

# GOVERNOR'S HOUSE, SINDH



## GOVERNOR'S SECRETARIAT

*Excellence-Equity-Empathy*

### **BIDDING DOCUMENT**

**FOR THE YEAR 2017-2018**

Tender Reference No. GS/Accts/3-26/2016/1514 dated 02<sup>nd</sup> February, 2018

**For Procurement of**

**OFFICE EQUIPMENTS**

ESTIMATE COST 487,500/-

Tender issued to M/s \_\_\_\_\_

**The deadline for submission is 23<sup>rd</sup> February 2018  
at 11:00 a.m. will be opened on the same day at 12:00  
noon**

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**SECTION - I**  
**Invitation of Bids**

**NOTICE FOR TENDER INVITATION**

Sealed bids are invited from the firms registered with tax Authorities for the supply of followings as per detailed specifications / specimen mentioned in the tender documents.

I. Office Equipments

The bidding documents for each category can be collected from the office of the Section Officer/DDO, Sindh Governor's Secretariat, Karachi from **08<sup>th</sup> February, 2018 to 23<sup>rd</sup> February, 2018** during office hours on depositing fee of Rs. 500/- (Non-Refunded) for each tender in shape of Bank Draft. / Pay Order or can be downloaded from SPPRA website.

The completed bid documents shall be submitted on 23<sup>rd</sup> February, 2018 at 11:00 a.m (sharp) along-with the bid security, amounting to 5% of the bid price in shape of Pay Order in favour of the Section Officer / DDO, Sindh Governor Secretariat, Governor House, Karachi.

The Bids will be opened on the same day at 12:00 noon in the presence or Procurement Committee and the bidders or their authorized representative who wish to be present there. Any conditional bid and bid without security shall not be considered.

The Bid Security shall be forfeited to the Sindh Governor Secretariat, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract if the bid is accepted.

The Procuring Agency may reject all or any Bid at any time prior to the acceptance of the Bid. Subject to the relevant provisions of Rule 25(1) SPPRA Rules 2010 (Amended 2017).

For further details please contact Mr. Atta Muhammad Pathan, SO/DDO, Sindh Governor Secretariat, Governor House, Karachi (Mobile Phone # 0302-2020199)

  
Section Officer / DDO  
**ATTA MUHAMMAD PATHAN**  
Section Officer/DDO  
Sindh Governor's Secretariat  
Karachi

SECRETARIAT OF GOVERNOR SINDH  
GOVERNOR'S HOUSE KARACHI

**NOTIFICATION**

In compliance with the Rule 31 of SPPRA-2010 (Amended 2013) and Administrative order / policies under central public works Accounts a **Departmental Redressal of Grievances and Settlement of Disputes** to address the complaints of bidders that may occur during the procurement proceedings is hereby constituted, comprising of the following officers, with immediate effects:-

1. Additional Secretary- (I) Sindh Governor's Secretariat Karachi.	Chairman / Member
2. Deputy Secretary (I&C)-I Sindh Governor's Secretariat Karachi.	Member
3. Representative, Information and Technology Department Karachi.	Member
4. Representative, Accountant General Sindh Karachi.	Member
5. Section Officer (Ombudsman) Sindh Governor's Secretariat Karachi.	Member

**The above Redressal Committee Responsibilities:**

- To resolve any bidder being aggrieved by any act or decision of the procuring agency after the issuance of notice inviting tender may lodge a written complaint.

**Muhammad Suleh Ahmed Faruqi**  
**Principal Secretary to Governor Sindh**

Ho.GS/Accts/3-26/2016: 13/17

Karachi Dated: 22<sup>nd</sup> December, 2017

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

1. P.S to Principal Secretary to Governor Sindh, Sindh Governor's Secretariat, Karachi.
2. P.S to Additional Secretary, Sindh Governor's Secretariat, Karachi.
3. P.S to Accountant General Sindh, Karachi.
4. P.S to Managing Director, SPPRA, Karachi.
5. P.S to Secretary, Information and Technology Department, Government of Sindh, Karachi.
6. PA to Deputy Secretary-(I&C-I), Sindh Governor's Secretariat, Karachi.
7. Office File.

