



WORKERS WELFARE BOARD SINDH

GOVERNMENT OF SINDH

Established under Sindh Workers Welfare Fund Act, 2014



TENDER NOTICE

SUPPLY OF SCHOOL SHOES (BLACK ARTIFICIAL LEATHER SHOES) & WHITE SPORTS JOGGERS SHOES TO WORKERS CHILDREN IN SINDH

Sealed bids are invited from reputed/established firms/suppliers/contractors, registered with Sales Tax and Income Tax authorities, for supply & disbursement following category of stores:

Bid Security in the form of PO/DD:	2% of total bid value
Tender Document Collection (Start Date):	Publication/Hoisting of Notice.
Tender Document Collection (End Date):	05-04-2018
Tender Document Submission Date & Time:	05-04-2018 uptill 10:30 a.m
Tender (Technical) Opening Date & Time	05-04-2018 at 11:00 a.m
Tender (Financial) Opening Date & Time (for technically acceptable bidders only)	Shall be communicated later through letters.

DOCUMENTS COLLECTION:

Tender documents can be obtained on submission of a written request on company letterhead, supported with copies of GST/SRB & NTN Certificates, during office working hours, on payment of Rs.2,000/- (non-refundable/non-transferable) each tender documents/package in form of PO/DD in favour of "Sindh Workers Welfare Board" from the below address:

Assistant Secretary,
Workers Welfare Board (Education Section), Sindh,
ST-19, Adjacent Sindh TEVTA, Near Aero Club,
Gulshan-e-Iqbal, Block-6, Karachi. Phone #. 021-99244681-2

NOTES:

- Sealed bids with necessary attachments accompanied by the Bid Security/ Earnest money (mandatory) should be dropped in Tender Box (marked "Procurement") at office of the Secretary, Workers Welfare Board, Sindh, 8th Floor, Marian Faisal Building, Main Nursery Bus Stop, Shahra-e-Faisal, PECHS, Karachi, on the tender document submission date and time.
- Bid opening procedure will be Single Stage – Two Envelope System (bid shall comprise a single package containing two separate envelopes inside). One envelope shall contain technical proposal containing complete material specifications, company profile, NTN/SRB and GST Certificate of the company or any other information deemed necessary, whereas the other envelop shall contain the financial bid. The envelopes should clearly mark as "Technical Proposal" and "Financial Proposal" in bold legible letters to avoid confusion. Initially only Technical Proposals shall be opened.

Technical bids and Financial bids (of the technically qualified bidders only) will be opened on the aforementioned date & time in the presence of bidders or their authorized representatives. Prospective bidders are invited to attend the tender opening (single representation).

Incomplete or conditional tenders cannot be considered or entertained.

WWBS reserves the right to accept or reject any bid without assigning any reason as per SPPRA rules 2010 amended 2013 under clause-25.

SPPRA INWARD DIARY

NO : 7121

DATED : 15-03-18

SECRETARY

Workers Welfare Board Sindh

St-19, Block-6, Adjacent to STEVTA, Opposite Aero Club, Gulshan-e-Iqbal, Karachi-75300

Phone: 99244681 & 99244682- Fax: 99244686,

URL- www.swwb.com.pk, E-Mail:- swwbesadm@gmail.com



WORKERS WELFARE BOARD SINDH

GOVERNMENT OF SINDH

Established under Sindh Workers Welfare Fund Act, 2014



ORDER

With the approval of competent authority the **Procurement Committee**, comprising of the following, is hereby re-constituted to deal with the affairs of all procurement affairs of Sindh Workers Welfare Board including Education Section as per terms & conditions mentioned hereunder:-

- | | |
|--|------------------|
| 1. Director (Finance), WWBS. | Convener |
| 2. Deputy Secretary (A & C), WWBS. | Member/Secretary |
| 3. Deputy Director (Admin), WWBS | Member. |
| 4. Deputy Director NILAT | Member. |
| 5. Representative of Industries Department Govt. of Sindh. | Member. |

TARMS AND CONDITIONS:-

1. To supervise the preparation of bidding documents.
2. To open the Bids, as per bid opening schedule.
3. To prepare & sign the bid evaluation report (Technical bids) as provided in SPPRA Rules 2010 amended 2013.
4. To prepare and sign the comparative statement of quoted rates of financial bids.
5. To sign the minutes of Procurement Committee meeting, identifying their recommendations regarding acceptance / rejection of bids as well of contacts to the successful bidders..
6. To perform any other function ancillary and incidental to the above.

Deputy Director (Admin)
FOR SECRETARY

Workers Welfare Board Sindh

NO.WWBS/ES/Admin/1(1492)/2017/2769 Karachi dated the 30-12-2017

Copy to:

- 1). To all members of procurement Committee. (~~ES~~ WWBS)
- 2). Managing Director SPPRA, Government of Sindh.
- 4). P.S to Secretary Workers Welfare Board Sindh.
- 5). Office Order file.

Deputy Director (Admin)
FOR SECRETARY

Workers Welfare Board Sindh

St-19, Block-6, Adjacent to STEVTA, Opposite Aero Club, Gulshan-e-Iqbal, Karachi-75300

Phone: 99244681 & 99244682- Fax: 99244686,

URL- www.swwb.com.pk, E-Mail:- swwbesadmn@gmail.com



WORKERS WELFARE BOARD, SINDH

(Established under Sindh Workers Welfare Fund Act, 2014)

GOVERNMENT OF SINDH

No. _____

Karachi, dated: _____

ORDER

With the approval of competent authority the **Complaint Redressal Committee** as defined in SPPRA Rule 31, comprising of the following, is hereby constituted with appropriate powers and authorizations, to address the complaints of bidders that may occur during the procurement proceedings, as per terms & conditions mentioned hereunder:-

- | | |
|--|---|
| 1. The Secretary, Workers Welfare Board Sindh | Chairperson |
| 2. Representative of Accountant General Sindh
(Not Below the rank of BPS-18) | Member. |
| 3. Any Independent profession
from the relevant field concerning the Procurement Process. | Any member
Opticed by the
chairman of CRC |

TARMS AND CONDITIONS:-

1. To settle written complaint lodges any bidder being aggrieved by any act or decision of the Procurement Committee during procurement proceedings.
2. The Committee shall announce its decision within seven days.
3. Procurement Committee shall not award the contract till Redressal Committee may decide the complaint as submitted by the bidder.
4. To perform any other function ancillary and incidental to the above.


Deputy Director (Admin)
FOR SECRETARY
Workers Welfare Board Sindh

NO. SWWB/ ES/Admin/1/1492/2017/231
Copy to:

Karachi dated 28-2-2017

- 1). To all members of procurement Committee.
- 2). Managing Director SPPRA, Government of Sindh.
- 3). P.S to Secretary Labour & HRD, Government of Sindh.
- 4). P.S to Secretary Workers Welfare Board Sindh.
- ✓ 5). Office Order file.


Deputy Director (Admin)
FOR SECRETARY
Workers Welfare Board Sindh

**SINDH WORKERS WELFARE BOARD
(EDUCATION SECTION)**

ST-19, Block-6, Gulshan-e-Iqbal, Karachi, Telephone No.021-99244682 Fax No. 021-99244686

ANNUAL PROCUREMENT PLAN FOR 2017-18

(Under rule 11(1) of the Sindh Public Procurement Rules 2010)

Name of the Procuring Agency: Sindh Workers Welfare Board (Education Section), Karachi.

