STANDARD BIDDING DOCUMENTS FOR PROCUREMENT UNDER THE HEAD OF LOCAL EXAMINATION FROM CLASS IV TO VIII BIDDING DOCUMENT FOR SUPPLIERS PROCUREMENT OF

01-ANSWER COPIES 02-QUESTION PAPERS

TECHNICAL PROPOSAL



SCHOOL EDUCATION DEPARTMENT
DISTRICT JAMSHORO

ELEMENTARY SECONDARY HIGHER SECONDARY / CHAIRMAN PROCUREMENT COMMITTEE DISTRICT JAMSHORO

OFFICE OF THE DISTRICT EDUCATION OFFICER ELEMENTARY / SECONDARY & HIGHER SECONDARY (JAMSHORO) (Sindh)

No: DEO/E.S.H.S/JAM/-(ADMN) 0984 OF2017-18, Dated 19/01/2018

Email doesecjamshoro@yahoo.com Phone No: 022-9279411-12 (05-01-17)/16/01/02k16

TENDER NOTICE

The Chairman Procurement Committee, District Education Officer (Elementary Secondary & Higher Secondary Jamshoro), invites sealed tenders for procurement of (Question Papers, and Answer Copies) for Annual Local Examination for the Academic Year 2017-2018, ended on 30th June 2017, as per single stage two envelop, Procurement process of SPPRA rules:-.

The last date and Time

Bid / Tend er No.	Package Description of Tender	Estimate d Cost in Million	Earnest Money/ Bid Security	Time Limit for Comple tion	Qu	antity	Last Date of Bid Submission Financial Bid and Technical Bid, Technical Bid Opening Date & Time	Technical Bid Opening Date & Time	Financial Bid Opening Date & Time
01	Annual Local Examinatio n for the Academic Year 2017- 2018	1.07 Million	2% of bid cost	25 Days	in b	itioned idding iments	02 nd February 2018 Bid Submission 11:00 am Technical Bid Opening 12:00 Noon	02 nd February 2018 Bid Opening 12:00pm	05 th February 2018 Bid Opening 2:00 pm
ТО	TLA AMOUNT Rs:-	1.07 Million							

Bidding document can be obtained on submission of a written application, upon payment of non-refundable fee of Rs. 1000/= (One Thousand Only) of each bidding documents through Bank Draft/ Pay order in favor of District Education Officer Elementary Secondary & Higher Secondary Jamshoro, from below order on 9:00 am to 4:00 pm, after the publication of notice inviting till closing thereof.

Bid should be submitted at the office of District Education Officer Elementary Secondary & Higher Secondary Jamshoro, on or before the last date and time of Bid submission. Received bids shall be opened at the same address on the Bid date & time as mentioned above.

Bid Security, 2% of the Bid price must be accompanied by Financial proposal sealed envelope pay order from any Bank in favor of District Education Officer Elementary Secondary & Higher Secondary Jamshoro.

Bids will be rejected if following conditions do not meet:

- 1. Conditional and Telegraphic bids/ Tender.
- 2. Bids not accompanied by bid security of required amount and form.
- 3. Bids received after the specified date and time.
- 4. Bids of black listed firms.

. The procuring agency reserves the rights to accept or reject any tender or to enhance the quantity. The cost of additional quantities of items shall not exceed 20% of the Original Contract amount, quantity subject to the relevant provision of SPPRA Rules 2010. No bids shall be entertained after the last bid submission date and time as mentioned above. The Tender Notice can also be downloaded from the SPPRA website: www.spprasindh.gov.pk

All applicable Government Taxes shall apply.

CLASS WISE ENROLMENT

Sr. No	Class	Total Enrolment	Question Papers Required	Answer Copies
01	Class IV	10816	86528	86528
02	Class V	9522	76176	76176
03	Class VI	5743	51687	51687
04	Class VII	5454	49086	49086
05	Class VIII	4779	43011	43011
	Total Enrolment	36314	306488	306488
	Supplementary Required	0	0	10000
	G. Total	36314	306488	316488

PROCUREMENT OF GOODS STANDERD BIDDING DOCUMENTS PROCURMENT PLAN (NON DEVELOPMENT) DISTRICT EDUCATION OFFICER, ELEMENTARY SECONDARY HIGH SECONDARY JAMSHORO

Sr. No	Fund Head and Sub Head	Allocation of funds and breakup for different locations/ sites	Items to be included	Method of procure ment	Anticip ated / actual date of adverti sement	Anticipa ted / Actual date of Start	Anticipat ed / Actual date of Completi ons
01	02	03	04	05	06	07	08
01	Other, Annual Local Examination	Rs:- 1072000/=	01- Question Papers 02- Answer Copies	Tender	16-01- 2018	02-02- 2018	05-03- 2018