ATTA MUHAMMAD PATHAN  
Section Officer/DDO  
Sindh Governor's Secretariat  
Karachi

(Atta Muhammad Pathan)  
Section Officer/DDO

SECRETARIAT OF GOVERNOR SINDH  
GOVERNOR'S HOUSE KARACHI

**NOTIFICATION**

OGS Accts/3-26/2016: In compliance with the Rule 7 of SPPRA-2010 (Amended 2013) Secretariat Governor's Sindh is pleased to constitute a Purchase comprising of the following officers for the procurement / purchase of Office Equipments.

- |   |                    |
|---|--------------------|
| 1. Deputy Secretary -I<br>Sindh Governor's Secretariat<br>Karachi.      | Chairperson/Member |
| 2. Representative,<br>Information and Technology Department<br>Karachi. | Member             |
| 3. Section Officer / DDO<br>Sindh Governor's Secretariat<br>Karachi.    | Member/Secretary   |

**The above committee Responsibilities:**

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

**Muhammad Sualeh Ahmed Faruqi**  
Principal Secretary to Governor Sindh


Karachi Dated: 22<sup>nd</sup> December, 2017

OGS Accts/3-26/2016: 1570,

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

1. P.S to Principal Secretary to Governor Sindh, Sindh Governor's Secretariat, Karachi.
2. P.A to Additional Secretary to Governor Sindh, Sindh Governor's Secretariat, Karachi.
3. P.S. to Secretary, Information and Technology Department, Government of Sindh, Karachi.
4. P.S to Managing Director, SPPRA, Karachi.
5. All Members of Purchase Committee.
6. Office File.

  
ATTA MUHAMMAD PATHAN  
Section Officer/DDO  
Sindh Governor's Secretariat  
Karachi

  
Atta Muhammad Pathan)  
Section Officer/DDO

**SECTION - II**  
**Instructions to Bidders**

*Bidders are advised to read the  
Contents of the Instruction to Bidders (ITB)  
Carefully*

**1. SCOPE OF BID**

- 1.1 Sindh Governor's Secretariat bids for conclusion of contract for "Office Equipments" as specified in the Financial Proposal.

Interested bidders can download the bidding documents from SPPRA website.

**2. SOURCE OF FUNDS**

- 2.1 Annual Budget 2017-2018.

**3. ELIGIBLE BIDDERS**

- 3.1 This Invitation for Bids is open to all bidders for "Office Equipments" more specifically described in the Financial Proposal (Section-III) who fulfill the following criteria.
- 3.2 Government-owned enterprises in Pakistan may participate only if they are legally and financially autonomous and authorized to participate in bidding.
- 3.3 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

**4. Corruption and Fraud.**

- 4.1 Corrupt and Fraudulent Practices are defined by SPPRA as "the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the Procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty"
- 4.2 Indulgence in corrupt and fraudulent practices are liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a fixed or indefinite period of time.



**5. Eligible Products and Services.**

- 5.1 All Products and related services to be supplied under the contract shall conform to the policies of the Government of Sindh in vogue. All expenditures made under the contract shall be limited to such product and services. For purposes of this clause, (a) the term "Product" includes any Product that are the subject of this Invitation for Bids and (b) the term "Services" includes related ancillary services such as deployment, training and after sale service etc (c) the product should be serviceable, or should have warranty support in Pakistan.

**6. Cost of Bidding.**

- 6.1 The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Sindh Governor Secretariat shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**7. Bidding for Selective Items.**

- 7.1 A Bidder can choose or select any part to quote. But it should quote whole quantity of that part. The Bidder can not quote for partial quantity of any item.

**THE BIDDING PROCEDURE**

**8. The Governing Rules.**

- 8.1 The Bidding procedure shall be governed by the SPP Rules, 2010 (amended 2017)

**9. Applicable Bidding Procedure.**

- 9.1 The bidding procedure is governed by Rule 46 "Procedure of Open Competitive Bidding" sub-rule (1) "**Single Stage – Two Envelope procedure**"
- 9.2 The bidding procedure prescribed in SPP Rules is explained as below.

