



GOVT. GIRLS DEGREE COLLEGE

SHAHNAWAZ SHAR GOTH GULSHAN-E-IQBAL KARACHI.

Ref: No.GGDC.SSGK/101 / 2018

Dated: 22 / 03 / 2018

To

The Director (A&F),
Sindh Public Procurement Regulatory Authority,
Barrack-8, Secretariat 4A,
Court Road, **Karachi.**

Subject: **TENDER FOR THE PROCUREMENT OF FURNITURE & FIXTURE AND HARDWARE DURING THE YEAR 2017-18.**

Kindly find enclosed the invitation of Bid for procurement of furniture & fixture Computers, and Hardware. The same may please be got uploaded on SPPRA website.

Encl:-

- i) NIT/Letter of invitation for bid (Hard/Soft Copy)
- ii) Bidding Documents.
- iii) Office Order of Procurement Committee.
- iv) Annual Procurement Plan.
- v) Office Order of Complaint Redressal Committee.
- vi) Newspaper clipping of NIT (*Procurement through website*)
- vii) Cross cheque bearing No. 10000004 dated 22-03-2018 amounting to Rs.2,000/- (Rupees Two Thousand only) towards Procurement Advertisement Fee

Encl: (As above)

RB
RAZIA BEGUM
PRINCIPAL

RAZIA BEGUM
PRINCIPAL
Govt. Girls Degree College
Shahnawaz Shar Goth
Gulshan-e-Iqbal Karachi

SPPRA INWARD DIARY

NO : 7541

DATED 28/03/2018

GOVT. GIRLS DEGREE COLLEGE
SHAHNAWAZ SHAR GOTH GULSHAN-E-IQBAL KARACHI.

Notice Inviting Tender

(Through Website)

Sealed bids are invited through open competitive bidding from authorized distributors/suppliers for the supply of following items for the office of Govt. Girls Degree College, Shahnawaz Shar Goth Gulshan-e-Iqbal Karachi as per specification mentioned in the Tender document.

<u>Sr. No</u>	<u>Item</u>	<u>Quantity</u>
01	Desktop Computer	02
02	Printer	01
03	Cupboard	12
04	Library cupboards	08
05	Chairs	100
06	Desk	100
07	Office Table	04
08	Small Table	04
09	Office Chair	12
10	Sofa set	01
11	Rostrums	6

- 1) Sealed documents must be accompanied with the earnest money @ 2.5% of estimated cost in shape of Pay order/Bank Draft of any schedule bank of Pakistan in favor of Drawing and Disbursing officer, Govt. Girls Degree College, Shahnawaz Shar Goth Gulshan-e-Iqbal Karachi.
- 2) Tender document can be purchased on cash payment of Rs. 500/- Rupees Five Hundred only (non-refundable) from the office of the undersigned from 02-04-2018 (**Monday**), during the working hours excluding gazette holidays.

Tender closing date and time: 23-04-2018 at 11:00 Hrs at the office of the undersigned

Tender opening date and time: 23-04-2018 at 11:30 Hrs at the office of the undersigned.

- 3) The Registered firms **who are on active taxpayers list of FBR** should participate only.
- 4) Work/Job order will be awarded on the basis of lowest and reasonable market rates and reputation of the firm.
- 5) **Method of Procurement:** (Single Stage One Envelope Procedure)
- 6) The competent Authority reserves the right to reject or accept any or all of the tenders.
- 7) Invitation for Bids / Tender Notice and Bidding Document can be download from SPPRA website : www.spprasind.gov.pk


Principal

Govt. Girls Degree College

RAZIA BEGUM
PRINCIPAL
Govt. Girls Degree College
Shahnawaz Shar Goth
Gulshan-e-Iqbal Karachi

GOVT. GIRLS DEGREE COLLEGE
SHAHNAWAZ SHAR GOTH GULSHAN-E-IQBAL KARACHI.

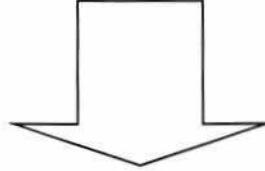
2017-2018

TENDER

FOR

**THE SUPPLY OF FURNITURE & FIXTURE AND
HARDWARE**

Name of Firm



RS. 500/- (Rupees Seven Hundred Only)
(Non-Refundable)



GOVT. GIRLS DEGREE COLLEGE

SHAHNAWAZ SHAR GOTH GULSHAN-E-IQBAL KARACHI.

