



Telephone No. 022-9210377-78  
Fax No. 022-9210376  
Email: [hyderabadcentralprison@gmail.com](mailto:hyderabadcentralprison@gmail.com)

**OFFICE OF THE**  
**SENIOR SUPERINTENDENT**  
**CENTRAL PRISON HYDERABAD**

No. TR. 7040/44

Dated: -14-02-2018

To,

The Director Information, (Advertisement),  
Public Relation Department,  
Government of Sindh, Karachi.

**SUBJECT: TENDER NOTICE.**

Kindly find enclosed Tender Notice of procurement of Electric Water Cooler & Photostate Machine for publication in prominent Newspapers of English, Urdu & Sindhi Languages and placing the same on SPPRA website at the earliest, please.

(SHAH NAWAZ SAND)  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD

*Copy along-with copy of tender notice is forwarded to:*

1. The Inspector General of Prisons, Sindh, Karachi.
2. The Deputy Inspector General of Prisons, Hyderabad Region.
3. The Managing Director, SPPRA, Government of Sindh Karachi along with copies of NIT and bid documents for placing the same on SPPRA website as well as copy of Annual Procurement Plan for the fiscal year 2017-2018.

(SHAH NAWAZ SAND)  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD

SPPRA INWARD DIARY  
NO : 5925  
DATED 16-02-2018



Telephone No. 021-99231418  
Fax #: 021-99231084  
Email: [sindhprisons@gmail.com](mailto:sindhprisons@gmail.com)

**OFFICE OF THE  
INSPECTOR GENERAL OF PRISONS, SINDH**

Pir Illahi Bukari Road Muslimabad, Karachi.

No.SB-1/ 2594/98 Date: 31 JAN 2018

**ORDER**

In pursuance of Rule No.31 of Sindh Public Procurement Regulatory Authority 2010 (amended upto-date), the Committee known as "Complaint Redressal Committee" according to SPPRA rules is hereby constituted in respect of all prisons of Hyderabad Region including Sindh Prisons Staff Training Institute Nara Hyderabad with the following compositions and TOR:-

**COMPLAINT REDRESSAL COMMITTEE.**

Sl. No.	Designation	Role
UPDT:		
S-I	i. Deputy Inspector General of Prisons Hyderabad Region	Head of the Committee
II	ii. District Accounts Officer, Hyderabad OR his representative	Member
A/S Branch	iii. An independent professional from the relevant field concerning the procurement process, to be nominated by the D.I.G. Prisons Hyderabad Region.	Member

**TERMS OF REFERENCES (TORs):-**

To hear the complaints, examine them as per rules and policy and redress the grievances if any, as per the provisions of Rule-31 of SPPRA rules 2010 (amended upto-date).

(NUSRAT HUSSAIN MANGAN)  
INSPECTOR GENERAL OF PRISONS  
SINDH KARACHI

Copy forwarded for information & necessary action to:

1. The Deputy Inspector General of Prisons Hyderabad Region.
2. The District Accounts Officer, Hyderabad.
3. The Superintendent Prisons (all) of Hyderabad Region.
4. The Principal, Sindh Prisons Staff Training Institute Nara Hyderabad.

(NUSRAT HUSSAIN MANGAN)  
INSPECTOR GENERAL OF PRISONS  
SINDH KARACHI



Telephone No. 021-99231418  
Fax #: 021-99231084  
Email: sindhprisons@gmail.com

**OFFICE OF THE  
INSPECTOR GENERAL OF PRISONS, SINDH**

Pir Illahi Buksh Road Muslimabad, Karachi.

No.SB-1/ 3477/81 Dated: 12 FEB 2018

Read : Senior Superintendent Central Prison  
Hyderabad letter No.AB/6303/04 dated  
09.02.2018 regarding request for notifying  
the Procurement Committee for purchase  
of Machinery & Equipment for Central  
Prison Hyderabad.

**ORDER**

In pursuance of Rule No.7 of Sindh Public Procurement Regulatory Authority 2010 (amended upto-date), the following Committee is hereby constituted for purchase of Machinery & Equipment for Central Prison Hyderabad.

**i. Procurement Committee for Machinery & Equipment.**

i.	Superintendent, Central Prison Hyderabad	Head of the Committee
ii.	Superintendent, Youthful Offenders Industrial School Hyderabad	Member
iii.	Representative of Provincial Buildings Division Department	Member

**Terms of Reference for the Procurement Committee according to the SPPRA Rule No. 8**

- i. Prepare bidding documents.
- ii. Carryout technical as well as financial evaluation of the bids.
- iii. Prepare evaluation reports as provided in SPPRA Rule 45.
- iv. Make recommendations for the award of contract to the competent authority.
- v. Perform any other function ancillary and incidental to the above.

(NUSRAT HUSSAIN MANGAN)  
INSPECTOR GENERAL OF PRISONS  
SINDH KARACHI

Copy forwarded for information & necessary action to:

1. The Deputy Inspector General of Prisons Hyderabad Region.
2. The Senior Superintendent, Central Prison Hyderabad with reference to his letter No.AB/6303/04 dated 09.02.2018.
3. The Superintendent, Youthful Offenders Industrial School Hyderabad.
4. The Executive Engineer, Provincial Buildings Division Department.

(NUSRAT HUSSAIN MANGAN)  
INSPECTOR GENERAL OF PRISONS  
SINDH KARACHI



Telephone No. 022-9210377-78  
Fax No. 022-9210376  
Email: [hyderabadcentralprison@gmail.com](mailto:hyderabadcentralprison@gmail.com)

**OFFICE OF THE**  
**SENIOR SUPERINTENDENT**  
**CENTRAL PRISON HYDERABAD**

No. TR. 7099/001


Dated: -14-02-2018

To,

The Director,  
Sindh Public Procurement & Regulatory Authority,  
Government of Sindh, Karachi.


**SUBJECT: DEMAND DRAFT**

Kindly find enclosed herewith Demand Draft (In Original) of Rs.2000/- (Two Thousands Only) bearing No. 12169858 dated 14-02-2018 for hoisting of N.I.T & Bid Documents of purchase of Electric Water Cooler & Photostate Machine on SPPRA website at the earliest, please.

  
(SHAH NAWAZ SAND)  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD

*Copy is forwarded for kind information to:*

1. The Inspector General of Prisons, Sindh, Karachi.
2. The Deputy Inspector General of Prisons, Hyderabad Region.

  
(SHAH NAWAZ SAND)  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD

# CENTRAL PRISON HYDERABAD



## **BID DOCUMENT** *Single Stage Two Envelope Procedure*

### **SUPPLY OF WATER COOLER & PHOTO STATE MACHINE**

Name of bidder \_\_\_\_\_

No. SB/ \_\_\_\_\_ R.T NO. \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / 2017-2018

# **GOVERNMENT OF SINDH**

**OFFICE OF THE SUPERINTENDENT CENTRAL PRISON**  
**HYDERABAD**

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## **Part-I**

# **OFFICE OF THE SUPERINTENDENT CENTRAL PRISON** **HYDERABAD**

## **NOTICE INVITING BIDS**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of Electric Water Cooler & Photostate Machine during the current fiscal year 2017-2018.

Interested firms / companies / bidders may obtain the tender documents (single stage two envelopes procedure) for supply of above mentioned articles from the Office of the Senior Superintendent Central Prison Hyderabad up to **05-03-2018** from the date of first publication of tender notice in SPPRA Website by submitting application on their letter head along-with non- refundable tender fee **Rs.500/-** in cash for obtaining bid document.

Bid documents will be received back up to **06-03-2018 at 11:00 am** at the Office of the Senior Superintendent Central Prison Hyderabad along with **2% bid security** of the total bid price in the shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad along with following relevant papers, which will be opened on the same day i.e. on **06-03-2018 at 12:00 noon** by the Procurement Committee in presence of bidders who wish to be present or through their representative duly authorized. If any holiday falls / or other circumstances occur due to any reason on the opening day of bids, it will be opened on next working day at the given time and venue.

1. Company Name, Postal Address, Contract Phone Number, Email Address and Company Profile.
2. Financial Status (turn-over of at least last three years).
3. National Tax Number, Professional and Sales Tax Registration & Other applicable taxes.
4. List of customer references (**by highlighting the users of same unit**).
5. Affidavit declaring that the contractor / firm / bidder neither involved in any litigation nor black listed.
6. Any other Relevant Document.

Only bids offered on the prescribed Bid Form issued by the Senior Superintendent Central Prison Hyderabad shall be accepted. However additional sheets may be attached, if required.

Any further information required, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours on phone No.022-9210377-78.

The Procuring Agency reserves the right to reject all or any bid subject to the relevant provision of SPP Rules 2010 (amended upto date)

## Part-II

### INSTRUCTIONS:

#### Scope of work:

Machine. Commissioning, demonstration, Supply of Electric Water Cooler & Photostate

Bidder will have to submit following information:

- a. Extended Warranty for Five (05) Years for Compressor of Electric Water Cooler & One (01) Year for Photostate Machine
- b. Availability of spare parts backup & documentary proof of appliance are to be provide after sale service.

## Part-III

### SPECIAL TERMS AND CONDITIONS:

#### 1. Submission of Bids:

- a. Bids must be submitted under a proper letter mentioning important points / information / enclosures etc.
- b. Bids should be submitted under Single-Stage-Two-Envelopes procedure in a sealed package.
- c. The bid shall comprise a single package containing two separate envelopes. Each Envelope shall contain separately the Technical Proposal and the Financial Proposal With following documents / information noted against each:-

<b>1. TECHNICAL PROPOSAL:</b>	(Bidding documents in original, earnest money, details of specifications of respective item along-with catalogues and dealership certificate. Sales Tax and Income Tax certificate etc)
<b>2. FINANCIAL PROPOSAL:</b>	(Rate of respective item including all taxes / charges whatsoever).

- d. No conditional offer shall be accepted.
- e. Sealed Bids should be addressed to:  
The Senior Superintendent Central Prison, Hyderabad, Sindh.

#### 2. Bid Security:

- a. A bid should accompany Bid Security @ rate of 2% of bid cost in shape of Pay order/Demand Draft
- b. A bidder offering more than one option / alternative / brand of the same machine / equipment / item / product, should purchase separate bidding documents.
- c. Bid security of unsuccessful bidders will be returned after signing of contract or expiry of bid validity period.



- d. Bid security shall be forfeited in case a bidder withdraws his bid during validity of bids or fails to fulfill conditions of tender in any way, or – in case of a successful bidder – fails to fulfill pre-contract or post-contract requirements.
- 3. Quantity:**  
Quantity of advertised items can be increased or decreased or any item(s) can be included / excluded / dropped as per availability of funds.
- 4. Specifications of machines / goods:**  
Bidders should provide the following:
- a. Complete specifications: make, model, origin, and full technical information, as per proforma given in the bid document.
  - b. In case of a machine is manufactured in one country and assembled in another country, clear information must be provided regarding parts manufacturing country and machine assembling country.
  - c. Complete set of necessary literature (catalogues / brochures).
  - d. Affidavit on non-judicial stamp paper – or company letterhead:
    - The bidder is not blacklisted by any government or semi government organization.
    - The machine quoted is new in all respects and is not of 2<sup>nd</sup> hand/low quality material or part / accessory used in the machine.
- 5. Price:**
- a. Price should be quoted in Pak Rupees, including all taxes, duties, charges and inclusive packing / freight till delivery at the office of the Superintendent Central Prison Hyderabad and offer shall be valid upto 90 days.
  - b. Bidder must offer rates of all the items mentioned in Bill of Quantities (BOQ) in word and figures. Lowest bid will be accepted only of the bidder whose rates are lowest of the package (BOQ).
- 6. Company Profile and Eligibility of bidder:**  
The bidders shall submit the following documents with Technical Proposals.
- a. Relevant experience and managerial capability.
  - b. Valid dealership certificate of the principal.
  - c. Proof of workshops, stock of spares and technical staff in Pakistan.
  - d. Two sets of Brochures.
- 7. Contract & Stamp duty:**  
0.3 % will be paid by successful bidders as stamp duty to be offered on the agreement and contract will be signed within 15 days from the date of receipt of work / supply order.
- 8. Sample, Demonstration and Inspection:**  
The Procuring Agency may ask to show demonstrate the product after opening of Technical Proposal on same day.