**SINGLE STAGE: TWO ENVELOPE PROCEDURE"**

- a) Notice inviting Tenders and bidding documents of this method shall contain following.
- i) Relevant experience,
  - ii) Turn-over of at least three years
  - iii) Registration with Income Tax, Sale Tax.
  - iv) Any other factor deemed to be relevant by the procuring agency subject to provision of Rule 44.
- b) Each bid shall comprise one single envelope containing the financial proposal and required information mentioned at clause (a) above;
- c) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.

## **THE BIDDING DOCUMENTS**

### **10. Contents of the Bidding Documents**

- 10.1 The goods required, applicable bidding procedures, and Contract terms are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Documents include:
- (a) Instructions to Bidders (ITB)
  - (b) Draft Affidavit
  - (c) Financial Proposal
- 10.2 The "Invitation for Bids" is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the Invitation for Bid and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.
- 10.3 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 shall be at the Bidder's risk and may result in the rejection of his bid.

### **11. Clarification(s) on Bidding Documents.**

- 11.1 A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify to the Section Officer/DDO, Sindh Governor Secretariat, Governor House Karachi, in writing. The Section Officer/DDO, Sindh Governor Secretariat shall respond in writing to any request for clarification(s) of the bidding documents, which it receives not later than Seven (7) days prior to the deadline for the submission of bids

### **12. Amendment(s) to the Bidding Documents.**

- 12.1 At any time prior to the deadline for submission of bids, the Sindh Governor Secretariat, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).
- 12.2 All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in writing through Post, e-mail or fax, and shall be binding on them.
- 12.3 In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Sindh Governor Secretariat, at its discretion, may extend the deadline for the submission of bids.

## **PREPARATION OF BIDS**

### **13. Language of Bids.**

- 13.1 All correspondences, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English, Urdu or Sindhi languages. Supporting documents and printed literature furnished by the Bidder may also be in any language as listed above.

**14. Documents comprising the Bids.**

- 14.1 The Bid shall comprise of the Bid Forms of this Bidding Document and all those ancillary documentation that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Financial Proposal in Section III.
- 14.2 The Bidder shall complete the Financial Proposal and an appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

**15. Bid Price.**

- 15.1 The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the unit prices and total bid price of the goods, it proposes to supply under the Contract.
- 15.2 Form prescribed for quoting of prices is to be filled-in very carefully, preferably typed. Any alteration/correction in unit price will result rejection of bid. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red/ yellow marker.
- 15.3 The Bidder should quote the prices of goods according to the specifications as provided in Section III of this document. The specifications of goods, different from the required specifications, shall straightaway be rejected.
- 15.4 The Bidder is required to offer a competitive price. All prices must include the taxes and duties, where applicable. If there is not mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties.
- 15.5 The benefit of exemption from or reduction in the taxes and duties shall be passed-on to the Sindh Governor Secretariat.
- 15.6 Prices offered should be for the entire quantity of an item demanded in the Financial Proposal; partial quantity offered shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid.
- 15.7 While making a price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

**16. Bid Currencies.**

- 16.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the bidding documents.

**17. Samples.**

- 17.1 The Bidder shall provide samples of quoted goods along with the financial bid at his own cost and in a quantity prescribed by the Sindh Governor Secretariat in Section III.

## **18. Bid Security / Earnest Money**

- 18.1 The Bidder shall furnish 5% Bid Security of the total bid value which should reach the Sindh Governor Secretariat. The Earnest money should be in the form of Demand Draft/Pay Order in favour of Section Officer / DDO Sindh Governor Secretariat. Bids without, deficient or other forms of earnest money except Demand Draft/Pay Order will not be entertained
- 18.2 The successful Bidder's bid security shall be discharged upon signing of contract and furnishing the performance security.
- 18.3 The bid Security may be forfeited:
- (a) If a Bidder withdraws his bid during the period of bid validity; Or
  - (b) In the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance security (if any).

