



TELEPHONE NO.0304-9905516-19.

Email Add: daduprison@yahoo.com

OFFICE OF THE SUPERINTENDENT DISTRICT PRISON DADU.

No. SAS/- 1923

Dated: 27/02/2018

To

The Managing Director,
Sindh Public Procurement Authority,
Sindh, Karachi.

SUBJECT: NIT REGARDING PROCUREMENT OF ELECTRIC WATER COOLERS.

Please find enclosed herewith subject NIT along-with following tender documents for uploading/hosting on authority's website.

1. Notice inviting Tender.
2. Notification / Order for constitution of "Procurement Committee".
3. Notification / Order for constitution of "Complaint Redressal Committee".
4. Bidding documents complete.
5. Annual Procurement Plan.
6. Original Pay Order of Rs.2,000/- in favour of Sindh Public Procurement Regulatory Authority (DD No.531450 dated 27.02.2018).

It is requested that the above tender documents may please be uploaded on authority's website at the earliest, please.

(SALEEM RAZA SHAIKH)
SUPERINTENDENT
DISTRICT PRISON, DADU.

SPPRA INWARD DIARY

NO : 6593

DATED : 02/03/2018



Telephone No. 0304-9905516-19
Email: daduprison@yahoo.com

**OFFICE OF THE
SUPERINTENDENT DISTRICT PRISON
DADU**

No. SB/- 1924
Dated: - 27/02/2018

TENDER NOTICE

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of following articles during the current fiscal year 2017-2018.

S.No	Name of Items	Quantity	Tender Fee
01.	Electric Water Coolers	30	Rs.1000/-

- i. Bid documents containing details i.e. bid security, performance security, terms & conditions, evaluation criteria, quantity and specifications etc can be obtained from the office of the Superintendent District Prison Dadu up to **26-03-2018** from the date of first publication of tender notice in SPPRA Website. Tender fee of each item as mentioned above will be in cash (non-refundable).
- ii. Bid document of above mentioned articles shall be received back on **27-03-2018 upto 11:00 a.m** (complete in all respect) by hand only at the Office of the Superintendent District Prison Dadu and shall be opened on the same day i.e. on **27-03-2018 at 12:00 noon** by the Procurement Committee, in presence of bidders who intends to be present or through their representative. In case, any public holiday falls due to any reason on the opening day of bids, then it shall be received and opened on the next working day, at the given time and venue.
- iii. Bid Security amounting to **02%** of Bid price must be submitted along with Bid in shape of pay order in favor of the Superintendent District Prison Dadu issued by any scheduled bank of Pakistan.
- iv. Bid documents of aforesaid items are available at SPPRA website i.e. www.pprasindh.gov.pk.
- v. Tender Notice (NIT) is also available at SPPRA website (www.pprasindh.gov.pk).
- vi. The bidder who gets the bid document by downloading from website must attach tender fee in shape of pay order as mentioned above.
- vii. Conditional Bid / application will not be entertained.
- viii. Any further information, if needed, may be obtained from the Office of Superintendent District Prison Dadu on any working day during Office hours or on phone No.0304-9905516-19.
- ix. The Procuring Agency may increase or decrease quantity of the items as per rules.
- x. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid, subject to the relevant provisions of SPPRA rules 2010 (amended up to date).


(SALEEM RAZA SHAIKH)
SUPERINTENDENT
DISTRICT PRISON DADU.



Telephone No. 021-99231418
Fax #: 021-99231084
Email: sindhprisons@gmail.com

**OFFICE OF THE
INSPECTOR GENERAL OF PRISONS, SINDH**

Pir Illahi Buksh Road Muslimabad, Karachi.

No.SB-1/ 2589/93 Dated: 31 JAN 2018

Read : Superintendent District Prison Dadu letter
No.SAS/785/86 dated 24.01.2018
regarding request for notifying the
Procurement Committee for purchase of
Plant & Machinery for District Prison
Dadu.

