



No.SO(Admn-I)/12(176)/2018

**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT**

Karachi, 21<sup>st</sup> March, 2018

To,

The Managing Director,  
Sindh Public Procurement Regulatory Authority,  
Karachi

**SUBJECT:- HOISTING OF NITs.**

I am directed to refer to the subject noted above and to enclose herewith NIT/  
Bidding Documents and other documents in respect of Purchase of Hardware for Office of  
Research & Training Wing for hoisting on the Website of SPPRA.

  
(IMRAN SIBTAIN) 21/03/2018  
Section Officer (Admn-I)  
Phone 021-99211926

CC:

- PS to Chairman, P&D Board, Sindh
- PS to Secretary (Planning), P&D
- PS to Director General (MEC), P&D

SPPRA INWARD DIARY

NO. 7337

DATE 21-03-2018



GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

**NOTIFICATION**

**NO: SO(ADMN-I)(P&D)12(176)/2018:** In pursuance of Rule-7 of SPPRA Rules, 2010 (Amended 2017), the Government of Sindh is pleased to constitute a Goods/Works/ Non-Consulting Services Procurement Committee for implementation of ADP scheme titled "Research & Training for P&D and Human Resource Development (ADP No.1959) 2017-18" with the following composition/ TORs:

1	Additional Secretary (Admin), P&D	Chairman
2	Procurement Specialist, (MEC), P&D Department	Member / Secretary
3	Representative of Industries Department (Not Below the rank of BS-18)	Member

**Terms of Reference:**

- Preparing of Bidding Documents.
- Carrying out technical as well financial evaluation of the bids.
- Preparing evaluation report provided in Rule-45.
- Making recommendations for the award of contract to the competent authority.
- Perform any other function ancillary and incidental to the above.

-MUHAMMAD WASEEM-  
CHAIRMAN, P&D BOARD SINDH

**NO: SO(ADMN-I)(P&D)12(176)/2018:**

**Karachi Dated 12<sup>th</sup> February, 2018**

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

1. The Chairman/all Members of Committee.
2. The Secretary to Government of Sindh, Industries & Commerce Department, Karachi.
3. Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
4. P.S. to Chairman P&D Board Sindh, Karachi.
5. P.S. to Secretary (Planning) P&D Deptt, Govt. of Sindh, Karachi.
6. Master File.

  
(IMRAN SIBTAIN) 12/02/2018  
SECTION OFFICER (ADMN-I)  
TEL: 021-9211926



GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

**NOTIFICATION**

**NO: SO(ADMN-I)(P&D)12(176)/2018:** In pursuance of Rule-31 of Sindh Public Procurement Rules 2010, amended 2017 “**Complaint Redressal Committee**” for Research & Training for P&D and Human Resource Development (ADP No.1959) 2017-18 is hereby constituted with following composition/TORs:-

i)	Secretary (Planning)	Chairperson
ii)	Representative of Office of Accountant General Sindh	Member
iii)	An Independent professional from the relevant field concerning the procurement process in question, to be nominated by the head of procuring agency	Member

**Terms of Reference (TORs):-**

- As provided under Rule-31 of SPPRA Rules 2010 amended in 2017 and to perform any other function ancillary and incidental to the above.


**-MUHAMMAD WASEEM-  
CHAIRMAN, P&D BOARD SINDH**

**NO: SO(ADMN-I)(P&D)12(176)/2018:**

**Karachi Dated 12<sup>th</sup> February, 2018**

A copy is forwarded for information & necessary action to:

1. The Director General, Research & Training Wing, P&D, Govt. of Sindh.
2. The Accountant General Sindh.
3. All Members of the Committee.
4. PS to Chairman P&D Board, Sindh, Govt. of Sindh.
5. PS to Secretary (Planning) P&D, Govt. of Sindh.
6. Master File.

  
**(IMRAN SIBTAIN)**  
SECTION OFFICER (ADMN-I)  
Ph: 021-99211926

**ANNUAL PROCUREMENT PLAN FOR 2017-18**  
**ADP # 1959 OF 2017-18 "RESEARCH & TRAINING WING FOR P&D AND HUMAN RESOURCE DEVELOPMENT"**

Name of Procuring Agency:

Planning & Development Department, GoS

S #	Name of Procurement (Description)	Estd. Cost	Procurement Method	Tentative Date of Procurement Notice Publication	Tentative Date of Award of Contract	Tentative Date of Completion	Remarks (if any)
1	2	3	4	5	6	7	8
1	Purchase of Plant & Machinery - Generator 45 KVA - Photostat Machines - LED TV 42" - Air Conditioners (2.0 Tons) - Air Conditioners (1.5 Tons) - Air Conditioners (1.0 Tons) - Air Conditioners (Floor Standing) (2.5 Tons) - Water Dispensers - Stabilizers 7000 Watts - Stabilizers 5000 Watts - Ceiling Fans - Bracket Fans (Black) - Electric Jugs / Kettle - Laser Fax Machine	3,000,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
2	Purchase of Hardware - Laptop - Core i7 - Destop Computer - Core i7 - LaserJet Printer	2,000,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
3	Furniture & Fixture	2,500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
4	Printing & Publication	500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
5	Stationery	1,000,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
6	Others	1,500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
7	Conference System	1,200,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
8	Entertainment	500,000.00	On cash basis under quotation limit	As & When required	--	--	
9	Contingent Paid Staff	500,000.00	On cash basis under quotation limit	As & When required	--	--	
10	Hiring of Office Premises	5,000,000.00	On cash basis under quotation limit	As & When required	--	--	
11	Renovation of offices	3,500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	




Karachi, 21<sup>st</sup> February, 2018


**MINUTES OF MEETING OF PROCUREMENT COMMITTEE CONSTITUTED  
FOR IMPLEMENTATION OF ADP SCHEME NO.1959 (2017-18) NAMEDLY  
"STRENGTHENING & RESTRUCTURING OF RESEARCH & TRAINING WING,  
P&D**

Meeting of the Procurement Committee constituted vide P&D's Notification No.SO(ADMN-I)/(P&D)12(176)/2018, dated 12.02.2018 for implementation of ADP Scheme No.1959 (2017-18) namely "Strengthening & Restructuring of Research & Training Wing (P&D)" was held on 21.03.2018 at 10.00 a.m. in the office of the Chairman, P.C./Additional Secretary (Admn), P&D.

2. List of Participants of the Meeting is attached.
3. Opening the discussion, the chair apprised the participants that in order to ensure effective public service delivery, enhance the capacity of the human resource and meet the modern day development challenges by adopting modern techniques and tools of planning and development and bring the Province of Sindh to the path of sustained economic growth and prosperity, the Government of Sindh is revamping its Research & Training Wing of P&D. The Wing will now act as an in-house research, policy-advice and capacity development body for P&DD helping it to improve functioning and quality of Public Investment Management. The office of the R&T Wing would now be housed in rented premises i.e. Mezzanine Floor No.1, Fayyaz Centre, 3-A, Sindhi Muslim Cooperative Housing Society, shahra-e-Faisal, Karachi.
4. In order to meet the day-to-day requirements of R&T Wing, following procurements are to be made as per SPPRA Rules, 2010 (Amended 2017):
  - (i) Plant & Machinery (Purchase of Photocopiers & Other Items)
  - (ii) Plant & Machinery (Purchase of Conference System & Multimedia)
  - (iii) Purchase of Furniture & Fixture
  - (iv) Renovation of offices
  - (v) Purchase of Hardware (Computers etc.,)
  - (vi) Purchase of 50 KVA Generator with complete installation
4. Accordingly, Draft Bidding/Tender documents were placed before the members of the Procurement Committee. After due deliberations and in-put of the members of the committee the documents were finalized and it was decided to furnish them to Information & Archives Department/SPPRA for appropriate advertisement.
5. Meeting ended with a vote of thanks to and from the chair.

  
(SAEED NIZAMANI)  
PROCUREMENT SPECIALIST  
MEMBER OF P.C.





  
REPRESENTATIVE OF  
INDUSTRIES & COMMERCE  
MEMBER OF P.C.

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

## ATTENDANCE SHEET

MINUTES OF THE BID OPENING MEETING OF THE PROCUREMENT  
COMMITTEE CONSTITUTED FOR IMPLEMENTATION OF ADP SCHEME  
NO.1959 (2017-18) NAMELY "STRENGTHENING & RESTRUCTURING OF  
RESEARCH & TRAINING WING (P&D)

21.03.2018

S.No.	Name & Designation	Contact No.	Signature
1.	M. Ali Khoso		
2.			
3.	Murand Murand	0364-4897489	
<del>4.</del>			



GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT  
DEPARTMENT

**NOTICE INVITING TENDER**

NIT No: SO(Admn-I)/(P&D)12(176) Hardware/18

1. The Planning & Development Department, Government of Sindh has received an allocation from Public Fund in Pak rupees towards the cost of development scheme "Strengthening & Restructuring of Research & Training Wing, Planning & Development Department". It is intended that part of the proceeds of this allocation will be applied to eligible payments under the contract for the "**Tender for Purchase of Hardware for Office of Research & Training Wing, Planning & Development Department, Government of Sindh, Karachi**

