



NO.SO(Admn-I)/12/(163)/2017  
**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT**

Karachi, 26<sup>th</sup> January, 2018

To,

The Managing Director,  
Sindh Public Procurement Regulatory Authority,  
Karachi


**SUBJECT :- NIT FOR PROCUREMENT OF STATIONERY & PRINTING ARTICLES.**

I am directed to refer to the subject noted above and to enclose herewith a Notice Inviting Tender for "**Procurement of Stationery & Printing Articles for the office of Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project (P&D)**".

2. Copies of following relevant documents are also enclosed:

- (i) Annual Procurement Plan in respect of Task Force Secretariat
- (ii) Constitution of Procurement Committee
- (iii) Constitution of Complaint Redressal Committee

3. It is requested that NIT may kindly be hoisted on the Website of SPPRA.

  
**(IMRAN SIBTAIN)** 26/01/2018  
Section Officer (Admn-I)  
Phone 021-99211926

CC:

- The PS to Coordinator to Chief Minister for Nutrition
- The PS to Chairman, P&D Board, Sindh
- The PS to Secretary (Planning), P&D

SPPRA INWARD DIARY  
NO : 5083  
DATED 26-01-2018



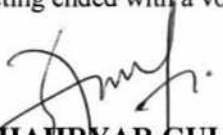
No.SO(Admn-I)/(P&D)12(163)/2017  
**PLANNING & DEVELOPMENT  
DEPARTMENT  
GOVERNMENT OF SINDH**


Karachi, 25<sup>th</sup> January, 2018


**MINUTES OF MEETING OF PROCUREMENT COMMITTEE OF TASK FORCE  
SECRETARIAT FOR SINDH ENHANCING RESPONSE TO REDUCE STUNTING  
PROJECT, PLANNING & DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH**

Meeting of the Procurement Committee constituted vide P&D's Notification No.SO(ADMN-I)/(P&D)12(163)/2017, dated 31.05.2017 in respect of Task Force Secretariat for Sindh Enhancing Repose to Reduce Stunting Project (P&D) was held on 25.01.2018.

2. List of Participants of the Meeting is attached.
3. Opening the discussion, the chair apprised the participants that Government of Sindh has established Provincial Task Force on Nutrition for the Sindh Enhancing Response to Reduce Stunting which has been housed at rented premises bearing Bunglow No.F-4/1, Block-4, KDA Scheme No.5, Kehkashan, Clifton, Karachi No.
4. In order to cater the day-to-day requirement of Office stationery and printing articles, tender for "Procurement of Stationery & Printing is to be published through SPPRA Website only as the estimated cost of the same is below Rs.1,000,000/-
5. Accordingly, Draft Bidding/Tender documents were placed before the members of the Procurement Committee. After due deliberations and in-put of the members of the committee the documents were finalized and it was decided to furnish them to Sindh Public Procurement Authority for hoisting on its Website.
6. Meeting ended with a vote of thanks to and from the chair.

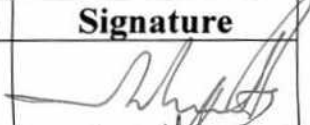
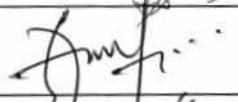
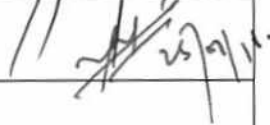
  
(SHAHRYAR GUL)  
COORDINATOR, NUTRITION SECTION/  
MEMBER OF P.C.

  
REPRESENTATIVE OF  
INDUSTRIES & COMMERCE  
MEMBER OF P.C.

  
(MUHAMMAD ALI KHOSO)  
ADDITIONAL SECRETARY (ADMN)  
CHAIRMAN OF P.C.

**ATTENDANCE SHEET**

**MEETING OF PROCUREMENT COMMITTEE OF TASK FORCE SECRETARIAT  
FOR SINDH ENHANCING RESPONSE TO REDUCE STUNTING PROJECT,  
PLANNING & DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH**

S.No.	Name & Designation	Contact No.	Signature
1.	M. Ali Khoso		
2.			
3.	M/SARRAT M/SKATAU.	0304-4897299	
4.			
5.			



GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

Karachi dated the 31<sup>st</sup> May, 2017

193

**NOTIFICATION**

No. SO(ADMN-1)(P&D)12(163)/2017: In supercession of this department's Notification of even number dated 17.04.2017, Committee for Procurement of Goods / Non Consultancy Services in Task Force Secretariat for implementation of Accelerated Action Plan for Reduction of Malnutrition and Stunting is hereby re-constituted with following Compositions / TORs:-

1	Additional Secretary (Admn), P&D Department, Govt. of Sindh.	Chairman
2	Coordinator, Nutrition Section, P&D Department, Govt. of Sindh	Member/Secretary
3.	Representative of Industries Department, Govt. of Sindh (Not below the rank of BS-18).	Member

**The Term of references (TORs)**

1. Preparing Binding documents.
2. Carrying out technical as well as financial evaluation of the bids.
3. Preparing evaluation report provided in Rule-45 of SPPRA.
4. Making recommendations for the award of contract to the competent authority and;
5. Perform any other function ancillary and incidental to the above.
6. Committee may co-opt any professional from relevant field.


