unit
1	Acid (for wash rooms cleaning) Plastic Bottle, liquid approx: 500 ml.	100	Bottles
2	Air Freshener/Room spray, approx: 400 ml.	300	Nos.
3	Battery Cell (AA size) (bunch/pkt of 4) (Toshiba/Maxell or equivalent)	30	Packet
4	Bleach for wash rooms cleaning (Bottle of approx: 1.5 ltr and liquid of pink colour)	500	Nos.
5	Broom Hard (approx: 500 gms)	400	Nos.
6	Broom Soft (approx: 300 gms)	400	Nos.
7	Calculator 12 Digits, Two way power (Casio DF120MS or equivalent)	36	Nos.
8	China Lock Brass padlock (Large Size) with a set of three keys (Tri-circle or equivalent)	10	Nos.
9	China Lock Brass padlock (Medium Size) with a set of three keys (Tri-circle or equivalent)	20	Nos.
10	China Lock Brass padlock (Small Size) with a set of three keys (Tri-circle or equivalent)	20	Nos.
11	Cloth of cotton for files binding, red colour.	200	Meters
12	Duster (cotton) (size approx: 12" x 18/24")	75	Dozen
13	Electric Door Bell, wireless type, Remote controlled, battery operated.	50	Nos.
14	Electric Extension Wire Board with 5 gangs/sockets, 10 Amp, 220-250V, standard grounding.	10	Bundles.
15	Electric Insulation Tape, material PVC, high voltage application (Nitto or equivalent)	30	Nos.
16	Electric Torch (anti-roll design, durable switch, weather resistant, 3 large cells capacity, dry battery operated)	25	Nos.
17	Energy Saver, Fluorescent, 23-25 Watts, spiral/half spiral type (Philips or equivalent)	400	Nos.
18	Liquid Soap (hand wash) (500 ml)	100	Nos.
19	Mop with fine quality cotton, Steel rod handle, large size.	60	Nos.
20	Mosquito Spray perfumed. 600 ml (Mortein or equivalent) Flavour: Instant Kill / Lemon power.	36	Nos.
21	Phenyl white liquid for mop, perfumed & concentrated, 1000 ml bottle (Challenger or equivalent)	100	Bottles
22	Plastic Dori (approx: 10 meter length)	30	Bunches
23	Plastic Tray (large size, approx: 18 x 14"), shatter proof, heat resistant, fine material.	10	Nos.
24	Plastic Tray (medium size, approx: 16 x 10"), shatter proof, heat resistant, fine material.	10	Nos.
25	Scotch Brite (Green Kitchen Scourer with Sponge)	200	Nos.
26	Soap (Lux) approx: 110 gms	100	Nos.
27	Spoon (Stainless Steel) Metal - Dinner/table Spoon, (set of six)	30	Sets

Item No.	Description	Quantity	Unit
28	Spoon (Stainless Steel), Metal - Small/Tea Spoon, (set of six)	30	Sets
29	Sugar/Dry Milk Pot, Ceramic Porcelain enameled, microwave safe, white/off white colour.	30	Nos.
30	Table Lamp (Electric), Fluorescent lamp, Material: Plastic/metal, on/off switch, Height approx: 30-35cm, flexible neck, Bulb of 20-40W.	10	Nos.
31	Tea Cups with saucers, Ceramic Porcelain, microwave safe, round shape (set of six).	25	Sets
32	Tissue Paper Box, approx: 150 x 2 ply, (Rose Petal or equivalent)	500	Nos.
33	Tissue Roll for Toilet (standard) Material: Virgin wood pulp, 2 ply, sheet size 100MM x 110MM, approx: weight 100-120g.	100	Nos.
34	Toilet Bowl Cleaner Liquid (Harpic or equivalent)	100	Bottles
35	Towel, 100% cotton, approx: size: 2' x 5', Pattern: Plain Dyed, Technique: Woven, Style: Jacquard.	100	Nos.
36	Trash/Garbage Bags, approx: size 2' x 4', HDPE material, black colour, disposable.	50	Dozen
37	Tube Light Choke 40/45W (Philips or equivalent)	50	Nos.
38	Tube Light Rod 40/45W (Philips or equivalent)	50	Nos.
39	Tube Light Starter (standard)	50	Nos.
40	Vim Powder (Packet of ½ KG approx:)	100	Packet
41	Wall Clock, prominent digits, quartz analog type, good quality, approx: size 12" dia, round shape.	30	Nos.
42	Wash Room Cleaning Brush round shape (with plastic stand/carrier)	60	Nos.
43	Waste Bin, round shape, material good quality plastic, medium size, approx: 6-8 ltr. Different colours.	100	Nos.
44	Water Glass , crystal/transparent type, good quality, approx: size length 10cm, top dia 7cm, (set of six).	25	Sets
45	Water Jug, transparent/crystal type, approx: 1000 ml, (good quality), preferably with top cover.	25	Nos.
46	Wiper with steel rod/pole for water cleaning, approx: size Wiper 18-20" x 2-3", pole/rod 4 ft.	100	Nos.

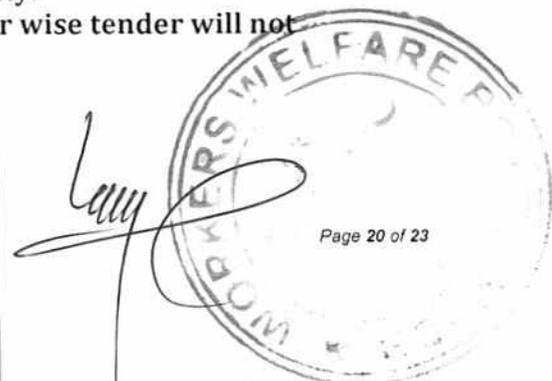
Rupees

in

Words:

Note: 1. All Procurement Items must be best quality.

2. Firm must be filled all articles rates, other wise tender will not accept.



- 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 at source, inspection and production of delivery challans 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 quoted 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# _____



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.