DISTRIC'S EDUCATION OFFICER ELEMENTARY SECONDARY HIGHER SECONDARY / CHAIRMAN PROCUREMENT COMMITTEE DISTRICT JAMSHORO

OFFICE OF THE DISTRICT EDUCATION OFFICER ELEMENTARY / SECONDARY & HIGHER SECONDARY (JAMSHORO) (Sindh)

No: DEO/E.S.H.S/JAM/-(ADMN)

OF2017-18, **D**ated / / 2018

BIDDING DOCUMENTS FOR PROCUREMENT OF QUESTION PAPERS, ANSWER COPIES FOR ANNUAL LOCAL EXAMINATION FROM CLASS IV TO VIII FOR ACADEMIC YEAR 2017-2018

	Rs:- 1000/= One Thousand only
Cost of Tender Documents	Non-refundable
Tender Selling Date	17 th January 2018 to 02 nd February 2018
Tender Submission Date and Time	02 nd February 2018 @ 11-00 am
Tender Submission Place	District Education Officer, Elementary / Secondary & Higher Secondary Jamshoro, @ Bureau of Curriculum Extension Wing Jamshoro
Tender Opening Date and Time	02 nd February 2018 @ 11-00 am
Tender Opening Place	District Education Officer, Elementary / Secondary & Higher Secondary Jamshoro, @ Bureau of Curriculum Extension Wing Jamshoro

01ST Time Bid issued from 17th January 2018 to 02nd February 2018, 11-00 am and shall be opened on the same date 02nd February 2018, at 12-00 Noon.

If 2nd Time issued up to 17th February 2018, till 12:00 noon and received on or before 17th February, 2018 latest by 11:00 Noon shall be opened on the same day 17th February 2018, at 12:00noon.

In case of holiday and unforeseen circumstances on the opening date, the bids shall be submitted and opened on the next working day.

NOTE:- Procuring Agency reserves the right to accept or reject any tender or to enhance the quantity subject to the relevant provisions of SPPRA Rules 2010 amended 2013, amended .No bids shall be entertained after the last bid submission date and time as mentioned above. The Tender Notice can also be downloaded from the websites on SPPRA: www.pprasindh.gov.pk and procuring agency website: www.abc.com (if any).

The Contract: the following document shall be deemed to form and be read and construed as integral part of this Contract, viz:-

- Evaluation Criteria
- EVALUTION OF BIDS
- Name of Firm/Party:

Sr.#	Evaluation Description	Yes	No
1	NTN Registration		
2	GST Registration		
3	SRB Registration		
4.	Bid Security		
5	05 Years' Experience		

Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules 2013, amended 2016

EVOLUTION CRITERIA FOR PROCUREMENT

01-INSTRUCTIONS FOR PREPARATION OF TECHNICAL PROPOSAL SHOULD HAVE THE FOLLOWING BID DOCUMENTS

S r#	The Technical Bids Shall be Evaluation Parameters					
	Company / Firm / Individual Info	rmation	Total	Brief		
	Required Field	Marks	Marks			
	No. of years in Business	10	illi es	02 Marks for each year in business Max (10)		
	Annual Turnover in Million	15		0.75 Marks per Million turnover Max (15)		
01	NTN Registration Certificate	10	45	10 Marks firm have NTN Certificate		
	• Sales Tax Registration Certificate	10		10 Marks firm with register and Sale Tax		
02	Technical Proposal Specification and Brochures	10	10	10 Marks if firm provid complete details specification and brochures provide supplied item which are quoted		
	Financ	ial Capa	bilities			
03	Income Tax Annual Return 3 Years	09	01	3 Marks on production of each year Income Tax return Max (09)		
	Audited Financial Statement 3 Years	06	25	2 Marks on production of Financial Audit Statement eac year Max (06)		
	Monthly Sale Tax Summary of last 10 Months	10		1 Marks on production of each month Sale Tax return Max (10)		
	Relevant Fields Experience		20	4 Marks for each similar complete assignment documentation proof Max (05)		

- O1-01 Original tender receipt
 O1-02 Photocopy of pay Order / demand draft of earnest money which should not be readable, otherwise the bid shall be ignored.
 O1-03 NTN / Income Certificate
 O1-04 Professional Tax Certificate
 O1-05 GST Registration Certificate, if applicable
- 01-06 SRB Sindh Revenue Board
 01-07 Bidder should submit documentary evidence that can perform over all business of more than / equal to Rs:-5.00 Million, which is mandatory requirement otherwise bid will be rejected.
- 01-08 06 Sample sets OF Question Papers & Answer copies must be attached.