Ref: No.GGDC.SSGK/ / 2018

Dated: / /2018

TENDER FORM

DATED: _____

TIME: _____

Issue in favour of M/S _____

on receipt of Cash payment of Rs. 500/= (Five Hundred Rupees) only non refundable

Drawing and Disbursing Officer

PATIA BEGUM
PRINCIPAL
Govt. Girls Degree College
Shahnawaz Shar Goth
Gulshan-e-Iqbal Karachi

Tender form is submitted duly filled in along with term and conditions mentioned in the tender documents.

SIGNATURE

Name of Supplier With Rubber Stamps

LIST ATTACHED WITH TENDER FORM

1. Full name in capital letter of the firm
2. Full Address / Telephone / Fax Nos.
3. Income Tax Registration / Copy of valid certificate.
4. Sales Tax Registration / Copy of valid certificate.
5. Name & Designation with CNIC of authorized person who is signing the tender form.
6. Amount & Pay Order No. of Security / Deposite money @ 5%.

1. CONTRACT

The Contract shall mean the Agreement entered into between the parties i.e "The Purchaser" (GGDC, Shahnawaz Shar Goth Gulshan-e-Iqbal, Karachi on the behalf of the President) & the "Seller" (Bidder).

2. DETAIL OF ITEMS

As per Annex " A"

3. RECEIPT AND OPENING OF TENDER

- a) Sealed bid should be placed in separate covers marked as "Bid for purchase of Machinery Equipment and Hardware" and dropped in a box specially placed for this purpose, **upto 11:00 A.M on 23-04-2018 (Monday)**.
- b) Sealed bids will be opened on the **SAME DAY at 11:30 A.M** in the presence of the bidders or their authorized representatives, who care to be present.
- c) For and clarification / query or further information, if necessary, the bidder may contact DDO, Phone No. 03443931767

4. RATES

Bidder should quote their rates in Pak Rupees, inclusive of Government Taxes, i.e Sales Tax, Excise Duty etc. (Where applicable may be shown separately). Rates would be valid for **90 Days** from opening date of the Tender.

5. EARNEST MONEY.

Bids should be accompanied with deposit of 2.5 % of the total amount of the bid in the shape of Pay Order/Bank Draft as Earnest Money in favor of Drawing & Disbursing Officer, GGDC, Shahnawaz Shar Goth. The earnest money is refundable to the unsuccessful bidders after finalization of the tender. Bid security of successful bidder will be retained till expiry of the warranty period of supplied items.

6. RIGHTS RESERVED.

- The competent authority i.e **Principle**, GGDC, Shahnawaz Shar Goth reserve the right to accept / reject any or all tenders, without assigning any reason.
- The competent authority reserves the rights to increase / decrease the quantity of items mentioned in the Tender.
- Besides cancellation of contract and blacklisting of the firm/contractor, earnest money will be forfeited if the quality / quantity is not maintained according to the tender.
- The competent authority reserves the right to reject the supply, if items are not according to approved specifications and sample.
- If the supply is not delivered or delayed beyond the prescribed delivery period, the purchaser reserves the right to cancel the contract or purchase at his option from elsewhere without notice to the bidder on the account and at the risk of the bidder.

In the above situation, the bidder shall be liable for any loss, which the purchaser may sustain on that account but the bidder shall not be entitled to any gain on repurchase made against default.

7. DISQUALIFICATION

Offers are liable to be rejected, if there is any deviation from any instruction as laid down in the bid documents i.e.

- Tender submitted without or less earnest money.
- Offer received after specified date and time.
- Offers received without certificate of Sales Tax, Registration No. / National Tax Number.
- If bidder is found involved in litigation with any government or semi government department.

8. BID EVALUATION CRITERIA

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

- Shortcomings in submission of documents related to Eligibility Criteria or non submission of Bid Security shall be rejected.
- Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.

- The bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted/prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.
- Demonstration of the Machines may be made within the premises of College for which supplier shall be liable to bring the Machines for the said purpose.
- The offered products should be durable, reliable and prime quality with at least three years warranty including after sales service and replacement of all parts.
- Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.
- The procuring agency may ask the bidders to provide specimen/sample of items if deem necessary.