-MUIHAMMAD WASEEM-  
CHAIRMAN  
PLANNING & DEVELOPMENT BOARD

No. SO(ADMN-1)(P&D)12(163)/2017:

Karachi dated the 31<sup>st</sup> May, 2017

A copy is forwarded for information and necessary action to the:-

1. The Chairman/Members of the Committee.
2. The Members (all), P&D Board, Govt. of Sindh.
3. The Chief Economist, P&D Deptt. Govt. of Sindh.
4. The Spl. Secretary, P&D Deptt. Govt. of Sindh.
5. The Accountant General Sindh.
6. The Deputy Secretary (Staff) to Chief Secretary, Government of Sindh.
7. The Deputy Secretary (Admn), P&D Deptt. Govt. of Sindh, Karachi.
8. The Superintendent, Sindh Govt. Printing Press, Karachi.
9. The Section Officer (Gen), P&D Deptt. Govt. of Sindh.
10. P.S to Chairman, P&D Board, Government of Sindh.
11. P.S to Secretary (P), P&D Deptt. Govt. of Sindh.
12. PA to Additional Secretary (Admn), P&D Deptt. Govt. of Sindh.
13. Personal/Master File.

  
(IMRAN SIBTAIN)  
SECTION OFFICER (ADMN-1)  
PIL.021-991211926



183

**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT**

Karachi dated the 31<sup>st</sup> May, 2017

**NOTIFICATION**

No. SO(ADMN-I)(P&D)12(163)/2017: In pursuance of Rule-31 of SPPRA Rules, 2010 a Redressal Committee, comprising the following, is hereby constituted to grant right to the bidders as a legal obligation to represent against the decisions of Procurement of Goods/ Non Consultancy Services in Task Force Secretariat for implementation of Accelerated Action Plan for Reduction of Malnutrition and Stunting with following Compositions/TORs:-

01.	Secretary (Planning) P&D Department, Government of Sindh.	Chairperson
02.	Representative of Accountant General Sindh (not below an Officer in BPS-18)	Member
03.	An independent professional from relevant field.	Member

**Terms of Reference (TORs)**

- TORs of the committee are as provided under Rule-31 of SPP Rule-2010 and to perform any other function ancillary and incidental to the above.

-MUIHAMMAD WASEEM-  
CHAIRMAN  
PLANNING & DEVELOPMENT BOARD

No. SO(ADMN-I)(P&D)12(163)/2017:

Karachi dated the 31<sup>st</sup> May, 2017

A copy is forwarded for information & necessary action to:-

1. The Chairman/Members of the Committee.
2. The Members (all), P&D Board, Govt. of Sindh.
3. The Chief Economist, P&D Deptt. Govt. of Sindh.
4. The Spl. Secretary, P&D Deptt. Govt. of Sindh.
5. The Accountant General Sindh.
6. The Deputy Secretary (Staff) to Chief Secretary, Government of Sindh.
7. The Deputy Secretary (Admn), P&D Deptt. Govt. of Sindh, Karachi.
8. The Superintendent, Sindh Govt. Printing Press.
9. The Section Officer (Gen), P&D Deptt. Govt. of Sindh.
10. P.S to Chairman, P&D Board, Government of Sindh.
11. P.S to Secretary (P), P&D Deptt. Govt. of Sindh.
12. PA to Additional Secretary (Admn), P&D Deptt. Govt. of Sindh.
13. Personal/Master File.

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*Handwritten signature and date: 31/5/17*

*Handwritten signature and date: 31/05/2017*  
(IMRAN SIBTAIN)  
Section Officer (Admn-I)  
Ph: 021-99211926

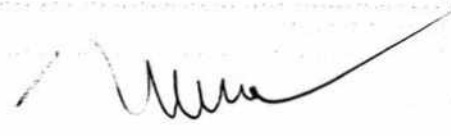
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**Task Force Secretariat ( Budget Requirements for 2017-18 )**  
**Summary of Total Programme Cost By Components**

Sr. No.	Components	Budget Requirement Year 2017-18
1	Hiring of Program Staff	40,265,000.00
2	Procurements	37,857,000.00
3	Operational Cost	19,221,600.00
	<b>Total Base Cost</b>	<b>97,343,600.00</b>