02-INSTRUCTIONS FOR PREPARATION OF FINANCIAL PROPOSALS SHOULD HAVE THE FOLLOWING BID DOCUMENTS

- 02-01 Original pay order / Bank draft of earnest money
- 02-02 Original copy bid offer with quoted price
- Only those items financially offer will be announced / considered which are technically qualified by the formulary committee. If any firm was to give the separate item wise financial bid, they are advice to give separate item wise sealed envelope (s) of every item and should mention the name item and tender Sr. No. on the front in the bold and legible letter to avoid the confusion. Else the financial proposal envelops will be opened on qualified items basis and it will not be challenged by the suppliers / contractors to open the financial proposals of the Dis-qualified items.
- 02-04 In case the rates of two or more bidders found equal, all will be accepted on equal sharing basis.

03 INSTRUCTIONS FOR PREPARATION AND WEIGHTAGE OF PAPERS (QUESTION & ANSWER COPIES): -

- 03-01 The Question Papers must carry the weightage of 52 Grams and the Question Papers width (8.5 X 13.5).
- 03-02 Answer copies must carry weightage of 68 grams, and Answer Copies width (7X10) consisting on 10 pages.
- 03-03 Monogram on first page to Answer Copies.
- 03-04 Question Paper consist on Essay Type and MCQs. Both will be printed on one paper using Both Sides
- 03-05 Monogram and Printing Matter of Question Papers will be provided by The District Local Examination Committee.

04-UNDERTAKING ON RS:-100/- ON JUDICIAL STAMP PAPER

04-01 I / we read / understand the specified in the tender inquiry and undertake:-

04-02	That I / we will remain bound to supply any item as an additional quantity at the same rate on which said item I / we have supplied
	during the contract period
04-03	That I / we agree whether our tender for total out tender accepted
04.04	for total/ partial or enhanced quantity for all or any single item
04-04	I / we also agree to supply and accept the said item at the rate
	for the supply of Contracted within the stipulated period shown
01.05	in the contract
04-05	I / we understand and ensure for the supply of quality goods. I /
	we also agree to supply of 100% additional quantity without any
	additional charges, If the supplies / part of the supplies declared
04.06	sub standard
04-06	I / we undertake that if any of the information submitted in
	accordance to this Tender inquiry found incorrect, our contract
	may be cancelled at any stage on our cost and risk
04-07	I / we undertake to deposit the goods testing fees per item to the
	District Level Committee, the said fees will be deposited directly
	to POL/CDL, if the assignment given to the said committee
04-08	I / we undertake that / I / we will replace the goods
04-09	I / we undertake that I / w have never been black listed
04-10	I / we also agree supply the 100% additional quantity without
04.11	any additional charges
04-11	The Bidder also to provide the Technical specification and
04.10	broacher of the Each Item
04-12	The DDO / Bidder after passing out the bills, the payment shall
	be reserved in shape of pay order or bank draft, till the delivery
	is over.
05-	TERMS AND CONDITIONS ACCEPTANCE CERTIFICATE
	I DRING AND CONDITIONS ACCOUNTINGS CERTIFICATE
I / we M/s	
187	that we have carefully read all terms and conditions of the tender and also agreed to
validity of the	2010 amended 2013 for the procurements of Furniture & Fixture / Goods etc. during the
The state of the s	
Signature of V	endor
Name of Author	prized Person
Designation	
	ess
Telephone No.	Fax NoEmail Address
Witness	

O6- TERMS AND CONDITIONS OF CONTRACT
O6-01 The Successful bidder shall submitted 5% of contract amount as performance security in shape of Call deposit or in payment order.

01. Name in Full_

02. Name in Full _

Signature _

Signature _

10-01 The District procurement committee reserves the right to approve / drop any item or scrap / cancel the tender as per relevant rules of SPPRA 2010 amended 2013.

11-LIQUIDATED DAMAGES

11-01 The Liquidated / Damage in the event of completion beyond the given schedule, shall be 0.1% each day of delay from the targeted period

12-REDRESSAL

12-01 Redressal of grievances and settlement of dispute will be as per SSPRA Rule 2010, amended 2013