2. The Planning & Development Department, Government of Sindh now invites sealed bids from the interested recognized Companies / Firms and experienced in specific services & items under Sales Tax for carrying out the renovation work:

Sr #	Items	Bid Security	Tender Fee	Remarks
1	<b>Purchase of Hardware for office of Research &amp; Training Wing, Planning &amp; Development Department, Government of Sindh, Karachi)</b>	1 % of the total quoted bid amount	Rs. 1000/-	Complete details are given in the tender bidding document

3. The firms should be registered with the Income Tax, Sales Tax Departments.

4. The procedure for open competitive bidding shall be **Single Stage – Two Envelopes procedure as per Rule No. 46 (2) SPPRA Rules 2010 (Amended – 2017)**.

5. Bidding/Tender Documents availability schedule:

- (i) **Issuance:** Documents will be issued from the date of publication to 05.04.2018 till 3.00 P.M. on the payment of Rs. 1000/- as tender fee.
- (ii) **Last submission Date:** Last date will be 05.04.2018 at 1500 Hours.
- (iii) **Bid Opening Date:** 05.04.2018 @ 1530 Hours (Technical)  
10.04.2018 @ 1530 Hours (Financial)
- (iv) Place of bid issuance, submission, inquiries & opening is:-

**Address:**

**SECTION OFFICER (ADMN),**  
P&D Department, Room No. 314-A, 2<sup>nd</sup> Floor,  
Tughlaque House, Sindh Secretariat No. 2, Karachi .  
**Phone No.** 021-99211926  
**Fax No.** 021-99211423  
**Email:** [secypndsindh@gmail.com](mailto:secypndsindh@gmail.com)

6. Detail of Evaluation Criteria and General Terms & Conditions are given in tender bidding document.

7. The interested bidders can either obtain the bidding document from the Planning & Development Department or download it from SPPRA ([www.pprasinhd.gov.pk](http://www.pprasinhd.gov.pk)) and/or P&D websites: [sindh.pnd.gov.pk](http://sindh.pnd.gov.pk)) against the pay order of Rs. 1,000/- (non-refundable) in favour of Section Officer (Admn)/DDO, P&D Department, Government of Sindh from any SBP scheduled bank (to be submitted along with the Pay Order of the amount aforementioned).



**(IMRAN SIBTAIN)**  
**SECTION OFFICER (ADMN)**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
**GOVERNMENT OF SINDH**  
**KARACHI**  
**TELE: 021-99211926**





**GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT  
DEPARTMENT**

**Tender Document  
For  
Tender for Purchase of Hardware for Office of Research &  
Training Wing,  
Planning & Development Department, Government of Sindh,  
Karachi**

**Issuance Date : From the date of publication of advertisement  
Last date for Bid Submission: 05.04.2018 @ 1500 hours  
Date of Bid Opening: 05.04.2018 @ 1530 hours (Technical)  
Date of Financial Opening : 10.04.2018 @ 1530 hours (Commercial)**

**Under ADP Scheme No.1959 of 2017-18 titled  
“Strengthening & Restructuring of Research & Training Wing,  
Planning & Development Department”**

**Planning & Development Department, Government of Sindh  
Room No. 314-A, 2<sup>nd</sup> Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi  
Phone: 021-99211926, Fax No.99211423 email:secypndsindh@gmail.com**

## Table of Contents

Part No	Detail
	Disclaimer
	Notice Inviting Tender
Part A	Instructions for Bidders
Part B	Schedule of Requirement
Part C	Bill Of Quantities (BOQs) and Technical Specification
Part D (I)	Bid Letter
Part D (II)	Tender Form
Part D (III)	Eligibility Criteria
Part D (IV)	Price Schedule in Pak Rs

## **Disclaimer**

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



GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT  
DEPARTMENT

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**Address:**

**SECTION OFFICER (ADMN),**

P&D Department, Room No. 314-A, 2<sup>nd</sup> Floor,  
Tughlaque House, Sindh Secretariat No. 2, Karachi .