S. No.	Name of Procurement (Description)	Quantity (Where applicable)	Estimate of Unit Cost (where applicable) (Rs.)	Estimated Total Cost (in Million Rs.)	Fund Allocated (in Million Rs.)	Source or Fund (ADP/Non-ADP)	Proposed Procurement Method	Timing or Procurement 2017-18			
								9 Q-1	10 Q-2	11 Q-3	12 Q-4
1	Procurement of Office Stationery	N/A huge Quantity	N/A many of article involve	Under 5 Million	05 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
2.	Procurement of Printing material	N/A huge Quantity	N/A many of article involve	Under 02 Million	02 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
3.	Purchase of Library books/ Teaching stationery	N/A huge Quantity	N/A many of Books involve	Under 03 Million	03 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope		✓		
4.	Procurement of Uniforms & Liveries for Class-IV employees of WWB, Sindh / Procurement of Gowns for Teachers	N/A huge Quantity	N/A many of article involve	Under 02 Million	02 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope		✓		
5	Purchase of Examination Stationery for conducting half yearly and annual examination	N/A huge Quantity	N/A many of Books involve	Under 03 Million	03 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			

6	Purchase of Misc: articles for cleaning and other official use	N/A huge Quantity	N/A many of article involve	Under 02 Million	02 Million	Non- ADP	Competitive Bidding/ Single Stage- One envelope	✓			
7	Procurement of Computer supplies and stationery / Laboratory Equipment/ Materials / KG Classes Accessories / Sports items for students	N/A huge Quantity	N/A many of article involve	Under 04 Million	04.500 Million	Non- ADP	Competitive Bidding/ Single Stage- One envelope		✓		
8	i).Purchase Machinery & Equipments	Computers, Stabilizers, Printers and Photo copier	N/A many of article involve	Under 3.975 Million	41.175 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope	✓			
	ii) Purchase Machinery & Equipments.	Electric Generator/ installation Solar Panel with Batteries	N/A many of article involve	Under 28 Million		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		
	iii) Purchase Machinery & Equipments.	Installation of RO water plants 6000 lte per day/	N/A many of article involve	Under 5 Million		Non-ADP	Competitive Bidding/ Single Stage- One envelope		✓		
	iv) Purchase Machinery & Equipments.	Installation of CCTV with DVR/Surveillance Cameras etc	N/A many of article involve	Under 4 Million		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		
9											
10	Purchase of Furniture & Fixture	N/A huge Quantity	N/A many of article involve	Under 39 Million	39.998 Million	Non- ADP	Competitive Bidding/ Single Stage-Two envelopes		✓		

11	i). Procurement of Education Facilities (Text Books & Exercises Copies,) to Workers Children.	N/A huge Quantity	N/A many of article involve	Under 129 Million (estimated)	710 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope			✓	
	ii) Procurement of Education Facilities (School Uniforms) to Workers Children,	N/A huge Quantity	N/A many of article involve	Under 349 Million (estimated)		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope			✓	
	iii) Procurement of Education Facilities (School Shoes) to Workers Children,	N/A huge Quantity	N/A many of article involve	Under 150 Million (estimated)		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope			✓	
12	Procurement of Equipment/Training Material for Metric Tech Program	N/A huge Quantity	N/A many of article involve	Under 10 Million	14 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		
13	Transport Facility	N/A huge Quantity	N/A different routs involve	Under 20 Million	20 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
14	Hiring of Security Guards	Hiring services of Security Guards for our Board Schools and Colleges	About 54 Nos. of Security Guards	Under 15 Million	15 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
15	Establish of I.T Labs.	Computers/Stabilizers/Split A.C/Carpets/ Shelves/Computer Chairs/ Net working devices & all material related I.T Lab.	Establish I.T Labs in all Secondary Level Board Schools/ Colleges	Under 11.50 Million	11.749 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		



WORKERS WELFARE BOARD, SINDH

Bidding Document
for procurement of

SCHOOL SHOES & WHITE JOGGER SHOES

for the workers' children
Studying in
Colleges & Schools of WWB (Education Section)
Sindh
and other
Govt. and Private Colleges & Schools throughout
province of Sindh

Financial year 2017-18

Academic year 2018-19

(FINANCIAL PROPOSAL)

PART ONE

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Sample Forms

1. BID FORM AND PRICE SCHEDULES.....
2. BID SECURITY FORM.....
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4. Receipt Certificate.....
5. MANUFACTURER'S AUTHORIZATION FORM.....



M/s. _____

Price Rs.2,000/- (Non-Refundable Non-Transferable), Tender Enquiry No. _____

Earnest Money: 2% of total bid value

Date of submission of Tender: 05.04.2018 upto 10:30 a.m.
Date of Opening of Technical Proposal: 05.04.2018 at 11:00 a.m.

Bid Submission Sheet

Date: _____

ICB NO.: _____

Invitation for Bid No.: _____

Alternative No.: _____

The Secretary
Worker Welfare Board, Sindh
Karachi

We, the undersigned, declare that we have examined and have no reservations to the Bidding Document, including Addenda No.: _____;

- (a) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the Goods and Related Services.
- (b) The total price of our Bid, excluding any discounts offered in item (d) below is: Rs. _____ (Rupees _____);
- (c) The discounts offered and the methodology for their application are: _____

_____;
- (d) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our Bid is accepted, we commit to obtain a Performance Security @ 5% of the Contract Price for the due performance of the Contract;
- (f) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from these eligible countries; _____; _____;



- (g) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (h) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract, has not been declared ineligible by the Government;
- (i) The following commissions, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

<u>Name of Receipt</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate "none.")

- (j) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (k) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name _____

in the capacity of _____

signed _____

duly authorized to sign the security for and on behalf of _____

Date _____.



Price Schedule in Pak. Rupees

Item No.	Specifications / Descriptions of Stores	Estimated Quantity	Rate per unit	Amount
	Supply of brand new pairs of school shoes, specified below for workers' children at all districts in Sindh to be distributed to workers' children through the specified outlets and at the respective establishments. The rates/discounts quoted herein shall be inclusive of all applicable taxes, packing and transportation to deliver the goods at the specified stations.			
A)	PAIR OF SCHOOL SHOES (ARTIFICIAL LEATHER) (FOR BOYS)			
1)	Class – KG(I)	1083		
2)	Class – KG(II)	833		
3)	Class – I	1099		
4)	Class – II	1258		
5)	Class – III	1241		
6)	Class – IV	1271		
7)	Class – V	1138		
8)	Class – VI	1224		
9)	Class – VII	1054		
10)	Class – VIII	981		
11)	Class – IX	955		
12)	Class – X	1020		
13)	Class – XI	480		
14)	Class – XII	292		
	Total Black Shoes (Boys)			



