



NO:SO/DDO/E&T/CASH/C.STATIONARY/2017-18  
GOVERNMENT OF SINDH  
EXCISE, TAXATION & NARCOTICS  
CONTROL DEPARTMENT

Karachi dated 26<sup>th</sup> March 2018

To,

✓ The Managing Director,  
Sindh Public Procurement Regulatory Authority,  
Government of Sindh,  
**Karachi**

Subject: **HOISTING OF ADVERTISEMENT OF TENDER-PROCUREMENT OF  
COMPUTER STATIONARY**

I am directed to refer to the subject noted above and to forward herewith a Bidding Document, Notification of Procurement Committee, Notification of Complaint Redressal Committee and Annual Procurement Plan.

2. You are requested to kindly hoist the same on the Website of SPPRA, Karachi.

**ENCL: AS ABOVE**

*Arif*  
Soomro

SECTION OFFICER (ADMIN-II / DDO)  
FOR SECRETARY TO GOVERNMENT OF SINDH

**Copy to:**

1. The Director (A&F), SPPRA, Karachi along with copy of Tender Notice/Tender Document for hoisting of same on the Website of SPPRA, Karachi.
2. The In-Charge, Data Center, Excise, Taxation & Narcotics Control Department along with copy of Tender Notice and Tender Documents for hoisting the same on the Website of Excise, Taxation & Narcotics Control Department, Karachi
3. The Chairman / Members of Procurement Committee.
4. P.S to Secretary Excise, Taxation & Narcotics Control, Karachi.
5. P. A to A.S (Admin-I), Excise, Taxation & Narcotics Control, Karachi.

SECTION OFFICER (ADMIN-II / DDO)  
FOR SECRETARY TO GOVERNMENT OF SINDH



GOVERNMENT OF SINDH  
EXCISE, TAXATION AND NARCOTICS  
CONTROL DEPARTMENT

**NOTICE INVITING TENDER (N.I.T)**

Excise, Taxation and Narcotics Control Department invites sealed bids from interested Vendors/Suppliers/Contractors for **PURCHASE OF COMPUTER STATIONERY** as per eligibility criteria specified in the Standard Bidding Document (SBD) under Rule 46 (2) Sindh Public Procurement Rules, 2010 (amended 2017).

The complete Details of items with specification and all other requirements including brands and model have been given in the Standard Bidding Document (SBD), Excise, Taxation and Narcotics Control Department would adopt “**Single Stage – Two Envelope**” Bidding Procedure for qualification/evaluation of Bid(s). The Bidder(s) shall submit a single package containing Two (02) Separate Sealed Envelope. One Envelope shall contain the **TECHNICAL PROPOSAL** and the other envelope shall contain the **FINANCIAL PROPOSAL**, both indicating the Tender Enquiry No: SO/DDO/E&T/CASH/C.STATIONARY/2017-18. The Envelopes shall be clearly marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**”.

Technical Proposal(s) includes **Eligibility Criteria:-**

1. Name, Address. Telephone number, fax number and e-mail address of firm / company.
2. Valid NTN Registration Certificate from FBR. (Details mentioned in SBD).
3. Valid GST Registration Certificate from FBR. (Details mentioned in SBD).
4. Valid SST Registration Certificate from SRB. (Where necessary).
5. Relevant experience of last (3) Three years.
6. Undertaking on affidavit, that firm is not involved in any litigation & has not abandoned any work in any department.
7. Company profile may include: (i). Audit copy (last 3 years) certified by Government Financial Institutional acknowledged Chartered Accountant (ii). Bank statement of last 3 years & documentary proof about the firm's strength & filed experience (iii) Income Tax return of last 3 Years. (iv) GST Return of last 3 Years (v) List of Technical and skilled staff along with CV's (All details mentioned in SBD).

**and other valid Documentary Evidence as prescribed in the Standard Bidding Document (SBD)** which could be purchased by any interested Vendors/Suppliers/Contractors at the address given below from the date of publishing this NIT till 11/04/2018 along with a non-refundable fee of Rs. 2,000/- in shape of Pay Order in favor of DDO, Excise, Taxation and Narcotics Control Department, Karachi at the address given below latest by 11/04/2018 at 02:00 PM. The Technical Proposal(s) will be opened on the same day at 03:00 PM in office of Additional Secretary (ADMN), Excise, Taxation and Narcotics Control Department, Karachi, while the Financial Proposal(s) shall contain the Bid Security & cost offered by the Bidder(s) on their letterhead(s) as per prescribed manner given in the Standard Bidding Document (SBD).