**Phone No.** 021-99211926

**Fax No.** 021-99211423

**Email:** [secypndsindh@gmail.com](mailto:secypndsindh@gmail.com)

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(IMRAN SIBTAIN)  
SECTION OFFICER (ADMN)  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH  
KARACHI  
TELE: 021-99211926



GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT  
DEPARTMENT

## Part A: Instruction For Bidders

### 1. INTRODUCTION

- i. Name of Procuring Agency is "Planning & Development Department, Government of Sindh".
- ii. Name of Project is "Revitalization and Restructuring of Research & Training Wing, Planning & Development Department"
- iii. Name of Contract is "**Tender for Purchase of Hardware for Office of Research & Training Wing, Planning & Development Department, Government of Sindh, Karachi**"
- iv. Address of procuring agency is as under:

**SECTION OFFICER (ADMN),**  
**Planning & Development Department,**  
**Room No. 314-A, 2<sup>nd</sup> Floor,**  
**Tughlaque House, Sindh Secretariat No. 2, Karachi .**  
**Phone No. 021- 99211926**  
**Fax No. 021-99211423**  
**Email: [secypndsindh@gmail.com](mailto:secypndsindh@gmail.com)**

v. The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Planning & Development Department, GoS, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

### 2. BID PRICE & CURRENCY:

- i. Bids are invited in Pak Currency.
- ii. Price shall be written in figures as well as in words.
- iii. The price shall be fixed and final and shall include all applicable government taxes, duties and other levies as of the date of Bid opening. In case of any change in rates due to imposition of new taxes by the federal or provincial government, change in existing tax rates on the Contract goods, the rate differential shall be payable by the Bidder.
- iv. All the incidental services like installation/commissioning of equipment till its working condition and training to the concerned staff will also the responsibility of bidder; therefore, the cost impact of all those activities should be included in the bid price.
- v. All Zila, Octroi and other provincial taxes will be borne by the Supplier.
- vi. Transportation including loading/ unloading shall be arranged and paid by the Supplier, and related cost shall be inclusive in the Contract price.

vii. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

viii. Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. **Conditional offer will also be considered as non-responsive Bidder.**

### **3. VALIDITY PERIOD FOR BID**

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

### **4. BID SECURITY MONEY**

i. Bid Security Money at the rate of 1 % of the quoted value, should accompany the tender in the shape of Pay Order from a SBP scheduled bank drawn in favor of Section Officer (Admn)/DDO, Planning & Development Department, Government of Sindh, Karachi. **The Tenders received without Bid Security Money will stand rejected.**

ii. Bid Security Money shall remain valid for a period of 28 days beyond the validity period for bids.

### **5. LAST DATE & PLACE FOR SUBMISSION OF BID**

Last date for bid submission is 05.04.2018 at 1500 hours at Section Officer (Admn), Planning & Development Department, Room No. 4314-A, 2<sup>nd</sup> Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi. The tender received late will not be entertained.

### **6. DATE & PLACE OF BID OPENING**

Tender will be opened by the Procurement Committee in the presence of bidders/ representative of bidders on 05.04.2018 at 1530 hours (Technical) and 10.04.2018 at 1530 Hours (Financial) in the Planning & Development Department, 2<sup>nd</sup> Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi.

### **7. BID SUBMISSION & OPENING GUIDELINES**

i. Bidder firm / company profile should provide following information:

- a) Details of the firm with name, address,, status of the firm (whether Sole proprietorship, partnership or limited company) phone numbers, e-mail
- b) Details of products/services.
- c) Registration documents: Sales tax registration certificate, NTN etc.

**Note:** Documents should be hard copies and properly indexed and paginated.

ii. A **Single Stage-Two-Envelope Procedure** shall be adopted in ranking of bids. The Tender shall be typed or written in indelible black ink and shall be numbered, signed and stamped by the person or persons duly authorized to sign on behalf of the Bidder. Bid shall be submitted in a sealed, opaque envelope.

iii. Bid envelope should inscribed with:

**NIT No: SO(Admn-I)/(P&D)12(176)/Hardware/18**

Last date & time: 05.04.2018 by 3.00 P.M.  
Address as follows:

**SECTION OFFICER (ADMN),  
P&D Department, Room No. 314-a, 2<sup>ND</sup> Floor,  
Tughlaque House,  
Sindh Secretariat No. 2, Karachi .  
Phone No. 021-99211926  
Fax No. 021-99211423  
Email: [secypndsindh@gmail.com](mailto:secypndsindh@gmail.com)**

iv. Envelopes shall be marked by name of the assignment, and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.

v. During the evaluation of bids, the Procurement Committee may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

vi. The Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

vii. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

viii. The Procurement Committee may waive any minor informality, 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.