9. SUPPLY

- a) Supply will have to be made at **GGDC, Shahnawaz Shar Goth, Kiran Hospital Road, Karachi** within 15 days of Supply Order.
- b) In Case of delay in delivery penalty will be imposed @ 0.10% per day, maximum 10% of the total bid value and deducted from the bill.
- c) All defective / substandard Hardware or Machinery & Equipment items will be replaced immediately at supplier's cost.
- d) Ordered goods must be in original sealed pack, otherwise the same will not be accepted.
- e) The successful bidder(s) will ensure backup support / service during warranty period at their own expense.

10. TERMS OF PAYMENT.

- a) The payment will be made in full after satisfactory delivery of goods against Invoices through **cost centre of GGDC, Shahnawaz Shar Goth, Gulshan-e-Iqbal, Kareachi.**
- b) Income Tax at source + GST (withholding) will be deducted as per rules / orders applicable on the date of supply.

11. GENERAL INFORMATION.

- COMPANY'S NAME & ADDRESS.
- YEAR OF ESTABLISHMENT IN PAKISTAN.
- LIST OF OTHER PRODUCTS MARKETED BY THE COMPANY.
- OFFICES IN PAKISTAN.
- DETAIL OF MACHINES/EQUIPMENT/HARWARE.

12. AGREEMENT.

The firm(s) which will be selected for supply of requisite items will be bought to come into written agreement with this office.

13. ACCEPTENCE CERTIFICATE.

The bidder must submit an affidavit on Rs. 100/- stamp paper that the company / firm is not blacklisted from any Government / Semi-Government/Non-Government organization as per sample at **Annex – “B”**.



GOVT. GIRLS DEGREE COLLEGE

SHAHNAWAZ SHAR GOTH GULSHAN-E-IQBAL KARACHI.

Ref: No.GGDC.SSGK/ / 2018

Dated: / /2018

Sr. #	Name Of Items	Required Specification
01	Desktop Computers (HP, Dell or Equivalent) with all accessories	Processor: Intel ® Core™ i5-6600 6 th Generation Ram: 4GB, Hard Disk: 3.5 inch 1TB 7200rpm, Cache : 6 MB Smart Cache Processor Base Frequency : 3.30 GHZ Max Turbo Frequency : 3.90 GHZ Bus Speed : 8 GT/s DMI3 No of Cores : 4 N o of Threads: 4 TDP: 65 W LED DISPLAY: 18.5 Inch (OR EQUIVALENT) Warranty: 1 year
02	PRINTER (HP LaserJet OR EQUIVALENT)	Functions: Print First page out (ready) black: As fast as 7.3 sec Resolution (black) : Up to 600 x 600 dpi, HP FastRes 1200 (1200 dpi quality) Resolution technology : HP FastRes 600, HP FastRes 1200 Monthly duty cycle : Up to 10,000 pages Recommended monthly page volume: 150 to 1,500 Print Technology : Laser Display : LED Ports : 1 Hi-Speed USB 2.0 Duplex printing : Manual Duplex Print speed, black (normal) : Up to 23 ppm Warranty : one year limited warranty
03	Cupboards	Standard Specification
04	Library cupboards	Standard Specification
05	Student Chairs	Three seated Student Chair with Standard specification
06	Student Desk	Three seated Student Desk with Standard specification
07	Office Table	Standard specification
08	Small Table	Standard specification
09	Sofa Set	7 seated
10	Rostrums	Standard specification

STAMP PAPER RS. 100/-

I _____
OWNER / LEGAL REPRESENTATIVE OF M/S _____

Hereby, confirm that terms & conditions mentioned in this Tender Documents are acceptable to me (as a whole) and I shall abide by these terms and conditions.

2 The supplied items will be of the best quality / standard and as per specifications mentioned in the Tender Documents. I will be bound to replace any number of items/parts, if found sub-standard, unsatisfactory or defective, without any extra claim to GGDC, Shahnawaz Shar Goth, Gulshan-e-Iqbal, Karachi. If failed to do so I agree that GGDC, Shahnawaz Shar Goth, Gulshan-e-Iqbal, has the right to confiscate / forfeit the earnest money and may likely blacklist our firm.

3 I further confirm that the firm/company is not black listed by any of the government departments

(Supplier)

Signatures with seal:

Owner / representative

Dated: _____

CNIC No. _____ (Attested Copy Attached)

Phone No. _____

Cell No. _____



GOVT. GIRLS DEGREE COLLEGE
SHAHNAWAZ SHAR GOTH GULSHAN-E-IQBAL KARACHI.