## **Part-IV**

### **GENERAL TERMS AND CONDITIONS:**

1. **Clarification:** A bidder shall not alter or modify the bid after opening of the bids. Procurement Committee may, however, seek or accept clarification to the bid that does not change the substance of the bid.
2. **Delivery & Installation** shall be made within **07 days** from the date of signing of the contract. Delivery period can be extended on reasonable grounds.
3. **Liquidated Damages (L.Ds):** The Senior Superintendent Central Prison Hyderabad shall impose LDs @ Rs. 5% per week (to the maximum of Rs.10% of the total value) on delayed delivery.
4. **Grievance Redressal:** Any bidder if aggrieved by any act of **Procurement Committee**, may lodge written complaint concerning his grievances to the Grievance Redressal Committee.
5. **The Procuring Agency** may reject all or any bid, as per SPP Rules 2010 (amended upto date).

## **Part-V**

### **BIDDING DATA**

1. **Name of Procuring Agency:** Senior Superintendent Central Prison Hyderabad.
2. **Brief Description of Works:** Supply of Electric Water Cooler & Photostate Machine.
3. **Procuring Agency's address:** Office of the Senior Superintendent Central Prison Hyderabad.
4. **Currency:** Currency shall be quoted within bid entirely in Pak Rupees. The payment shall be made in Pak Rupees through cheque.
5. **Literature:** Bidder must provide bid photographs, catalogues, illustration and such other information with bid which deemed necessary to illustrate the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.
6. **Amount of Bid Security:** 2% of bid cost.
7. **Period of Bid Validity:** 90 days countable from date of opening.

8. **Number of Copies of the Bid to be submitted:** One original.
9. **Procuring Agency's Address for the Purpose of Bid Submission:** Same as above.
10. **Deadline for Submission of Bids:** Date: **05-03-2018** Time: **11:00 am**.
11. **Venue, Time and Date of Bid Opening:** Office of the Senior Superintendent Central Prison Hyderabad Date: **06-03-2018** Time: **12:00 noon**.
12. **Responsiveness of Bids:**
- (i) Bid is valid till specified period.
  - (ii) Completion period offered is within specified limits.
  - (iii) Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.
  - (iv) Bid does not deviate from basic technical requirement.
  - (v) Bids are generally in order, etc.
13. **Performance Security:** The successful bidder shall furnish performance security **05%** of the total value of bid in shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad.

## **Part-VI**

### **POST EVALUATION STEPS:**

#### **1. Notification of award and signing the contract:**

Senior Superintendent Central Prison Hyderabad shall send to the successful bidder a Purchase Order (PO) / Letter of Acceptance (LoA) to the successful bidder and sign contract with him.

#### **2. Performance Security:**

- a. The successful bidder shall furnish a Performance **Security** issued by a scheduled Bank in Pakistan before signing of contract @ rate of **05%** of bid cost valid for 6 months beyond completion date as mentioned at **Part V condition No.13**.
- b. The Performance **Security** will be released after satisfactory performance of contract and Performance of the Machine / Equipment for 6 months.
- c. The Performance **Security** is liable to be forfeited in the event of failure on part of the supplier in fulfilling the terms of contract any breach thereof, or the item / machine supplied is found deficient in any particular as to workability, quality and quantity.

#### **3. Warranty & After Sale Services:**

The bidder shall provide the following:

- a. Warranty for a maximum period of **05** Years for Compressor of Water Cooler & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- b. Warranty for a maximum period of 01 Year for Photostate Machine & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- c. Assurance of the availability of spares parts for minimum period of 01 Year after the warranty.

**Part-VII**

**DECLARATION ON PART OF THE BIDDER**

We, M/s \_\_\_\_\_ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid Document while framing our Bid.

**Signature of Bidder:** \_\_\_\_\_

**Name of Signatory:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

**Part - VIII**

**ARTICLES OF AGREEMENT**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between the Senior Superintendent Central Prison Hyderabad., hereinafter called the "**Party No.1**", of the one part, And \_\_\_\_\_

(Name and Designation of the authorized person)

of \_\_\_\_\_

located at \_\_\_\_\_

hereinafter called the "**Party No.2**" which expression shall include their successor, legal representatives of the second part.

Whereas the **Party No.1** requires the stores and related services for Central Prison Hyderabad., and whereas the **Party No.2** has agreed to supply, install, put into operation and demonstrate the working of the said equipment valued at \_\_\_\_\_

(Amount in figures and words)

in the period of \_\_\_\_\_ days / months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Party No.2**.

**Now this Agreement witnessed as follows:**

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_  
(name and designation of the authorized person)  
on behalf of the **Party No.2**, and by Superintendent Central Prison Hyderabad (Party No.1), all of which shall be deemed to form and be read and construed as a part of this **Agreement** viz:
  - a) Invitation of Bid;
  - b) Instructions;
  - c) Special Terms and Conditions
  - d) General Terms and Conditions
  - e) Bidding Data
  - f) Post Evaluation Steps
  - g) Declaration on Part of the Bidder
  - h) Articles of Agreement
  - i) Specifications of Items
  - j) Bill of Quantities (BOQ) – (Financial Proposal)



**Part-IX**

**TECHNICAL SPECIFICATIONS OF ITEMS**

Sr.#	Name of item	Qty	Unit Rate with GST	Total Amount with GST
01.	<p align="center"><b><u>Electric Water Cooler 10 Gallon</u></b></p> <ul style="list-style-type: none"> <li>• Compressor SC-21G</li> <li>• Condenser Heavy Duty</li> <li>• Fan Motor = 25 Watt</li> <li>• Tank SS Non Magnet 304 Grade 16-swg with insulation thermopore</li> </ul>	35		
	<b><u>Photostate Machine</u></b>			
02.	Standard Function	Copy, Direct Connect Scan, Print	01	
	Copy / Print Speed	15 cpm to 25 cpm		
	First page out time, copying	As fast as 7.5 seconds		
	Max paper size	A3		
	Ram / Memory	512 MB to 1 GB		
	Dual Scanner, printer	Built in		
	Network Printer	Built in		
	Network Scanner	Built in		
	Duplex printing	Automatic (Standard)		
	Monthly print Note	25,000 pages		
	USB Support	Built in		
	Copy Resolution	600 x 600		
	Warm Up time	30 Seconds or less		
	Standard Warranty	1 year		
	Tender Yields	Min 25,000 pages		
<b>Estimated Cost</b>	<b>1,25,000/-</b>			



Part-X


**BILL OF QUANTITIES (BOQ) - (FINANCIAL PROPOSAL)**

S#	Item & Description	Qty	Rate per Unit	Rate in Figures & Words including Taxes		Total Amount
				Rate	Taxes	
1.	Electric Water Cooler	35				
2.	Photostate Machine	01				
<b>Grand Total:</b>						

Name, Signature & Stamp of Bidder

**ANNUAL PROCUREMENT PLAN**  
**(WORKS, GOOD & SERVICES)**  
**FINANCIAL YEAR 2017-2018**

S.#	Description of Procurement	Estimated Unit Cost (where applicable)	Total Estimated Cost	Proposed Procurement Method	Timing of Procurements			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Supply of Electric Water Cooler & Photostate Machine	--	1.38 (M)	Single Stage Two Envelope Procedure	N/A	02 <sup>nd</sup> Quarter	N/A	N/A

  
**(SHAH NAWAZ SAND)**  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD



Telephone No. 022-9210378  
Fax No. 022-9210377  
Email: [hyderabadcentralprison@gmail.com](mailto:hyderabadcentralprison@gmail.com)

**OFFICE OF THE  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD**

No. TR.


Dated: -

## **TENDER NOTICE**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of following articles during the current fiscal year 2017-2018.

S.No	Name of Items	Quantity	Tender Fee
01	Electric Water Cooler	35	Rs.500/-
02	Photostate Machine	01	

- i. Bid documents containing details i.e. bid security, performance security, terms & conditions, evaluation criteria, quantity and specifications etc can be obtained from the office of the Senior Superintendent Central Prison Hyderabad up to **05/03/2018** from the date of first publication of tender notice in SPPRA Website. Tender fee of each item as mentioned above will be in cash (non-refundable).
- ii. Bid document of above mentioned articles shall be received back on **06/03/2018 upto 11:00 a.m** (complete in all respect) by hand only at the Office of the Senior Superintendent Central Prison Hyderabad and shall be opened on the same day i.e. on **06/03/2018 at 12:00 noon** by the Procurement Committee, in presence of bidders who intends to be present or through their representative. In case, any public holiday falls due to any reason on the opening day of bids, then it shall be received and opened on the next working day, at the given time and venue.
- iii. Bid Security amounting to **02%** of Bid price must be submitted along with Bid in shape of pay order in favor of the Superintendent Central Prison Hyderabad, issued by any scheduled bank of Pakistan.
- iv. Bid documents of aforesaid items are available at SPPRA website i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk).
- v. Tender Notice (NIT) is also available at SPPRA website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)).
- vi. The bidder who gets the bid document by downloading from website must attach tender fee in shape of pay order as mentioned above.
- vii. Conditional Bid / application will not be entertained.
- viii. Any further information, if needed, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours or on phone No. 022-9210377-78.
- ix. The Procuring Agency may increase or decrease quantity of the items as per rules.
- x. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid, subject to the relevant provisions of SPPRA rules 2010 (amended up to date)

  
**(SHAH NAWAZ SAND)**  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD

# CENTRAL PRISON HYDERABAD



## **BID DOCUMENT** *Single Stage Two Envelope Procedure*

### **SUPPLY OF WATER COOLER & PHOTO STATE MACHINE**

Name of bidder \_\_\_\_\_

No. SB/ \_\_\_\_\_ R.T NO. \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / 2017-2018

# **GOVERNMENT OF SINDH**

**OFFICE OF THE SUPERINTENDENT CENTRAL PRISON**  
**HYDERABAD**

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## **Part-I**

# **OFFICE OF THE SUPERINTENDENT CENTRAL PRISON** **HYDERABAD**

## **NOTICE INVITING BIDS**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of Electric Water Cooler & Photostate Machine during the current fiscal year 2017-2018.

Interested firms / companies / bidders may obtain the tender documents (single stage two envelopes procedure) for supply of above mentioned articles from the Office of the Senior Superintendent Central Prison Hyderabad up to **05-03-2018** from the date of first publication of tender notice in SPPRA Website by submitting application on their letter head along-with non- refundable tender fee **Rs.500/-** in cash for obtaining bid document.

Bid documents will be received back up to **06-03-2018 at 11:00 am** at the Office of the Senior Superintendent Central Prison Hyderabad along with **2% bid security** of the total bid price in the shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad along with following relevant papers, which will be opened on the same day i.e. on **06-03-2018 at 12:00 noon** by the Procurement Committee in presence of bidders who wish to be present or through their representative duly authorized. If any holiday falls / or other circumstances occur due to any reason on the opening day of bids, it will be opened on next working day at the given time and venue.

1. Company Name, Postal Address, Contract Phone Number, Email Address and Company Profile.
2. Financial Status (turn-over of at least last three years).
3. National Tax Number, Professional and Sales Tax Registration & Other applicable taxes.
4. List of customer references (**by highlighting the users of same unit**).
5. Affidavit declaring that the contractor / firm / bidder neither involved in any litigation nor black listed.
6. Any other Relevant Document.

Only bids offered on the prescribed Bid Form issued by the Senior Superintendent Central Prison Hyderabad shall be accepted. However additional sheets may be attached, if required.

Any further information required, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours on phone No.022-9210377-78.

The Procuring Agency reserves the right to reject all or any bid subject to the relevant provision of SPP Rules 2010 (amended upto date)

## Part-II

### INSTRUCTIONS:

#### Scope of work:

**Machine. Commissioning, demonstration, Supply of Electric Water Cooler & Photostate**

Bidder will have to submit following information:

- a. Extended Warranty for Five (05) Years for Compressor of Electric Water Cooler & One (01) Year for Photostate Machine
- b. Availability of spare parts backup & documentary proof of appliance are to be provide after sale service.

## Part-III

### SPECIAL TERMS AND CONDITIONS:

#### 1. Submission of Bids:

- a. Bids must be submitted under a proper letter mentioning important points / information / enclosures etc.
- b. Bids should be submitted under Single-Stage-Two-Envelopes procedure in a sealed package.
- c. The bid shall comprise a single package containing two separate envelopes. Each Envelope shall contain separately the Technical Proposal and the Financial Proposal With following documents / information noted against each:-

<b>1. TECHNICAL PROPOSAL:</b>	(Bidding documents in original, earnest money, details of specifications of respective item along-with catalogues and dealership certificate. Sales Tax and Income Tax certificate etc)
<b>2. FINANCIAL PROPOSAL:</b>	(Rate of respective item including all taxes / charges whatsoever).

- d. No conditional offer shall be accepted.
- e. Sealed Bids should be addressed to:  
The Senior Superintendent Central Prison, Hyderabad, Sindh.