13- GENERAL CONDITIONS AND INSTRUCTIONS

- 13-01 The Tender shall be submitted with all documents and sealed envelopes. Envelops must contain tender inquiry No. on the top. The name of bidder should be affixed on the face of the envelope on the left side. The bidder should prepare the tender in form of Technical and Financial proposals separately in accordance with rule 46 (2) SPP rule 2010 amended 2013. The envelope should be marked Technical Proposals and Financial Proposals in Bold and legible letters to avoid confusion. Envelops should be sealed and addressed to the Chairman Annual Local Examination Procurement Committee District Jamshoro, and inserted in tender box on the scheduled date & time.
- 13-02 The tendered rate should be inclusive of all applicable taxes to federal and provincial Government or local bodies and will be deducted from the bill of the contractor / suppliers.
- 13.03 All the (applicable) Government taxes (income tax / 0.30% stamp duty of the value of the contract amount will be deducted from the bills of contractors / suppliers.
- 13-04 if the contractor / supplier requires tax exemption facility regarding non-deduction of advance income tax. The exemption certificate issued by the concerned authority must be attached and on C.I.F bases a copy of entry and tax paid challan copy should be attached with the bill.
- 13-05 The item have to be quoted Proforma given above: duly filled stamped and signed by the authorized bidder. On those items shall be typed on proforma/ separate letter head (as per serial of Proforma) for which the rates are to be quoted. Any alteration/ correction must be initialed and each page is to be signed and stamp at the bottom.
- 13-06 Schedule should be prepared with the generic name. However the bidder may also mention the brand name against the generic name.
- 13-07 The supplier should be commercial pack delivered at the school institution throughout Sindh provincial by the authorized representative of the firm at the risk and cost of the suppliers any breakage or shortage of stock will be covered from the supplier.

14-PERFORMANCE SECURITY.

14-01 The successful bidders will have to deposit the requisite security to the Chairman Annual Local Examination, District Jamshoro, in the shape of pay order/ demand draft @ 05% of value of the orders awarded to them by Chairman Annual Local Examination, District Jamshoro The same will be released after successful completion of stores against purchase orders (s) issued during the financial year 2017-18.

Goods will be delivered at the office of the respective warehouses.

14-02 Ensuring appropriate quality of items supplied is the responsibility of supplier. Contract can be cancelled with suppliers not providing required quality items.

<u>14-03</u> Bid evaluation report is not a binding contract for any party; a separate contract will be signed between the supplier and Chairman Local Examination Committee, District Jamshoro

14-04Quantities of required items can be increased/decreased up to 30%.

Bids should be submitted in two separate envelopes clearly marked "Technical Proposal" and "Financial Proposal".

14-05It will be single stage-two envelope procedure. Bidders are required to prepare and submit the Bids in two separate parts, i.e.

- Technical Bid
- Financial Bid

14-06Both Bids should be sealed and submitted in separate envelopes which should be clearly marked as "Technical Bid" or "Financial Bid". These Bids should be accompanied with earnest money/Bid money of 2% of the bid value sealed in a separate envelope in shape of Bank Pay order in favor of the Chairman Annual Local Examination Committee District Jamshoro. Bids not complying with the above instructions would be instantly rejected. In the first instant, technical envelops marked with Technical Bids would be opened.

14-07 The contract would be awarded to the lowest bidder amongst the qualifying bids. Procuring agency reserves the right to cancel the bid/tender at any time prior to the award of contract without incurring any liability or obligation.

15-PROCESS:-

- <u>15-01</u> The District Education Officer Elementary Secondary Higher Secondary / the Chairman of Local Examination Committee will invite bid and consolidated bids will be advertised through newspapers as SPPRA rules. Procurement Committee will evaluate the bids in line with SPPRA rules; however the bids will be evaluated by Procurement Committee and recommend suppliers for award of Local Annual Examination Materials of District Jamshoro.
- <u>15-2</u> Contract will be signed between the supplier and respective Chairman of Local Examination Committee for each category of items required, Supplier will deliver school wise packets of goods at the School Level to the respective Head of Institutes.

16 Scope

The Chairmen Local Annual Examination Committee Jamshoro invites sealed bids/ Tenders documents as per single stage two envelope procurement process for the packages.

17 Eligibility

The firm must possess a valid registration with Income Tax and Sales Tax authorities including Sindh Revenue Board.

18.0 Required Documents

Following details/documents are required for evaluation of bidders;

18-01 Supplier Profile/brochure:

18-02 Name, address, Telephone, fax numbers and e-mail address of supplier

18-03 Ownership and Organizational Structure

18-07 Year of establishment

19- Experience and past performances

20-01 List of similar assignments performed in the last 5 years 20-02 List of assignments executed in similar geographical conditions;

20- Reimbursement of Cost

21-01 Bid amount must include all the costs necessary for delivering the required items at the required destination as no cost will be reimbursed to any supplier.

ALL APPLICABLE GOVERNMENT TAXES SHALL APPLY.

21- SPECIAL CONDITIONS

21-01 Stores are required as early as possible. The bidder may however give their short guaranteed delivery period not be more than one month from the date of issue of supply order, by which the supply will be completed positively. The liquidated / damage in the event of completion beyond the given schedule shall be 0.2% each day of delay from the targeted period.

The bidders shall quote their firm and final price both in figure

and in words on free delivery basis to all over in Sindh.

