



FORM "A"

N.I.T SUBMISSION(1)

PROCURING AGENCY: _____ TENDER REF: _____

<u>Documents Required with NIT:</u>	<u>Rule No.</u>	<u>IC</u>	<u>AM</u>
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"/>
f. Cheque/ Pay Order No.		<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: _____

<u>EOI / Pre-qualification:</u>	<u>Rule No.</u>	<u>IC</u>	<u>AM</u>
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.

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

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

Tel: 022-9213414-18, Fax: 022-9213416, 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/ 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 st Qtr	2 nd Qtr	3 rd Qtr	4 th 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	QCBS / 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				
Total Funds Allocated					2100 Million							


 Procurement Officer