## **19. Bid Validity.**

- 19.1 Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of financial bid prescribed by Sindh Governor Secretariat. Bids should be valid for 30 days. A bid valid for a shorter period shall be rejected by Sindh Governor Secretariat as non-responsive.
- 19.2 Sindh Governor Secretariat shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.
- 19.3 Bidders which:-
- (a) agree to the Sindh Governor Secretariat request for extension of bid validity period shall not be permitted to change the substance of their bids; and
  - (b) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

## **20. Format and Signing of Bids.**

- 20.1 The Bidder shall prepare and submit his bid and provide original documents, as appropriate. Copies of any document must be signed and stamped by the bidder.
- 20.2 The Bid shall be accompanied by the original receipt for payment made for the purchase of the bidding document. In an event where the Bidder has downloaded the bidding document from the web, he will send tender fee along-with bid documents on or before last date for submission of bids.
- 20.3 The original bid shall be typed or written in indelible ink and shall be signed & stamped/sealed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall sign all pages of the bid form.
- 20.4 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

## SUBMISSION OF BIDS

### 21. Sealing and Marking of Bids.

21.1 The envelope shall:

- (a) be addressed to the Section Officer / DDO, Sindh Governor Secretariat, Governor House, Karachi; and
- (b) Bid Reference No. indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," the time and the date specified in the Bid Data Sheet for opening of Bids.

21.2 The envelope shall also indicate the name and address of the Bidder.

21.3 If the envelope is not sealed and marked as required above, the Sindh Governor Secretariat shall assume no responsibility for the bid's misplacement or premature opening.

### 22. Deadline for Submission of Bids

Bids must be submitted by the Bidder and received by the Sindh Governor Secretariat at the address on the time and date specified in the Bid Data Sheet.

### 23. Late Bids

Any bid received by the Sindh Governor Secretariat, after the date and time as announced in Notice Inviting Tender will be rejected / not entertained.

### 24. Withdrawal of Bids

24.1 The Bidder may withdraw his bid after the bid's submission and prior to the deadline prescribed for submission of bids.

24.2 No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified in Bid Data Sheet. Withdrawal of a bid during this period may result in forfeiture of the Bid Security submitted by the Bidder.

## OPENING OF BIDS

### 25. Opening of Bids by Sindh Governor Secretariat.

25.1 All bids received, shall be opened by Sindh Governor Secretariat publicly in presence of Bidders or their representatives on the date, time and venue prescribed in the Bid Data Sheet.

25.2 The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above.

25.3 All Bidders in attendance shall sign an attendance sheet.

25.4 Sindh Governor Secretariat shall open Bids at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit prices and total amount of the Bid (if applicable). The Sindh Governor Secretariat may choose to announce any other details which it deems appropriate if not in conflict with the SPPRA-2010, specifically Rule 41 (Opening of Bids)

- 25.5 Sindh Governor Secretariat shall have the minutes of the Bid opening recorded.
- 25.6 No bid shall be rejected except for late bids, which shall be returned unopened to the Bidder.
- 25.7 The financial bids found having without or less amount of Bid Security shall also be returned unannounced to the Bidders. However, prior to return to the Bidder, the Convenor of the Procurement Committee-I shall record a statement giving reasons for return of such bid(s).
- 26. Clarification of Bids.**  
During evaluation of the bids, the Sindh Governor Secretariat may, at its discretion, ask
- 26.1 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.
- 27. Preliminary Examination.**
- 27.1 The Sindh Governor Secretariat shall 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.
- 27.2 In the financial bids the arithmetical errors shall be rectified on the following basis.
- a) 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.
  - b) If the Bidder does not accept the correction of the errors, his bid shall be rejected, and his Bid Security may be forfeited.
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail.
- 27.3 Sindh Governor Secretariat may waive any minor informality, non-conformity, 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.
- 28. Rejection of Bids**
- 28.1 Sindh Governor Secretariat may reject any or all bids at any time prior to the acceptance of a bid. The Sindh Governor Secretariat upon request shall communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.
- 28.2 The Sindh Governor Secretariat incurs no liability, solely by virtue of its invoking Clause 28.1 towards Bidders who have submitted bids.
- 28.3 Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders who submitted bids.