21-03 The successful bidder shall sign the Agreement with the department of education on judicial stamp paper of Rs. 100/- as per approved format and may gate supply orders from all education institution of Sindh province.

21-04 Only items approved by the committee will be considered by the

district procurement committee.

21-05 Only those items financially offer will be announced/ considered which were technically qualify by the formulary committee. If any firm was to give the separate item wise financial bid they are advice to give sap rate item vise sealed envelope (s) of every items and should mention the name of item and tender serial No on the front in bold and legible letters to avoid the confusion. Else the financial proposal envelops will be opened on qualified items bases and it will not be challenged by the suppliers/ contractors to open the financial proposal of the disqualified items.

21-06 In case, the rates of two or more bidders found equal, all will be accepted on equal sharing bases.

21-07 The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services, as specified in the schedule of requirements and Technical Specification in accordance with the price Schedule submitted by the supplier, the amount against the delivered items or such other sum is may become payable under the provision of this Contract at the time and in the manner prescribed by this Contract.

21-08 All payments to the supplier(s) shall be made through Treasury Cheque issued in the name of (Supplier's Name) (All the Taxes deducted from the Amount through Treasury Office.)

23-INSTRUCTIONS FOR PREPARATION OF BID

Bidder are required to comply with all the clauses mentioned in the Terms and conditions of the bid documents and any deviation will expel them from competing in the Tender.

23-01 The quoted rates should be in Pak Rupees. Bid shall be valid for 60 days from the date of opening of bid. The bid shall be inclusive of the all applicable duties and taxes/ transportations etc, and all other expenses on free delivery to consignee's and at the school institutions as enclosed list throughout District.

23-02 Quoted price shall be in figures and words both, if discrepancies

between two, prices quoted in words shall prevail.

23-03 The bidders shall sign a rate for whole year 2017-2018, ended on 30th June 2018. However order shall be placed by the District Education Officer, Elementary Secondary Higher Secondary, Jamshoro.

23-04 The Tender shall be submitted with all documents and sealed envelopes. Envelops must contain tender inquiry No. on the top. The name of bidder should be affixed on the face of the envelope on the left side. The bidder should prepare the tender in form of Technical and Financial proposals separately in accordance with rule 46 (2) SPPRA rule 2010, amended 2013. The envelope should be marked Technical Proposals and Financial Proposals in Bold and legible letters to avoid confusion. Envelops should be sealed and addressed to the Chairman District Procurement Committee, District Jamshoro and submitted in tender box on the scheduled date and time.

23-05 Any alteration / correction must be initiated and each page is to be signed and stamp at the bottom.

23-06 The Schedule is prepared with the generic name however the bidder may also mention the brand name against the generic name.

23-07 All items have to be quoted duly filled stamped and signed by the authorized bidder.

23-08 The supplier accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to procuring Agency under any law, Contract or other instrument, be void able at the option of Procuring Agency.

24-0 BIDDING DOCUMENTS COLLECTED VENUE, DATE & TIMING

24-01. Bidding documents can be collected from the Bureau of Curriculum Extension Wing Jamshoro on any working day from 16th January 2018 to 02th February 2018 (till 09:00 am to 05-00 pm) on payment of Tender Fee Rs:- 1000/-, in Cheque / D.D, fresponse time should at least be 15 days from the first date of issuance of bidding documents/ on payment of tender fee as mentioned above, along with a written request for issuance of bid/tender document.

24-02. Bid should be submitted at the Office of the District Education Officer Elementary, Secondary & Higher Secondary, at Bureau of Curriculum Extension Wing Jamshoro at the

address mentioned below, on or before the last date and time of bid submission. Received bids shall be opened at the same address on the bid opening date and time as mentioned above.

24-03. The Bids must be accompanied by valid N.T.N Certificate, Sales Tax Registration and earnest money @ 2% (in-original) of total value of bid Order/Bank Draft from any Schedule Bank in favor District, Jamshoro.

25-0 BIDDING DATA SHEET

25-01. This section should be filled in by the Engineer/Procuring Agency before issuance of the Bidding Documents).

25-02. Name of Procuring Agency Chairman Annual Local Examination Committee

Jamshoro

25-03. Brief Description of Works (Question Papers, Answer Copies)

25-04. Procuring Agency's address:-Office of the District Education Officer Elementary, Secondary Higher Secondary, at Bureau of Curriculum Extension Wing Jamshoro

25-05 Estimated Cost: -

Rs: - 1072000/-

25-06 Amount of Bid Security: - 2%

Rs: - 21500/-

25-07 Period of Bid Validity

(15days)

25-08 Security Deposit :- (2%)

Rs: - 21500/-

25-09 Percentage, if any, to be deducted from bills: -

NII.