368. 06/02/18

ORDER

In pursuance of Rule No.7 of Sindh Public Procurement Regulatory Authority 2010 (amended upto-date), the following Committee is hereby constituted for purchase of Plant & Machinery for District Prison Dadu.

i. Procurement Committee for Plant & Machinery.

i.	Superintendent, District Prison Dadu	Head of the Committee
ii.	Senior Medical Officer, Health Department Dadu	Member
iii.	Deputy Superintendent, District Prison Dadu	Member

Terms of Reference for the Procurement Committee according to the SPPRA Rule No. 8

- Prepare bidding documents.
- Carryout technical as well as financial evaluation of the bids.
- Prepare evaluation reports as provided in SPPRA Rule 45.
- Make recommendations for the award of contract to the competent authority.
- Perform any other function ancillary and incidental to the above.

(NUSRAT HUSSAIN MANGAN)
INSPECTOR GENERAL OF PRISONS
SINDH KARACHI

Copy forwarded for information & necessary action to:

1. The Deputy Inspector General of Prisons Hyderabad Region.
2. The Superintendent, District Prison Dadu with reference to his letter No.SAS/785/86 dated 24.01.2018.
3. The Senior Medical Officer, Health Department Dadu.
4. The Deputy Superintendent, District Prison Dadu.

MS
MS S. S. / HC
Ms. Aci Hassan
(NUSRAT HUSSAIN MANGAN)
INSPECTOR GENERAL OF PRISONS
SINDH KARACHI



Telephone No. 021-99231418
Fax #: 021-99231084
Email: sindhprisons@gmail.com

**OFFICE OF THE
INSPECTOR GENERAL OF PRISONS, SINDH**

Pir Illahi Buksh Road Muslimabad, Karachi.

No.SB-1/ 2594/ 98 Date: 1 JAN 2018

ORDER

In pursuance of Rule No.31 of Sindh Public Procurement Regulatory Authority 2010 (amended upto-date), the Committee known as "Complaint Redressal Committee" according to SPPRA rules is hereby constituted in respect of all prisons of Hyderabad Region including Sindh Prisons Staff Training Institute Nara Hyderabad with the following compositions and TOR:-

i. COMPLAINT REDRESSAL COMMITTEE.

i.	Deputy Inspector General of Prisons Hyderabad Region	Head of the Committee
ii.	District Accounts Officer, Hyderabad OR his representative	Member
iii.	An independent professional from the relevant field concerning the procurement process, to be nominated by the D.I.G.Prisons Hyderabad Region.	Member

TERMS OF REFERENCES (TORs):-

To hear the complaints, examine them as per rules and policy and redress the grievances if any, as per the provisions of Rule-31 of SPPRA rules 2010 (amended upto-date).

(NUSRAT HUSSAIN MANGAN)
INSPECTOR GENERAL OF PRISONS
SINDH KARACHI

Copy forwarded for information & necessary action to:

1. The Deputy Inspector General of Prisons Hyderabad Region.
2. The District Accounts Officer, Hyderabad.
3. The Superintendent Prisons (all) of Hyderabad Region.
4. The Principal, Sindh Prisons Staff Training Institute Nara Hyderabad.

(NUSRAT HUSSAIN MANGAN)
INSPECTOR GENERAL OF PRISONS
SINDH KARACHI

DVS
M. Store / HC

OFFICE OF THE SUPERINTENDENT DISTRICT PRISON DADU



BID DOCUMENT
Single Stage Two Envelope Procedure

PURCHASE OF
ELECTRIC WATER COOLERS
FOR THE YEAR 2017-2018

Name of Bidders / Firms _____

No. SB-1/ _____ R.T NO. _____ Dated ____/____/2018

GOVERNMENT OF SINDH

OFFICE OF THE SUPERINTENDENT
DISTRICT PRISON DADU.

LIST OF CONTENTS

PART #	DESCRIPTION
Part-I	Invitation of Bid
Part-II	Instructions
Part-III	Special Terms and Conditions
Part-IV	General Terms and Conditions
Part-V	Bidding Data
Part-VI	Post Evaluation Steps
Part-VII	Declaration on Part of the Bidder
Part-VIII	Articles of Agreement
Part-IX	Specifications of items
Part-X	Bill of Quantities (BOQ) - (Financial Proposal)

Part-I

OFFICE OF THE SUPERINTENDENT
DISTRICT PRISON DADU.

NOTICE INVITING BIDS

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of Electric Water Coolers during the current fiscal year 2017-2018.