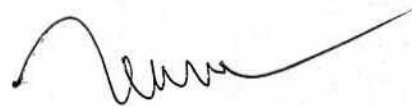


**Section Officer (Admn-I)**  
**Planning & Development Department**  
**Government of Sindh Karachi**



**Component 1. Hiring of Program Staff for Task Force Secretariat.**

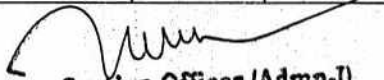
S. No.	Activities	Unit Type	No of units	Frequency/Months	Cost per unit (PKR)	Budget requirement 2017-18
1.1.1	Project Management Specialist	Person	1	8	350,000	2,800,000
1.1.2	Financial Management Specialist	Person	1	8	300,000	2,400,000
1.1.3	Procurement Specialist	Person	1	8	400,000	3,200,000
1.1.4	Safeguard Specialist	Person	1	8	300,000	2,400,000
1.1.5	Environmental Specialist	Person	1	8	300,000	2,400,000
1.1.6	Citizen Engagement Specialist	Person	1	5	300,000	1,500,000
1.1.7	CCT Institutional Specialist	Person	1	5	300,000	1,500,000
1.1.8	Gender Specialist	Person	1	5	300,000	1,500,000
1.1.9	Communication Specialist	Person	1	5	300,000	1,500,000
1.1.10	Monitoring & Evaluation Specialist	Person	1	5	300,000	1,500,000
1.1.11	Manager Admin	Person	1	7	150,000	1,050,000
1.1.12	Assistant Manager (all portfolios)	Person	6	7	100,000	4,200,000
1.1.13	Assistant Manger Field Monitoring	Person	2	7	100,000	1,400,000
1.1.14	PS Coordinator to CM (BPS 17)	Person	1	7	100,000	700,000
1.1.15	Staff Officer to Coordinator CM	Person	1	7	150,000	1,050,000
1.1.16	Accounts Officer	Person	1	7	100,000	700,000
1.1.17	MIS Staff (Data entry operators etc.)	Person	1	7	75,000	525,000
1.1.18	Statistician	Person	1	7	100,000	700,000
1.1.19	IT Assistants	Person	2	7	75,000	1,050,000
1.1.20	Accounts Assistant	Person	1	7	60,000	420,000
1.1.21	Office Assistants	Person	7	7	50,000	2,450,000
1.1.22	Junior Clerks	Person	2	7	30,000	420,000
1.1.23	Drivers	Person	3	7	25,000	525,000
1.1.24	Naib Qasid	Person	5	7	25,000	875,000
1.1.25	Security Guards	Person	2	7	25,000	350,000
1.1.26	Sweepers	Person	2	7	25,000	350,000
1.1.27	Project Allowance	Person	4	8	-	2,800,000
	<b>Component 1: Total</b>					<b>40,265,000</b>



**Section Officer (Admn-I)  
Planning & Development Department  
Government of Sindh Karachi**

## Component 2. Procurements

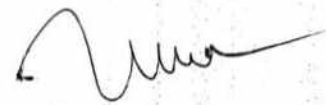
S. No.	Activities	Unit Type	No of units	Frequency	Cost per unit (PKR)	Budget requirement 2017-18
2.1.1	Procurement of 1600 CC Vehicle (Toyota Corolla Altis), including Registration) for Coordinator to CM	Vehicle	1	1	2,200,000	2,200,000
2.1.2	Procurement of 1300 CC Vehicle (Toyota XLI, including Registration) for managers	Vehicle	2	1	1,800,000	3,600,000
2.1.3	Procurement of 70cc Motor Cycle for routine work	Vehicle	2	1	100,000	200,000
2.1.4	Procurement of Staff Car for field Monitoring & Visits (2700 CC 4WD ,including Registration)	Vehicle	1	1	6,000,000	6,000,000
	<b>Sub Total</b>		<b>6</b>			<b>12,000,000</b>
<b>2</b>	<b>Procurement &amp; Supplies</b>					
2.2.1	Desktop Computers ( With Licensed Windows )	Unit	15	1	90,000	1,350,000
2.2.2	Laptops/Notebooks ( With Licensed Windows )	Unit	4	1	140,000	560,000
2.2.3	UPS for Computers	Unit	15	1	15,000	225,000
2.2.4	Computer accessories (flash drives, external HDD, DSL etc)	Lump Sum	1	1	100,000	100,000
2.2.5	Printers (Laser)	Unit	4	1	50,000	200,000
2.2.6	Network Pinter	Unit	1	1	60,000	60,000
2.2.7	Colour Printer (Laser)	Unit	1	1	150,000	150,000
2.2.8	DSLR Camera	Unit	1	1	100,000	100,000
2.2.9	Multimedia HD LCD Smart TV 50"	Unit	1	1	150,000	150,000
2.2.10	Telephone Exchange for 5 lines (75 extensions) with installation	Unit	1	1	300,000	300,000

  
**Section Officer (Admn-I)**  
 Planning & Development Department  
 Government of Sindh Karachi



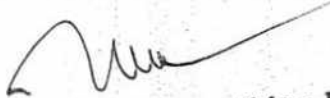
## Component 2. Procurements

S. No.	Activities	Unit Type	No of units	Frequency	Cost per unit (PKR)	Budget requirement 2017-18
2.2.11	Telephone Sets	Unit	40	1	7,000	280,000
2.2.12	Local Area Networking (wire and/or wireless)	Lump Sum	1	1	400,000	400,000
2.2.13	Microphones for conference room with Speaker along with installation.	Lump Sum	1	1	300,000	300,000
2.2.14	Photocopying Machine - heavy duty with RADF	Unit	1	1	300,000	300,000
2.2.15	Facsimile machine	Unit	1	1	20,000	20,000
2.2.16	Multimedia Project with Screen & wall Mounting	Unit	1	1	150,000	150,000
2.2.17	Air conditioner (Split Wall Mounted)	Unit	9	1	90,000	810,000
2.2.18	Air conditioner Floor Standing	Unit	2	1	140,000	280,000

  
**Section Officer (Admn-I)**  
**Planning & Development Department**  
**Government of Sindh Karachi**

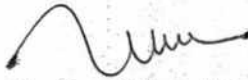
## Component 2. Procurements

S. No.	Activities	Unit Type	No of units	Frequency	Cost per unit (PKR)	Budget requirement 2017-18
2.2.19	Chillers/Water Dispensers	Unit	4	1	18,000	72,000
2.2.20	Heavy Duty Scanner	Unit	1	1	50,000	50,000
2.2.21	Heavy Duty Generator (20-30 KVA) with Installation	Unit	1	1	2,000,000	2,000,000
2.2.22	Development of Project Website	Unit	1	1	2,000,000	2,000,000
2.2.23	Preparation of Operational Manual	Unit	1	1	1,000,000	10,000,000
	<b>Sub Total</b>		<b>108</b>			<b>19,857,000</b>
2	<b>Sub Component 4.6: Furniture</b>					
2.3.1	Office Furniture (Table, Chair, Sofa Set, Side Racks, Almirah, Cabinets, Visitor Chairs, Curtains, Centre Tables, partitions etc.) for Conference Room / Coordinator to CM and manager's Room and General hall	Lump Sum	1	1	6,000,000	6,000,000
	<b>Sub Total</b>					<b>6,000,000</b>
	<b>GRAND TOTAL OF PROCUREMENTS &amp; SUPPLIES</b>					<b>37,857,000</b>