**29. Announcement of rates.**

- 29.1 The Sindh Governor Secretariat shall announce and encircle the item wise prices quoted by the bidders and all the members of procurement committee shall sign each and every page of the financial proposal.
- 29.2 Any effort by a Bidder to influence the Sindh Governor Secretariat in its decisions on Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

**AWARD OF CONTRACT**

**30. Award of contract.**

- 30.1 The lowest rate Bidder shall be eligible for award of contract.

**31. Sindh Governor Secretariat right to vary quantities at the time of Award.**

- 31.1 Sindh Governor Secretariat reserves the right at the time of award of Contract to increase or decrease, the quantity of goods originally specified in the Financial Proposal without any change in unit price or other terms and conditions.

**32. Notification of Award.**

- Notification of award shall constitute the formation of Contract between Sindh Governor Secretariat and Bidder.
- 32.1

- 32.2 The enforcement of the Contract shall be governed by SPP Rules – 2010 (Amended 2017)

**33. Signing of Contract.**

- 33.1 After completion of Contract, Sindh Governor Secretariat shall send Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the Parties.
- 33.2 Within ONE week of receipt of agreement, successful Bidder and Sindh Governor Secretariat shall sign the Contract in accordance with the legal requirements in vogue.
- 33.3 If the successful Bidder, after completion of all codal formalities including letter of acceptance shows an inability to sign the Contract within stipulated time then his Bid Security shall stand forfeited and the firm may be blacklisted and de-barred from future participation, whether temporarily or permanently. In such situation the Sindh Governor Secretariat may award the contract to the next lowest Bidder or call for new bids.
- 33.4 The Contract shall become effective upon affixation of signature of the Sindh Governor Secretariat and the selected Bidder on the Contract document, and shall be governed for ONE year period and by the terms and conditions mutually agreed in the contract.

**34. Performance Security.**

- 34.1 On the date of signing of Contract, the successful Bidder shall furnish a Performance Security, on the Form and in the manner prescribed by the Sindh Governor Secretariat.
- 34.2 The Bid Security submitted by the bidder at the time of submitting his bid shall be returned to the Bidder upon submission of Performance Security.
- 34.3 Failure to provide a Performance Security by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Sindh Governor Secretariat may award the contract to the next lowest evaluated bidder or call for new bid.

**35. Delivery.**

The supplied goods should reach at the stores of Sindh Governor Secretariat within 03 to 04 weeks from the date of signing contract.

**36. Payment.**

Payment will be issued in shape of cross cheque in favour of supplier/firm after the delivery is reached at store in Sindh Governor Secretariat. The Quality Assurance Committee of Sindh Governor Secretariat will inspect the goods and after satisfaction a Joint Inspection Report will be issued. The payment will be released after submission of bills along with Joint Inspection Report and receipt of store with proper entry of stock register's page numbers.



BIDDER'S ELIGIBILITY CRITERIA

Sr. #	Parameters	Details	Remarks										
1.	Company Profile	As per attached proforma											
2.	Registrations / Certificates / membership	<table border="1"> <tr> <td>a)</td> <td>NTN certificate with FBR (100% Active Tax Payer)</td> </tr> <tr> <td>b)</td> <td>GST certificate (100% Active Tax Payer)</td> </tr> <tr> <td>c)</td> <td>SRB Registration Certificate</td> </tr> <tr> <td>d)</td> <td>Registration Certificate with Sindh Labour Department</td> </tr> <tr> <td>f)</td> <td>Declaration under section 4 of Act XXV of 1867 as amended by Act X in 1890</td> </tr> </table>	a)	NTN certificate with FBR (100% Active Tax Payer)	b)	GST certificate (100% Active Tax Payer)	c)	SRB Registration Certificate	d)	Registration Certificate with Sindh Labour Department	f)	Declaration under section 4 of Act XXV of 1867 as amended by Act X in 1890	
a)	NTN certificate with FBR (100% Active Tax Payer)												
b)	GST certificate (100% Active Tax Payer)												
c)	SRB Registration Certificate												
d)	Registration Certificate with Sindh Labour Department												
f)	Declaration under section 4 of Act XXV of 1867 as amended by Act X in 1890												
3.	Financial status	<p>The turnover for last three years should be at least 25.00 Million each year (Year-wise Certificates (2014-2015, 2015-2016 &amp; 2016-2017 (issued by any scheduled financial institutions of Pakistan)</p> <p>Income Tax returns duly e-filled with FBR for the tax years (2014-15, 2015-16 &amp; 2016-17)</p> <p>Monthly GST returns for last 12 months (July – 2016 to June – 2017)</p> <p>Provide original Bank Statement of the financial year 2016-2017.</p>											
4.	Technical	Authorization Certificate (1 to 2 Years)											