25-10 Deadline for Submission of Bids along with time:-17th February 2018, up to 11-00 am 25-11 Venue, Time, and Date of Bid Opening: - Office of the District Education Officer, Elementary / Secondary & Higher Secondary, Jamshoro, at Bureau of Curriculum Extension Wing Jamshoro

25-12 Time for Completion from written order of commence: - 15 Days.

25-13 Liquidity damages: - 5%

25-14 Deposit Receipt No: Date: Amount : (in words and figures)

26-0 Section-IV Schedule of Requirements

Delivery schedule and Annual Local Examination 2017-2018

<u>26-01</u> The supplies shall be delivered by the vendor as per instructions of the Chairman Annual Examination Committee District Jamshoro. The items should be delivered in package wise accompanied by the proper delivery challan and Goods Received Note (SSB GRN) in prescribed format.

<u>26-02</u> Bid should be submitted at office of the District Education Officer, Jamshoro, at Bureau of Curriculum Extension Wing Jamshoro, on or before the last date and time of bid submission. Received bids shall be opened in the office of the undersigned in presence of committee members, contractors or their authorized representatives at the same address on the bid opening date and time as mentioned above.

<u>26-03</u> In case of un-responded/rejected tenders, the fresh tenders will again be issued & received on the following dates: 26th February 2018

27-0 SPECIMEN FOR AUTHORIZATION LETTER BY MANUFACTURER / IMPORTER FOR THEIR DISTRIBUTER

I / we M/s	101 10 CW		eby
authorize	M/s	Addı	ress
		as our authorized Distributor, Education Department, Dist	rict
Jamshoro,			
contaminated a	and short supp	there is any sub-standard spurious, counterfeit, misbranded y of item (s) by our Distributor, we will be responsible for we have red and understood the terms and conditions of the ten	the
Signature of M	Ianufacturer / I	nporter	
Name and Des	ignation		
Address			
Note: - All the will be ignored		structions must be read carefully for compliance: else the o	ffer
	The second secon	t to ask and verify any document from the participants related of item, to assess the quality	ited

28-0 CLASS WISE ENROLMENT

Sr. No	Class	Total Enrolment	Question Papers Required	Answer Copies
01	Class IV	10816	86528	86528
02	Class V	9522	76176	76176
03	Class VI	5743	51687	51687
04	Class VII	5454	49086	49086
05 Class VIII		4779	43011	43011
	Total Enrolment	36314	306488	306488
	Supplementary Required	0	0	10000
	G. Total	36314	306488	316488

29-00 PROCUREMENT OF GOODS STANDERD BIDDING DOCUMENTS PROCURMENT PLAN (NON DEVELOPMENT)

DISTRICT EDUCATION OFFICER, ELEMENTARY SECONDARY HIGH SECONDARY JAMSHORO

Sr. No	Fund Head and Sub Head	Allocation of funds and breakup for different locations/ sites	Items to be included	Method of procure ment	Anticip ated / actual date of adverti sement	Anticipa ted / Actual date of Start	Anticipat ed / Actual date of Completi ons
01	02	03	04	.05	06	07	08

The second second	Other, Annual Local Examination	Rs:- 1072000/=	01- Question Papers 02- Answer Copies	Tender	16-01- 2018	02-02- 2018	05-03- 2018
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DISTRICT EDUCATION OFFICER
ELEMENTARY SECONDARY HIGHER
SECONDARY / CHAIRMAN
PROCUREMENT COMMITTEE
DISTRICT JAMSHORO

STANDARD BIDDING DOCUMENTS FOR PROCUREMENT UNDER THE HEAD LOCAL EXAMINATION FROM CLASS IV TO VIII BIDDING DOCUMENT FOR SUPPLIERS PROCUREMENT OF

FINANCIAL PROPOSAL

01-ANSWER COPIES 02-QUESTION PAPERS



SCHOOLS EDUCATION DEPARTMENT
DISTRICT JAMSHORO

M.K.B

Section VI. Sample Forms

Notes on the Sample Forms

The Bidder shall complete and submit with its bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 9 and in accordance with the requirements included in the bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring agency, pursuant to ITB Clause 15.3.

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 16.3 and GCC Clause 17, acceptable deviations (e.g., payment schedule pursuant to ITB Clause 25.4 (c), spare parts pursuant to ITB Clause 25.4 (d), or quantity variations pursuant to ITB Clause 29. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security** and **Bank Guarantee for Advance Payment** forms should not be completed by the bidders at the time of their bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring agency and pursuant to GCC Clause 7.3 and SCC 11, respectively.

The **Manufacturer's Authorization** form should be completed by the Manufacturer, as appropriate, pursuant to ITB Clause 13.3 (a).