  
 Section Officer (Admn-I)  
 Planning & Development Department  
 Government of Sindh Karachi


## Component 3. Operational Costs

S. No.	Activities	Unit Type	No of units	Frequency	Cost per unit (PKR)	Budget requirement 2017-18
3.10	Meetings, Seminars & Trainings & Allowances					
3.1.1	Training & Workshops	Meeting	1	2	500,000	1,000,000
3.1.2	Provincial Intersectoral steering Committee/TaskForce Meeting etc.	Meeting	1	4	50,000	200,000
	<b>Sub Total</b>					<b>1,200,000</b>
3.20	<b>Sub Component 4.8: Others (Operations &amp; Maintenance Cost)</b>					
3.2.1	Rent of Building of Provincial Program	Month	1	11+3	700,000	9,800,000
3.2.2	Office equipment maintenance cost	Annual	1	1	25,000	25,000
3.2.3	POL For Staff Car -480 Litres/Month (4 field trips, 120 list/trip)	Cost/Month	1	9	38,400	345,600
3.2.4	POL For Coordinator to CM Car -300 Litres/Month	Cost/Month	1	9	24,000	216,000
3.2.5	POL For Pool Car 300 Litres/Month	Cost/Month	2	9	24,000	432,000
3.2.6	POL for Generator	Cost/Month	1	9	35,000	315,000
3.2.7	Electricity charges	Cost/Month	1	9	200,000	1,800,000
3.2.8	Gas Charges	Cost/Month	1	9	2,000	18,000
3.2.9	Telephone Exchange Connection (five lines)	Lump sum	5	1	15,000	75,000
3.2.10	Telephone Charges (five lines)	Cost/Month	5	8	30,000	1,200,000
3.2.11	Cell Charges (Coordinator)	Cost/Month	1	8	5,000	40,000
3.2.12	Broad Band Internet Services (Installation)	Lump sum	1	1	50,000	50,000
3.2.13	Broad Band Internet Services (Charges)	Cost/Month	1	9	10,000	90,000
3.2.14	Wireless Internet Connection (Charges)	Unit	10	1	4,500	45,000
3.2.15	Stationary & Expendable Items	Lump sum	1	1	1,500,000	1,500,000
3.2.16	Postages and courier	Lump sum	1	1	200,000	200,000
3.2.17	Journals, newspaper & news letter	Lump sum	1	1	40,000	40,000
3.2.18	Printing	Lump sum	1	1	30,000	30,000
3.2.19	TA/DA	Lump sum	1	1	800,000	800,000
3.2.20	Entertainment Cost	Cost/Month	1	10	50,000	500,000
3.2.21	Costs for Advertisement	Lump sum	1	1	500,000	500,000
	<b>Sub Total</b>					<b>18,021,600</b>
					<b>Grand Total</b>	<b>19,221,600</b>

  
 Section Officer (Admn-I)  
 Planning & Development Department  
 Government of Sindh Karachi

## List of Items to be procured through Tender

	Human Resource	Total Number	Monthly Salary	
LOT 1 ( Hiring of Program Staff)	Program Manager/Operational Incharge	1	350,000	
	Finance Manager	1	300,000	
	Procurement Manager	1	300,000	
	Communications Manager	1	300,000	
	Monitoring & Evaluation Manager	1	300,000	
	Environmental & Safeguards Manager	1	300,000	
	Admin Manager	1	300,000	
	PS Coordinator to CM (BPS 17)	1	100,000	
	Staff Officer to Coordinator CM	1	30,000	
	Accounts Officer	1	100,000	
	Field Monitoring Staff	2	125,000	
	MIS Staff (Data entry operators etc.)	1	75,000	
	Statistician	1	150,000	
	IT Assistants	2	75,000	
	Accounts Assistant	1	60,000	
	Office Assistants	3	40,000	
	Junior Clerks	2	30,000	
	Drivers	3	30,000	
	Naib Qasid	3	25,000	
	Security Guards	2	25,000	
	Sweepers	2	25,000	
	LOT 2 - Office Equipment	Desktop Computers ( With Liscensed Windows )	8	Not Applicable
		Laptops/Notebooks ( With Liscensed Windows )	12	
UPS for Computers		8		
Computer accessories (flash drives, external HDD, numeric pads, DSL etc)		1		
Printers (Laser)		10		
Network Pinter		3		
Colour Printer (Laser)		1		
DSLR Camera		1		
Multimedia HD LCD Smart TV 65"		1		
Multimedia HD LCD Smart TV 42"		1		
Telephone Exchange for 5 lines (75 extensions) with installation		1		
Telephone Sets		25		
Local Area Networking (wire and/or wireless)		1		
Microphones for conference room with Speaker along with installation.		1		
Photocopying Machine - heavy duty with RADF		1		
Facsimile machine		1		
Multimedia Project with Screen & wall Mounting		2		
Air conditioner (Split Wall Mounted)		10		
Air conditioner Floor Standing		2		
Chillers/Water Dispensers		4		
Heavy Duty Generator (20-30 KVA) with Installation	1			
LOT 3 - Office Furniture ( As per bidding Document)	Office Furniture ( Office Table, Office Chair, Sofa Set, Side Racks, Almirah, Cabinets, Visitor Chairs, Curtains, Centre Tables	Total number of Rooms ( 15)	Not Applicable	
LOT 4 - Office Building	Rent of Building of Provincial Program	1	Not Applicable	
LOT 5 - Stationary & Janitorial Items	Miscellenious Items as per list	1	Not Applicable	