## **8. BID EVALUATION / ELIGIBILITY CRITERIA:**

### **a) Bid Evaluation Criteria:**

The bids, which closely conform to the BOQs & Technical Specification given in bidding documents and are substantially responsive to the bidding documents, will be compared on the



basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

**b) Eligibility Criteria:**

i. Prior to detailed evaluation, the Procurement Committee shall perform pre-screening on the Yes / No basis to determine the substantial responsiveness of each bid to the bidding documents and under following conditions bid will be rejected and declared as Non-Responsive if the answer is No:

Sr. No	Requisite	Evidence required to be attached	Compliance / Proof (Attached)	
			Yes	No
01	Registration with FBR for Income Tax, Sales Tax,	NTN, GST Certificates issued by FBR		
02	Active Tax Payer	Online Verification from FBR Website		
03	Firm/Company has never been blacklisted	Affidavit on Rs. 100/- Stamp paper from the owner of the company stating that the "Firm" has never been blacklisted by any organization in the past		
04	Bids accompanied by required bid security amount and in proper form.	Bid Security Money at the rate of 1 % of the quoted value in the shape of Pay Order from a SBP scheduled bank drawn in favor of DDO (MEC), P&D Deptt, Government of Sindh		
05	Price offered for any item in bid is for the entire quantity demanded	Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected.		
06	Valid Authorization agent Certificate			
07.	If Bid is properly signed, named & stamped by the authorized person or written			

**Note:**

- Attachment of relevant evidence in each above requisite is mandatory. In case of no provision of evidence in any of the requisite, the company will be straight away disqualified.

ii. If a bid is Non-Responsive, it will be rejected by the Procurement Committee and can not subsequently be made responsive by the Bidder by correction of the nonconformity.

iii. Only bids that qualify pre-screening evaluation shall be considered for Technical and subsequently Financial Evaluation.

iv. In addition to the bid price, during bids evaluation, Procurement Committee may also take into account the following:

- a) Delivery or implementation time.
- b) After Sales Service & Technical support.
- c) Any deviations in payment schedule.

**c) Financial Evaluation:**

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

**9. ACCEPTANCE OF OFFERS**

The Planning & Development Department, GoS reserves the right to accept or reject part or whole 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 Planning & Development's Department, GoS's action.

**10. DELIVERY TIME & PLACE**

- i. Work will be as per supply order subject to the availability of funds.
- ii. Delivery shall be completed within 08 Months.
- ii. Places for delivery of Renovation work is as under:

Sr	Items Description	Delivery Address	Phone No.
1	Purchase of Hardware for office of the Research & Training Wing, P&D	Mezzanine Floor No.1, Fayyaz Centre, 3-A, Sindhi Muslim Cooperative Housing Society, Shahrah-e-Faisal, Karachi	Phone No. 021-99211926 Fax: 021-99211423 Email: <a href="mailto:secypndsindh@gmail.com">secypndsindh@gmail.com</a>

**11. INSPECTION & ACCEPTANCE**

i. All the Renovation work shall be acceptable only after physical inspection/ examination to be carried out by the Inspection Team constituted by the Secretary (Planning), Planning & Development Department, GoS after receipt.

ii. The Planning & Development Department, GoS reserves the right to reject Renovation Work items that do not conform to the provided BOQ and specification given in bidding documents.

## **12. PAYMENT**

i. The payment will be made to the Supplier on receipt of original invoice(s) including those of GST in triplicate duly completed in all respect signed by the nominated inspection team.

ii. Part payment against part work shall be allowed.

iii. 100% payment to be made on the proof of inspection certificate by Secretary (Planning), Planning & Development Department, Government of Sindh, Karachi to Accountant General-Sindh, Karachi.

iv. Less 0.25% as service charges and 0.35 % stamp duty of the value of the contract by Accountant General Sindh-Karachi, while making payment to the contractor.

## **13. Corrupt or Fraudulent Practices**

(i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Planning & Development Department, GoS, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Planning & Development, GoS of the benefits of free and open competition;

(iii) "collusive practices" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Planning & Development Department, GoS, designed to influence the action of any party in a procurement process or the execution of a contract.

(iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

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

## **14. GENERAL TERMS & CONDITIONS**

i. The contract resulting from this invitation shall be governed by SPP Rules 2010 (Amended 2017).

ii. The bidder should provide an undertaking on stamp paper that it has not been blacklisted or debarred by any Government/Semi-Government organization.

iii. The firm / bidder should be G.S.T, Income Tax and SST registered.

iv. The bid shall be properly signed, named & stamped by the Contractor / Supplier / Proprietor / Partners thereof, in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing to do so .

v. Form of Price Schedule is to be filled in very carefully, preferably typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red/yellow marker. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

vi. The supply order/ contract will be issued subject to availability of funds.

vii. The brochures/leaflets containing information regarding quoted item (s) may be attached with the tender to judge the specifications of the quoted item (s).

viii. The bidder should clearly mention the validity of offer, terms of payment, warranty period and schedule of delivery, in case of failure, subject bid may be rejected.

ix. The Bidder should examine all the 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.