Interested eligible bidders may obtain further information on the bid and inspect the Standard Bidding Document (SBD) at the office of Cashier/Account Branch, Room No. 345, Second Floor, Tughlaq House, Excise, Taxation and Narcotics Control Department, Government of Sindh, Sindh Secretariat Building No. 02, Kamal Atta-Turk Road, Karachi during the office hours from 09:00 am to 05:00 pm excluding public holiday or as announced by Government.

All applicants firm(s) shall be required to deposit a Bid's Earnest Money in shape of pay order equivalent to 3% of total value of the Bid, in favor of the DDO, Excise, Taxation and Narcotics Control Department, Government of Sindh along with their sealed Financial Proposal(s).

Excise, Taxation and Narcotics Control Department, Government of Sindh reserves the right in accordance of Sindh Public Procurement Authority Rule-25 to cancel the bidding process at any time prior to the acceptance of bid(s) or proposal (s). Under following conditions bid will be rejected: -

1. Conditional and telegraphic bids/tenders.
2. Bids not accompanied by bid security of required amount and form.
3. Bids received after specified date and time.
4. Black listed firms.

Bids shall remain valid till 90 days of submission. Excise, Taxation and Narcotics Control Department will not be responsible for any cost or expense incurred by bidding firms.



(SECTION OFFICER ADMN-II/DDO)  
EXCISE, TAXATION AND NARCOTICS  
CONTROL DEPARTMENT

**ANNUAL PROCUREMENT PLAN FOR THE YEAR 2017-18**  
**DEPARTMENT: EXCISE, TAXATION AND NARCOTICS CONTROL DEPARTMENT**

| S. #         | Discription of Procurement      | Quantity<br>(Where<br>Applicable) | Estimated Unit<br>Cost (Where<br>Applicable) | Estimated<br>Total Cost (In<br>Million Rs.) | Funds<br>Allocated (In<br>Million Rs.) | Source of<br>Funds(ADP/<br>Non-ADP) | Proposed<br>Procurement<br>Plan | Timing Of Procurement 2017-18 |          |          |          | Timing Of Procurement 2018-19 |          |          |          |
|--------------|---------------------------------|-----------------------------------|--|---|--|-------------------------------------|---------------------------------|-------------------------------|----------|----------|----------|-------------------------------|----------|----------|----------|
|              |                                 |                                   |  |   |  |                                     |                                 | 1st Qtr.                      | 2nd Qtr. | 3rd Qtr. | 4th Qtr. | 1st Qtr.                      | 2nd Qtr. | 3rd Qtr. | 4th Qtr. |
| 1            | Purchase of Computer Stationery | Various                           |  | 56.50                                       | 56.50                                  | Non-<br>Development                 | Single Stage-<br>Two Envelope   | ----                          | 50%      | 75%      | 100%     | ----                          | 50%      | 75%      | 100%     |
| <b>TOTAL</b> |                                 |                                   |  | <b>56.50 (M)</b>                            | <b>56.50 (M)</b>                       |                                     |                                 |                               |          |          |          |                               |          |          |          |

*Signature*  
Soomro

SECTION OFFICER (GENERAL)  
Excise, Taxation & Narcotics  
Control Department  
Government of Sindh



**GOVERNMENT OF SINDH  
EXCISE, TAXATION & NARCOTICS  
CONTROL DEPARTMENT**

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

**NOTIFICATION**

**SO (G) / ET&NC / TENDER / 2017-18:-** The Excise, Taxation and Narcotics Control Department , Government of Sindh is pleased to constitute a Complaint Redressal Committee with the following composition, in terms of Rule-31(1)(2) of Sindh Public Procurement Regulatory Authority Rules, 2010 (Amended-2013), for Redressal of Grievances and settlement of disputes of Procurement of the Computer Stationery, Procurement of Repair of Hardware and Software, if any, arises between Procuring Agency and Bidders:-