Missing / non provision of any information / document shall warrant disqualification of the bidder.

All Documents must be attached.

In case if bidder fails to provide / access the equipment, the authorized dealer will be held responsible.

## COMPANY PROFILE

Legal Information	
Legally Registered Company Name	
Office Physical Address at Present:	
Office Address as declared to FBR	
Telephone / Fax Numbers (landline)	
Email Address & URL	
Name of Owner / Director with mobile Phone Number	
Name of Contact Person for Sindh Governor Secretariat with Mobile No.	

General Information	
Year of Establishment:	Legal Structure: _____ (E.g. Proprietorship, Partnership, Pvt. Ltd. Etc.)
No. of Employees	
If Proprietorship Firm then give the Name of Owner/Proprietor with CNIC Number.	
If Partnership Firm then give the Names of Partners & their CNIC #s and Percentage of Shares	
If Private Limited Firm then give the Name of Directors & their CNIC# and percentage of Shares	
Do you have Branches	<i>Give addresses</i>
No. of Staff in Branches	
Is your Office Owned	
Is your Office Rented	
What is the nature of your Primary Business	
What is the nature of your Secondary Business	

**Financial Information**

Turnover in Last three years.	2014-2015	2015-2016	2016-2017
Bank Account Details which is declared in FBR	<i>(Note: Provide Account Number, Title of Account, Bank Name, Branch &amp; attach Bank Certificate)</i>		
If Proprietorship Firm then give the Name of Owner/Proprietor with CNIC Number.	<i>(Note: Provide Name of Owner/Proprietor/ CNIC #, TOTAL CAPITAL/INVESTMENT AMOUNT.)</i>		

**Employees Information**

S.#	Name of Employee	Designation	CNIC #	Mobile Number	Responsibility
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

**Logistic Information**

Sr. #	Facility	Number of Facilities	Address / Registration Number / Owned Or Rented.
1	Machinery Installed in your Workshop / or Premises		Give details of Machines, their purpose and production
2	Do you have Ware house		

**Note: All above mentioned information shall be provided on company letter head and dully signed by the authorized person.**

**SECTION - III**

**FINANCIAL PROPOSAL /**  
**BILL OF QUANTITIES**

**SINDH GOVERNOR SECRETARIAT, GOVERNOR HOUSE, KARACHI**

**“OFFICE EQUIPMENTS”  
Financial Proposal / B.O.Q**

**Date of submission of tender form up to 23<sup>st</sup> February, 2018 at  
11:00 am Opening of tenders on same day at 12:00 noon**