x. In the event of tender being accepted, the bidder should for purpose of identification, sign copies of specification and other documents as may be necessary, in the event being reject, the bid security money deposited by the bidder will be returned on furnishing a receipt.

xi. Bids not accompanied by bid security of required amount and form will stand rejected.

xii. The Planning & Development Department, GoS 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.

xiii. All documentation shall be either printed or written in permanent ink. Entries with lead pencil are not acceptable. Any corrections shall be initialed and stamped by an authorized representative of the Bidder. The name, brand, make and country of origin of Goods must be precisely stated in the Bid, failing which a Bid may be rejected at the Planning & Development Department's, GoS's sole discretion.

xiv. A prospective Bidder requiring any clarification of the bidding documents may notify the Planning & Development Department, GoS in writing at the address indicated in the Notice Inviting Tender. The Planning & Development Department, GoS will respond in writing to any request for clarification of the bidding documents, which it receives no later than seven 7 days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Planning & Development Department, GoS's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the bidding documents.

xv. At any time prior to the deadline for submission of bids, the Planning & Development, GoS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

xvi. Any bid received by the Planning & Development Department, GoS after the deadline for submission of bids will be rejected and returned unopened to the Bidder.

xvii. Procurement Committee reserves the right to obtain clarifications from any bidder in respect of items quoted by them. The replies of bidder will be recorded and will form part of bid documents.

xviii. The required quantity of stores may be increased / decreased or dropped by PA without giving any reason or notice.

xix. The successful bidder would be liable to pay Deposit @ 10% of the value of the offer as contract performance security.

xx. 0.3% Stamp duties will be paid by the successful bidder on total value of awarded contract

xxi. The successful bidder should have to demonstrate/install purchase items at the site on his own expenses including material etc.

xxii. The Bidder shall bear all costs associated with the preparation and submission of its bid, and Planning & Development Department, GoS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

xxiii. No Fax, e-mail or telegraphic bid offers will be entertained by the Planning & Development Department, GoS.

xxiv. Conditional bids will not be entertained by Planning & Development Department, GoS.

xxv. 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.

xxvi. Any effort by a Bidder to influence the Planning & Development Department, GoS in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

xxvii. Tender will be awarded on "Total Contract Cost Based Project"

xxviii. The Bidder/Supplier shall indemnify the Planning & Development Department, GoS 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 Pakistan.

**Yours faithfully,**

**(IMRAN SIBTAIN)  
SECTION OFFICER (ADMN)  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**



**GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT  
DEPARTMENT**

**Part B: Schedule of Requirement**

Sr #	Item Description	Quantity	Delivery Schedule
1	Purchase of Hardware for Office of R&T (P&D)	BOQ detail is given in Part "C" of bidding documents	08 Month

**Note:**

i. Places for delivery are as under:

Sr	Items Description	Delivery Address	Phone No.
1	Purchase of Hardware for Office of R&T (P&D)	Mezzanine Floor No.1, Centre, 3-A, Sindhi Cooperative Housing Shahrach-e-Faisal, Karachi	Fayyaz Muslim Society, Phone No. 021-99211926 Fax: 021-99211423 Email: <a href="mailto:secypndsindh@gmail.com">secypndsindh@gmail.com</a>

ii. The successful bidder should have to demonstrate / install supply Renovation Service and Furniture/Fixtures items at the site on his own expenses.

Yours faithfully,

**(IMRAN SIBTAIN)  
SECTION OFFICER (ADMN)  
PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH  
TELE: 021-99211926**





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**Part C: Bill of Quantities (BOQs) and Technical Specifications**