#### 2. Bid Security:

- a. A bid should accompany Bid Security @ rate of 2% of bid cost in shape of Pay order/Demand Draft
- b. A bidder offering more than one option / alternative / brand of the same machine / equipment / item / product, should purchase separate bidding documents.
- c. Bid security of unsuccessful bidders will be returned after signing of contract or expiry of bid validity period.

- d. Bid security shall be forfeited in case a bidder withdraws his bid during validity of bids or fails to fulfill conditions of tender in any way, or – in case of a successful bidder – fails to fulfill pre-contract or post-contract requirements.
- 3. Quantity:**  
Quantity of advertised items can be increased or decreased or any item(s) can be included / excluded / dropped as per availability of funds.
- 4. Specifications of machines / goods:**  
Bidders should provide the following:
- Complete specifications: make, model, origin, and full technical information, as per proforma given in the bid document.
  - In case of a machine is manufactured in one country and assembled in another country, clear information must be provided regarding parts manufacturing country and machine assembling country.
  - Complete set of necessary literature (catalogues / brochures).
  - Affidavit on non-judicial stamp paper – or company letterhead:
    - The bidder is not blacklisted by any government or semi government organization.
    - The machine quoted is new in all respects and is not of 2<sup>nd</sup> hand/low quality material or part / accessory used in the machine.
- 5. Price:**
- Price should be quoted in Pak Rupees, including all taxes, duties, charges and inclusive packing / freight till delivery at the office of the Superintendent Central Prison Hyderabad and offer shall be valid upto 90 days.
  - Bidder must offer rates of all the items mentioned in Bill of Quantities (BOQ) in word and figures. Lowest bid will be accepted only of the bidder whose rates are lowest of the package (BOQ).
- 6. Company Profile and Eligibility of bidder:**  
The bidders shall submit the following documents with Technical Proposals.
- Relevant experience and managerial capability.
  - Valid dealership certificate of the principal.
  - Proof of workshops, stock of spares and technical staff in Pakistan.
  - Two sets of Brochures.
- 7. Contract & Stamp duty:**  
**0.3 %** will be paid by successful bidders as stamp duty to be offered on the agreement and contract will be signed within 15 days from the date of receipt of work / supply order.
- 8. Sample, Demonstration and Inspection:**  
The Procuring Agency may ask to show demonstrate the product after opening of Technical Proposal on same day.



## **Part-IV**

### **GENERAL TERMS AND CONDITIONS:**

1. **Clarification:** A bidder shall not alter or modify the bid after opening of the bids. Procurement Committee may, however, seek or accept clarification to the bid that does not change the substance of the bid.
2. **Delivery & Installation** shall be made within **07 days** from the date of signing of the contract. Delivery period can be extended on reasonable grounds.
3. **Liquidated Damages (L.Ds):** The Senior Superintendent Central Prison Hyderabad shall impose LDs @ Rs. 5% per week (to the maximum of Rs.10% of the total value) on delayed delivery.
4. **Grievance Redressal:** Any bidder if aggrieved by any act of **Procurement Committee**, may lodge written complaint concerning his grievances to the Grievance Redressal Committee.
5. **The Procuring Agency** may reject all or any bid, as per SPP Rules 2010 (amended upto date).

## **Part-V**

### **BIDDING DATA**

1. **Name of Procuring Agency:** Senior Superintendent Central Prison Hyderabad.
2. **Brief Description of Works:** Supply of Electric Water Cooler & Photostate Machine.
3. **Procuring Agency's address:** Office of the Senior Superintendent Central Prison Hyderabad.
4. **Currency:** Currency shall be quoted within bid entirely in Pak Rupees. The payment shall be made in Pak Rupees through cheque.
5. **Literature:** Bidder must provide bid photographs, catalogues, illustration and such other information with bid which deemed necessary to illustrate the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.
6. **Amount of Bid Security:** 2% of bid cost.
7. **Period of Bid Validity:** 90 days countable from date of opening.

8. **Number of Copies of the Bid to be submitted:** One original.
9. **Procuring Agency's Address for the Purpose of Bid Submission:** Same as above.
10. **Deadline for Submission of Bids:** Date: **05-03-2018** Time: **11:00 am**.
11. **Venue, Time and Date of Bid Opening:** Office of the Senior Superintendent Central Prison Hyderabad Date: **06-03-2018** Time: **12:00 noon**.
12. **Responsiveness of Bids:**
  - (i) Bid is valid till specified period.
  - (ii) Completion period offered is within specified limits.
  - (iii) Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.
  - (iv) Bid does not deviate from basic technical requirement.
  - (v) Bids are generally in order, etc.
13. **Performance Security:** The successful bidder shall furnish performance security **05%** of the total value of bid in shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad.

## **Part-VI**

### **POST EVALUATION STEPS:**

#### **1. Notification of award and signing the contract:**

Senior Superintendent Central Prison Hyderabad shall send to the successful bidder a Purchase Order (PO) / Letter of Acceptance (LoA) to the successful bidder and sign contract with him.

#### **2. Performance Security:**

- a. The successful bidder shall furnish a Performance **Security** issued by a scheduled Bank in Pakistan before signing of contract @ rate of **05%** of bid cost valid for 6 months beyond completion date as mentioned at **Part V condition No.13**.
- b. The Performance **Security** will be released after satisfactory performance of contract and Performance of the Machine / Equipment for 6 months.
- c. The Performance **Security** is liable to be forfeited in the event of failure on part of the supplier in fulfilling the terms of contract any breach thereof, or the item / machine supplied is found deficient in any particular as to workability, quality and quantity.

#### **3. Warranty & After Sale Services:**

The bidder shall provide the following:

- a. Warranty for a maximum period of **05** Years for Compressor of Water Cooler & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- b. Warranty for a maximum period of 01 Year for Photostate Machine & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- c. Assurance of the availability of spares parts for minimum period of 01 Year after the warranty.

## Part-VII

### DECLARATION ON PART OF THE BIDDER

We, M/s \_\_\_\_\_ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid Document while framing our Bid.

**Signature of Bidder:** \_\_\_\_\_

**Name of Signatory:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

## Part - VIII

### ARTICLES OF AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between the Senior Superintendent Central Prison Hyderabad., hereinafter called the "**Party No.1**", of the one part, And \_\_\_\_\_

(Name and Designation of the authorized person)

of \_\_\_\_\_

located at \_\_\_\_\_ hereinafter called the "**Party No.2**" which expression shall include their successor, legal representatives of the second part.

Whereas the **Party No.1** requires the stores and related services for Central Prison Hyderabad., and whereas the **Party No.2** has agreed to supply, install, put into operation and demonstrate the working of the said equipment valued at \_\_\_\_\_

(Amount in figures and words)

in the period of \_\_\_\_\_ days / months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Party No.2**.

#### Now this Agreement witnessed as follows:

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_  
(name and designation of the authorized person)  
on behalf of the **Party No.2**, and by Superintendent Central Prison Hyderabad (Party No.1), all of which shall be deemed to form and be read and construed as a part of this **Agreement** viz:
  - a) Invitation of Bid;
  - b) Instructions;
  - c) Special Terms and Conditions
  - d) General Terms and Conditions
  - e) Bidding Data
  - f) Post Evaluation Steps
  - g) Declaration on Part of the Bidder
  - h) Articles of Agreement
  - i) Specifications of Items
  - j) Bill of Quantities (BOQ) – (Financial Proposal)



**Part-IX**

**TECHNICAL SPECIFICATIONS OF ITEMS**

Sr.#	Name of item	Qty	Unit Rate with GST	Total Amount with GST
01.	<p align="center"><b><u>Electric Water Cooler 10 Gallon</u></b></p> <ul style="list-style-type: none"> <li>• Compressor SC-21G</li> <li>• Condenser Heavy Duty</li> <li>• Fan Motor = 25 Watt</li> <li>• Tank SS Non Magnet 304 Grade 16-swg with insulation thermopore</li> </ul>	35		
	<b><u>Photostate Machine</u></b>			
02.	Standard Function	Copy, Direct Connect Scan, Print	01	
	Copy / Print Speed	15 cpm to 25 cpm		
	First page out time, copying	As fast as 7.5 seconds		
	Max paper size	A3		
	Ram / Memory	512 MB to 1 GB		
	Dual Scanner, printer	Built in		
	Network Printer	Built in		
	Network Scanner	Built in		
	Duplex printing	Automatic (Standard)		
	Monthly print Note	25,000 pages		
	USB Support	Built in		
	Copy Resolution	600 x 600		
	Warm Up time	30 Seconds or less		
	Standard Warranty	1 year		
	Tender Yields	Min 25,000 pages		
<b>Estimated Cost</b>	<b>1,25,000/-</b>			

**Part-X**

**BILL OF QUANTITIES (BOQ) - (FINANCIAL PROPOSAL)**


S#	Item & Description	Qty	Rate per Unit	Rate in Figures & Words including Taxes		Total Amount
				Rate	Taxes	
1.	Electric Water Cooler	35				
2.	Photostate Machine	01				
<b>Grand Total:</b>						

**Name, Signature & Stamp of Bidder**



**ANNUAL PROCUREMENT PLAN**  
**(WORKS, GOOD & SERVICES)**  
**FINANCIAL YEAR 2017-2018**

S.#	Description of Procurement	Estimated Unit Cost (where applicable)	Total Estimated Cost	Proposed Procurement Method	Timing of Procurements			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Supply of Electric Water Cooler & Photostate Machine	--	1.38 (M)	Single Stage Two Envelope Procedure	N/A	02 <sup>nd</sup> Quarter	N/A	N/A

  
**(SHAH NAWAZ SAND)**  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD



Telephone No. 022-9210378  
Fax No. 022-9210377  
Email: [hyderabadcentralprison@gmail.com](mailto:hyderabadcentralprison@gmail.com)

**OFFICE OF THE  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD**

No. TR.

Dated: -

## **TENDER NOTICE**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of following articles during the current fiscal year 2017-2018.

S.No	Name of Items	Quantity	Tender Fee
01	Electric Water Cooler	35	Rs.500/-
02	Photostate Machine	01	

- i. Bid documents containing details i.e. bid security, performance security, terms & conditions, evaluation criteria, quantity and specifications etc can be obtained from the office of the Senior Superintendent Central Prison Hyderabad up to **05/03/2018** from the date of first publication of tender notice in SPPRA Website. Tender fee of each item as mentioned above will be in cash (non-refundable).
- ii. Bid document of above mentioned articles shall be received back on **06/03/2018 upto 11:00 a.m** (complete in all respect) by hand only at the Office of the Senior Superintendent Central Prison Hyderabad and shall be opened on the same day i.e. on **06/03/2018 at 12:00 noon** by the Procurement Committee, in presence of bidders who intends to be present or through their representative. In case, any public holiday falls due to any reason on the opening day of bids, then it shall be received and opened on the next working day, at the given time and venue.
- iii. Bid Security amounting to **02%** of Bid price must be submitted along with Bid in shape of pay order in favor of the Superintendent Central Prison Hyderabad, issued by any scheduled bank of Pakistan.
- iv. Bid documents of aforesaid items are available at SPPRA website i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk).
- v. Tender Notice (NIT) is also available at SPPRA website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)).
- vi. The bidder who gets the bid document by downloading from website must attach tender fee in shape of pay order as mentioned above.
- vii. Conditional Bid / application will not be entertained.
- viii. Any further information, if needed, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours or on phone No. 022-9210377-78.
- ix. The Procuring Agency may increase or decrease quantity of the items as per rules.
- x. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid, subject to the relevant provisions of SPPRA rules 2010 (amended up to date)

**(SHAH NAWAZ SAND)**  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD

# CENTRAL PRISON HYDERABAD



## **BID DOCUMENT** *Single Stage Two Envelope Procedure*

### **SUPPLY OF WATER COOLER & PHOTO STATE MACHINE**

Name of bidder \_\_\_\_\_

No. SB/ \_\_\_\_\_ R.T NO. \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / 2017-2018

# **GOVERNMENT OF SINDH**

**OFFICE OF THE SUPERINTENDENT CENTRAL PRISON**  
**HYDERABAD**

**LIST OF CONTENTS**

<b>PART #</b>	<b>DESCRIPTION</b>
Part-I	Invitation of Bid
Part-II	Instructions
Part-III	Special Terms and Conditions
Part-IV	General Terms and Conditions
Part-V	Bidding Data
Part-VI	Post Evaluation Steps
Part-VII	Declaration on Part of the Bidder
Part-VIII	Articles of Agreement
Part-IX	Specifications of items
Part-X	Bill of Quantities (BOQ) - (Financial Proposal)

## **Part-I**

# **OFFICE OF THE SUPERINTENDENT CENTRAL PRISON** **HYDERABAD**

## **NOTICE INVITING BIDS**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of Electric Water Cooler & Photostate Machine during the current fiscal year 2017-2018.