  
**Section Officer (Admn-I)**  
**Planning & Development Department**  
**Government of Sindh Karachi**



**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

Tender # TFS(SERRSP)/NIT/17

Dated: 26-01-2018

TENDER DOCUMENT

For

**PURCHASE OF  
“STATIONERY & PRINTING”**



JANUARY, 2018

**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH**

Room # 314A, 2<sup>nd</sup> Floor, Sindh Secretariat # 2 (Tughlaq House), Karachi  
Tel # 021-99211926 Fax # 021-99211423



**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

**TABLE OF CONTENTS**

<u>PART #</u>	<u>DETAILS</u>
	: Notice Inviting Tender
PART "A"	: Instructions for Bidders
Part "B"	: Schedule of Requirement
Part "C"	: Technical Specification
Part "D" (I)	: Bid Form / Data Sheet
Part "D" (II)	: Tender Form
Part "D" (III)	: Price Schedule in Pak Rupees







**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

DISCLAIMER

This tender document ('Tender') does not constitute a binding agreement or an offer or invitation by the TASK FORCE SECRETARIAT FOR SINDH ENHANCING RESPONSE TO REDUCE STUNTING PROJECT, Planning & Development Department, Government of Sindh to any party other than the qualified bidders to submit the Bids. The principle purpose of this Tender is to provide the bidders with information that shall form the basis of their proposals or bids. This Tender contains the minimum requirements and information desired by the TASK FORCE SECRETARIAT FOR SINDH ENHANCING RESPONSE TO REDUCE STUNTING PROJECT, Planning & Development Department, Government of Sindh. The contents hereof may be supplemented by the TASK FORCE SECRETARIAT FOR SINDH ENHANCING RESPONSE TO REDUCE STUNTING PROJECT, Planning & Development Department, Government of Sindh as it deems appropriate. Each bidder may conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information given in the Tender to its satisfaction. The TASK FORCE SECRETARIAT FOR SINDH ENHANCING RESPONSE TO REDUCE STUNTING PROJECT, Planning & Development Department, Government of Sindh makes no representation or warranty and shall incur no liability under any law, rules or regulations as to the accuracy, reliability or completeness of the Tender. The TASK FORCE SECRETARIAT FOR SINDH ENHANCING RESPONSE TO REDUCE STUNTING PROJECT, Planning & Development Department, Government of Sindh may, at its sole discretion but without being under any obligation to do so, update, improve or supplement the information in this Tender.





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

**NOTICE INVITING TENDER**

**PURCHASE OF "STATIONERY & PRINTING"**

NIT # **TFS(SERRSP)/NIT/17**

Dated **26-01-2018**

1. The TASK FORCE SECRETARIAT FOR SINDH ENHANCING RESPONSE TO REDUCE STUNTING PROJECT, Planning & Development Department, Government of Sindh invites the sealed bids from registered Companies/Firms for the supply of following Goods: -

S #	Items	Description/ Specification	Bid Security	Tender Fee	Delivery
1.	Stationery	Complete details are given in the tender bidding document	2 % of the total quoted bid amount	Rs.1000/-	Details given in the tender bidding document
2.	Printing				

2. **Supporting Documents:**

- Legal entity proof document of bidder.
- Proof that the bidder is the original owner/power of attorney holder.
- Documentary proof that the bidder is an active Tax payer alongwith NTN / STN Registration Certificate of FBR.
- Rs.100/- stamp paper affidavit declaring that the bidder is not black listed in any Government, Semi-Government or Private institute alongwith Technical Bid.

3. **Terms & Conditions:**

- The rates should be quoted in Pak Rupees inclusive all taxes and levies.
- No Tender will be accepted by Fax or E-mail.
- Bid should be properly signed, named & stamped by the authorized person.
- Bid should accompany two percent (2%) bid security of total quoted bid amount in the shape of Pay Order from a SBP scheduled bank drawn in favor of **Program Manager Task Force Secretariat for Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh**. The bids received without Bid Security Money will stand rejected by bid security of required amount and form.
- Bids received after the specified date and time shall not be entertained.
- The validity of offer, terms of payments, warranty period and schedule of delivery should be clearly mentioned otherwise bid will be rejected.

4. **Bid Validity:**

Bid validity period should be 90 days.

5. **Procedures of Open Competitive Bidding:**

The procedure for open competitive bidding shall be Single Stage-One Envelope Procedure Rule No.46(1), SPPRA Rules, 2010 (Amended 2013).