Interested firms / companies / bidders may obtain the tender documents (single stage two envelopes procedure) for supply of above mentioned articles from the Office of the Superintendent District Prison Dadu up to **26-03-2018** from the date of first publication of tender notice in SPPRA Website by submitting application on their letter head along-with non-refundable tender fee **Rs.1000/-** in cash for obtaining bid document.

Bid documents will be received back up to **27-03-2018 at 11:00 am** at the Office of the Superintendent District Prison Dadu along with **2% bid security** of the total bid price in the shape of pay order / demand draft in favour of Superintendent District Prison Dadu along with following relevant papers, which will be opened on the same day i.e. on **27-03-2018 at 12:00 noon** by the Procurement Committee in presence of bidders who wish to be present or through their representative duly authorized. If any holiday falls / or other circumstances occur due to any reason on the opening day of bids, it will be opened on next working day at the given time and venue.

1. Company Name, Postal Address, Contract Phone Number, Email Address and Company Profile.
2. Financial Status (turn-over of at least last three years).
3. National Tax Number, Professional and Sales Tax Registration & Other applicable taxes.
4. List of customer references (**by highlighting the users of same unit**).
5. Affidavit declaring that the contractor / firm / bidder neither involved in any litigation nor black listed.
6. Any other Relevant Document.

Only bids offered on the prescribed Bid Form issued by the Superintendent District Prison Dadu shall be accepted. However additional sheets may be attached, if required.

Any further information required, may be obtained from the Office of the Superintendent District Prison Dadu on any working day during Office hours on phone No.0304-9905516-19.

The Procuring Agency reserves the right to reject all or any bid subject to the relevant provision of SPP Rules 2010 (amended upto date).

Part-II

INSTRUCTIONS:

Scope of work:

Commissioning, demonstration, Supply of Electric Water Coolers.

Bidder will have to submit following information:

- a. Extended Warranty for Five (05) Years for Compressor of Electric Water Coolers.
- b. Availability of spare parts backup & documentary proof of appliance are to be provide after sale service.

Part-III

SPECIAL TERMS AND CONDITIONS:

1. **Submission of Bids:**

- a. Bids must be submitted under a proper letter mentioning important points / information / enclosures etc.
- b. Bids should be submitted under Single-Stage-Two-Envelopes procedure in a sealed package.
- c. The bid shall comprise a single package containing two separate envelopes. Each Envelope shall contain separately the Technical Proposal and the Financial Proposal With following documents / information noted against each:-

1. TECHNICAL PROPOSAL:	(Bidding documents in original, earnest money, details of specifications of respective item along-with catalogues and dealership certificate. Sales Tax and Income Tax certificate etc).
2. FINANCIAL PROPOSAL:	(Rate of respective item including all taxes / charges whatsoever).

- d. No conditional offer shall be accepted.
- e. Sealed Bids should be addressed to:
The Superintendent District Prison Dadu.

2. **Bid Security:**

- a. A bid should accompany Bid Security @ rate of 2% of bid cost in shape of Pay order/Demand Draft.
- b. A bidder offering more than one option / alternative / brand of the same machine / equipment / item / product, should purchase separate bidding documents.
- c. Bid security of unsuccessful bidders will be returned after signing of contract or expiry of bid validity period.

- d. Bid security shall be forfeited in case a bidder withdraws his bid during validity of bids or fails to fulfill conditions of tender in any way, or – in case of a successful bidder – fails to fulfill pre-contract or post-contract requirements.
- 3. Quantity:**
Quantity of advertised items can be increased or decreased or any item(s) can be included / excluded / dropped as per availability of funds.
- 4. Specifications of machines / goods:**
Bidders should provide the following:
- a. Complete specifications: make, model, origin, and full technical information, as per proforma given in the bid document.
- b. In case of a machine is manufactured in one country and assembled in another country, clear information must be provided regarding parts manufacturing country and machine assembling country.
- c. Complete set of necessary literature (catalogues / brochures).
- d. Affidavit on non-judicial stamp paper – or company letterhead:
- The bidder is not blacklisted by any government or semi government organization.
 - The machine quoted is new in all respects and is not of 2nd hand/low quality material or part / accessory used in the machine.
- 5. Price:**
- a. Price should be quoted in Pak Rupees, including all taxes, duties, charges and inclusive packing / freight till delivery at the office of the Superintendent District Prison Dadu and offer shall be valid upto 90 days.
- b. Bidder must offer rates of all the items mentioned in Bill of Quantities (BOQ) in word and figures. Lowest bid will be accepted only of the bidder whose rates are lowest of the package (BOQ).
- 6. Company Profile and Eligibility of bidder:**
The bidders shall submit the following documents with Technical Proposals.
- a. Relevant experience and managerial capability.
- b. Valid dealership certificate of the principal.
- c. Proof of workshops, stock of spares and technical staff in Pakistan.
- d. Two sets of Brochures.
- 7. Contract & Stamp duty:**
0.3 % will be paid by successful bidders as stamp duty to be offered on the agreement and contract will be signed within 15 days from the date of receipt of work / supply order.
- 8. Sample, Demonstration and Inspection:**
The Procuring Agency may ask to show demonstrate the product after opening of Technical Proposal on same day.