Item No.	Specifications / Descriptions of Stores	Estimated Quantity	Rate per unit	Amount
B)	PAIR OF SCHOOL SHOES (ARTIFICIAL LEATHER) (FOR GIRLS)			
1)	Class – KG(I)	832		
2)	Class – KG(II)	762		
3)	Class – I	895		
4)	Class – II	1029		
5)	Class – III	962		
6)	Class – IV	1026		
7)	Class – V	929		
8)	Class – VI	905		
9)	Class – VII	831		
10)	Class – VIII	770		
11)	Class – IX	754		
12)	Class – X	757		
13)	Class – XI	380		
14)	Class – XII	239		
	Total Black Shoes (Girls)			
C)	PAIR OF WHITE JOGGER SHOES (FOR BOYS)			
1)	Class – KG(I)	1083		
2)	Class – KG(II)	833		
3)	Class – I	1099		
4)	Class – II	1258		
5)	Class – III	1241		
6)	Class – IV	1271		
7)	Class – V	1138		
8)	Class – VI	1224		
9)	Class – VII	1054		
10)	Class – VIII	981		
11)	Class – IX	955		
12)	Class – X	1020		
13)	Class – XI	480		
14)	Class – XII	292		
	Total JOGGER SHOES (FOR BOYS)			



Item No.	Specifications / Descriptions of Stores	Estimated Quantity	Rate per unit	Amount
D)	PAIR OF WHITE JOGGER SHOES (FOR GIRLS).			
1)	Class – KG(I)	832		
2)	Class – KG(II)	762		
3)	Class – I	895		
4)	Class – II	1029		
5)	Class – III	962		
6)	Class – IV	1026		
7)	Class – V	929		
8)	Class – VI	905		
9)	Class – VII	831		
10)	Class – VIII	770		
11)	Class – IX	754		
12)	Class – X	757		
13)	Class – XI	380		
14)	Class – XII	239		
	Total JOGGER SHOES (FOR Girls)			
	Grand Total :-			

NOTE:

1. Above mentioned quantity is un-estimated & may be decreased or increased at the time place of work order.
2. Successful bidder must be bound to procurement quantity of the above mentioned articles as will be mentioned in the letter of intent.
3. Participated firms must be filled complete Schedule of requirement. Incomplete tender will be rejected.
4. All the rates so quoted are supported with the samples (as per note given in bid evaluation criteria sheet) and shall be presented before Committee at the time of opening of the technical proposal.

Following terms & conditions shall also be applicable:

1. The rates and discounts quoted for the items mentioned above shall be valid for 90 days from the date of opening of tender.
2. Certified that items should be delivered throughout Sindh at the designated outlets, at risk and cost of contracting firm.
3. The payment shall be subject to deduction of Income/Sales Tax at source, inspection and production of delivery challans/ Coupons (issued by the WWB (Education Section) to registered workers through their employers / Establishments) as well receipts of items



- certified by Establishment and recipient worker as being delivered to them in full quantity and quality specified in contract.
4. The rates quoted in this schedule are inclusive of all the applicable taxes and written against each item with fountain pen in figures and words without any cutting/error.
 5. Certified that the samples of the items specified above as required in the general conditions of contract are provided.
 6. The conditions specified in the General Conditions shall also be applicable.
 7. In case of discrepancy between unit price and total, the unit price shall prevail.

Dated: _____

Signature: _____

Name: _____

Address: _____

CNIC # _____



BID SECURITY/EARNEST MONEY FORM

WHEREAS _____ hereinafter called the "**Bidder**" has submitted its bid, dated _____ for the supply of School Black artificial leather shoes & White Jogger Shoes for workers children studying in all Workers Model Schools/ Colleges and workers children of registered workers other than Board institutions located in allover Sindh, hereinafter called the "**Bid**".

KNOW ALL MEN by these presents that I/We _____ of _____ having our registered office (s) at _____ do hereby submit Earnest Money of Rs. _____ (Rupees _____) for the aforesaid Bid in the shape of Pay Order/Demand Draft No. _____ dated _____ issued by _____ Bank in favour of "Secretary, Sindh Worker Welfare Board", hereinafter called "**Procuring Agency/Purchaser**".

Name of Supplier (s)

Authorized Representative

Dated: _____



Sample

Performance Security

Date: _____

Contract Name and No. : _____

Secretary
Worker Welfare Board, Sindh
Karachi

WHEREAS _____ (hereinafter "the Supplier") has undertaken, pursuant to Contract No. _____ dated _____, _____ to supply School Shoes (Black artificial leather shoes & White Jogger Shoes)(hereinafter "the Contract").

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security _____ issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS _____ the undersigned

_____ legally domiciled in

(hereinafter "the Guarantor"), have agreed to give the Supplier a security.

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, upto a total of _____ and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of _____ as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the _____ day of _____.

Name _____ in

the capacity of _____

Signed _____ Duly

authorized to sign the security for and on behalf of _____ Date



Sample

RECEIPT CERTIFICATE

(To be completed by the Consignee)

1. Certified that the stores as accepted on the reverse and in the _____ Continuation sheets attached have been received in good condition and are as per Contract specification subject to the remarks at, 3 below _____.
2. The stores have been brought to account under Receipt Voucher No. _____ and posted in Ledger No. _____ Pages.
3. Details of recoveries proposed by the consignee in respect of deficiency breakage and/or freight etc., which should be made from the contractor under the terms of the contract.

Item	Reason	Amount	Item	Reason	Amount
------	--------	--------	------	--------	--------

Station _____ Date _____ Signature _____

Circle of Area _____ Designation _____



Sample

Manufacturer's Authorization

Date: _____

ICB NO.: _____

Invitation for Bid No.: _____

Alternative No.: _____

Secretary
Worker Welfare Board, Sindh
Karachi

WHEREAS _____ who are official
manufacturers of _____ having factories at

_____ to submit a Bid in relation to
the Invitation for Bids indicated above, the purpose of which is to provide the following Goods,
manufactured by us _____ and to subsequently negotiate and sign the
Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 13 of the General
Conditions of Contract, with respect to the Goods offered by the above firm in reply to this
Invitation for Bids.

Name _____ In the

capacity of _____ Signed

_____ Duly authorized to

sign the security for and on behalf of _____ Date



Sample

CERTIFICATE

We guarantee to supply the stores exactly in accordance with the requirement specified in the invitation to this tender.

Signature of Tenderer.....

Name & Designation.....

Address.....

Amount of 2% Call Deposit_____

Name of Bank with Full Address_____

Pay Order No_____

Full Name & Address of Firm_____

CNIC# of Authorized Person_____

Signature of Authorized Person_____





WORKERS WELFARE BOARD.SINDH

Bidding Document
for procurement of

SCHOOL SHOES & WHITE JOGGER SHOES

for the workers' children
Studying in
Colleges & Schools of WWB (Education Section)
Sindh
and other
Govt. and Private Colleges & Schools throughout
province of Sindh

Financial year 2017-18

Academic year 2018-19

(TECHNICAL PROPOSAL)

PART TWO

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)



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PART ONE – SECTION II

GENERAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

NOTES ON THE INSTRUCTIONS TO BIDDERS

NOTES ON THE GENERAL CONDITIONS OF CONTRACT

RECIPT

Tender document (Books) issued to M/s.
_____, against payment of tender
document fee of **Rs.2,000/-** (Rupees Two thousand only) (non-refundable / non-transferable) through
Pay order / demand draft No. _____ Dated _____, drawn on
_____.

**SECRETARY
WORKERS WELFARE BOARD, SINDH**



Part One – Section I

Instructions to Bidders



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Instructions to Bidders

A. Introduction

01. **Source of Funds.**

1.1 The Worker Welfare Board, Sindh is providing free of cost educational facilities to workers' children, studying in Colleges & Schools of Board located in all over province as well as registered workers children from KG-I to Intermediate studying in other than Board Institutions. The educational facilities include; textbooks, schools uniforms and school shoes. Funds for the purpose have been released by the Sindh Workers Welfare Fund on award of contract to the successful bidders as well disbursement of said facilities.