- |  |          |
|--|----------|
| i) Secretary, Excise, Taxation & Narcotics Department  | Chairman |
| ii) Representative of Accountant General Sindh   | Member   |
| iii) Program Officer, Reform Support Unit (RSU),<br>Education & Literacy Department, Government of Sindh | Member   |

The Functions and responsibilities of the Complaint Redressal Committee shall be same as specified in Rule-31(4) (5) of Sindh Public Procurement Regulatory Authority Rules, 2010 (Amended-2013)

**SECRETARY TO GOVT. OF SINDH  
EXCISE, TAXATION & NARCOTICS  
CONTROL DEPARTMENT**

NO: SO (G)/ET&NC/TENDER/2017-18

Karachi dated the, 31st October, 2017

A Copy is forwarded for information and necessary action to:-

1. The Managing Director Sindh Public Procurement Regulatory Authority, Govt. of Sindh Karachi.
2. The Secretary Education & Literacy Department, Government of Sindh.
3. Accountant General Sindh.

**SECTION OFFICER (GENERAL)  
EXCISE, TAXATION & NARCOTICS  
CONTROL DEPARTMENT**



**GOVERNMENT OF SINDH  
EXCISE, TAXATION & NARCOTICS  
CONTROL DEPARTMENT**

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

**NOTIFICATION**

**SO/(DDO)/ET&NC/C.STATIONARY/2017-18:-** In pursuance of Rule-07 of Sindh Public Procurement Regulatory Authority Rules, 2010 (Amendment 2013), the Government of Sindh is pleased to constitute a Procurement Committee for Procurement of Goods/Services for Computer Stationery, Repair of Hardware and Software for Excise, Taxation & Narcotics Control Department, Government of Sindh comprising of the following:-

- |   |                    |
|---|--------------------|
| i) Additional Secretary (Admin-I), E,T&NC Department              | Chairman           |
| ii) Deputy Secretary (Admin-I), E,T&NC Department                 | Member             |
| iii) Section Officer (B&A), E,T&NC Department                     | Member / Secretary |
| iv) Representative of Industries & Commerce Department            | Member             |
| v) Representative of Information, Science & Technology Department | Member             |

2. Functions and Responsibilities of Procurement Committee shall be as under:-

- Preparing bidding documents.
- Carrying out Technical as well as Financial Evaluation of the bids.
- Preparing Evaluation Report as 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.
- Formation of Technical Committee(s) or add subject related person(s) as co-opted member(s) if required.

**SECRETARY TO GOVT. OF SINDH  
EXCISE, TAXATION & NARCOTICS  
CONTROL DEPARTMENT**

NO: **SO/(DDO)/ET&NC/C.STATIONARY/2017-18**

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

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

- The Secretary to Government of Sindh, Industries & Commerce Department.
- The Secretary to Government of Sindh, Information, Science and Technology Department.
- The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
- The Director General, Excise, Taxation & Narcotics Control Department Sindh Karachi.
- The P.S to Secretary Excise, Taxation & Narcotics Control Department, Karachi.
- P.A to D.S (Admn-I) Excise, Taxation & Narcotics Control Department, Karachi
- P.A to D.S (Admn-II) Excise, Taxation & Narcotics Control Department, Karachi.

**SECTION OFFICER (ADMIN-II / DDO)  
EXCISE, TAXATION & NARCOTICS  
CONTROL DEPARTMENT**



# GOVERNMENT OF SINDH

## EXCISE, TAXATION AND NARCOTICS

### CONTROL DEPARTMENT

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**(SECTION OFFICER ADMN-II/DDO)  
EXCISE, TAXATION AND NARCOTICS  
CONTROL DEPARTMENT**

INF-KRY:No.1619/18



**Say No to Corruption We are unified Against Terrorism...**

FOR THE BETTERMENT OF EDUCATION IN SINDH

SMS 'ILMI' + YOUR MESSAGE TO

**TEXT**  
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# حکومت سندھ

## ایکسائیز، ٹیکسیشن اینڈ نارکوٹکس ڈیپارٹمینٹ

### ٲینڊر گھرائٲ جو نوٲیس (N.I.T)

ایکسائیز، ٹیکسیشن اینڊ نارکوٹکس کنٲرول ڈیپارٲمینٲ رول (2) 46 سنڌ پبلڪ پروکیورمینٲ ریٲز، 2010 (ٲرمیر ٹیل 2017) تحت اسٲینڊرڊ ٲڊنگ ڊاکیومینٲس (SBD) ۾ ڄاڻايل مخصوص اھلیٲ تحت کمپیوٲر اسٲیشنری جی خریداری لاءِ خواهشمنڊ وینڊرز/سپلائیرز/کائٲریکٲرز کان مھربنڊ آچون گھرائجن ٲیون.