Part-IV

GENERAL TERMS AND CONDITIONS:

1. **Clarification:** A bidder shall not alter or modify the bid after opening of the bids. Procurement Committee may, however, seek or accept clarification to the bid that does not change the substance of the bid.
2. **Delivery & Installation** shall be made within **07 days** from the date of signing of the contract. Delivery period can be extended on reasonable grounds.
3. **Liquidated Damages (L.Ds):** The Superintendent District Prison Dadu shall impose LDs @ Rs. 0.25% per week (to the maximum of Rs.10% of the total value) on delayed delivery.
4. **Grievance Redressal:** Any bidder if aggrieved by any act of **Procurement Committee**, may lodge written complaint concerning his grievances to the Grievance Redressal Committee.
5. **The Procuring Agency** may reject all or any bid, as per SPP Rules 2010 (amended upto date).

Part-V

BIDDING DATA

1. **Name of Procuring Agency:** Superintendent District Prison Dadu.
2. **Brief Description of Works:** Supply of Electric Water Coolers.
3. **Procuring Agency's address:** Office of the Superintendent District Prison Dadu.
4. **Currency:** Currency shall be quoted within bid entirely in Pak Rupees. The payment shall be made in Pak Rupees through cheque.
5. **Literature:** Bidder must provide bid photographs, catalogues, illustration and such other information with bid which deemed necessary to illustrate the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.
6. **Amount of Bid Security:** 2% of bid cost.
7. **Period of Bid Validity:** 90 days countable from date of opening.
8. **Number of Copies of the Bid to be submitted:** One original.
9. **Procuring Agency's Address for the Purpose of Bid Submission:** Same as above.

- 10. Deadline for Submission of Bids:** Date: **26-03-2018** Time: **11:00 am.**
- 11. Venue, Time and Date of Bid Opening:** Office of the Superintendent District Prison Dadu Date: **27-03-2018** Time: **12:00 noon.**
- 12. Responsiveness of Bids:**
- (i) Bid is valid till specified period.
 - (ii) Completion period offered is within specified limits.
 - (iii) Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.
 - (iv) Bid does not deviate from basic technical requirement.
 - (v) Bids are generally in order, etc.
- 13. Performance Security:** The successful bidder shall furnish performance security **05%** of the total value of bid in shape of pay order / demand draft in favour of Superintendent District Prison Dadu.

Part-VI

POST EVALUATION STEPS:

1. Notification of award and signing the contract:

Superintendent District Prison Dadu shall send to the successful bidder a Purchase Order (PO) / Letter of Acceptance (LoA) to the successful bidder and sign contract with him.

2. Performance Security:

- a. The successful bidder shall furnish a Performance **Security** issued by a scheduled Bank in Pakistan before signing of contract @ rate of **05%** of bid cost valid for 6 months beyond completion date as mentioned at **Part V condition No.13**.
- b. The Performance **Security** will be released after satisfactory performance of contract and Performance of the Machine / Equipment for 6 months.
- c. The Performance **Security** is liable to be forfeited in the event of failure on part of the supplier in fulfilling the terms of contract any breach thereof, or the item / machine supplied is found deficient in any particular as to workability, quality and quantity.

3. Warranty & After Sale Services:

The bidder shall provide the following:

- a. Warranty for a maximum period of **05** Years for Compressor of Water Cooler & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- b. Assurance of the availability of spares parts for minimum period of 01 Year after the warranty.

Part-VII

DECLARATION ON PART OF THE BIDDER

We, M/s _____ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid Document while framing our Bid.