Interested firms / companies / bidders may obtain the tender documents (single stage two envelopes procedure) for supply of above mentioned articles from the Office of the Senior Superintendent Central Prison Hyderabad up to **05-03-2018** from the date of first publication of tender notice in SPPRA Website by submitting application on their letter head along-with non- refundable tender fee **Rs.500/-** in cash for obtaining bid document.

Bid documents will be received back up to **06-03-2018 at 11:00 am** at the Office of the Senior Superintendent Central Prison Hyderabad along with **2% bid security** of the total bid price in the shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad along with following relevant papers, which will be opened on the same day i.e. on **06-03-2018 at 12:00 noon** by the Procurement Committee in presence of bidders who wish to be present or through their representative duly authorized. If any holiday falls / or other circumstances occur due to any reason on the opening day of bids, it will be opened on next working day at the given time and venue.

1. Company Name, Postal Address, Contract Phone Number, Email Address and Company Profile.
2. Financial Status (turn-over of at least last three years).
3. National Tax Number, Professional and Sales Tax Registration & Other applicable taxes.
4. List of customer references (**by highlighting the users of same unit**).
5. Affidavit declaring that the contractor / firm / bidder neither involved in any litigation nor black listed.
6. Any other Relevant Document.

Only bids offered on the prescribed Bid Form issued by the Senior Superintendent Central Prison Hyderabad shall be accepted. However additional sheets may be attached, if required.

Any further information required, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours on phone No.022-9210377-78.

The Procuring Agency reserves the right to reject all or any bid subject to the relevant provision of SPP Rules 2010 (amended upto date)

## Part-II

### INSTRUCTIONS:

#### Scope of work:

**Machine.** Commissioning, demonstration, Supply of Electric Water Cooler & Photostate

Bidder will have to submit following information:

- a. Extended Warranty for Five (05) Years for Compressor of Electric Water Cooler & One (01) Year for Photostate Machine
- b. Availability of spare parts backup & documentary proof of appliance are to be provide after sale service.

## Part-III

### SPECIAL TERMS AND CONDITIONS:

#### 1. Submission of Bids:

- a. Bids must be submitted under a proper letter mentioning important points / information / enclosures etc.
- b. Bids should be submitted under Single-Stage-Two-Envelopes procedure in a sealed package.
- c. The bid shall comprise a single package containing two separate envelopes. Each Envelope shall contain separately the Technical Proposal and the Financial Proposal With following documents / information noted against each:-

<b>1. TECHNICAL PROPOSAL:</b>	(Bidding documents in original, earnest money, details of specifications of respective item along-with catalogues and dealership certificate. Sales Tax and Income Tax certificate etc)
<b>2. FINANCIAL PROPOSAL:</b>	(Rate of respective item including all taxes / charges whatsoever).

- d. No conditional offer shall be accepted.
- e. Sealed Bids should be addressed to:  
The Senior Superintendent Central Prison, Hyderabad, Sindh.

#### 2. Bid Security:

- a. A bid should accompany Bid Security @ rate of 2% of bid cost in shape of Pay order/Demand Draft
- b. A bidder offering more than one option / alternative / brand of the same machine / equipment / item / product, should purchase separate bidding documents.
- c. Bid security of unsuccessful bidders will be returned after signing of contract or expiry of bid validity period.

- d. Bid security shall be forfeited in case a bidder withdraws his bid during validity of bids or fails to fulfill conditions of tender in any way, or – in case of a successful bidder – fails to fulfill pre-contract or post-contract requirements.
- 3. Quantity:**  
Quantity of advertised items can be increased or decreased or any item(s) can be included / excluded / dropped as per availability of funds.
- 4. Specifications of machines / goods:**  
Bidders should provide the following:
- a. Complete specifications: make, model, origin, and full technical information, as per proforma given in the bid document.
  - b. In case of a machine is manufactured in one country and assembled in another country, clear information must be provided regarding parts manufacturing country and machine assembling country.
  - c. Complete set of necessary literature (catalogues / brochures).
  - d. Affidavit on non-judicial stamp paper – or company letterhead:
    - The bidder is not blacklisted by any government or semi government organization.
    - The machine quoted is new in all respects and is not of 2<sup>nd</sup> hand/low quality material or part / accessory used in the machine.
- 5. Price:**
- a. Price should be quoted in Pak Rupees, including all taxes, duties, charges and inclusive packing / freight till delivery at the office of the Superintendent Central Prison Hyderabad and offer shall be valid upto 90 days.
  - b. Bidder must offer rates of all the items mentioned in Bill of Quantities (BOQ) in word and figures. Lowest bid will be accepted only of the bidder whose rates are lowest of the package (BOQ).
- 6. Company Profile and Eligibility of bidder:**  
The bidders shall submit the following documents with Technical Proposals.
- a. Relevant experience and managerial capability.
  - b. Valid dealership certificate of the principal.
  - c. Proof of workshops, stock of spares and technical staff in Pakistan.
  - d. Two sets of Brochures.
- 7. Contract & Stamp duty:**  
0.3 % will be paid by successful bidders as stamp duty to be offered on the agreement and contract will be signed within 15 days from the date of receipt of work / supply order.
- 8. Sample, Demonstration and Inspection:**  
The Procuring Agency may ask to show demonstrate the product after opening of Technical Proposal on same day.

## **Part-IV**

### **GENERAL TERMS AND CONDITIONS:**

1. **Clarification:** A bidder shall not alter or modify the bid after opening of the bids. Procurement Committee may, however, seek or accept clarification to the bid that does not change the substance of the bid.
2. **Delivery & Installation** shall be made within **07 days** from the date of signing of the contract. Delivery period can be extended on reasonable grounds.
3. **Liquidated Damages (L.Ds):** The Senior Superintendent Central Prison Hyderabad shall impose LDs @ Rs. 5% per week (to the maximum of Rs.10% of the total value) on delayed delivery.
4. **Grievance Redressal:** Any bidder if aggrieved by any act of **Procurement Committee**, may lodge written complaint concerning his grievances to the Grievance Redressal Committee.
5. **The Procuring Agency** may reject all or any bid, as per SPP Rules 2010 (amended upto date).

## **Part-V**

### **BIDDING DATA**

1. **Name of Procuring Agency:** Senior Superintendent Central Prison Hyderabad.
2. **Brief Description of Works:** Supply of Electric Water Cooler & Photostate Machine.
3. **Procuring Agency's address:** Office of the Senior Superintendent Central Prison Hyderabad.
4. **Currency:** Currency shall be quoted within bid entirely in Pak Rupees. The payment shall be made in Pak Rupees through cheque.
5. **Literature:** Bidder must provide bid photographs, catalogues, illustration and such other information with bid which deemed necessary to illustrate the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.
6. **Amount of Bid Security:** 2% of bid cost.
7. **Period of Bid Validity:** 90 days countable from date of opening.



8. **Number of Copies of the Bid to be submitted:** One original.
9. **Procuring Agency's Address for the Purpose of Bid Submission:** Same as above.
10. **Deadline for Submission of Bids:** Date: **05-03-2018** Time: **11:00 am**.
11. **Venue, Time and Date of Bid Opening:** Office of the Senior Superintendent Central Prison Hyderabad Date: **06-03-2018** Time: **12:00 noon**.
12. **Responsiveness of Bids:**
  - (i) Bid is valid till specified period.
  - (ii) Completion period offered is within specified limits.
  - (iii) Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.
  - (iv) Bid does not deviate from basic technical requirement.
  - (v) Bids are generally in order, etc.
13. **Performance Security:** The successful bidder shall furnish performance security **05%** of the total value of bid in shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad.

## **Part-VI**

### **POST EVALUATION STEPS:**

**1. Notification of award and signing the contract:**

Senior Superintendent Central Prison Hyderabad shall send to the successful bidder a Purchase Order (PO) / Letter of Acceptance (LoA) to the successful bidder and sign contract with him.

**2. Performance Security:**

- a. The successful bidder shall furnish a Performance **Security** issued by a scheduled Bank in Pakistan before signing of contract @ rate of **05%** of bid cost valid for 6 months beyond completion date as mentioned at **Part V condition No.13**.
- b. The Performance **Security** will be released after satisfactory performance of contract and Performance of the Machine / Equipment for 6 months.
- c. The Performance **Security** is liable to be forfeited in the event of failure on part of the supplier in fulfilling the terms of contract any breach thereof, or the item / machine supplied is found deficient in any particular as to workability, quality and quantity.

**3. Warranty & After Sale Services:**

The bidder shall provide the following:

- a. Warranty for a maximum period of **05** Years for Compressor of Water Cooler & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- b. Warranty for a maximum period of 01 Year for Photostate Machine & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- c. Assurance of the availability of spares parts for minimum period of 01 Year after the warranty.

## Part-VII

### DECLARATION ON PART OF THE BIDDER

We, M/s \_\_\_\_\_ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid Document while framing our Bid.

**Signature of Bidder:** \_\_\_\_\_

**Name of Signatory:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

## Part - VIII

### ARTICLES OF AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between the Senior Superintendent Central Prison Hyderabad., hereinafter called the "**Party No.1**", of the one part, And \_\_\_\_\_

(Name and Designation of the authorized person)

of \_\_\_\_\_

located at \_\_\_\_\_ hereinafter called the "**Party No.2**" which expression shall include their successor, legal representatives of the second part.

Whereas the **Party No.1** requires the stores and related services for Central Prison Hyderabad., and whereas the **Party No.2** has agreed to supply, install, put into operation and demonstrate the working of the said equipment valued at \_\_\_\_\_

(Amount in figures and words)

in the period of \_\_\_\_\_ days / months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Party No.2**.

**Now this Agreement witnessed as follows:**

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_  
(name and designation of the authorized person)  
on behalf of the **Party No.2**, and by Superintendent Central Prison Hyderabad (Party No.1), all of which shall be deemed to form and be read and construed as a part of this **Agreement** viz:

- a) Invitation of Bid;
- b) Instructions;
- c) Special Terms and Conditions
- d) General Terms and Conditions
- e) Bidding Data
- f) Post Evaluation Steps
- g) Declaration on Part of the Bidder
- h) Articles of Agreement
- i) Specifications of Items
- j) Bill of Quantities (BOQ) – (Financial Proposal)



**Part-IX**

**TECHNICAL SPECIFICATIONS OF ITEMS**

Sr.#	Name of item	Qty	Unit Rate with GST	Total Amount with GST
01.	<p align="center"><b><u>Electric Water Cooler 10 Gallon</u></b></p> <ul style="list-style-type: none"> <li>• Compressor SC-21G</li> <li>• Condenser Heavy Duty</li> <li>• Fan Motor = 25 Watt</li> <li>• Tank SS Non Magnet 304 Grade 16-swg with insulation thermopore</li> </ul>	35		
	<b><u>Photostate Machine</u></b>			
02.	Standard Function	Copy, Direct Connect Scan, Print	01	
	Copy / Print Speed	15 cpm to 25 cpm		
	First page out time, copying	As fast as 7.5 seconds		
	Max paper size	A3		
	Ram / Memory	512 MB to 1 GB		
	Dual Scanner, printer	Built in		
	Network Printer	Built in		
	Network Scanner	Built in		
	Duplex printing	Automatic (Standard)		
	Monthly print Note	25,000 pages		
	USB Support	Built in		
	Copy Resolution	600 x 600		
	Warm Up time	30 Seconds or less		
	Standard Warranty	1 year		
	Tender Yields	Min 25,000 pages		
<b>Estimated Cost</b>	<b>1,25,000/-</b>			

**Part-X**


**BILL OF QUANTITIES (BOQ) - (FINANCIAL PROPOSAL)**

S#	Item & Description	Qty	Rate per Unit	Rate in Figures & Words including Taxes		Total Amount
				Rate	Taxes	
1.	Electric Water Cooler	35				
2.	Photostate Machine	01				
<b>Grand Total:</b>						

**Name, Signature & Stamp of Bidder**

**ANNUAL PROCUREMENT PLAN**  
**(WORKS, GOOD & SERVICES)**  
**FINANCIAL YEAR 2017-2018**

S.#	Description of Procurement	Estimated Unit Cost (where applicable)	Total Estimated Cost	Proposed Procurement Method	Timing of Procurements			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Supply of Electric Water Cooler & Photostate Machine	--	1.38 (M)	Single Stage Two Envelope Procedure	N/A	02 <sup>nd</sup> Quarter	N/A	N/A

  
**(SHAH NAWAZ SAND)**  
 SENIOR SUPERINTENDENT  
 CENTRAL PRISON HYDERABAD





Telephone No. 022-9210378  
Fax No. 022-9210377  
Email: [hyderabadcentralprison@gmail.com](mailto:hyderabadcentralprison@gmail.com)

**OFFICE OF THE**  
**SENIOR SUPERINTENDENT**  
**CENTRAL PRISON HYDERABAD**

No. TR.