Time Limit: 23-04-2018 up to 11:00 A.M Earnest Money: 2.5% of offered Cost / Amount

S#	Items	Brand	Total Cost (Inclusive of All Taxes)
01	Desktop Computer		
02	Printer		
03	Cupboards		
04	Library cupboards		
05	Student Chairs		
06	Student Desk		
07	Office Table		
08	Small Table		
09	Sofa Set		
10	Rostrums		
	TOTAL		

1. Pay Order No. _____ dated:- - -2018 for Rs. Enclosed

Participant's Signature: _____

Firm Name & Address: _____

Phone No. _____ Fax No. _____

Email Address: _____



GOVT. GIRLS DEGREE COLLEGE
SHAHNAWAZ SHAR GOTH GULSHAN-E-IQBAL KARACHI.

Ref: No.GGDC.SSGK/ 93/ 2018

Dated: 0/13/2018

OFFICE ORDER

In pursuance of Rule — 7 of the Sindh Public Procurement Rules 2010, a Departmental Procurement Committee comprising of following Officers is constituted for procurement of furniture & Fixture, Machinery & Equipment, Hardware and Misc items for college. Procurement to be made under Regular Budget / SNE of Govt. Girls Degree College.

1	Principal GGDC, Shahnawaz Shar Goth.	Chairmen
2	Principal Govt. Degree Boys College Ibrahim Hyderi.	Member
3	Ayaz Hala poto Lecturer, GGDC, Shahnawaz Shar Goth.	Member

TORs

- Preparing bidding document:
- Carrying out technical as well as financial evaluation of the bids;
- Preparing evaluation report as provided in Rule 45 of SPPRA 2010:
- Making recommendations for the award of contract to the competent authority; and
- Perform any other function ancillary and incidental to the above.

Copy to:-

- 1) Regional Director of Colleges, Karachi.
- 2) All committee members.
- 3) Office order file.

13/2
RAZIA BEGUM
PRINCIPAL
RAZIA BEGUM
PRINCIPAL
Govt. Girls Degree College
Shahnawaz Shar Goth
Gulshan-e-Iqbal Karachi

RAZIA BEGUM
PRINCIPAL

RAZIA BEGUM
PRINCIPAL
Govt. Girls Degree College
Shahnawaz Shar Goth
Gulshan-e-Iqbal Karachi



GOVT. GIRLS DEGREE COLLEGE

SHAHNAWAZ SHAR GOTH GULSHAN-E-IQBAL KARACHI.

Ref: No.GGDC.SSGK/ 94/ 2018

Dated: 02/ 3 /2018

OFFICE ORDER

Subject: CONSTITUTION OF COMPLAINT REDRESSAL COMMITTEE (CRC)

In pursuance of Rule — 31 of the Sindh Public Procurement Rules 2010, It is hereby notified that the Complaint Redressal Committee (CRC) of the Government Girls Degree College has been constituted comprising following Officers

- | | | |
|---|---|----------|
| 1 | Mrs. Rozina Naz
Assistant Professor,
GGDC, Shahnawaz Shar Goth. | Chairmen |
| 2 | Representative of the
Accountant General Sindh. | Member |
| 3 | Ms. Saira Qureshi
Assistant Professor | Member |

Copy to:-

- 1) Regional Director of Colleges, Karachi.
- 2) All committee members.
- 3) Office order file.

13/2
RAZIA BEGUM
PRINCIPAL

RAZIA BEGUM
PRINCIPAL
Govt. Girls Degree College
Shahnawaz Shar Goth
Gulshan-e-Iqbal Karachi

RAZIA BEGUM
PRINCIPAL

RAZIA BEGUM
PRINCIPAL
Govt. Girls Degree College
Shahnawaz Shar Goth
Gulshan-e-Iqbal Karachi



GOVT. GIRLS DEGREE COLLEGE
SHAHNAWAZ SHAR GOTH GULSHAN-E-IQBAL KARACHI.

PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2017-18

Description of procurement	Estimated Cost (Where applicable)	Fund Allocated	Source of Fund (ADP / Non ADP)	Proposed Procurement Method	Time of Procurement (In Quarter)				Remarks
					Q1	Q2	Q3	Q4	
Furniture & Fixture		350,000/-	Non-ADP / Regular Budget	National Competitive Bidding Single Stage One Envelope procedure			Yes	Yes	
Procurement of Computer Equipment's		160,000/-	Non-ADP / Regular Budget	-do-			Yes	Yes	

132
RAZIA BEGUM
PRINCIPAL
Govt. Girls Degree College
Shah Nawaz Shar Goth
Gulshan-e-Iqbal Karachi