Signature of Bidder: _____

Name of Signatory: _____

Designation: _____

Seal: _____

Part - VIII

ARTICLES OF AGREEMENT

This Agreement made this _____ day of _____ 2018, by and between the Superintendent District Prison Dadu, hereinafter called the "**Party No.1**", of the one part, And _____

(Name and Designation of the authorized person)

of _____ located at _____ hereinafter called the "**Party No.2**" which expression shall include their successor, legal representatives of the second part.

Whereas the **Party No.1** requires the stores and related services for Superintendent District Prison Dadu and whereas the **Party No.2** has agreed to supply, install, put into operation and demonstrate the working of the said equipment valued at _____

(Amount in figures and words)

in the period of _____ days / months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Party No.2**.

Now this Agreement witnessed as follows:

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents which, for the purpose of identification, have been signed by _____

(name and designation of the authorized person)

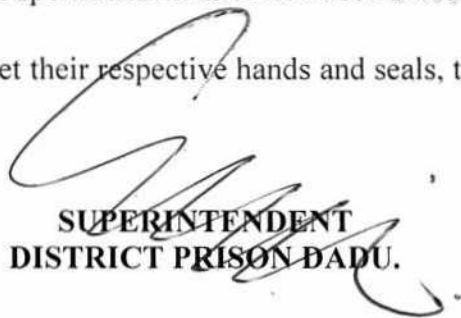
on behalf of the **Party No.2**, and by Superintendent District Prison Dadu (**Party No.1**), all of which shall be deemed to form and be read and construed as a part of this **Agreement** viz:

- a) Invitation of Bid;
- b) Instructions;
- c) Special Terms and Conditions
- d) General Terms and Conditions
- e) Bidding Data
- f) Post Evaluation Steps
- g) Declaration on Part of the Bidder
- h) Articles of Agreement
- i) Specifications of Items
- j) Bill of Quantities (BOQ) – (Financial Proposal)

3. In consideration of the payment to be made to the **Party No.2** hereby **covenants** with the Superintendent District Prison Dadu to supply, deliver, install, put into operation and demonstrate the working of the equipment in conformity in all respects of the Contract.

4. The **Superintendent District Prison Dadu** hereby **covenants** to pay the contractor in consideration of the supply, delivery, installation, putting into operation and demonstration of the working of the equipment the contract price in the manner prescribed by the contract and approved by the Superintendent District Prison Dadu.

In witness There of the parties have hereinto set their respective hands and seals, the day month and year above written.



**SUPERINTENDENT
DISTRICT PRISON DADU.**

WITNESSES OF PARTY NO.1:

Witness No. 1: Signature _____

Name: _____

Designation: _____

Witness No. 2: Signature: _____

Name: _____

Designation: _____

CONTRACTOR

WITNESSES OF PARTY NO.2:

Witness No. 1: Signature: _____

Name: _____

Designation: _____

Witness No. 2: Signature: _____

Name: _____

Designation: _____

Part-IX

TECHNICAL SPECIFICATIONS OF ITEMS

Sr.#	Name of item	Qty	Unit Rate with GST	Total Amount with GST
01.	<p><u>Electric Water Cooler 10 Gallon</u></p> <ul style="list-style-type: none">• Compressor SC-21G• Condenser Heavy Duty• Fan Motor = 25 Watt• Tank SS Non Magnet 304 Grade 16-swg with insulation thermopore	30		

Part-X

BILL OF QUANTITIES (BOQ) - (FINANCIAL PROPOSAL)

S#	Item & Description	Qty	Rate per Unit	Rate in Figures & Words including Taxes		Total Amount
				Rate	Taxes	
1.	Electric Water Cooler	30				
Grand Total:						

Name, Signature & Stamp of Bidder

ANNUAL PROCUREMENT PLAN

S.#	Description of Procurement	Estimated Unit Cost (where applicable)	Total Estimated Cost	Proposed Procurement Method	Timing of Procurements			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Supply of Electric Water Coolers	-	1.08 (M)	Single Stage Two Envelope Procedure	N/A	N/A	N/A	YES

(WORKS, GOOD & SERVICES)
FINANCIAL YEAR 2017-2018


(SALEEM RAZA SHAKH)
SUPERINTENDENT
DISTRICT PRISON DADU.