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

6. **Bidding / Tender Documents Availability Schedule:**

- (i) **Issuance:** Documents will be issued from date of hoisting on SPPRA website during office hours on the payment of Rs.1,000/- as tender fee.
- (ii) **Last Submission Date:** Last date will **15-02-2018** at **3.00 pm.**
- (iii) **Bids Opening Date:** Bid will be opened on **15-02-2018** at **3.30 pm.**
- (iv) Place of bid issuance, submission, inquiries opening is:

*Address:*

**Program Manager Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, Room # 314-A, 2nd Floor, Sindh Secretariat No. 2 (Tughlaq House), Karachi.**  
Tel: 021-99211926. Fax: 021-99211423 Email: [secypndsindh@gmail.com](mailto:secypndsindh@gmail.com)

7. The complete details of bidders eligibility, evaluation criteria & delivery period are given in tender bidding document.

8. Interested bidders can obtain the bidding document either from the above mentioned P&D Head Office address or download the same from the SPPRA website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)) and submit it along with the Pay Order amounting to Rs. 1,000/- (Non-refundable) from SBP scheduled Bank in favour of Program Manager, Task Force Secretariat, P&D Department, Government of Sindh, Karachi.

9. The Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department Government of Sindh reserves the right to cancel the bidding process at any time o the award of contract as per Rule 25, Sindh Public Procurement Rules, 2010 (Amended 2013) without thereby incurring any liability to the bidder.

*Yours faithfully,*



  
**PROGRAM MANAGER  
TASK FORCE SECRETARIAT**



**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

**Part-A: Instructions for Bidders**

**1. Introduction**

- (i) Name of Procuring Agency: *Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh.*
- (ii) Name of Contract: *Procurement of Stationery & Printing.*
- (iii) Address of Procuring Agency: *Program Manager, Task Force Secretariat for Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh, Room # 314-A, 2nd Floor, Sindh Secretariat No. 2, (Tughlaq House), Karachi.  
Tel: 021-99211926. Fax: 021-99211423  
Email. [secypndsindh@gmail.com](mailto:secypndsindh@gmail.com)*
- (iv) The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

**2. Bid Price & Currency**

- (i) Bids are invited in Pak Currency.
- (ii) Price shall be written in figures as well as in words.
- (iii) The price shall be fixed and final and shall include all applicable Government taxes, duties and other levies as of the date of Bid opening. In case of any change in rates due to imposition of new taxes by the Federal or Provincial Government, change in existing tax rates on the Contract services, the rate differential shall be payable by the Bidder.
- (iv) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

**3. Validity Period for Bid**

Bids shall remain valid for the period of **90 days** after the date of opening of bids. Any bid valid for a shorter period may be rejected by the Purchaser as non-responsive.





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

4. **Bid Security Money**

- (i) Bid Security Money at the rate of 2% of the quoted value, should accompany the tender in the shape of Pay Order from a SBP scheduled bank drawn in favor of *"Program Manager, Task Force Secretariat for Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh"*. The Tenders received without Bid Security Money or not in required format shall be rejected.
- (ii) Bid Security Money shall remain valid for a period of 28 days beyond the validity period for bids.

5. **Last Date & Place for Submission of Bid**

The bids should be submitted to the *"Program Manager, Task Force Secretariat for Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh, Room No. 314-A, 2nd Floor, Sindh Secretariat No. 2, (Tughlaq House), Karachi* latest by **15-02-2018** at **3.00 pm**. The tender bids received after that time & date will not be entertained.

6. **Date & Place of Bid Opening**

Bids shall be opened on **15-02-2018** at **3.30 pm** in the presence of bidders / representatives of bidders (having proper authorization letter) in the office of *"Program Manager, Task Force Secretariat for Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh, Room No. 314-A, 2nd Floor, Sindh Secretariat No. 2, (Tughlaq House), Karachi*.

7. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. **Clarification of Bidding Documents**

Interested Bidder requiring any clarification of the bidding documents may notify Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department in writing no later than five working days prior to the deadline mentioned in the bidding documents.

9. **Amendment of Bidding Documents**

- (i) At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment.
- (ii) All interested bidders that have received the bidding documents will be notified of the amendment in writing and will be binding on them.





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

- (iii) In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

**10. Bid Submission & Opening Guidelines**

- (i) The Tender shall be typed or written indelible ink and shall be numbered, signed and stamped by the person or persons duly authorized to sign on behalf of the Bidder. Bid shall be submitted in a sealed, opaque envelope.
- (ii) A **Single Stage-One Envelope Procedure Rule No.46(1) SPPRA Rules, 2010 (Amended 2013)** shall be adopted in ranking of bids and following shall be observed:
- (a) Notice Inviting Tenders and bidding documents of this method shall contain the following eligibility criteria:
- Bid is properly signed, named & stamped by the authorized person or written with lead pencil.
  - Bid received within the specified due date and time.
  - Rs. 100/- stamp paper affidavit declaring that the bidder has never been black listed in any Government, Semi-Government or Private institute is attached.
  - Bidder is an Active Tax Payer.
  - NTN/GST Registration Certificate is attached
  - Validity of Bid offer is clearly mentioned or within the required period.
  - Bid offer is un-conditional.
  - Turn-over of atleast last three years.
- (b) Each bid shall comprise one single envelope containing the financial proposal and required information mentioned at clause (a) above.
- (c) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.
- (iii) Bid envelope should inscribed with:

Tender/NIT # & Date: **TFS(SERRSP)/NIT/17**

Last date & time: **15-02-2018 @ 3.00 pm**

Address:

**PROGRAM MANAGER,**  
Task Force Secretariat for Enhancing  
Response to Reduce Stunting Project,  
Planning & Development Department,  
Government of Sindh, Room # 314-A, 2nd  
Floor, Sindh Secretariat No. 2,  
(Tughlaq House), Karachi.  
Tel: 021-99211926. Fax: 021-99211423  
Email. [secvpndsindh@gmail.com](mailto:secvpndsindh@gmail.com)







**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

- (iv) Envelope shall be marked by name of the assignment, and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.
- (v) During the evaluation of bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- (vi) The Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- (vii) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- (viii) The Procurement Committee may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

**11. Bid Evaluation / Eligibility Criteria**

(i) **Pre-screening of bids for Substantial Responsiveness:**

The eligible bids, which closely conform to the Technical Specification / BOQ given in bidding documents and are substantially responsible to the other terms & conditions of bidding documents, will be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

(ii) **Bidder's Eligibility Criteria**

(a) The Procurement Committee shall perform pre-screening on the Yes/No basis to determine the substantial responsiveness of each bid to the bidding documents and under following conditions bid will be rejected and declared as Non-Responsive: -

- i. Bid is properly signed, named & stamped by the authorized person or written with lead pencil.
- ii. Bid received within the specified due date and time.
- iii. Rs. 100/- stamp paper affidavit declaring that the bidder has never been black listed in any Government, Semi-Government or Private institute is attached.
- iv. Bidder is an Active Tax Payer.
- v. NTN/GST Registration Certificate is attached





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

- vi. Validity of Bid offer is clearly mentioned or within the required period.
  - vii. Bid offer is un-conditional.
  - viii. Turn-over of atleast last three years.
- (b) During Bid Evaluation, the Procurement Committee shall reject the bid and declare it as Non-responsive if: -
- i. If Bid is not accompanied by Bid Security of required amount and Form.
  - ii. Terms of Payment are either not clearly mentioned or payment schedule deviate.
- (c) If the Bid is Non-responsive, it will be rejected by the Procurement Committee and cannot subsequently be made responsive by the Bidder by correction of the non-conformity.
- (d) Only Bids that qualified in pre-screening evaluation shall be considered for further Technical Evaluation.
- (iii) **Bid Evaluation:**

During, Financial Bid Evaluation, the bids, which closely conform to the Technical Specifications given in bidding document and are substantially responsive to the bidding documents, shall be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

**12. Acceptance of Offers**

The Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, GoS reserves the right to cancel the bidding process at any time prior to the award of contract as per Rule 25 of SPP Rules, 2010 (Amended 2013), without thereby incurring any liability to the affected Bidder or bidders.

**13. Inspection & Acceptance**

- (i) The supplied goods shall be acceptable only after inspection report carried out by the Inspection Team nominated by the Program Manager, Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department.
- (ii) The Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh reserves the right to reject Goods if it does not conform to the provided BOQ/Specifications given in bidding documents.





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

**14. Corrupt or Fraudulent Practices**

- (i) *corrupt practice*” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) *“fraudulent practice”* means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Planning & Development Department, Government of Sindh of the benefits of free and open competition;
- (iii) *“collusive practices”* means a scheme or arrangement between two or more bidders, with or without the knowledge of the Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh, designed to influence the action of any party in a procurement process or the execution of a contract.
- (iv) *“Coercive practices”* means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

**Note:** *Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh, will reject a bid for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusive or coercive practices in competing for the contract in question and will declare that firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract.*

*Yours faithfully,*

  
**PROGRAM MANAGER  
TASK FORCE SECRETARIAT**





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

**Part-B: Schedule of Requirement**

S #	Items Description	Quantity	Delivery Schedule
1.	Stationery & Printing	Details are given in Part "C" Specification of bidding documents	01 Month

(i) Place for delivery of Goods is as under:-

S #	Items Description	Delivery Address	Tel #
1.	Stationery & Printing	Program Manager, Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, Room # 314-A, 2 <sup>nd</sup> Floor, Sindh Secretariat # 2, Tughlaq House, Karachi.	021-99211926

- (ii) The firm will supply printed material as per in standard packing. Moreover, the Supplier / Seller shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination.
- (iii) Quantity of goods items may be reduced or increased as per provisions of Rule 16(e) of SPP Rules, 2010 (Amended 2013).

*Yours faithfully,*

  
PROGRAM MANAGER  
TASK FORCE SECRETARIAT





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

**Part-C: Technical Specification**

**STATIONERY ARTICLES**

S.NO	ITEM	Quantity	Rate	Unit	Total
1	Printing Papers A4	40 Boxes			
2	Envelope (10"*4.5")	400 Nos			
3	Envelope A4 size	400 Nos			
4	Box Files A4 Big Size	300 Nos			
5	Ball Point (Blue, Black & Red)	60 Packets			
6	Highlighters (yellow & Blue)	100			
7	Blanko fluid without thinner	60			
8	Pencil	40 Packets			
9	Pencil Sharpener	80 Nos			
10	Colored Marker	100 Nos			
11	Eraser	12 Packets			
12	File separator cards (1-10)	80 Set			
13	Glue Stick medium	60 Nos			
14	Correction tape / Fluid	48 Nos			
15	Note Book (Medium)	100 Nos-each			
16	Ruler	25 Nos			
17	Register (300 Pages)	100 Nos			
18	Sticky Note	100 Packets			
19	Packing Tape	12 Nos			
20	Fold back clips	100 Nos			
21	Paper Clips	100 Packets			
22	Rubber Band	48 Packets			
23	Scissors	24 Nos			
24	Calculator	24 Nos			
25	USB (32 GB)	24 Nos			
26	Stapler Pin	300 Packets			
27	Color Flag	300 Packets			
28	Full scape paper	200 Reams			
29	Plastic Folder	100 Nos			
30	Paper cutter	12 Nos			
31	Stapler heavy duty	6 Nos			
32	White File Board	500 Nos			
33	White Board Marker	12 Packets			
34	Common Pin	200 Packets			
35	Desk Tray (Plastic)	12 Nos			
36	Writing pads	100 Nos			
37	Paper punch machine	24 Nos			
38	Printer Cartridge	50 Nos			
39	Cloth Duster	12 Dozen			
40	White Board Duster	02 Dozen			
41	Dustbin	36 Nos			