آٲٲمز جا مڪمل ٲفصیل ساڻ صراحتون ۽ ۽ پیون سموریون گھرجون بشمول برانڊز ۽ ماڊل وغیرھ اسٲینڊرڊ ٲڊنگ ڊاکیومینٲس (SBD) ۾ ڏنل آھن، ایکسائیز، ٹیکسیشن اینڊ نارکوٹکس کنٲرول ڈیپارٲمینٲ آڄ (آچن) جی قابلیت/چونڊ لاءِ ”ھڪ مرحلوپن لفافن“ جو نیلامی ٲریقیکار لاڳو ڪندو. آڄ ڏینڊر (آڄ ڏینڊرن) پاران پن (02) الڳ مھربنڊ لفافن ٲی مشتمل سنگل پنکیچ جمع ڪرائیندا. ھڪ لفافی ۾ ٲیکنیکل پروپوزل شامل ھوندو ۽ ٲیو لفافو فنانشل پروپوزل ٲی مشتمل ھوندو، ٲنھي ٲی ٲینڊر انڪوائری نمبر - SO/DDO/E&T/CASH/C.STATIONARY/2017- 18 واضح لکیل ھجڻ گھرجی. لفافن ٲی ٲیکنیکل پروپوزل ۽ فنانشل پروپوزل واضح نمونی لکیل ھجڻ گھرجی.

ٲیکنیکل پروپوزل (پروپوزلز) ۾ شامل اھلیٲ معیار:

1. فرم/کمپنی جو نالو، ایڊریس، ٲیلیفون نمبر، فیکس نمبر ۽ ای میل ایڊریس.
2. FBR مان ڪارگر NTN رجسٲریشن سرٲیفکیٲ (ٲفصیل SBD ۾ ڄاڻايل)
3. FBR مان ڪارگر GST رجسٲریشن سرٲیفکیٲ (ٲفصیل SBD ۾ ڄاڻايل)
4. SRB مان ڪارگر STN رجسٲریشن سرٲیفکیٲ (جٲی گھربل)
5. گذریل (3) ٲن سالن جو لاڳاپیل تجربو
6. حلف نامی ٲی ساڪ ٲہ فرم ڪنھن مقدمیبازی ۾ ملوٲ نہ آھی ۽ ڪنھن ڈیپارٲمینٲ ۾ ڪو ڪر آڌ ۾ ڦٽو نہ ڪیو آھی.
7. کمپنی پروفائیل ۾ شامل ھوندو: (i) سرڪاری مالی اداری پاران مڄیل چارٲرڊ اڪائونٲنٲ پاران سرٲیفائیڊ آڊٲ ڪاپی (گذریل 3 سال) (ii) فرم جی سگھہ ۽ شعبی ۾ تجربی بابت دستاویزی ثبوت ۽ گذریل 3 سالن جی بینڪ اسٲٲمینٲ (iii) گذریل 3 سالن جی انڪر ٲیکس ریٲرن (iv) گذریل 3 سالن جا GST ریٲرن (v) CV's سان گڏ ٲیکنیکل ۽ ماھر اسٲاف جی فھرست (سمورا ٲفصیل SBD ۾ ڄاڻايل).