Sr.#	Description	Warranty	Qty	Rate per Unit	Total
1.	<p><b>Desktop Computer: Core-i 7 Seventh Generation + Software</b></p> <ul style="list-style-type: none"> <li>▪ Operating System Windows 10 with license.</li> <li>▪ Processor Intel Core i7 2.5GHz – 3.4GHz</li> <li>▪ 7<sup>th</sup> Generation</li> <li>▪ Minimum RAM 8GB</li> <li>▪ Hard Drive Capacity 1TB</li> <li>▪ Led Screen 15.6''</li> <li>▪ Graphic Card at Least 2GB</li> <li>▪ Keyboard</li> <li>▪ Mouse</li> <li>▪ Soft Ware</li> </ul>	1 year	10		-
2.	<p><b>Laptop: Core-i7 Seventh Generation + Software</b></p> <ul style="list-style-type: none"> <li>▪ Operating System Windows 10 with license.</li> <li>▪ Processor Intel Core i7 2.5GHz – 3.4GHz</li> <li>▪ 8<sup>th</sup> Generation</li> <li>▪ Minimum RAM 8GB</li> <li>▪ Hard Drive Capacity 1TB</li> <li>▪ Led Screen 13.3''</li> <li>▪ Graphic Card at Least 2GB</li> <li>▪ Battery 3 Cell 4 Wh li-ion</li> <li>▪ Screen Resolution: 1366 x 768</li> <li>▪ USB Ports: 3</li> <li>▪ Bluetooth: Yes</li> <li>▪ Webcam: Yes</li> <li>▪ Wi-Fi: Yes</li> <li>▪ HDMI: Yes</li> <li>▪ Optical Drive: DVD/RW (Optional)</li> </ul>	1 year	6		
3.	<p><b>Printers (Laser)</b></p> <ul style="list-style-type: none"> <li>▪ Technology: LaserJet Black Print</li> <li>▪ Monthly Print Volume: 750-4000 Pages<sup>5</sup></li> <li>▪ Print Speed: Black Print Speed up to 40ppm<sup>6</sup></li> <li>▪ Standard Connectivity: Hi speed USB 2.0 port (Ethernet 10/100/1000T network)</li> <li>▪ Display: 2- line LCD</li> </ul>	1 year	4		

	<ul style="list-style-type: none"> <li>▪ Paper Handling: Tray 1: up to 100 sheets, Tray 2: up to 250 sheets</li> <li>▪ Two Side Printing: Yes</li> </ul>				
5.	<p><b>Color Printer (Laser)</b></p> <ul style="list-style-type: none"> <li>▪ Technology: LaserJet Color Print</li> <li>▪ Monthly Print Volume: 750-4000 Pages<sup>5</sup></li> <li>▪ Print Speed: Black Print Speed up to 40ppm<sup>6</sup></li> <li>▪ Standard Connectivity: Hi speed USB 2.0 port (Ethernet 10/100/1000T network)</li> <li>▪ Display: 2- line LCD</li> <li>▪ Paper Handling: Tray 1: up to 100 sheets, Tray 2: up to 250 sheets</li> <li>▪ Two Side Printing: Yes</li> <li>▪ Wireless Capability: Built in Wi-Fi NFC touch-to-print<sup>7</sup></li> </ul>	1 year	12		
6.	<p><b>Network Printer:</b></p> <ul style="list-style-type: none"> <li>▪ Technology: LaserJet Network Printer</li> <li>▪ Function: Print, Scan, Copy, Fax</li> <li>▪ Monthly Print Volume: 750-4000 Pages<sup>5</sup></li> <li>▪ Print Speed: Black Print Speed up to 40ppm</li> <li>▪ Standard Connectivity: Standard (built-in Ethernet, Wi-Fi) [Operates as both an AP (with Wi-Fi Direct) and STA]</li> <li>▪ Display: 3" (7.6 cm) intuitive color touchscreen (CGD)</li> <li>▪ Paper Handling: Tray 1: up to 100 sheets, Tray 2: up to 250 sheets</li> <li>▪ Two Side Printing: Yes</li> <li>▪ Duplex Printing: Automatic (Standard)</li> </ul>	1 Year	1		
8.	<p><b>Heavy Duty Scanner</b></p> <ul style="list-style-type: none"> <li>▪ Scanner Type: Sheetfed</li> <li>▪ Scan Resolution, Optical: Up to 600 dpi (colour and monochrome, sheet-feed)</li> <li>▪ Duty Cycle: Recommended for 3,500 pages per day</li> <li>▪ Bit Depth: 24-bits external/48-bits internal</li> <li>▪ Levels of Grayscale: 256</li> <li>▪ Media Types: Cut sheet paper, printed paper (laser and ink), pre-punched paper, bank checks, business cards, freight bills, carbonless forms, previously stapled media with staple removed</li> <li>▪ Media Weights, Supported ADF: 40 to 413 g/m<sup>2</sup></li> </ul>	1 year	1		



	<ul style="list-style-type: none"> <li>▪ Scan File Format: For text and images: PDF, JPEG, PNG, BMP, TIFF, TXT (Text), RTF (Rich Text) and searchable PDF</li> <li>▪ Scan Input Modes: One default scan mode on front-panel for HP scan in Win OS, HP Easy Scan/ICA in Mac OS and third parties applications via TWAIN, ISIS and WIA</li> <li>▪ Scanner Advanced Features: Auto colour detect; Auto crop; Auto exposure; Auto orientation; OCR; Edge removal; Background cleanup; Remove hole; Colour drop out; Straighten the page; Scan to cloud; Scan to email; PDF security; Misfeed detection advance setting</li> <li>▪ Control Panel: Scan button, Cancel button, Power button with a LED and a LED for Error indication</li> </ul>				
<b>Total</b>					