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

PRINTING ARTICLES

S.NO	ITEM	Quantity	Rate	Unit	Total
1	File covers hard with Logo	1000 Nos			
2	White Envelope A: (10"*4.5") with stamp of Task Force Secretariat.	500 Nos			
	A1: A4 Size with stamp of Task Force Secretariat.	500 Nos			
	B: (10"*4.5") with stamp of Program Manager Task Force Secretariat.				
	B1: A4 Size with stamp of Program Manager of Task Force secretariat	200 Nos			
2	C: (10"*4.5") with printing of Coordinator to CM for Task Force Secretariat.	200 Nos			
	C1: A4 Size with stamp of Coordinator to CM for Task Force Secretariat.	200 Nos			
3	Table Calendar	50 Nos			
4	Wall Calendar	50 Nos			
5	Dairies in medium size with title page of Accelerated Action Plan Executive summary of AAP.	300 Nos			
6	Accelerated Action Plan colored Copies	200 Nos			

*Yours faithfully,*



  
**PROGRAM MANAGER  
TASK FORCE SECRETARIAT**





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

**Part-D: Bid Form**

Tender / NIT # TFS(SERRSP)/NIT/17

Dated \_\_\_\_\_

To,

Program Manager,  
Task Force Secretariat for Sindh Enhancing  
Response to Reduce Stunting Project,  
Planning & Development Department,  
Room No.314-A, 2rd Floor,  
Sindh Secretariat # 2 (Tughlaq House)  
Karachi.  
Tel 021-99211926

Gentleman:

Having examined the bidding documents *[including Addenda Nos. insert numbers; the receipt of which is hereby duly acknowledged]* we, the undersigned, offer to supply and deliver *(Stationery & Printing)* in complete conformity with the said bidding documents for the sum of Rs. \_\_\_\_ (total bid amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid. We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

*If our Bid is accepted, we will furnish a Pay Order (refundable) from SBP scheduled bank in favor of Program Manager, Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, Government of Sindh in a sum equivalent to 10% of the Contract Price for the due performance of the Contract.*

We agree to abide by this Bid for period of 60 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2018.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

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

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





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

**Part-D(II): Tender Form**

Name of Bidder		
Status of the Bidder	Sole Proprietorship	
	Partnership	
	Limited Company	
Postal Address		
Telephone No(s).		
Fax No.		
Email		
Authorized Person	Owner/Representative	
	Name	
	Designation	
	Signature	
	Contact No.	
GST No. of the Bidder		
SR No. of the Bidder		
PSEB Registration No. & Date (if any)		
Total quoted bid amount (in Pak Rupees)		
2% bid security amount of total bid amount (in Pak Rupees)		
Validity of Quotation (Date)		
Amount of Earnest Money* Pay Order / Demand Draft (Attached)	No.	
	Date	
	Amount in Rs.	
	Bank Branch	

**Signature of Contractor(s)**

(Stamp)





**TASK FORCE SECRETARIAT FOR SINDH ENHANCING  
RESPONSE TO REDUCE STUNTING PROJECT  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

**Part-D(III): Price Schedule in Pak Rupees**

Name of Bidder: \_\_\_\_\_

NIT # \_\_\_\_\_

Date of Opening: \_\_\_\_\_

**NAME OF ITEMS, QUANTITY & SPECIFICATIONS**

S #	Renovation Service / Description Item	BOQ Specification	Qty. offered	Unit Cost (Incl. Taxes)	Total Amount	Delivery Period	Place of Delivery
1.	Stationery	BOQ detail as per Part "C" of Bidding Documents				Delivery Period shall be one month. whereas supply shall be made as per supply order.	Program Manager, Task Force Secretariat for Sindh Enhancing Response to Reduce Stunting Project, Planning & Development Department, Room # 314-A, 2 <sup>nd</sup> Floor, Sindh Secretariat # 2, Tughlaq House, Karachi. Tel 021-99211926 Fax 021-99211423 Email. <a href="mailto:secypndsindh@gmail.com">secypndsindh@gmail.com</a>
2.	Printing						

**Please Note:**

- The tenderer shall quote for items in the format of quotation attached;
- All duties, taxes and other levies payable by the tenderer (including all Zila, Octri, Sales tax/VAT on the finished goods/services, Withholding Tax etc.) shall be included in the item rate.
- The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- Rates for partial Renovation service and supply of partial quantity of an items is not acceptable.
- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder / Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- Quantity of goods items may be reduced or increased as per provisions of Rule 16 (e) of SPP Rules, 2010 (Amended 2013).

[Signature] [in the capacity of]  
Duly authorized to sign Bid for and on behalf of  
Address: \_\_\_\_\_  
GST No. \_\_\_\_\_