Dated: -

## **TENDER NOTICE**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of following articles during the current fiscal year 2017-2018.

S.No	Name of Items	Quantity	Tender Fee
01	Electric Water Cooler	35	Rs.500/-
02	Photostate Machine	01	

- i. Bid documents containing details i.e. bid security, performance security, terms & conditions, evaluation criteria, quantity and specifications etc can be obtained from the office of the Senior Superintendent Central Prison Hyderabad up to **05/03/2018** from the date of first publication of tender notice in SPPRA Website. Tender fee of each item as mentioned above will be in cash (non-refundable).
- ii. Bid document of above mentioned articles shall be received back on **06/03/2018 upto 11:00 a.m** (complete in all respect) by hand only at the Office of the Senior Superintendent Central Prison Hyderabad and shall be opened on the same day i.e. on **06/03/2018 at 12:00 noon** by the Procurement Committee, in presence of bidders who intends to be present or through their representative. In case, any public holiday falls due to any reason on the opening day of bids, then it shall be received and opened on the next working day, at the given time and venue.
- iii. Bid Security amounting to **02%** of Bid price must be submitted along with Bid in shape of pay order in favor of the Superintendent Central Prison Hyderabad, issued by any scheduled bank of Pakistan.
- iv. Bid documents of aforesaid items are available at SPPRA website i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk).
- v. Tender Notice (NIT) is also available at SPPRA website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)).
- vi. The bidder who gets the bid document by downloading from website must attach tender fee in shape of pay order as mentioned above.
- vii. Conditional Bid / application will not be entertained.
- viii. Any further information, if needed, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours or on phone No. 022-9210377-78.
- ix. The Procuring Agency may increase or decrease quantity of the items as per rules.
- x. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid, subject to the relevant provisions of SPPRA rules 2010 (amended up to date)

  
(SHAH NAWAZ SAND)  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD

# CENTRAL PRISON HYDERABAD



## **BID DOCUMENT** *Single Stage Two Envelope Procedure*

### **SUPPLY OF WATER COOLER & PHOTO STATE MACHINE**

Name of bidder \_\_\_\_\_

No. SB/ \_\_\_\_\_ R.T NO. \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / 2017-2018

# **GOVERNMENT OF SINDH**

**OFFICE OF THE SUPERINTENDENT CENTRAL PRISON**  
**HYDERABAD**

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**Part-I**

**OFFICE OF THE SUPERINTENDENT CENTRAL PRISON**  
**HYDERABAD**

**NOTICE INVITING BIDS**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of Electric Water Cooler & Photostate Machine during the current fiscal year 2017-2018.

Interested firms / companies / bidders may obtain the tender documents (single stage two envelopes procedure) for supply of above mentioned articles from the Office of the Senior Superintendent Central Prison Hyderabad up to **05-03-2018** from the date of first publication of tender notice in SPPRA Website by submitting application on their letter head along-with non- refundable tender fee **Rs.500/-** in cash for obtaining bid document.

Bid documents will be received back up to **06-03-2018 at 11:00 am** at the Office of the Senior Superintendent Central Prison Hyderabad along with **2% bid security** of the total bid price in the shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad along with following relevant papers, which will be opened on the same day i.e. on **06-03-2018 at 12:00 noon** by the Procurement Committee in presence of bidders who wish to be present or through their representative duly authorized. If any holiday falls / or other circumstances occur due to any reason on the opening day of bids, it will be opened on next working day at the given time and venue.

1. Company Name, Postal Address, Contract Phone Number, Email Address and Company Profile.
2. Financial Status (turn-over of at least last three years).
3. National Tax Number, Professional and Sales Tax Registration & Other applicable taxes.
4. List of customer references (**by highlighting the users of same unit**).
5. Affidavit declaring that the contractor / firm / bidder neither involved in any litigation nor black listed.
6. Any other Relevant Document.

Only bids offered on the prescribed Bid Form issued by the Senior Superintendent Central Prison Hyderabad shall be accepted. However additional sheets may be attached, if required.

Any further information required, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours on phone No.022-9210377-78.

The Procuring Agency reserves the right to reject all or any bid subject to the relevant provision of SPP Rules 2010 (amended upto date)

## Part-II

### INSTRUCTIONS:

#### Scope of work:

**Machine. Commissioning, demonstration, Supply of Electric Water Cooler & Photostate**

Bidder will have to submit following information:

- a. Extended Warranty for Five (05) Years for Compressor of Electric Water Cooler & One (01) Year for Photostate Machine
- b. Availability of spare parts backup & documentary proof of appliance are to be provide after sale service.

## Part-III

### SPECIAL TERMS AND CONDITIONS:

#### 1. Submission of Bids:

- a. Bids must be submitted under a proper letter mentioning important points / information / enclosures etc.
- b. Bids should be submitted under Single-Stage-Two-Envelopes procedure in a sealed package.
- c. The bid shall comprise a single package containing two separate envelopes. Each Envelope shall contain separately the Technical Proposal and the Financial Proposal With following documents / information noted against each:-

<b>1. TECHNICAL PROPOSAL:</b>	(Bidding documents in original, earnest money, details of specifications of respective item along-with catalogues and dealership certificate. Sales Tax and Income Tax certificate etc)
<b>2. FINANCIAL PROPOSAL:</b>	(Rate of respective item including all taxes / charges whatsoever).

- d. No conditional offer shall be accepted.
- e. Sealed Bids should be addressed to:  
The Senior Superintendent Central Prison, Hyderabad, Sindh.

#### 2. Bid Security:

- a. A bid should accompany Bid Security @ rate of 2% of bid cost in shape of Pay order/Demand Draft
- b. A bidder offering more than one option / alternative / brand of the same machine / equipment / item / product, should purchase separate bidding documents.
- c. Bid security of unsuccessful bidders will be returned after signing of contract or expiry of bid validity period.

- d. Bid security shall be forfeited in case a bidder withdraws his bid during validity of bids or fails to fulfill conditions of tender in any way, or – in case of a successful bidder – fails to fulfill pre-contract or post-contract requirements.
- 3. Quantity:**  
Quantity of advertised items can be increased or decreased or any item(s) can be included / excluded / dropped as per availability of funds.
- 4. Specifications of machines / goods:**  
Bidders should provide the following:
- a. Complete specifications: make, model, origin, and full technical information, as per proforma given in the bid document.
  - b. In case of a machine is manufactured in one country and assembled in another country, clear information must be provided regarding parts manufacturing country and machine assembling country.
  - c. Complete set of necessary literature (catalogues / brochures).
  - d. Affidavit on non-judicial stamp paper – or company letterhead:
    - The bidder is not blacklisted by any government or semi government organization.
    - The machine quoted is new in all respects and is not of 2<sup>nd</sup> hand/low quality material or part / accessory used in the machine.
- 5. Price:**
- a. Price should be quoted in Pak Rupees, including all taxes, duties, charges and inclusive packing / freight till delivery at the office of the Superintendent Central Prison Hyderabad and offer shall be valid upto 90 days.
  - b. Bidder must offer rates of all the items mentioned in Bill of Quantities (BOQ) in word and figures. Lowest bid will be accepted only of the bidder whose rates are lowest of the package (BOQ).
- 6. Company Profile and Eligibility of bidder:**  
The bidders shall submit the following documents with Technical Proposals.
- a. Relevant experience and managerial capability.
  - b. Valid dealership certificate of the principal.
  - c. Proof of workshops, stock of spares and technical staff in Pakistan.
  - d. Two sets of Brochures.
- 7. Contract & Stamp duty:**  
**0.3 %** will be paid by successful bidders as stamp duty to be offered on the agreement and contract will be signed within 15 days from the date of receipt of work / supply order.
- 8. Sample, Demonstration and Inspection:**  
The Procuring Agency may ask to show demonstrate the product after opening of Technical Proposal on same day.

## **Part-IV**

### **GENERAL TERMS AND CONDITIONS:**

1. **Clarification:** A bidder shall not alter or modify the bid after opening of the bids. Procurement Committee may, however, seek or accept clarification to the bid that does not change the substance of the bid.
2. **Delivery & Installation** shall be made within **07 days** from the date of signing of the contract. Delivery period can be extended on reasonable grounds.
3. **Liquidated Damages (L.Ds):** The Senior Superintendent Central Prison Hyderabad shall impose LDs @ Rs. 5% per week (to the maximum of Rs.10% of the total value) on delayed delivery.
4. **Grievance Redressal:** Any bidder if aggrieved by any act of **Procurement Committee**, may lodge written complaint concerning his grievances to the Grievance Redressal Committee.
5. **The Procuring Agency** may reject all or any bid, as per SPP Rules 2010 (amended upto date).

## **Part-V**

### **BIDDING DATA**

1. **Name of Procuring Agency:** Senior Superintendent Central Prison Hyderabad.
2. **Brief Description of Works:** Supply of Electric Water Cooler & Photostate Machine.
3. **Procuring Agency's address:** Office of the Senior Superintendent Central Prison Hyderabad.
4. **Currency:** Currency shall be quoted within bid entirely in Pak Rupees. The payment shall be made in Pak Rupees through cheque.
5. **Literature:** Bidder must provide bid photographs, catalogues, illustration and such other information with bid which deemed necessary to illustrate the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.
6. **Amount of Bid Security:** 2% of bid cost.
7. **Period of Bid Validity:** 90 days countable from date of opening.

8. **Number of Copies of the Bid to be submitted:** One original.
9. **Procuring Agency's Address for the Purpose of Bid Submission:** Same as above.
10. **Deadline for Submission of Bids:** Date: **05-03-2018** Time: **11:00 am**.
11. **Venue, Time and Date of Bid Opening:** Office of the Senior Superintendent Central Prison Hyderabad Date: **06-03-2018** Time: **12:00 noon**.
12. **Responsiveness of Bids:**
  - (i) Bid is valid till specified period.
  - (ii) Completion period offered is within specified limits.
  - (iii) Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.
  - (iv) Bid does not deviate from basic technical requirement.
  - (v) Bids are generally in order, etc.
13. **Performance Security:** The successful bidder shall furnish performance security **05%** of the total value of bid in shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad.



## **Part-VI**

### **POST EVALUATION STEPS:**

#### **1. Notification of award and signing the contract:**

Senior Superintendent Central Prison Hyderabad shall send to the successful bidder a Purchase Order (PO) / Letter of Acceptance (LoA) to the successful bidder and sign contract with him.

#### **2. Performance Security:**

- a. The successful bidder shall furnish a Performance **Security** issued by a scheduled Bank in Pakistan before signing of contract @ rate of **05%** of bid cost valid for 6 months beyond completion date as mentioned at **Part V condition No.13**.
- b. The Performance **Security** will be released after satisfactory performance of contract and Performance of the Machine / Equipment for 6 months.
- c. The Performance **Security** is liable to be forfeited in the event of failure on part of the supplier in fulfilling the terms of contract any breach thereof, or the item / machine supplied is found deficient in any particular as to workability, quality and quantity.

#### **3. Warranty & After Sale Services:**

The bidder shall provide the following:

- a. Warranty for a maximum period of **05** Years for Compressor of Water Cooler & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- b. Warranty for a maximum period of 01 Year for Photostate Machine & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- c. Assurance of the availability of spares parts for minimum period of 01 Year after the warranty.

**Part-VII**

**DECLARATION ON PART OF THE BIDDER**

We, M/s \_\_\_\_\_ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid Document while framing our Bid.

**Signature of Bidder:** \_\_\_\_\_

**Name of Signatory:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

## Part - VIII

### ARTICLES OF AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between the Senior Superintendent Central Prison Hyderabad., hereinafter called the “**Party No.1**”, of the one part, And \_\_\_\_\_

(Name and Designation of the authorized person)

of \_\_\_\_\_

located at \_\_\_\_\_

hereinafter called the “**Party No.2**” which expression shall include their successor, legal representatives of the second part.

Whereas the **Party No.1** requires the stores and related services for Central Prison Hyderabad., and whereas the **Party No.2** has agreed to supply, install, put into operation and demonstrate the working of the said equipment valued at \_\_\_\_\_

(Amount in figures and words)

in the period of \_\_\_\_\_ days / months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Party No.2**.