Sample Forms

1. BID FORM AND PRICE SCHEDULES	
2. Bid Security Form	
3. Contract Form	
4. Performance Security Form	
5. Bank Guarantee for Advance Payment	
6. Manufacturer's Authorization Form	

1	Rid	Form	and	Price	Scher	lules
3	. Diu	I OI III	anu	IIICC	DUILLE	iuics

	IFB NO:
To: [name and address of Procuring Agency]	
Gentlemen and/or Ladies:	
Having examined the bidding documents increceipt of which is hereby duly acknowledged, we, to [description of goods and services] in conformity with the [total bid amount in words and figures] or such other sums the Schedule of Prices attached herewith and made process.	ne undersigned, offer to supply and deliver ne said bidding documents for the sum of as may be ascertained in accordance with
We undertake, if our Bid is accepted, to deliver schedule specified in the Schedule of Requirements	i canada da cara da car
If our Bid is accepted, we will obtain the guara Percent of the Contract Price for the due performant by the Procuring agency.	
We agree to abide by this Bid for a period of opening under Clause 22 of the Instructions to Bid and may be accepted at any time before the expiration	ders, and it shall remain binding upon us
Until a formal Contract is prepared and execuacceptance thereof and your notification of award, stus.	를 보는 물었다. 그는 사람이 나가 되었다고 아버리를 하면 있다. 바람이 되었다면 하는 그 그 없는 것이 없는 것이 없었다. 그리고 있는 것이 없는 것이 없는 것이 없는 것이다.
Commissions or gratuities, if any, paid or to b and to contract execution if we are awarded the contract execution in the contract execution is a contract execution in the contract executio	
Name and address of agent Amount and Curren	cy Purpose of Commission or Gratuity
(if none, state "none")	
We understand that you are not bound to accept the	lowest or any bid you may receive.

Dated this	day of	19	
[signature]	[in the ca	pacity of]	
Duly authorized to si	ign Bid for and on behalf of	×	

Price Schedule in Pak. Rupees

2	3	4	5	6	7
Description	Country of origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered du paid (DDP) to final destinat plus price of other incident services if required ³
	Description				

Signature of Bidder	II

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

³ Must be included if required under ITB 11.2

2. Bid Security Form

Whereas [name of the Bidder] (Hereinafter called "the Bidder") has submitted its bid dated [date of submission of the goods] Bid").
KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called "the Bank"), are bound unto [name of Procuring agency] (hereinafter called "the Procuring agency") in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this day of19
THE CONDITIONS of this obligation are:
Part Two - Section VII. Eligibility for the Provision of Goods, Works and Services in Bank Financed Procurement
 If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 (a) fails or refuses to execute the Contract Form, if required; or (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;
we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.
This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.
[signature of the bank]

3. Contract Form

THIS AGREEMENT made the day of	called "the Procuring agency") of the one part			
WHEREAS the Procuring agency invited bids [brief description of goods and services] and has acceptose goods and services in the sum of [contract part of the contract Price].	epted a bid by the Supplier for the supply of			
NOW THIS AGREEMENT WITNESSETH AS	FOLLOWS:			
1. In this Agreement words and express respectively assigned to them in the Conditions	ions shall have the same meanings as are of Contract referred to.			
 The following documents shall be deemed this Agreement, viz.: (a) the Bid Form and the Price Schedule substitution (b) the Schedule of Requirements; (c) the Technical Specifications; (d) the General Conditions of Contract; (e) the Special Conditions of Contract; and (f) the Procuring agency's Notification of Agreements 				
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract				
4. The Procuring agency hereby covenants provision of the goods and services and the reme such other sum as may become payable under the manner prescribed by the contract.				
IN WITNESS whereof the parties hereto have ca accordance with their respective laws the day an				
Signed, sealed, delivered byagency)	the (for the Procuring			
Signed, sealed, delivered by	the (for the Supplier)			

4. Performance Security Form

Γο: [name of procuring agency]
WHEREAS [name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. [Reference number of the contract] dated 19 to supply [description of goods and services] (hereinafter called "the Contract").
AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.
AND WHEREAS we have agreed to give the Supplier a guarantee:
THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guar-antee] as a foresaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.
This guarantee is valid until the day of19
Signature and seal of the Guarantors
[name of bank or financial institution]
W .
[address]
[date]

5. Bank Guarantee for Advance Payment

To: [name of procuring agency]
[Name of Contract]
Gentlemen and/or Ladies:
In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, [name and address of Supplier] (hereinafter called "the Supplier") shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].
We, the [bank or financial institution], as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding [amount of guarantee in figures And words].
We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.
This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until [date].
Yours truly,
Signature and seal of the Guarantors
[name of bank or financial institution]
[address]
[date]

6. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: [name of the Procuring agency]