۽ ٲیا ڪارگر دستاویزی ثبوت جیئن اسٲینڊرڊ ٲڊنگ ڊاکیومینٲس (SBD) ۾ ڄاڻايل آھن جیڪی خواهشمنڊ وینڊرز/ٲیکیدارن پاران ھیٲ جیڪی ھن NIT جی اشاعت جی تاریخ کان وٺی 11/04/2018 منجھنڊ 02:00 وڳی تائین ھیٲ ڄاڻايل ایڊریس تان خرید ڪری سگھن ٲا ۽ DDO، ایکسائیز، ٹیکسیشن اینڊ نارکوٹکس کنٲرول ڈیپارٲمینٲ، ڪراچی جی حق ۾ ٲی آرڊر جی صورت ۾ Rs.2000/- جی ناقابل واپسی فی سان گڏ 11/04/2018 منجھنڊ 02:00 وڳی تائین یا ان کان پھریان ھیٲ ڄاڻايل ایڊریس ٲی جمع ڪرایا ویندا. ٲیکنیکل تجویز (تجویزون) ایڊیشنل سیکریٲری (ایڊمن)، ایکسائیز، ٹیکسیشن اینڊ نارکوٹکس کنٲرول ڈیپارٲمینٲ، ڪراچی جی آفیس ۾ ساڳی ڏینھن ٲی منجھنڊ 03:00 وڳی کولیون ویندیون، جڏھن ٲہ ٲی سیکیورٲی ۽ اسٲینڊرڊ ٲڊنگ ڊاکیومینٲس (SBD) ۾ ڄاڻايل مخصوص ٲریقی تحت آڄ ڏینڊر (ڏینڊرن) پاران سندن لیٲر ھیڊ ٲی آڄ ڪیل لاڳٲ ٲی مشتمل فنانشل تجویز (تجویزون).

خواھشمنڊ اھل آڄ ڏینڊر آڄ ٲی وڌیک معلومات حاصل ڪری ۽ ڪیشیئر/اڪائونٲ برانچ، ڪمر و نمبر. 345، ٲین ماڙ، تغلق ھائوس، ایکسائیز، ٹیکسیشن اینڊ نارکوٹکس کنٲرول ڈیپارٲمینٲ، حڪومت سنڌ، سنڌ سیکریٲریٲ نلڊنگ نمبر. 02، ڪمال آٲا ٲرڪ روڊ، ڪراچی جی آفیس ۾ سرڪار پاران اعلان ڪیل یا عام موڪل کان سواءِ آفیس وٲر دوران صبح 09:00 وڳی کان شام 05:00 وڳی دوران اسٲینڊرڊ ٲڊنگ ڊاکیومینٲس (SBD) جو معائنو ڪری سگھن ٲا.

مڙنی درخواست گذار فرمن پاران سندن فنانشل تجویز (تجویزن) سان گڏ DDO، ایکسائیز، ٹیکسیشن اینڊ نارکوٹکس کنٲرول ڈیپارٲمینٲ، حڪومت سنڌ جی حق ۾ آڄ جی ڪل لاڳٲ جی 3% جی برابر ٲی آرڊر جی صورت ۾ آڄ جی سوٲی رقم جمع ڪرائڻ گھربل ھوندو.

ایکسائیز، ٹیکسیشن اینڊ نارکوٹکس کنٲرول ڈیپارٲمینٲ، حڪومت سنڌ، سنڌ پبلڪ پروکیورمینٲ اٲارٲی رولز-25 جی مطابقت ۾ آڄ (آچن) ۽ تجویز (تجویزن) جی قبولیت کان پھریان ڪنھن وقت بہ نیلام عمل ڪی منسوخ ڪرڻ جو حق محفوظ رکی ٲو:

1. مشروط ۽ ٲیلیگرافڪ ٲینڊر آچون.
2. گھربل لاڳٲ جی ٲہ سیکیورٲی ۽ فارم کانسواءِ آچون.
3. مقرر تاریخ ۽ وقت کانپوءِ وصول ٲیل آچون.
4. بلیڪ لسٲ ٲیل فرمون.

آچون جمع ڪرائڻ جی 90 ڏینھن تائین ڪارائٲیون ھجڻ گھرجن. ایکسائیز، ٹیکسیشن اینڊ نارکوٹکس کنٲرول ڈیپارٲمینٲ، آڄ ڏینڊر فرمن پاران ادا ڪیل ڪنھن لاڳٲ یا خرچ لاءِ ذمیوار نہ ھوندو.

دستخط  
(سیڪشن آفیسر ایڊمن-DDO/II)  
ایکسائیز، ٹیکسیشن اینڊ نارکوٹکس  
کنٲرول ڈیپارٲمینٲ

INF-KRY-No.1619/18