Submitted by M/s \_\_\_\_\_

**OFFICE EQUIPMENTS**

**Equivalent OR Higher**

SR. #	NAME OF THE ARTICLES AND DESCRIPTION	QTY	RATE INCLUDING TAX	TOTAL AMOUNT INCLUDING TAXES
1.	<b><u>DIGITAL PHOTOCOPIER OF LATEST DESIGN ALONGWITH TROLLEY OF FOLLOWING SPECIFICATION</u></b>	<b>01</b>		
i.	Technology : Laser Single Component Developer Less -			
ii.	Type : Desktop Copier			
iii.	Copy speed : 22 CPM (Minimum)			
iv.	Continuous Copying : 1-999 Copies			
v.	Memory Capacity : 32 MB Standard			
vi.	Original Copy Size : Max A-3			
vii.	Zoom Range : 25% - 400%			
viii.	Paper Feeding : 2-300 Sheets + 10 Sheets Multiple			
ix.	Bypass			
x.	RADF : Build-in			
xi.	Trolley : Standard Steel Trolley			
xii.	Drum Life : Minimum 150,000 copies			
xiii.	Toner Life : Minimum 8,000 copies per bottle			
xiv.	Cost of Toner : Should be mentioned in the tender			
xv.	Cost of Drum : Should be mentioned in the tender (Including Maintenance Kit/parts)			
xvi.	Country of origin : Should be mentioned in the tender			
xvii.	Assembled in : Should be mentioned in the tender			
xix.	List of clients (update) :Should be attached with tender			
2.	<b><u>CAMERA</u></b>			
i.	Camera-DSLR+ 24 or more mega pixel with Lens 24x120			
ii.	and mono Pod			
iii.	Lens – AF-S, 400mm F2.8G ED VR			
iv.	SB-500 AF Speedlight Flash			
v.	16 GB SD Card (Class 10)	02 Piece		
vi.	Card Reader	12 Piece		
vii.	Rechargeable Cell AA Size	02 Piece		
viii.	Charger	01 Piece		
ix.	Standby Battery	01 Piece		
	Camera Bag			

# ANNUAL PROCUREMENT PLAN FOR THE YEAR 2017-18


(Under Rule 11 & 12 of the Sindh Procurement Rules 2010)

Name of the Procuring Agency:- **Sindh Governor Secretariat, Sindh Governor House, Karachi**

1	2	3	4	5	6	7	8	9	10	11
Sr. No.	Name of Procurement (Description)	Head of Account	Allocation (in Million Rupees)	Estimated Cost (in Million Rupees)	Procurement/ Procedures/ Process	Procurement Methods	Tentative Date of Procurement Notice Publication	Tantative Date of Award of Contract	Tantative Date of Completion	Remarks (if any)
1	Purchase of Uniform & Protective Clothing	A03906	0.525	0.525	Single Stage Two Envelop	Tender	08-Feb-18	26-Feb-18	26-Mar-18	After Satisfaction Certificate
2	Two Printers	A09201-120	0.07	0.07	Quatition	Quotation	N.A.	N.A.	N.A.	
3	Ten UPS with Accessories	A09201-57	0.6	0.6	Single Stage Two Envelop	Tender	08-Feb-18	02-Mar-18	08-Mar-18	After Satisfaction Certificate
4	Two Computer Pentium-IV (Intel Core i3 to i7)	A09201-C13	0.094	0.094		Quotation	N.A.	N.A.	N.A.	
5	Five Toyota Corolla Xli		8.32	8.32		Propriety Item				
6	One Toyota Land Cruiser		24.000	24.000		Propriety Item				
7	One Toyota Fortuner		5.300	5.300		Propriety Item				
8	One Fax Machine (Heavy Duty)	A09601-15H	0.05	0.05	Quatition	Quotation	N.A.	N.A.	N.A.	
9	One Generator 100 KVA	A09601-285	4.00	4.00	Single Stage Two Envelop	Tender	08-Feb-18	02-Mar-18	19-Mar-18	After Satisfaction Certificate
10	Twelve UPS	A09601-393	0.630	0.630	Single Stage Two Envelop	Tender	08-Feb-18	02-Mar-18	08-Mar-18	After Satisfaction Certificate
11	One Photostate Machine	A09601-P22	0.120	0.120	Single Stage Two Envelop	Tender	08-Feb-18	02-Mar-18	19-Mar-18	After Satisfaction Certificate
12	Repair Office Building	A13301	1.621	1.621	Single Stage Two Envelop	Tender	15-Feb-18	09-Mar-18	24-Apr-18	After Satisfaction Certificate
13	Camera	A09601	0.367	0.367	Single Stage Two Envelop	Tender	08-Feb-18	02-Mar-18	09-Mar-18	After Satisfaction Certificate

**Note:**

1- Procurement methods shall be Governed by Provision given in SPPRA Rules 2010(As Ammended)

  
**ATTA MUHAMMAD PATHAN**  
 Section Officer/DDO  
 Sindh Governor's Secretariat  
 Karachi