#### **Now this Agreement witnessed as follows:**

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_  
(name and designation of the authorized person)  
on behalf of the **Party No.2**, and by Superintendent Central Prison Hyderabad (Party No.1), all of which shall be deemed to form and be read and construed as a part of this **Agreement** viz:
  - a) Invitation of Bid;
  - b) Instructions;
  - c) Special Terms and Conditions
  - d) General Terms and Conditions
  - e) Bidding Data
  - f) Post Evaluation Steps
  - g) Declaration on Part of the Bidder
  - h) Articles of Agreement
  - i) Specifications of Items
  - j) Bill of Quantities (BOQ) – (Financial Proposal)



**Part-IX**

**TECHNICAL SPECIFICATIONS OF ITEMS**

Sr.#	Name of item	Qty	Unit Rate with GST	Total Amount with GST
01.	<p align="center"><b><u>Electric Water Cooler 10 Gallon</u></b></p> <ul style="list-style-type: none"> <li>• Compressor SC-21G</li> <li>• Condenser Heavy Duty</li> <li>• Fan Motor = 25 Watt</li> <li>• Tank SS Non Magnet 304 Grade 16-swg with insulation thermopore</li> </ul>	35		
	<b><u>Photostate Machine</u></b>			
02.	Standard Function	Copy, Direct Connect Scan, Print	01	
	Copy / Print Speed	15 cpm to 25 cpm		
	First page out time, copying	As fast as 7.5 seconds		
	Max paper size	A3		
	Ram / Memory	512 MB to 1 GB		
	Dual Scanner, printer	Built in		
	Network Printer	Built in		
	Network Scanner	Built in		
	Duplex printing	Automatic (Standard)		
	Monthly print Note	25,000 pages		
	USB Support	Built in		
	Copy Resolution	600 x 600		
	Warm Up time	30 Seconds or less		
	Standard Warranty	1 year		
	Tender Yields	Min 25,000 pages		
<b>Estimated Cost</b>	<b>1,25,000/-</b>			

**Part-X**

**BILL OF QUANTITIES (BOQ) - (FINANCIAL PROPOSAL)**

S#	Item & Description	Qty	Rate per Unit	Rate in Figures & Words including Taxes		Total Amount
				Rate	Taxes	
1.	Electric Water Cooler	35				
2.	Photostate Machine	01				
<b>Grand Total:</b>						

**Name, Signature & Stamp of Bidder**

**ANNUAL PROCUREMENT PLAN**  
**(WORKS, GOOD & SERVICES)**  
**FINANCIAL YEAR 2017-2018**

S.#	Description of Procurement	Estimated Unit Cost (where applicable)	Total Estimated Cost	Proposed Procurement Method	Timing of Procurements			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Supply of Electric Water Cooler & Photostate Machine	--	1.38 (M)	Single Stage Two Envelope Procedure	N/A	02 <sup>nd</sup> Quarter	N/A	N/A



**(SHAH NAWAZ SAND)**  
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## **TENDER NOTICE**

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S.No	Name of Items	Quantity	Tender Fee
01	Electric Water Cooler	35	Rs.500/-
02	Photostate Machine	01	

- i. Bid documents containing details i.e. bid security, performance security, terms & conditions, evaluation criteria, quantity and specifications etc can be obtained from the office of the Senior Superintendent Central Prison Hyderabad up to **05/03/2018** from the date of first publication of tender notice in SPPRA Website. Tender fee of each item as mentioned above will be in cash (non-refundable).
- ii. Bid document of above mentioned articles shall be received back on **06/03/2018 upto 11:00 a.m** (complete in all respect) by hand only at the Office of the Senior Superintendent Central Prison Hyderabad and shall be opened on the same day i.e. on **06/03/2018 at 12:00 noon** by the Procurement Committee, in presence of bidders who intends to be present or through their representative. In case, any public holiday falls due to any reason on the opening day of bids, then it shall be received and opened on the next working day, at the given time and venue.
- iii. Bid Security amounting to **02%** of Bid price must be submitted along with Bid in shape of pay order in favor of the Superintendent Central Prison Hyderabad, issued by any scheduled bank of Pakistan.
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- x. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid, subject to the relevant provisions of SPPRA rules 2010 (amended up to date)

  
(SHAH NAWAZ SAND)  
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CENTRAL PRISON HYDERABAD



# CENTRAL PRISON HYDERABAD



## **BID DOCUMENT** *Single Stage Two Envelope Procedure*

### **SUPPLY OF WATER COOLER & PHOTO STATE MACHINE**

Name of bidder \_\_\_\_\_

No. SB/ \_\_\_\_\_ R.T NO. \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / 2017-2018

# **GOVERNMENT OF SINDH**

**OFFICE OF THE SUPERINTENDENT CENTRAL PRISON**  
**HYDERABAD**

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**Part-I**  
**OFFICE OF THE SUPERINTENDENT CENTRAL PRISON**  
**HYDERABAD**

**NOTICE INVITING BIDS**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of Electric Water Cooler & Photostate Machine during the current fiscal year 2017-2018.

Interested firms / companies / bidders may obtain the tender documents (single stage two envelopes procedure) for supply of above mentioned articles from the Office of the Senior Superintendent Central Prison Hyderabad up to **05-03-2018** from the date of first publication of tender notice in SPPRA Website by submitting application on their letter head along-with non- refundable tender fee **Rs.500/-** in cash for obtaining bid document.

Bid documents will be received back up to **06-03-2018 at 11:00 am** at the Office of the Senior Superintendent Central Prison Hyderabad along with **2% bid security** of the total bid price in the shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad along with following relevant papers, which will be opened on the same day i.e. on **06-03-2018 at 12:00 noon** by the Procurement Committee in presence of bidders who wish to be present or through their representative duly authorized. If any holiday falls / or other circumstances occur due to any reason on the opening day of bids, it will be opened on next working day at the given time and venue.

1. Company Name, Postal Address, Contract Phone Number, Email Address and Company Profile.
2. Financial Status (turn-over of at least last three years).
3. National Tax Number, Professional and Sales Tax Registration & Other applicable taxes.
4. List of customer references (**by highlighting the users of same unit**).
5. Affidavit declaring that the contractor / firm / bidder neither involved in any litigation nor black listed.
6. Any other Relevant Document.

Only bids offered on the prescribed Bid Form issued by the Senior Superintendent Central Prison Hyderabad shall be accepted. However additional sheets may be attached, if required.

Any further information required, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours on phone No.022-9210377-78.

The Procuring Agency reserves the right to reject all or any bid subject to the relevant provision of SPP Rules 2010 (amended upto date)

## Part-II

### INSTRUCTIONS:

#### Scope of work:

**Machine. Commissioning, demonstration, Supply of Electric Water Cooler & Photostate**

Bidder will have to submit following information:

- a. Extended Warranty for Five (05) Years for Compressor of Electric Water Cooler & One (01) Year for Photostate Machine
- b. Availability of spare parts backup & documentary proof of appliance are to be provide after sale service.

## Part-III

### SPECIAL TERMS AND CONDITIONS:

#### 1. Submission of Bids:

- a. Bids must be submitted under a proper letter mentioning important points / information / enclosures etc.
- b. Bids should be submitted under Single-Stage-Two-Envelopes procedure in a sealed package.
- c. The bid shall comprise a single package containing two separate envelopes. Each Envelope shall contain separately the Technical Proposal and the Financial Proposal With following documents / information noted against each:-

<b>1. TECHNICAL PROPOSAL:</b>	(Bidding documents in original, earnest money, details of specifications of respective item along-with catalogues and dealership certificate. Sales Tax and Income Tax certificate etc)
<b>2. FINANCIAL PROPOSAL:</b>	(Rate of respective item including all taxes / charges whatsoever).

- d. No conditional offer shall be accepted.
- e. Sealed Bids should be addressed to:  
The Senior Superintendent Central Prison, Hyderabad, Sindh.

#### 2. Bid Security:

- a. A bid should accompany Bid Security @ rate of 2% of bid cost in shape of Pay order/Demand Draft
- b. A bidder offering more than one option / alternative / brand of the same machine / equipment / item / product, should purchase separate bidding documents.
- c. Bid security of unsuccessful bidders will be returned after signing of contract or expiry of bid validity period.

- d. Bid security shall be forfeited in case a bidder withdraws his bid during validity of bids or fails to fulfill conditions of tender in any way, or – in case of a successful bidder – fails to fulfill pre-contract or post-contract requirements.
3. **Quantity:**  
Quantity of advertised items can be increased or decreased or any item(s) can be included / excluded / dropped as per availability of funds.
4. **Specifications of machines / goods:**  
Bidders should provide the following:
- a. Complete specifications: make, model, origin, and full technical information, as per proforma given in the bid document.
  - b. In case of a machine is manufactured in one country and assembled in another country, clear information must be provided regarding parts manufacturing country and machine assembling country.
  - c. Complete set of necessary literature (catalogues / brochures).
  - d. Affidavit on non-judicial stamp paper – or company letterhead:
    - The bidder is not blacklisted by any government or semi government organization.
    - The machine quoted is new in all respects and is not of 2<sup>nd</sup> hand/low quality material or part / accessory used in the machine.
5. **Price:**
- a. Price should be quoted in Pak Rupees, including all taxes, duties, charges and inclusive packing / freight till delivery at the office of the Superintendent Central Prison Hyderabad and offer shall be valid upto 90 days.
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The bidders shall submit the following documents with Technical Proposals.
- a. Relevant experience and managerial capability.
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  - c. Proof of workshops, stock of spares and technical staff in Pakistan.
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7. **Contract & Stamp duty:**  
0.3 % will be paid by successful bidders as stamp duty to be offered on the agreement and contract will be signed within 15 days from the date of receipt of work / supply order.
8. **Sample, Demonstration and Inspection:**  
The Procuring Agency may ask to show demonstrate the product after opening of Technical Proposal on same day.

## **Part-IV**

### **GENERAL TERMS AND CONDITIONS:**

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2. **Delivery & Installation** shall be made within **07 days** from the date of signing of the contract. Delivery period can be extended on reasonable grounds.
3. **Liquidated Damages (L.Ds):** The Senior Superintendent Central Prison Hyderabad shall impose LDs @ Rs. 5% per week (to the maximum of Rs.10% of the total value) on delayed delivery.
4. **Grievance Redressal:** Any bidder if aggrieved by any act of **Procurement Committee**, may lodge written complaint concerning his grievances to the Grievance Redressal Committee.
5. **The Procuring Agency** may reject all or any bid, as per SPP Rules 2010 (amended upto date).

## **Part-V**

### **BIDDING DATA**

1. **Name of Procuring Agency:** Senior Superintendent Central Prison Hyderabad.
2. **Brief Description of Works:** Supply of Electric Water Cooler & Photostate Machine.
3. **Procuring Agency's address:** Office of the Senior Superintendent Central Prison Hyderabad.
4. **Currency:** Currency shall be quoted within bid entirely in Pak Rupees. The payment shall be made in Pak Rupees through cheque.
5. **Literature:** Bidder must provide bid photographs, catalogues, illustration and such other information with bid which deemed necessary to illustrate the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.
6. **Amount of Bid Security:** 2% of bid cost.
7. **Period of Bid Validity:** 90 days countable from date of opening.

8. **Number of Copies of the Bid to be submitted:** One original.
9. **Procuring Agency's Address for the Purpose of Bid Submission:** Same as above.
10. **Deadline for Submission of Bids:** Date: **05-03-2018** Time: **11:00 am**.
11. **Venue, Time and Date of Bid Opening:** Office of the Senior Superintendent Central Prison Hyderabad Date: **06-03-2018** Time: **12:00 noon**.
12. **Responsiveness of Bids:**
- (i) Bid is valid till specified period.
  - (ii) Completion period offered is within specified limits.
  - (iii) Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.
  - (iv) Bid does not deviate from basic technical requirement.
  - (v) Bids are generally in order, etc.
13. **Performance Security:** The successful bidder shall furnish performance security **05%** of the total value of bid in shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad.

## Part-VI

### POST EVALUATION STEPS:

#### 1. Notification of award and signing the contract:

Senior Superintendent Central Prison Hyderabad shall send to the successful bidder a Purchase Order (PO) / Letter of Acceptance (LoA) to the successful bidder and sign contract with him.

#### 2. Performance Security:

- a. The successful bidder shall furnish a Performance **Security** issued by a scheduled Bank in Pakistan before signing of contract @ rate of **05%** of bid cost valid for 6 months beyond completion date as mentioned at **Part V condition No.13**.
- b. The Performance **Security** will be released after satisfactory performance of contract and Performance of the Machine / Equipment for 6 months.
- c. The Performance **Security** is liable to be forfeited in the event of failure on part of the supplier in fulfilling the terms of contract any breach thereof, or the item / machine supplied is found deficient in any particular as to workability, quality and quantity.

#### 3. Warranty & After Sale Services:

The bidder shall provide the following:

- a. Warranty for a maximum period of **05** Years for Compressor of Water Cooler & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- b. Warranty for a maximum period of 01 Year for Photostate Machine & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- c. Assurance of the availability of spares parts for minimum period of 01 Year after the warranty.