02. **Eligible Bidders**

2.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPRA Rules, 2009 amended 2010 and its Bidding Documents except as provided hereinafter.

2.2 Bidders should not be associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.

2.3 Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.

2.4 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization.

03. **Eligible Goods and Services. (N/A)**

3.1 The Goods and related services to be supplied under the contracts (such services herein after referred to services) shall have their origin in eligible countries, as specified in Section-V and all expenditures made under the contract will be limited to such goods and services.

3.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of goods and services is distinct from the nationality of the Bidder.

04. **Cost of Bidding**

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Documents, hereinafter referred to as "the purchase's" will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.



B. The Bidding Document.

05. **Contents of Bidding Documents.**

5.1 The bidding documents include:

- (a) Instructions to Bidders (ITB)
- (b) Evaluation Criteria List
- (c) General Conditions of Contract (GCC)
- (d) Special Conditions of Contract (SCC)
- (e) Schedule of Requirements
- (f) Technical Specifications
- (g) Bid Form and Price Schedules
- (h) Bid Security Form
- (i) Contract Form
- (j) Performance Security Form
- (k) Manufacturer's Authorization Form

5.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

06. **Clarification of Bidding Documents.**

6.1 A interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Documents. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.

07. **Amendment of Bidding Documents.**

7.1 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 a interested Bidder, may modify the bidding documents by amendment

C. Preparation of Bids

08. **Language of Bid.**

8.1 The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring agency, shall be written in the English Language. Any printed literature furnished by the Bidder may be written in Urdu, Sindhi and English languages, provide that Urdu and Sindhi literature is accompanied by an English translation, in which case, for purpose of interpretation of the Bids, the English translation shall govern.



09. **Documents Comprising the Bid.**

9.1 The bid prepared by the Bidder shall comprise the following components:

- (a) a Bid Form and a Price Schedule⁰ completed in accordance with ITB Clauses 10, 11, and 12;
- (b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
- (c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
- (d) bid earnest money furnished in Shape of Pay order / Call Deposited / Demand Draft / Bank Guarantee in favor of Secretary Sindh Workers Welfare Board, the above earnest money will be acceptable subject to the confirmation of the schedule bank.

10. **Bid Form.**

10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, and their country of origin, quantity, and prices

11. **Bid Price.**

11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

11.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.

11.3 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Procuring agency and will not in any way limit the Procuring agency right to contract on any of the terms offered.

11.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Documents. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 25. If, however, in accordance with the Bid Documents, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

12. **Bid Currencies.**

12.1 Price shall be quoted in Pak Rupees.

13. **Documents Establishment Bidder's Eligibility and Qualification.**

13.1 The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.



13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country.

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency country;
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a Bidder not doing business within the Procuring Agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry-out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (d) that the Bidder meets the qualification criteria listed in the Bid Evaluation Criteria (Annexure A)

14. Documents Establishment Good's Eligibility and Conformity to Bidding Documents.

14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued from the foreign principle.

14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the goods;
- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and
- (c) an item-by-item commentary on the Procuring agency Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 15.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.



15. **Bid Security (Earnest Money)**

15.1 The bidder shall furnish, as part of its Bid, a bid security / earnest money @ 2% of quoted total bid value through a Pay Order / Call Deposit / Demand Draft in favour of 'Sindh Workers Welfare Board'.

15.2 The bid security is required to protect the Secretary, Workers Welfare Board, Sindh against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.6.

15.3 The bid security shall be in Pak. Rupees and shall be in shape of pay order / call deposit / demand draft in favor of "Sindh Workers Welfare Board".

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as nonresponsive.

15.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible, but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring agency pursuant to ITB Clause 16.

15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, Pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

15.7 The bid security may be forfeited:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) In the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance with ITB Clause 32; or
 - (ii) to furnish performance security in accordance with ITB Clause 33.

16. **Period of Validity of Bids.**

16.1 Bids shall remain valid for the period specified in the Bid Documents after the date of bid opening prescribed by the Procuring agency, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

16.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.



17. **Format and Signing of Bids.**

17.1 The original of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

17.2 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

17.3 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

D. Submission of Bids

18. **Sealing and Marking of bids.**

18.1 The Bidder shall seal the Financial & Technical Proposal of the bid in separate envelopes, duly marking the envelopes as "TECHNICAL" and "FINANCIAL". The envelopes shall then be sealed in an outer envelope.

18.2 The inner and outer envelopes shall be addressed to:

The Secretary,
8th Floor, Marine Faisal Building,
Nursery Stop, Main Sharah-e-Faisal, Karachi,
Ph. No. 021-34548137, 021-34544767, Fax. 021-34371206..

18.3 The Envelop should contain at the left corner "Workers Welfare Board, Sindh Tender No. WWBS/ES/Admin/2(3)/2018, "DO NOT OPEN BEFORE" (*date & time of opening of bids given in bid notice / documents*).

18.4 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case of disqualification / rejection.

18.5 If the outer envelope is not sealed and marked as required by ITB Clause 18.1, the Procuring agency will assume no responsibility for the bid's misplacement or premature opening.

19. **Deadline of Submission of Bids.**

19.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 18.2, not later than the time and date specified in the Bid Notice / Documents.

19.2 The Secretary, Workers Welfare Board, Sindh may at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.



20. **Late Bids.**

20.1 Any bid received by the Secretary, Worker Welfare Board, Sindh after the deadline for submission of bids prescribed by the Procuring agency pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

21. **Modification and withdrawal of Bids.**

21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18, by a signed confirmation copy, postmarked no later than the deadline for submission of bids.

21.3 No bid may be modified after the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

E. Opening and Evaluation of Bids

22. **Opening of Bids by the Procuring agency.**

22.1 The Procuring Agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Notice / Documents. The bidders' representatives who are present shall sign a register evidencing their attendance.

22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid earnest money and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

22.3 Bids (and modifications sent pursuant to ITB Clause 22.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

22.4 The Procuring agency will prepare minutes of the bid opening.

23. **Clarification of Bids.**

23.1 During evaluation of the bids, the Secretary, Worker Welfare Board, Sindh 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



24. **Preliminary Examination.**

- 24.1 The Procuring agency 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.
- 24.2 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.
- 24.3 The Procuring agency may waive any minor informality, nonconformity, 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.
- 24.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 30), and Taxes and Duties (GCC Clause 32), will be deemed to be a material deviation. The Procuring agency determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 24.5 If a bid is not substantially responsive, it will be rejected by the Secretary, Worker Welfare Board, Sindh and may not subsequently be made responsive by the Bidder by correction of the nonconformity

25. **Evaluation and Comparison of Bids.**

- 25.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24 on The basis of criteria as mentioned in the Tender documents.
- 25.2 The Procuring agency evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 25.3 The Procuring agency evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the Bid Data Sheet, and quantified in ITB Clause 25.4 :
- (a) incidental costs;
 - (b) delivery schedule offered in the bid;
 - (c) deviations in payment schedule from that specified in the Special Conditions of Contract;
 - (d) the cost of components, mandatory spare parts, and service;
 - (e) the availability of spare parts and after sales services for the equipment offered in the bid.



- (f) the projected operating and maintenance costs during the life of the equipment;
- (g) the performance and productivity of the equipment offered; and / or
- (h) other specific criteria indicated in the Bid Data Sheet and/or in the Tech: Specifications.

