



FORM "A"

**N.I.T SUBMISSION(1)**

PROCURING AGENCY: \_\_\_\_\_ TENDER REF: \_\_\_\_\_

<b><u>Documents Required with NIT:</u></b>	<b>Rule No.</b>	<b>IC</b>	<b>AM</b>
a. Notice Inviting Tender	17 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Notification of Procurement Committee	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Notification of Complaint Redressal committee	31	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Bidding documents/ Soft Copy/USB/CD.	21(4) ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Annual Procurement Plan	11 & 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<del>f. Cheque/ Pay Order No.</del>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Method of Receiving		<input type="checkbox"/> By Hand <input type="checkbox"/> Courier	
Initial			

**E.O.I / PRE-QUALIFICATION SUBMISSION (2)**

PROCURING AGENCY: \_\_\_\_\_ TENDER REF: \_\_\_\_\_

<b><u>EOI / Pre-qualification:</u></b>	<b>Rule No.</b>	<b>IC</b>	<b>AM</b>
a. Notice of EOI / Pre-qualification	17	<input type="checkbox"/>	<input type="checkbox"/>
b. Notification of Procurement Committee	7	<input type="checkbox"/>	<input type="checkbox"/>
c. Notification of Consultant Selection Committee	67	<input type="checkbox"/>	<input type="checkbox"/>
d. Notification of Complaint Redressal Committee	31	<input type="checkbox"/>	<input type="checkbox"/>
e. Annual Procurement Plan	11 & 12	<input type="checkbox"/>	<input type="checkbox"/>
f. Pre-qualification / shortlisting documents / RFP documents		<input type="checkbox"/>	<input type="checkbox"/>
g. Cheque/ Pay Order No.		<input type="checkbox"/>	<input type="checkbox"/>
h. Method of Receiving		<input type="checkbox"/> By Hand <input type="checkbox"/> Courier	
Initial			

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

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

Date: \_\_\_\_\_



# SINDH TEXTBOOK BOARD, JAMSHORO

Allama I.I Kazi Campus, University of Sindh, Jamshoro

Tel: 022-9213414-18, Fax: 022-9213416, [Sindh.Textbook.Board@gmail.com](mailto:Sindh.Textbook.Board@gmail.com).

Field Office: Opposite D.J. Science College, Dr. Ziauddin Ahmed Road, Saddar, Karachi,  
Sindh. Tel 021-32623545

No: STB:/ESTT:/PF/ 09 / (2018)

Dated 4-01-18 (2018)

## NOTIFICATION.

In compliance of Rules-7 & 8 of SPP Rules, 2010 (Amended 2017), a Procurement Committee (Sindh Textbook Board) comprising of following members is hereby constituted for procurement of services related to transportation of textbooks during the current financial year 2017-18:

1.	Secretary, Sindh Textbook Board	Convenor
2.	Director Technical, Sindh Textbook Board	Member
3.	Representative of Bureau of Curriculum Not below BS-17	Member
4.	Procurement Officer, Sindh Text Board	Member
5.	Section Officer Finance Department	Member

Function and Responsibilities: Procurement Committee shall be responsible

- Preparing bidding documents
- Carrying out technical as well as financial evaluation of the bids;
- Preparing evaluation report as provided in Rule-45;
- Making recommendations for the award of contract to the competent authority;
- Perform any other function ancillary and incidental to the above;

CHAIRMAN

SINDH TEXTBOOK BOARD  
JAMSHORO

Copy to:

1. The Staff Officer to Secretary SELD, Govt. of Sindh, Karachi
2. The P.S to Secretary Industries Department, Govt. of Sindh, Karachi.
3. The Chairman/Members of Procurement Committee
4. All the Committee Members
5. The Director, Bureau of Curriculum & Extension Wing Sindh Jamshoro.
6. P. S to Chairman, Sindh Textbook Board, Jamshoro
7. P.A. to Secretary, Sindh Textbook Board, Jamshoro
8. Accounts Branch
9. Audit Branch



## SINDH TEXTBOOK BOARD, JAMSHORO

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Field Office: Opposite D.J. Science College, Dr. Ziauddin Ahmed Road, Saddar, Karachi,  
Sindh. Tel 021-32623545

No: STB:/ESTT:/PF/ 07 / (2018)

Dated 04-01-/(2018)

### NOTIFICATION.

In compliance of Rule-31 of SPP Rules, 2010 (Amended 2017), a Complaint Redressal Committee of Sindh Textbook Board comprising of following officers is hereby constituted to redress the complaints/grievances of bidders that may arise during procurement of services related to transportation of textbooks:

- |    |  |          |
|----|--|----------|
| 1. | Chairman, Sindh Textbook Board         | Convenor |
| 2. | Director Technical                     | Member   |
| 3. | Representative of Bureau of Curriculum | Member   |
|    | Not below BPS-17                       |          |

### Terms of Reference:

- ToRs of the Complaint Redressal Committee are as provided under Rule-31 of SPP Rules, 2010 (Amended 2017).

SECRETARY  
SINDH TEXTBOOK BOARD  
JAMSHORO

Copy to:

1. The Accountant General Sindh, Karachi
2. The Staff Officer to Secretary SELD, Govt. of Sindh, Karachi.
3. The Chairman/Members of Procurement Committee
4. All the Committee Members
5. P. S to Chairman, Sindh Textbook Board, Jamshoro
6. P.A. to Secretary, Sindh Textbook Board, Jamshoro
7. The Director, Bureau of Curriculum & Extension Wing Sindh Jamshoro.
8. Director Technical, Sindh Textbook Board, Jamshoro
9. Accounts Branch
10. Audit Branch



**SINDH TEXTBOOK BOARD  
JAMSHORO**

**ANNUAL PROCUREMENT PLAN**

(Works, Goods & Services)

Financial year 2017-18

Sr. No.	Description of Procurement	Quantity (Where applicable)	Estimated Unit cost (where applicable)	Estimated total cost	Funds Allocated	Source of funds (ADP/Non ADP)	Proposed Procurement Method	Timing of procurements				Remarks
								1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	
1	Procurement of Free Textbooks Distribution	On need basis	N/A	2000 Million		Non ADP	single stage two envelope procedure			One Go		
2.	Hiring of various Service Provider / Consultant	On need basis	N/A	60 Million		Non ADP	QCIBS / Individual Consultant			One Go		
3.	Procurement of Free Textbooks Distribution (Transport)	On need basis	N/A	40 Million	2.10 Billion	Non ADP	single stage one envelope procedure			One Go		
<b>Total Funds Allocated</b>					<b>2100 Million</b>							

*(Signature)*

Procurement Officer