**Part-VII**

**DECLARATION ON PART OF THE BIDDER**

We, M/s \_\_\_\_\_ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid Document while framing our Bid.

**Signature of Bidder:** \_\_\_\_\_

**Name of Signatory:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

## Part - VIII

### ARTICLES OF AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between the Senior Superintendent Central Prison Hyderabad., hereinafter called the “**Party No.1**”, of the one part, And \_\_\_\_\_

(Name and Designation of the authorized person)

of \_\_\_\_\_

located at \_\_\_\_\_

hereinafter called the “**Party No.2**” which expression shall include their successor, legal representatives of the second part.

Whereas the **Party No.1** requires the stores and related services for Central Prison Hyderabad., and whereas the **Party No.2** has agreed to supply, install, put into operation and demonstrate the working of the said equipment valued at \_\_\_\_\_

(Amount in figures and words)

in the period of \_\_\_\_\_ days / months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Party No.2**.

**Now this Agreement witnessed as follows:**

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_  
(name and designation of the authorized person)  
on behalf of the **Party No.2**, and by Superintendent Central Prison Hyderabad (Party No.1), all of which shall be deemed to form and be read and construed as a part of this **Agreement** viz:
  - a) Invitation of Bid;
  - b) Instructions;
  - c) Special Terms and Conditions
  - d) General Terms and Conditions
  - e) Bidding Data
  - f) Post Evaluation Steps
  - g) Declaration on Part of the Bidder
  - h) Articles of Agreement
  - i) Specifications of Items
  - j) Bill of Quantities (BOQ) – (Financial Proposal)



**Part-IX**

**TECHNICAL SPECIFICATIONS OF ITEMS**

Sr.#	Name of item	Qty	Unit Rate with GST	Total Amount with GST
01.	<p align="center"><b><u>Electric Water Cooler 10 Gallon</u></b></p> <ul style="list-style-type: none"> <li>• Compressor SC-21G</li> <li>• Condenser Heavy Duty</li> <li>• Fan Motor = 25 Watt</li> <li>• Tank SS Non Magnet 304 Grade 16-swg with insulation thermopore</li> </ul>	35		
	<b><u>Photostate Machine</u></b>			
02.	Standard Function	Copy, Direct Connect Scan, Print	01	
	Copy / Print Speed	15 cpm to 25 cpm		
	First page out time, copying	As fast as 7.5 seconds		
	Max paper size	A3		
	Ram / Memory	512 MB to 1 GB		
	Dual Scanner, printer	Built in		
	Network Printer	Built in		
	Network Scanner	Built in		
	Duplex printing	Automatic (Standard)		
	Monthly print Note	25,000 pages		
	USB Support	Built in		
	Copy Resolution	600 x 600		
	Warm Up time	30 Seconds or less		
	Standard Warranty	1 year		
	Tender Yields	Min 25,000 pages		
<b>Estimated Cost</b>	<b>1,25,000/-</b>			

**Part-X**


**BILL OF QUANTITIES (BOQ) - (FINANCIAL PROPOSAL)**

S#	Item & Description	Qty	Rate per Unit	Rate in Figures & Words including Taxes		Total Amount
				Rate	Taxes	
1.	Electric Water Cooler	35				
2.	Photostate Machine	01				
<b>Grand Total:</b>						

**Name, Signature & Stamp of Bidder**

**ANNUAL PROCUREMENT PLAN**  
**(WORKS, GOOD & SERVICES)**  
**FINANCIAL YEAR 2017-2018**

S.#	Description of Procurement	Estimated Unit Cost (where applicable)	Total Estimated Cost	Proposed Procurement Method	Timing of Procurements			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Supply of Electric Water Cooler & Photostate Machine	--	1.38 (M)	Single Stage Two Envelope Procedure	N/A	02 <sup>nd</sup> Quarter	N/A	N/A

  
**(SHAH NAWAZ SAND)**  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD



Telephone No. 022-9210378  
Fax No. 022-9210377  
Email: [hyderabadcentralprison@gmail.com](mailto:hyderabadcentralprison@gmail.com)

**OFFICE OF THE**  
**SENIOR SUPERINTENDENT**  
**CENTRAL PRISON HYDERABAD**

No. TR.

Dated: -

## **TENDER NOTICE**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of following articles during the current fiscal year 2017-2018.

S.No	Name of Items	Quantity	Tender Fee
01	Electric Water Cooler	35	Rs.500/-
02	Photostate Machine	01	

- i. Bid documents containing details i.e. bid security, performance security, terms & conditions, evaluation criteria, quantity and specifications etc can be obtained from the office of the Senior Superintendent Central Prison Hyderabad up to **05/03/2018** from the date of first publication of tender notice in SPPRA Website. Tender fee of each item as mentioned above will be in cash (non-refundable).
- ii. Bid document of above mentioned articles shall be received back on **06/03/2018 upto 11:00 a.m** (complete in all respect) by hand only at the Office of the Senior Superintendent Central Prison Hyderabad and shall be opened on the same day i.e. on **06/03/2018 at 12:00 noon** by the Procurement Committee, in presence of bidders who intends to be present or through their representative. In case, any public holiday falls due to any reason on the opening day of bids, then it shall be received and opened on the next working day, at the given time and venue.
- iii. Bid Security amounting to **02%** of Bid price must be submitted along with Bid in shape of pay order in favor of the Superintendent Central Prison Hyderabad, issued by any scheduled bank of Pakistan.
- iv. Bid documents of aforesaid items are available at SPPRA website i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk).
- v. Tender Notice (NIT) is also available at SPPRA website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)).
- vi. The bidder who gets the bid document by downloading from website must attach tender fee in shape of pay order as mentioned above.
- vii. Conditional Bid / application will not be entertained.
- viii. Any further information, if needed, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours or on phone No. 022-9210377-78.
- ix. The Procuring Agency may increase or decrease quantity of the items as per rules.
- x. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid, subject to the relevant provisions of SPPRA rules 2010 (amended up to date)

**(SHAH NAWAZ SAND)**  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD

# CENTRAL PRISON HYDERABAD



## **BID DOCUMENT** *Single Stage Two Envelope Procedure*

### **SUPPLY OF WATER COOLER & PHOTO STATE MACHINE**

Name of bidder \_\_\_\_\_

No. SB/ \_\_\_\_\_ R.T NO. \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / 2017-2018

# **GOVERNMENT OF SINDH**



**OFFICE OF THE SUPERINTENDENT CENTRAL PRISON**  
**HYDERABAD**

**LIST OF CONTENTS**

<b>PART #</b>	<b>DESCRIPTION</b>
Part-I	Invitation of Bid
Part-II	Instructions
Part-III	Special Terms and Conditions
Part-IV	General Terms and Conditions
Part-V	Bidding Data
Part-VI	Post Evaluation Steps
Part-VII	Declaration on Part of the Bidder
Part-VIII	Articles of Agreement
Part-IX	Specifications of items
Part-X	Bill of Quantities (BOQ) - (Financial Proposal)

## **Part-I**

# **OFFICE OF THE SUPERINTENDENT CENTRAL PRISON** **HYDERABAD**

## **NOTICE INVITING BIDS**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of Electric Water Cooler & Photostate Machine during the current fiscal year 2017-2018.

Interested firms / companies / bidders may obtain the tender documents (single stage two envelopes procedure) for supply of above mentioned articles from the Office of the Senior Superintendent Central Prison Hyderabad up to **05-03-2018** from the date of first publication of tender notice in SPPRA Website by submitting application on their letter head along-with non- refundable tender fee **Rs.500/-** in cash for obtaining bid document.

Bid documents will be received back up to **06-03-2018 at 11:00 am** at the Office of the Senior Superintendent Central Prison Hyderabad along with **2% bid security** of the total bid price in the shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad along with following relevant papers, which will be opened on the same day i.e. on **06-03-2018 at 12:00 noon** by the Procurement Committee in presence of bidders who wish to be present or through their representative duly authorized. If any holiday falls / or other circumstances occur due to any reason on the opening day of bids, it will be opened on next working day at the given time and venue.

1. Company Name, Postal Address, Contract Phone Number, Email Address and Company Profile.
2. Financial Status (turn-over of at least last three years).
3. National Tax Number, Professional and Sales Tax Registration & Other applicable taxes.
4. List of customer references (**by highlighting the users of same unit**).
5. Affidavit declaring that the contractor / firm / bidder neither involved in any litigation nor black listed.
6. Any other Relevant Document.

Only bids offered on the prescribed Bid Form issued by the Senior Superintendent Central Prison Hyderabad shall be accepted. However additional sheets may be attached, if required.

Any further information required, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours on phone No.022-9210377-78.

The Procuring Agency reserves the right to reject all or any bid subject to the relevant provision of SPP Rules 2010 (amended upto date)

## Part-II

### INSTRUCTIONS:

#### Scope of work:

**Machine.** Commissioning, demonstration, Supply of Electric Water Cooler & Photostate

Bidder will have to submit following information:

- a. Extended Warranty for Five (05) Years for Compressor of Electric Water Cooler & One (01) Year for Photostate Machine
- b. Availability of spare parts backup & documentary proof of appliance are to be provide after sale service.

## Part-III

### SPECIAL TERMS AND CONDITIONS:

#### 1. Submission of Bids:

- a. Bids must be submitted under a proper letter mentioning important points / information / enclosures etc.
- b. Bids should be submitted under Single-Stage-Two-Envelopes procedure in a sealed package.
- c. The bid shall comprise a single package containing two separate envelopes. Each Envelope shall contain separately the Technical Proposal and the Financial Proposal With following documents / information noted against each:-

<b>1. TECHNICAL PROPOSAL:</b>	(Bidding documents in original, earnest money, details of specifications of respective item along-with catalogues and dealership certificate. Sales Tax and Income Tax certificate etc)
<b>2. FINANCIAL PROPOSAL:</b>	(Rate of respective item including all taxes / charges whatsoever).

- d. No conditional offer shall be accepted.
- e. Sealed Bids should be addressed to:  
The Senior Superintendent Central Prison, Hyderabad, Sindh.

#### 2. Bid Security:

- a. A bid should accompany Bid Security @ rate of 2% of bid cost in shape of Pay order/Demand Draft
- b. A bidder offering more than one option / alternative / brand of the same machine / equipment / item / product, should purchase separate bidding documents.
- c. Bid security of unsuccessful bidders will be returned after signing of contract or expiry of bid validity period.

- d. Bid security shall be forfeited in case a bidder withdraws his bid during validity of bids or fails to fulfill conditions of tender in any way, or – in case of a successful bidder – fails to fulfill pre-contract or post-contract requirements.
- 3. Quantity:**  
Quantity of advertised items can be increased or decreased or any item(s) can be included / excluded / dropped as per availability of funds.
- 4. Specifications of machines / goods:**  
Bidders should provide the following:
- a. Complete specifications: make, model, origin, and full technical information, as per proforma given in the bid document.
  - b. In case of a machine is manufactured in one country and assembled in another country, clear information must be provided regarding parts manufacturing country and machine assembling country.
  - c. Complete set of necessary literature (catalogues / brochures).
  - d. Affidavit on non-judicial stamp paper – or company letterhead:
    - The bidder is not blacklisted by any government or semi government organization.
    - The machine quoted is new in all respects and is not of 2<sup>nd</sup> hand/low quality material or part / accessory used in the machine.
- 5. Price:**
- a. Price should be quoted in Pak Rupees, including all taxes, duties, charges and inclusive packing / freight till delivery at the office of the Superintendent Central Prison Hyderabad and offer shall be valid upto 90 days.
  - b. Bidder must offer rates of all the items mentioned in Bill of Quantities (BOQ) in word and figures. Lowest bid will be accepted only of the bidder whose rates are lowest of the package (BOQ).
- 6. Company Profile and Eligibility of bidder:**  
The bidders shall submit the following documents with Technical Proposals.
- a. Relevant experience and managerial capability.
  - b. Valid dealership certificate of the principal.
  - c. Proof of workshops, stock of spares and technical staff in Pakistan.
  - d. Two sets of Brochures.
- 7. Contract & Stamp duty:**  
0.3 % will be paid by successful bidders as stamp duty to be offered on the agreement and contract will be signed within 15 days from the date of receipt of work / supply order.
- 8. Sample, Demonstration and Inspection:**  
The Procuring Agency may ask to show demonstrate the product after opening of Technical Proposal on same day.