25.3 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, one or more of the following quantification methods will be applied, as detailed in the Bid Data Sheet:

(a) Incidental costs provided by the bidder will be added by Procuring agency to the delivered duty paid (DDP) price at the final destination.

(b) Delivery schedule

- (i) The Procuring agency requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery "adjustment" will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery; or
- (ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirement; or
- (iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of DDP price per week of variation from the specified delivery schedule.

(c) Deviation in payment schedule.

- (i) Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder; or
- (ii) The SCC stipulates the payment schedule offered by the Procuring agency. If a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum specified in the Bid Data Sheet.

(d) Cost of spare parts. (N/A)

- (i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the Bid Data Sheet, is annexed to the Technical Specifications. The total cost of these items, at the unit prices quoted in each bid, will be added to the bid price; or
- (ii) The Procuring agency will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the Bid Data Sheet. The



total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price; or

- (iii) The Procuring agency will estimate the cost of spare parts usage in the initial period of operation specified in the Bid Data Sheet, based on information furnished by each Bidder, as well as on past experience of the Procuring agency or other procuring agencies in similar situations. Such costs shall be added to the bid price for evaluation.

(d) Spare parts and after sales service facilities in the Procuring agency's country. (N/A)

The cost to the Procuring agency of establishing the minimum service facilities and parts inventories, as outlined in the Bid Data Sheet or elsewhere in the bidding documents, if quoted separately, shall be added to the bid price. The cost to the Procuring agency of establishing the minimum service facilities and parts inventories, as outlined in the Bid Data Sheet or elsewhere in the bidding documents, if quoted separately, shall be added to the bid price.

(f) Operating and maintenance costs. (N/A)

Since the operating and maintenance costs of the goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the Bid Data Sheet or in the Technical Specifications.

(g) Performance and productivity of the equipment. (N/A)

(i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specifications. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the Bid Data Sheet will be added to the bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the Bid Data Sheet or in the Technical Specifications; or

(ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the bid, an adjustment will be added to the bid price using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

(h) Specific additional criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

The relevant evaluation method shall be detailed in the Bid Data Sheet and/or in the Technical Specifications.

Alternative

25.4 Merit Point System:

The following merit point system for weighing evaluation factors can be applied if none of the evaluation methods listed in 25.4 above has been retained in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

The bid scoring the higher number of points will be deemed to be the lowest evaluated bid.



26. **Contracting the Procuring Agency**

26.1 Subject to ITB Clause 23, no Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

26.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

F. Award of Contract(s)

27. **Post Qualification.**

27.1 In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.

27.2 The determination will take into account the Bidder's Financial, Technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.

27.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

28. **Award Criteria.**

28.1 Subject to ITB Clause 30, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

29. **Procuring agency's Right to Vary Quantities at Time of Award.**

29.1 The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the SPPRA Rules, the quantity of goods originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

30. **Procuring agency's Right to accept any Bid and to reject any or All Bids.**

30.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency action in the light of SPPRA Rules 2010 under clause



31. **Notification of Award.**

31.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter, to be confirmed in writing by registered letter, that its bid has been accepted.

31.2 The notification of award will constitute the formation of the Contract.

31.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.

32. **Signing of Contract.**

32.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

32.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

33. **Performance Security.(SPPRA Rules 2010 (39))**

33.1 Within Fourteen (14) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the 5% performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.

33.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

34. **Integrity Pact - Corrupt or Fraudulent Practices.**

34.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers / Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPPRA Rules, 2010 clause 89, and Rules made there under:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(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 a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring agency of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract is question;



- (c) will declare a firm ineligible, either indefinitely or for a standard period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.
- 34.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.



Part One – Section II

General Conditions of Contract



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General Conditions of Contract

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring agency and the Supplier, as recorded in Contract Form signed by the parties, including all attachments & appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligation.
- (c) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "Procuring agency" means the organization purchasing the Goods, as named in SCC.
- (h) "Procuring agency's country" is the country named in SCC.
- (i) "Supplier" means the individual or firm supplying Goods/Services under this Contract.
- (j) "The Project Site" where applicable, means the place or places named in SCC.
- (k) "Day" means calendar day.

2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. Country of Origin (N/A)

3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and further elaborated in the SCC.

3.2 For purpose of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is



substantially different in basis characteristics or in purpose of utility from its components.

3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.

4. Goods conform to the standard

4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

5. Use of Contract Documents and Information; Inspection and Audit by the Government

5.1 The supplier shall not, without the Procuring agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

5.2 The Supplier shall not, without the Procuring agency's prior written consent, make sure of any document or information enumerated in GCC Clause 5.1 except for purposes of such performance.

5.3 Any document, other than the Contract itself, enumerated in GCC Clause shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier's performance under the Contract if so required by the Procuring agency.

5.4 The Supplier shall permit the Procuring agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.

6. Patent Rights

6.1 The Supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.

7. Performance Security

7.1 Within Seven (07) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:

- (a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or



(b) Pay Order / Call Deposit / Demand draft.

7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

8. Inspections and Tests

8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring agency requires and where they are to be conducted. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.

8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.

8.4 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.

8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

9. Packing

9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including Additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring agency.

10. Delivery and Documents

10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.



10.2 Documents to be submitted by the Supplier are specified in SCC.

11. Insurance

11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence, insurance coverage is seller's responsibility.

12. Transportation

12.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring agency's country, transport to such place of destination in the Procuring agency's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

13. Incidental Services

13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods(N/A);
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and (N/A)
- (e) Training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.(N/A)

13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.

14. Spare Parts (if applicable) N/A

14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) Such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) In the event of termination of production of the spare parts:



- (i) Advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements; and
- (ii) Following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty (N/A)

15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.

15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

16. Payment

16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

16.2 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Secretary, Worker Welfare Board, Sindh but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier alongwith delivery Challans or Coupons with acknowledge i.e. CNIC of the workers concern.

16.4 The currency of payment is Pak. Rupees.



17. Prices

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

18. Change Orders

18.1 The Procuring agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

- (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;
- (b) The method of shipment or packing;
- (c) The place of delivery; and/or
- (d) The Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency change order.

19. Contract Amendments

19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

20. Assignment

20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent.

21. Subcontracts

21.1 The Supplier shall notify the Procuring agency in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

22. Delays in the Supplier's Performance

22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency



in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

23. Liquidated Damages

23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

24. Termination for Default

24.1 The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 22; or

(b) if the Supplier fails to perform any other obligation(s) under the Contract.

(c) if the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause: "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. "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 Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.



25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. Termination for Insolvency

26.1 The procuring agency may at any time terminate the Contract giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.

27. Termination for Convenience

27.1 The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the Contract terms and prices. For the remaining Goods, the Procuring agency may elect:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or.
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

28. Resolution of Disputes

28.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

28.2 if, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for



resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.

29. Governing Language

29.1 The contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

30. Applicable Law

30.1 The Contract shall be interpreted in accordance with the laws of the Procuring agency's country, unless otherwise specified in SCC.

31. Notices

31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

32. Taxes and Duties

32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted Goods to the Procuring agency.