**Note:**

- (i) The selection of items shall be made on perusal of Broachers
- (ii) Tender can be awarded on “Item Wise”

Yours faithfully,

**(IMRAN SIBTAN)**  
**SECTION OFFICER (ADMN)**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
**GOVERNMENT OF SINDH**  
**TELE: 021-99211926**



**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT**

**Part D (I): Bid Letter**

NIT No: SO(Admn-I)/(P&D)12(176)Hardware/2018

To:

**Section Officer (Admn),  
Planning & Development Department,  
2nd Floor, Room No. 314-A,  
Sindh Secretariat No. 2, (Tughlaq House),  
Karachi.**

Gentleman:

Having examined the bidding documents we, the undersigned, offer to Renovation of offices of Planning & Development Department, Government of Sindh, Karachi [description of works] and in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will furnish a Pay Order (refundable) from SBP scheduled banks in favor of Section Officer (Admn)/DDO, Planning & Development Department, Government of Sindh in a sum equivalent to 10% of the Contract Price for the due performance of the Contract

We agree to abide by this Bid for a period of ninety [90] days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

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

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address:-----

GST No.-----



GOVERNMENT OF SINDH  
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DEPARTMENT

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

Name of Firm			
Status of the Firm	Sole proprietorship		
	Partnership		
	Limited Company		
Date of Firm Registration			
Postal address			
Telephone No (s)			
Fax No			
Email			
Authorized Person	Owner / Representative		
	Name		
	Designation		
	Signature		
	Contact No		
GST No of the Firm			
FBR NTN No of the Firm			
SRB No of the Firm			
PSEB Registration No. & Date (if any)			
Total Quoted Amount			
Validity of Quotation (Date)			
Amount of Earnest Money* Pay Order / Demand Draft (Attached)	No		
	Date		
	Amount in Rs		
	Bank Branch		

Signature of Contractor (s)

(Stamp)



**GOVERNMENT OF SINDH  
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DEPARTMENT**

**Part D (III): Eligibility Criteria**

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

Sr. No	Requisite	Evidence required to be attached	Compliance / Proof (Attached)	
			Yes	No
01	Registration with FBR for Income Tax, Sales Tax,	NTN & GST Certificates issued by FBR		
02	Active Tax Payer	Online Verification for FBR Website		
03	Firm/Company has never been blacklisted	Affidavit on Rs. 100/- Stamp paper from the owner of the company stating that the "Firm" has never been blacklisted by any organization in the past		
04	Bids accompanied by required bid security amount and in proper form.	Bid Security Money at the rate of 2 % of the quoted value in the shape of Pay Order from a SBP scheduled bank drawn in favor of Section Officer (Admn)/DDO P&D Deptt, Government of Sindh		
05	Price offered for any item in bid is for the entire quantity demanded	Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected.		
06	If bid is not properly signed, named and stamped by the authorized person or written	--		
07.	Valid Authorization Agent Certificate	Certificate/Letter		

**Note:**

- Attachment of relevant evidence in each above requisite is mandatory. In case of no provision of evidence in any of the requisite, the company will be straight away disqualified.

**Signature of Contractor (s)**

\_\_\_\_\_  
**(Stamp)**



GOVERNMENT OF SINDH  
PLANNING AND DEVELOPMENT  
DEPARTMENT

**Part D (IV): Price Schedule in Pak Rs**

Name of Bidder:-----

NIT NO.SO(Admn-I)/P&D/12(176)Hardware/2018

Opening Date:-----

Date:

**Name of Items, Quantity & Specifications**

Sr#	Renovation Service / Item Description	BOQ/ Specification	Qty offered	Unit Cost (Including Taxes )	Total Amount	Delivery period	Place of Delivery
1	(i) Purchase of Hardware for Office of R&T (P&D)	BOQ detail as per Part "C" of bidding documents				08 months	Mezzanine Floor No.1, Fayyaz Centre, 3-A, Sindhi Muslim Cooperative Housing Society, Shahrah-e-Faisal, Karachi

**Please Note:**

- The tenderer shall quote for items in the format of quotation attached;
- Tender will be awarded on "Total Contract Cost Based Project"
- All duties, taxes and other levies payable by the tenderer (including all Zila, Octri, Sales tax /VAT on the finished goods/services, With holding tax etc) shall be included in the item rate.
- The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- Rates for partial Renovation service are not acceptable.
- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- Corrections if any shall be made by crossing out, initialing, dating and rewriting.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address:-----

GST No.-----