WHEREAS [name of the Manufacturer] who are established and reputable manufacturers of [Name and/or description of the goods] having factories at [address of factory]

Do hereby authorize [name and address of Agent] to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. [Reference of the Invitation to Bid] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

[Signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

Sample of Question Paper (Page-02)

Sample	of Question Paper (Page-02)	
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Sample of Question Paper (Page-01)

To the same				
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	(100,7)	يمامت: ماقي	مضول: آسال ادو	
		حصه الله (معروضي سوالات		
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Sample of Answer Copies first Page (Correct the Year 2017-2018)

ation officer	Elementraly.
JAMSI	Secondary HORO NATION 2014-18
Seat No:	Date:
Name of School:	
Name of Student:Subject:	S/o. D/o
Marks obtained:	Max Marks:
Signature of Examiner	Signature of Invagelator



GOVERNMENT OF SINDH EDUCATION & LITERACY DEPARTMENT KARACHI, DATED 20-10-2016

NOTIFICATION

NO.SO(G-III)/SSB/CRC/RSU/2016-17: In pursuance of Rule-31 of the Sindh Public Procurement Rules,2010 (Amended 2013) and in accordance with Guidelines for Procurement of goods & furniture under School Specific Budget, School Consolidation and Reform Support Unit, a Complaint Redressal Committee comprising of following officers is constituted as under to resolve complaints of aggrieved bidders with following TORs:-

1.	Director Schools Education, concerned	Chairman
2.	A representative from Accountant General Sindh /	Member
	District Accounts Office, Concerned	
3.	An independent professional from the relevant field to be nominated	Member

ToRs

- · To perform according to Rules-31of SPPRA,2010 (Amended 2013);
- · Perform any other function ancillary and incidental to above.

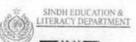
NO.SO(G-III)/SSB/CRC/RSU/2016-17:

by the Director concerned

SECRETARY TO GOVT. OF SINDH KARACHI, DATED 20-10-2016

Copy is forwarded for information & necessary action to:-

- The Accountant General Sindh, Karachi / District Accounts Office, concerned with request to nominate officer for above mentioned committee.
- 2. The Chairman/ Members of the committee
- The Chief Program Manager, Reform Support Unit, Education & Literacy Department, Govt. of Sindh
- 4. The Commissioner......Div sion
- 5. The District Education Officer (Primary), (ES & HS) (All)
- 6. The Deputy Commissioner (All)
- 7. Members of the Committee
- 8. The PS to Secretary Education & Literacy Department, Government of Sindh.
- 9. Taluka Education Officer (Primary), (ES & HS) (All)
- 10. Master File
- 11. Official Website





(QASIMAKBAR NIMAK) (O SECTION OFFICER (G-III)



Government of Sindh School Education Department

Karachi, dated the 28-03-2017

NOTIFICATION

No. SO(G-III) SED/RSU/SSB&SC/3-712/17: In supersession of earlier notified procurement committees for goods of secondary schools dated 19/10/16 (1) & 20/10/16 (1) under SSB & SC respectively, a new procurement committee is hereby notified for Rate Contract Basis at district level for both School Specific Budget & School Consolidation (for secondary schools) for purchase of Goods comprising following officers:

S.No.	Procurement Committee	Placement in committee
1.	District Education Officer (ESHS) Concerned District	Chairman
2.	Deputy Director (ESHS) Concerned Region	Member/Secretary
3.	A representative of Commissioner/Deputy Commissioner of the concerned Division/District	Member

^{*}The committee may Co-opt any other member in case needed.

Terms of Reference:

- (1) Preparing bidding documents;
- (2) Carrying out technical as well as financial evaluation of the bids:
- (3) Preparing Evaluation Report as provided in SPPRA Rule 45
- (4) Making recommendations for the award of contract to the competent authority; and
- (5) Perform any other function ancillary and incidental to the above

-SECRETARY TO GOVERNMENT OF SINDH-

No. SO(G-HI) SED/RSU/SSB&SC/3-712/17:

Karachi, dated the 28-03-2017

A copy is forwarded for information and necessary action to:

- 1. The Commissioner concerned Division.
- 2. The Director School Education (Elementary, Secondary & Higher Secondary), Region concerned.
- 3. The Director School Education (Primary), Region concerned.
- 4. The Chief Program Manager-Reform Support Unit, School Education Department
- 5. The Additional Secretary (PDR), School Education Department
- 6. The Deputy Commissioner (All)
- 7. Members of the Committee
- 8. The PS to Secretary School Education Department, Government of Sindh
- 9. The PS to Minister, Education & Literacy Department, Government of Sindh
- 10. Master File
- 11. Official Website

SINDH EDUCATION & LITERACY DEPARTMENT



(ALI GUL JALBANI) SECTION OFFICER (G-III)