WORKERS WELFARE BOARD, SINDH

Bidding Document
for procurement of

SCHOOL SHOES & WHITE JOGGER SHOES

for the workers' children
Studying in
Colleges & Schools of WWB (Education Section)
Sindh
and other
Govt. and Private Colleges & Schools throughout
province of Sindh
Financial year 2017-18
Academic year 2018-19

PART ONE (FIXED)

- Invitation of Bids (IFB)
- Bid Data Sheet (BDS)
- Special Conditions of Contract (SCC)
- Schedule of Requirements
- Technical Specifications
- Sample Form
- Eligibility



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Invitation of Bids
WORKERS WELFARE BOARD, SINDH
 8th Floor, Marine Faisal Building, Shahrah-e-Faisal, Nursery, Karachi. ☎ 34548137.

TENDER NOTICE

**SUPPLY OF SCHOOL BLACK ARTIFICIAL LEATHER SHOES & WHITE
 SCHOOL JOGGER SHOES TO WORKERS CHILDREN IN SINDH**

Sealed bids are invited from reputed/established firms/suppliers/contractors, registered with Sales Tax and Income Tax authorities, for supply & disbursement following category of stores:

Bid Security in the form of PO/DD:	2% of total bid value
Tender Document Collection (Start Date):	Publication/Hoisting of Notice.
Tender Document Collection (End Date):	05-04-2018
Tender Document Submission Date & Time:	05-04-2018 uptill 10:30 a.m
Tender (Technical) Opening Date & Time	05-04-2018 at 11:00 a.m
Tender (Financial) Opening Date & Time (for technically acceptable bidders only)	Shall be communicated later through letters.

DOCUMENTS COLLECTION:

Tender documents can be obtained on submission of a written request on company letterhead, supported with copies of GST/SRB & NTN Certificates, during office working hours, on payment of Rs.2,000/- (non-refundable/non-transferable) each tender documents/package in form of PO/DD in favour of "Sindh Workers Welfare Board" from the below address:

The Assistant Secretary (Admin)
Workers Welfare Board (Education Section) Sindh.
Street-19, Block-6, Gulshan-e-Iqbal, Near NIPA Chowrangi, Karachi.
Ph: 021-99244681-2, Fax#. 021-99244686.

NOTES:

- Sealed bids with necessary attachments accompanied by the Bid Security (mandatory) should be dropped in Tender Box (marked "Procurement") at office of *the Secretary, Workers Welfare Board, Sindh, 8th Floor, Marian Faisal Building, Main Nursery Bus Stop, Shahrah-e-Faisal, PECHS, Karachi*, on the tender document submission date and time.
- Bid opening procedure will be Single Stage – Two Envelope System (bid shall comprise a single package containing two separate envelopes inside). One envelope shall contain technical proposal containing complete material specifications, company profile, NTN/SRB and GST Certificate of the company or any other information deemed necessary, whereas the other envelop shall contain the financial bid. The envelopes should clearly mark as "Technical Proposal" and "Financial Proposal" in bold legible letters to avoid confusion. Initially only Technical Proposals shall be opened.
- Technical bids and financial bids (of the technically qualified bidders only) will be opened on the aforementioned date & time in the presence of bidders or their authorized representatives. Prospective bidders are invited to attend the tender opening (single representation).
- Incomplete or conditional tenders cannot be considered or entertained.

WWB, Sindh reserves the right to accept or reject any bid without assigning any reason as per SPPRA rules 2010 amended 2013 under clause-25.

-sd-
SECRETARY
Workers Welfare Board, Sindh



BID EVALUATION CRITERIA

Evaluation and Comparison of Technical and Financial Bids

Bidders who have been qualified on the basis of the preliminary evaluation shall be eligible for a detail evaluation.

The purchaser will evaluate and compare the bid that has been determined to be substantially responsive. The evaluation will be performed assuming the Contact will be awarded to the highest evaluated bidder for the entire information system.

The purchase's evaluation of responsive bids will take into account technical factors, in addition to cost factors. The following weights will be used in the evaluation of bids.

Description Weights

*** Technical Evaluation 80%

*** Financial Evaluation 20%



Bid Evaluation Criteria (School Black Artificial Leather Shoes & White Jogger Shoes)

The Technical Bids shall be evaluated on the basis of following parameters:

Sr. #	Evaluation Parameters	Marks	Description
Company Information			
1	NTN Registration Certificate		60
2	Sales Tax Registration Certificate		
3	SRB Registration Certificate		
4	ISO Certificate	5	
5	Distribution Network across Sindh	15	
6	General Business Experience (No of Year in Government Sector)	15	
7	Specific Experience in Relevant Field – Supply of Shoes specially School shoes for Govt. Sector	25	
	SUB TOTAL OF COMPANY INFORMATION	60	
(2) FINANCIAL CAPABILITIES			
1	Income Tax paid/ deduction in the last 03 financial years	10	60
2	Sales Tax Paid Deducted of last 03 financial years	10	
3	Annual Turnover in Million total sum of debits and credits as per Bank Statement of Last years (Attach supporting documents)	20	
4	Value of work orders/contracts/ for supply of Shoes for Government Sector.	20	
	SUB TOTAL OF FINANCIAL CAPABILITIES:-	60	
(3) TECHNICAL PROPOSAL			
1	Compliance of the sample product with specification	80	80
	SUB TOTAL OF TECHNICAL PROPOSAL :-	80	
	Grand total of company information , financial capability and Technical Proposal	200	

Note 1: Firm must get 80% i.e. 160/200 marks in Technical Proposal for qualifying as per above mentioned criteria.



Note 2: Mandatory item samples to be attached each bidder has to submit the following samples as per specifications. Samples of following items (non-refundable and free of cost) must be provided along with the bids for examining the quality. In absence of samples, bid will not be considered:

- i) Pair of school shoes (Black); One pair each for boys and girls.
- ii) Pair of School White Jogger Shoes; One pair of each for boys and Girls.
- iii) Sticker containing name and address of bidder should be firmly stucked with each sample. No extra sign i.e. name of shoe maker, make and brand etc of recognition or workd any secret code will be put on it. In case of violation the sample will be rejected and excluded from the proceedings accordingly.

Note 3: The Lab: Testing charges (whatsoever) for examining/assessment of quality of articles, may b Charged to the bidding firms. It is the discretion of management of Board.



Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provision in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1.1	Name of Procuring Agency: Workers Welfare Board, Sindh
ITB 1.1	Workers Welfare Board, Sindh
ITB 1.1	Workers Welfare Board, Sindh
ITB 1.1	Name of Contract: Procurement of School Black artificial leather & White Jogger Shoes for workers' children studying in all Workers Model Schools / Colleges as well workers children studying in other than Board institutions in Sindh for the academic year 2018-17.
ITB 4.1	Name of Procuring agency: Workers Welfare Board, Sindh
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers: The Secretary, Workers Welfare Board, Sindh at 8 th Floor, Marine Faisal Building, Nursery Stop, Main Sharah-e-Faisal, Karachi, Ph. No. 021-34548137, 021-34544767, Fax. 021-34371206.
ITB 8.1	Language of the Bid: English.
Bid Price and Currency	
ITB 11.2	The price quoted shall be: in Pak Rupees. In addition to delivered duty paid (DDP) price.
ITB 11.5	The Prices shall be fixed.
Preparation and submission of Bids	
ITB 13.3 (d)	Qualification requirements: Required for a minimum level of experience in a similar type of goods for which the invitation for Bids is issued and also meet the requirement.
ITB 14.3 (b)	Spare parts required for Ten (10) of years of operation: N/A.
ITB 15.1	Amount of bid security (Earnest Money): Two (2) percent of the bid amount.
ITB 16.1	Bid validity period: The validity should be ninety (90) days. ✓
ITB 17.1	Number of copies: One Original & Two Copies
ITB 18.2 (a)	Address for bid submission: The Secretary, Workers Welfare Board Sindh 8 th Floor, Marine Faisal Building, Nursery Stop, Main Sharah-e-Faisal, Karachi, Ph. No. 021-34548137, 021-34544767, Fax. 021-34371206.
ITB 18.2 (b)	IFB title and number :IFB No: WWBS/ES/Admin/2(3)/2018
ITB 19.1	Deadline for bid submission. 05.04.2018uptill 10.30 a.m
ITB 22.1	Time, date, and place for bid opening: On 05.04.2018 at 11:00 a.m at The Secretary, Workers Welfare Board Sindh 8 th Floor, Marine Faisal Building, Nursery Stop, Main Sharah-e-Faisal, Karachi, Ph. No. 021-34548137, 021-34544767, Fax. 021-34371206.
Bid Evaluation	
ITB 25.3	Criteria for bid evaluation:



	Criteria listed in ITB Clause 25.3 (e.g, 25.3 (b) and (c)), and in the reference under ITB 25.4 below. Retain only the evaluation method to apply and the relevant parameters corresponding to the retained <i>Criteria (e.g., 25.4 (b) (i) and (c) (ii)).</i>
ITB 25.4 (a) ITB 25.4 (b)	One option only. Delivery Schedule. Relevant parameters in accordance with option selected.
Option (i) Option (ii) Option (iii)	adjustment expressed as a percentage, or Adjustment expressed in an amount in the currency of bid evaluation, or adjustment expressed as a percentage <i>[A rate of one-half (0.5) percent per week is a reasonable figure. The percentage of liquidated damages specified in SCC should be higher.]</i>
ITB 25.4 (ii)	Deviation in payment schedule. (Annual interest rate)
ITB 25.4 (d)	Cost of Spare parts: N/A. <i>[specify the applicable method – (i), (ii), or (iii) – and factors (e.g, number of years) and reference to the Appendix to the Technical Specifications, as required]</i>
ITB 25.4 (e)	Spare parts and after sales service facilities in the Procuring agency's country. After sales service facilities according to requirement. N/A
ITB 25.4 (f)	Operating and maintenance costs: N/A. Factors for calculation of the life cycle cost:
ITB 25.4 (g)	Performance and productivity of goods: required
ITB 25.4 (h)	Details on the evaluation method of reference to the Technical Specifications: According to criteria mentioned.
ITB 25.4 Alternative	Specify the evaluation factors. According to criteria mentioned.
Contract Award	
ITB 28.1	Criteria for Award of Contract: As a package for entire articles (article-wise lowest quoted rates shall not be considered for awarding individual articles to different contracting firms/parties).
ITB 29.1	Percentage for quantity decrease as per actual enrolment not more than Fifteen (15) percent.



Section-III

Special Conditions of Contract



Special Conditions of Contract

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Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions

GCC 1.1 The Procuring agency is “ Worker Welfare Board, Sindh”.

GCC 1.2 The Procuring agency country is “Islamic Republic of Pakistan.

GCC 1.3 Eligible countries as notified by Government of Pakistan.

2. Country of Origin (GCC Clause 3) N/A

All countries and territories as indicated in Part Two Section VI of the bidding documents, “Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement”.

3. Performance Security

GCC 3.1 The amount of performance security, 5% of the Contract Price.

GCC 3.2 After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier’s warranty Obligations in accordance with Clause GCC 15.2 (if applicable)

4. Inspections and Tests (GCC Clause 8)

Inspection and tests prior to award of contract and at final acceptance are as follows:

- (i) Technical Specification (samples as provided by the firm).
- (ii) Quality of Goods and other items.
- (iii) All legal documents should be available on site/work place.

5. Packing (GCC Clause 9)

GCC 9.3 The following SCC shall supplement GCC Clause 9.2:

6. Delivery and Documents (GCC Clause 10)

GCC 10.3 The contracting firm shall arrange the stores of goods and start the disbursement of School shoes, as per following terms:

- (i) The contracting firm shall inform the address and location of the stores outlets.
- (ii) After inspection of stores, firm shall prepare a complete set for each student as per his/her class, set comprising of One Pair of Black Leather shoes & One Pair of White Jogger Shoes.
- (iii) The firm shall have to deliver the said educational facilities at respective establishments, as per schedule of disbursement, to be provided by the office of Education Section.
- (iv) The delivery shall be made on receipt of coupons, which shall be provided to workers by the Education Section to receive the educational facilities.
- (v) On delivery of stores, the firm shall obtain the coupons as a token of acknowledgement.
- (vi) Coupons received from workers by the contracting firm, shall be furnished to Education Section alongwith invoice against the supplies under contract.
- (vii) Overall distribution of stores shall be monitored by the authorized staff of Education Section.



11. Insurance (GCC Clause 11)

GCC 11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered; hence insurance coverage is seller's responsibility. Since the insurance is seller's responsibility they may arrange appropriate coverage.

11. Incidental Services (GCC Clause 13)

GCC 13.1- Incidental services to be provided are:

[Selected services covered under GCC Clause 13 and/or other should be specified with the desired features. The price quoted in the bid price or agreed with the selected Supplier shall be included in the Contract Price.]

9. Spare Parts (GCC Clause 14) N/A

GCC 14.1 – Additional spare parts requirements are:

Sample provision

GCC 14.1- Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order and opening the letter of credit.

10. Warranty (GCC Clause 15) N/A

GCC 15.2

Sample provision

GCC 15.2 – In Partial modification of the provisions, the warranty period shall be eighteen months form date of acceptance of the Goods or 15 months of Date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If for reasons attributable to Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

Or

pay liquidated damages to the Procuring agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 5%.

[The rate should be higher than adjustment rate used in bid evaluation under ITB 25.4 (f) or (g)]

GCC 15.4& 15.5 – The period for correction of defects in the warranty period is: 3 months.

11. Payment (GCC Clause 16)

Sample provision

GCC 16.1 – The method and condition of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

Payment shall make in Pak. Rupees in the following manner:

- (i) 60% to 70% payment on adhoc basis may be allowed on discretion of procuring agency as well subject to submission 80% coupons by the contracting firm after disbursement of said educational facilities to establishment workers children in Sindh.
- (ii) 100% of the Contract Price on complete disbursement of shoes to the beneficiaries, on submission of claim supported by coupons (in original) duly acknowledged by the workers concerned and subsequent verification received from the establishments concerned.



- (iii) Part Payment on part supply may also be allowed on discretion of procuring agency as well subject to nature/type of stores.

12. Prices (GCC Clause 17)

Sample provision

GCC 17.1 – Prices shall be adjusted in accordance with provisions in the Attachments to SCC.

[to be inserted only if price is subject to adjustment.]

13. Liquidated Damages/ Late delivery surcharge.

GCC 23.1—Application rate: 0.5% per week of the value of non-supplied stores.

Maximum deduction: 10% of the total contract value.

14. Resolution of Disputes (GCC Clause 28)

GCC 28.3—The disputes resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of dispute between the Procuring agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring agency's country.

15. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be: English.

16. Applicable Law (GCC Clause 30)

GCC 30.1—The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

The Employment of Children (ECA) Act 1991. The Bonded labour System (Abolition) Act of 1992. The Factories Act 1934.

17. Notices (GCC Clause 31)

GCC 31.1 Procuring agency's address for notice purposes:

The Secretary,

Workers Welfare Board Sindh

8th Floor, Marine Faisal Building,

Nursery Stop, Main Sharah-e-Faisal, Karachi,

Ph. No. 021-34548137, 021-34544767, Fax. 021-34371206.

Supplier's address for notice purpose:

"As mentioned on bidder's letter head"



Section-IV

Schedule of Requirement



Schedule of Requirement

Item No.	Specifications / Descriptions of Stores	Estimated Quantity	Rate per unit	Amount
	Supply of brand new pairs of school shoes, specified below for workers' children at all districts in Sindh to be distributed to workers' children through the specified outlets and at the respective establishments. The rates/discounts quoted herein shall be inclusive of all applicable taxes, packing and transportation to deliver the goods at the specified stations.			
A)	PAIR OF BLACK SCHOOL SHOES (ARTIFICIAL LEATHER) (FOR BOYS)			
1)	Class – KG(I)	1083		
2)	Class – KG(II)	833		
3)	Class – I	1099		
4)	Class – II	1258		
5)	Class – III	1241		
6)	Class – IV	1271		
7)	Class – V	1138		
8)	Class – VI	1224		
9)	Class – VII	1054		
10)	Class – VIII	981		
11)	Class – IX	955		
12)	Class – X	1020		
13)	Class – XI	480		
14)	Class – XII	292		
	Total Black Shoes (Boys)			



Item No.	Specifications / Descriptions of Stores	Estimated Quantity	Rate per unit	Amount
B)	PAIR OF BLACK SCHOOL SHOES (ARTIFICIAL LEATHER) (FOR GIRLS)			
1)	Class – KG(I)	832		
2)	Class – KG(II)	762		
3)	Class – I	895		
4)	Class – II	1029		
5)	Class – III	962		
6)	Class – IV	1026		
7)	Class – V	929		
8)	Class – VI	905		
9)	Class – VII	831		
10)	Class – VIII	770		
11)	Class – IX	754		
12)	Class – X	757		
13)	Class – XI	380		
14)	Class – XII	239		
	Total Black Shoes (Girls)			
C)	PAIR OF WHITE JOGGER SHOES (FOR BOYS)			
1)	Class – KG(I)	1083		
2)	Class – KG(II)	833		
3)	Class – I	1099		
4)	Class – II	1258		
5)	Class – III	1241		
6)	Class – IV	1271		
7)	Class – V	1138		
8)	Class – VI	1224		
9)	Class – VII	1054		
10)	Class – VIII	981		
11)	Class – IX	955		
12)	Class – X	1020		
13)	Class – XI	480		
14)	Class – XII	292		
	TOTAL JOGGER SHOES (FOR BOYS)			
D)	PAIR OF WHITE JOGGER SHOES (FOR GIRLS).			



Section-V

Technical Specifications

Name of Article	Description / Specifications	Specification Offer
<p>A. BOYS</p> <p>Black Shoes (Black leather school shoes)</p>	<p>1. Upper leather <i>Vamp</i>: SCOUT PANDA VIBOX 2 MM <i>Quarter in/Out</i> : SCOUT PANDA VIBOX 2MM <i>Tongue</i>: SCOUT PANDA VIBOX 2MM <i>Counter</i> : NYLEX VIBOX 1.0 MM. <i>Eyelet Stay</i> : L.P REXINE 0.9 MM BLACK.</p> <p>2. Lining <i>Quarter Lining</i>: LP REXINE 0.9MM. <i>Tongue lining</i> : LP REXINE 0.9MM. <i>Collar Foam</i> : S.H.D 8.0mm.</p> <p>3. Sole <i>Sole</i> : Scout PVC Mould Robin. <i>Hardness</i>: 70 - 75 Shore A. <i>S.G</i>: 0.65-0.85.</p> <p>4. Bottom <i>Socks</i>: Foam Plastic 1.4mm. <i>Half Insole</i>: Insole Board 1.5 mm. <i>Counter</i> : Gama Counter One Sided 1.0 mm. <i>Toe Puff</i>: Thermoprint 0.8 mm - 0.9 mm. <i>Heel Pad</i> : Latex Foam 2.0 mm.</p>	
<p>B. GIRLS</p> <p>Black Shoes (Black leather school shoes)</p>	<p>1. Upper leather <i>Vamp</i>: Synthetic Melmo PD-170-BT 1.7mm + Camberelle <i>Quarter in/Out</i> : Synthetic Melmo PD-170-BT 1.7mm + Camberelle <i>D-Ring Strap</i>: Synthetic JC3-90BT 0.9mm. <i>Velcro Strap</i>: Synthetic Melmo JC3-90BT 0.9mm. <i>Velcro M/F</i>: 30 MM.</p> <p>2. Lining <i>D-Ring Strap</i>: Synthetic Melmo PD-170-BT 1.7mm. <i>Velcro Strap</i>: Synthetic Melmo PD-170-BT 1.7mm.</p> <p>3. Sole <i>Sole</i> : APAGO Blown PVC Black. <i>Hardness</i>: 70 - 75 Shore A. <i>S.G</i>: 0.65-0.85.</p> <p>4. Bottom</p>	



	<p><i>Socks:</i> Foam Plastic. <i>Half Insole:</i> Insole Board 1.5 mm. <i>Counter :</i> Gama 0.7-0.9mm + drill. <i>Toe Puff:</i> Thermo print 0.7mm - 0.8 mm. <i>Socks Padding :</i> Latex Foam 2.0 mm.</p>	
<p>C. WHITE JOGGER (Both for Boys & Girls)</p>	<p>1. Upper leather <i>Base Vamp:</i> Eva 1.5 mm white + Camrell White, <i>Quarter in/Out :</i> SCOUT PANDA VIBOX 2MM <i>Toe:</i> Synthetic VIB - 100 V BT 1.0 mm. <i>Vamp:</i> Synthetic VIB - 100 V BT 1.0 mm. <i>Quarter in/Out :</i> Synthetic VIB -100 V- BT 1.0 mm. <i>Collar In/Out:</i> Synthetic VIB -100 V- BT 1.0 mm. <i>Vamp Strap In & Out:</i> Synthetic VIB - 100 V -BT 1.0 mm. <i>Tongue Piece:</i> Synthetic VIB - 100 V -BT 1.0 mm. <i>Tongue:</i> MESH CLOTH + 3MM FOAM <i>Eyelet Stay :</i> Vibox 1mm.</p> <p>2. Lining <i>Tongue Lining:</i> Mesh Cloth + 3mm foam <i>Quater Lining:</i> Mesh Cloth + 3mm foam <i>Tongue Foam:</i> SHD 8.0 mm. <i>Collar Foam :</i> SHD 16 mm.</p> <p>3. Sole <i>Main Sole :</i> Chemigum PVT EXTRA WHITE Speedy Mould Layer. <i>Hardness:</i> 55 - 65 Shore A. <i>S.G:</i> 0.65-0.85.</p> <p>4. Bottom <i>Socks:</i> Drill Cloth White + EVA 3.0 MM. <i>Stiffner :</i> Gama T-120 1.4 mm <i>Half Insole:</i> Texon 1.5mm.</p> <p>5. Laces: Nylon Lace Round 48" white with Plastic Tips 2 Pcs/Pair.</p>	