## **Part-IV**

### **GENERAL TERMS AND CONDITIONS:**

1. **Clarification:** A bidder shall not alter or modify the bid after opening of the bids. Procurement Committee may, however, seek or accept clarification to the bid that does not change the substance of the bid.
2. **Delivery & Installation** shall be made within **07 days** from the date of signing of the contract. Delivery period can be extended on reasonable grounds.
3. **Liquidated Damages (L.Ds):** The Senior Superintendent Central Prison Hyderabad shall impose LDs @ Rs. 5% per week (to the maximum of Rs.10% of the total value) on delayed delivery.
4. **Grievance Redressal:** Any bidder if aggrieved by any act of **Procurement Committee**, may lodge written complaint concerning his grievances to the Grievance Redressal Committee.
5. **The Procuring Agency** may reject all or any bid, as per SPP Rules 2010 (amended upto date).

## **Part-V**

### **BIDDING DATA**

1. **Name of Procuring Agency:** Senior Superintendent Central Prison Hyderabad.
2. **Brief Description of Works:** Supply of Electric Water Cooler & Photostate Machine.
3. **Procuring Agency's address:** Office of the Senior Superintendent Central Prison Hyderabad.
4. **Currency:** Currency shall be quoted within bid entirely in Pak Rupees. The payment shall be made in Pak Rupees through cheque.
5. **Literature:** Bidder must provide bid photographs, catalogues, illustration and such other information with bid which deemed necessary to illustrate the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.
6. **Amount of Bid Security:** 2% of bid cost.
7. **Period of Bid Validity:** 90 days countable from date of opening.

8. **Number of Copies of the Bid to be submitted:** One original.
9. **Procuring Agency's Address for the Purpose of Bid Submission:** Same as above.
10. **Deadline for Submission of Bids:** Date: **05-03-2018** Time: **11:00 am**.
11. **Venue, Time and Date of Bid Opening:** Office of the Senior Superintendent Central Prison Hyderabad Date: **06-03-2018** Time: **12:00 noon**.
12. **Responsiveness of Bids:**
  - (i) Bid is valid till specified period.
  - (ii) Completion period offered is within specified limits.
  - (iii) Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.
  - (iv) Bid does not deviate from basic technical requirement.
  - (v) Bids are generally in order, etc.
13. **Performance Security:** The successful bidder shall furnish performance security **05%** of the total value of bid in shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad.

## **Part-VI**

### **POST EVALUATION STEPS:**

#### **1. Notification of award and signing the contract:**

Senior Superintendent Central Prison Hyderabad shall send to the successful bidder a Purchase Order (PO) / Letter of Acceptance (LoA) to the successful bidder and sign contract with him.

#### **2. Performance Security:**

- a. The successful bidder shall furnish a Performance **Security** issued by a scheduled Bank in Pakistan before signing of contract @ rate of **05%** of bid cost valid for 6 months beyond completion date as mentioned at **Part V condition No.13**.
- b. The Performance **Security** will be released after satisfactory performance of contract and Performance of the Machine / Equipment for 6 months.
- c. The Performance **Security** is liable to be forfeited in the event of failure on part of the supplier in fulfilling the terms of contract any breach thereof, or the item / machine supplied is found deficient in any particular as to workability, quality and quantity.

#### **3. Warranty & After Sale Services:**

The bidder shall provide the following:

- a. Warranty for a maximum period of **05** Years for Compressor of Water Cooler & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- b. Warranty for a maximum period of 01 Year for Photostate Machine & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- c. Assurance of the availability of spares parts for minimum period of 01 Year after the warranty.

**Part-VII**

**DECLARATION ON PART OF THE BIDDER**

We, M/s \_\_\_\_\_ hereby affirm and declare  
that we have read all the contents of this Bid Document and the same are fully acceptable to us.

We have adhered to the Bid Document while framing our Bid.

**Signature of Bidder:** \_\_\_\_\_

**Name of Signatory:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal:** \_\_\_\_\_



## Part - VIII

### ARTICLES OF AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between the Senior Superintendent Central Prison Hyderabad., hereinafter called the “**Party No.1**”, of the one part, And \_\_\_\_\_

(Name and Designation of the authorized person)

of \_\_\_\_\_

located at \_\_\_\_\_

hereinafter called the “**Party No.2**” which expression shall include their successor, legal representatives of the second part.

Whereas the **Party No.1** requires the stores and related services for Central Prison Hyderabad., and whereas the **Party No.2** has agreed to supply, install, put into operation and demonstrate the working of the said equipment valued at \_\_\_\_\_

(Amount in figures and words)

in the period of \_\_\_\_\_ days / months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Party No.2**.

**Now this Agreement witnessed as follows:**

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_  
(name and designation of the authorized person)  
on behalf of the **Party No.2**, and by Superintendent Central Prison Hyderabad (Party No.1), all of which shall be deemed to form and be read and construed as a part of this **Agreement** viz:
  - a) Invitation of Bid;
  - b) Instructions;
  - c) Special Terms and Conditions
  - d) General Terms and Conditions
  - e) Bidding Data
  - f) Post Evaluation Steps
  - g) Declaration on Part of the Bidder
  - h) Articles of Agreement
  - i) Specifications of Items
  - j) Bill of Quantities (BOQ) – (Financial Proposal)

3. In consideration of the payment to be made to the **Party No.2** hereby **covenants** with the Senior Superintendent Central Prison Hyderabad to supply, deliver, install, put into operation and demonstrate the working of the equipment in conformity in all respects of the Contract.
4. The **Senior Superintendent Central Prison Hyderabad** hereby **covenants** to pay the contractor in consideration of the supply, delivery, installation, putting into operation and demonstration of the working of the equipment the contract price in the manner prescribed by the contract and approved by the Senior Superintendent Central Prison Hyderabad.

**In witness There of** the parties have hereinto set their respective hands and seals, the day month and year above written.

**SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD**

**WITNESSES OF PARTY NO.1:**

Witness No. 1: Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Witness No. 2: Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**CONTRACTOR**

**WITNESSES OF PARTY NO.2:**

Witness No. 1: Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Witness No. 2: Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Part-IX**

**TECHNICAL SPECIFICATIONS OF ITEMS**

Sr.#	Name of item	Qty	Unit Rate with GST	Total Amount with GST
01.	<p align="center"><b><u>Electric Water Cooler 10 Gallon</u></b></p> <ul style="list-style-type: none"> <li>• Compressor SC-21G</li> <li>• Condenser Heavy Duty</li> <li>• Fan Motor = 25 Watt</li> <li>• Tank SS Non Magnet 304 Grade 16-swg with insulation thermopore</li> </ul>	35		
	<b><u>Photostate Machine</u></b>			
02.	Standard Function	Copy, Direct Connect Scan, Print	01	
	Copy / Print Speed	15 cpm to 25 cpm		
	First page out time, copying	As fast as 7.5 seconds		
	Max paper size	A3		
	Ram / Memory	512 MB to 1 GB		
	Dual Scanner, printer	Built in		
	Network Printer	Built in		
	Network Scanner	Built in		
	Duplex printing	Automatic (Standard)		
	Monthly print Note	25,000 pages		
	USB Support	Built in		
	Copy Resolution	600 x 600		
	Warm Up time	30 Seconds or less		
	Standard Warranty	1 year		
	Tender Yields	Min 25,000 pages		
<b>Estimated Cost</b>	<b>1,25,000/-</b>			

**Part-X**


**BILL OF QUANTITIES (BOQ) - (FINANCIAL PROPOSAL)**

S#	Item & Description	Qty	Rate per Unit	Rate in Figures & Words including Taxes		Total Amount
				Rate	Taxes	
1.	Electric Water Cooler	35				
2.	Photostate Machine	01				
<b>Grand Total:</b>						

**Name, Signature & Stamp of Bidder**

**ANNUAL PROCUREMENT PLAN**  
**(WORKS, GOOD & SERVICES)**  
**FINANCIAL YEAR 2017-2018**

S.#	Description of Procurement	Estimated Unit Cost (where applicable)	Total Estimated Cost	Proposed Procurement Method	Timing of Procurements			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Supply of Electric Water Cooler & Photostate Machine	--	1.38 (M)	Single Stage Two Envelope Procedure	N/A	02 <sup>nd</sup> Quarter	N/A	N/A

  
**(SHAH NAWAZ SAND)**  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD



Telephone No. 022-9210378  
Fax No. 022-9210377  
Email: [hyderabadcentralprison@gmail.com](mailto:hyderabadcentralprison@gmail.com)

**OFFICE OF THE**  
**SENIOR SUPERINTENDENT**  
**CENTRAL PRISON HYDERABAD**

No. TR.


Dated: -

## **TENDER NOTICE**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of following articles during the current fiscal year 2017-2018.

S.No	Name of Items	Quantity	Tender Fee
01	Electric Water Cooler	35	Rs.500/-
02	Photostate Machine	01	

- i. Bid documents containing details i.e. bid security, performance security, terms & conditions, evaluation criteria, quantity and specifications etc can be obtained from the office of the Senior Superintendent Central Prison Hyderabad up to **05/03/2018** from the date of first publication of tender notice in SPPRA Website. Tender fee of each item as mentioned above will be in cash (non-refundable).
- ii. Bid document of above mentioned articles shall be received back on **06/03/2018 upto 11:00 a.m** (complete in all respect) by hand only at the Office of the Senior Superintendent Central Prison Hyderabad and shall be opened on the same day i.e. on **06/03/2018 at 12:00 noon** by the Procurement Committee, in presence of bidders who intends to be present or through their representative. In case, any public holiday falls due to any reason on the opening day of bids, then it shall be received and opened on the next working day, at the given time and venue.
- iii. Bid Security amounting to **02%** of Bid price must be submitted along with Bid in shape of pay order in favor of the Superintendent Central Prison Hyderabad, issued by any scheduled bank of Pakistan.
- iv. Bid documents of aforesaid items are available at SPPRA website i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk).
- v. Tender Notice (NIT) is also available at SPPRA website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)).
- vi. The bidder who gets the bid document by downloading from website must attach tender fee in shape of pay order as mentioned above.
- vii. Conditional Bid / application will not be entertained.
- viii. Any further information, if needed, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours or on phone No. 022-9210377-78.
- ix. The Procuring Agency may increase or decrease quantity of the items as per rules.
- x. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid, subject to the relevant provisions of SPPRA rules 2010 (amended up to date)

  
(SHAH NAWAZ SAND)  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD

# CENTRAL PRISON HYDERABAD



## **BID DOCUMENT** *Single Stage Two Envelope Procedure*

### **SUPPLY OF WATER COOLER & PHOTO STATE MACHINE**

Name of bidder \_\_\_\_\_

No. SB/ \_\_\_\_\_ R.T NO. \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / 2017-2018

# **GOVERNMENT OF SINDH**

**OFFICE OF THE SUPERINTENDENT CENTRAL PRISON**  
**HYDERABAD**

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**Part-I**

**OFFICE OF THE SUPERINTENDENT CENTRAL PRISON**  
**HYDERABAD**

**NOTICE INVITING BIDS**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of Electric Water Cooler & Photostate Machine during the current fiscal year 2017-2018.

Interested firms / companies / bidders may obtain the tender documents (single stage two envelopes procedure) for supply of above mentioned articles from the Office of the Senior Superintendent Central Prison Hyderabad up to **05-03-2018** from the date of first publication of tender notice in SPPRA Website by submitting application on their letter head along-with non- refundable tender fee **Rs.500/-** in cash for obtaining bid document.

Bid documents will be received back up to **06-03-2018 at 11:00 am** at the Office of the Senior Superintendent Central Prison Hyderabad along with **2% bid security** of the total bid price in the shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad along with following relevant papers, which will be opened on the same day i.e. on **06-03-2018 at 12:00 noon** by the Procurement Committee in presence of bidders who wish to be present or through their representative duly authorized. If any holiday falls / or other circumstances occur due to any reason on the opening day of bids, it will be opened on next working day at the given time and venue.

1. Company Name, Postal Address, Contract Phone Number, Email Address and Company Profile.
2. Financial Status (turn-over of at least last three years).
3. National Tax Number, Professional and Sales Tax Registration & Other applicable taxes.
4. List of customer references (**by highlighting the users of same unit**).
5. Affidavit declaring that the contractor / firm / bidder neither involved in any litigation nor black listed.
6. Any other Relevant Document.

Only bids offered on the prescribed Bid Form issued by the Senior Superintendent Central Prison Hyderabad shall be accepted. However additional sheets may be attached, if required.

Any further information required, may be obtained from the Office of Senior Superintendent Central Prison Hyderabad on any working day during Office hours on phone No.022-9210377-78.

The Procuring Agency reserves the right to reject all or any bid subject to the relevant provision of SPP Rules 2010 (amended upto date)

## Part-II

### INSTRUCTIONS:

#### Scope of work:

**Machine. Commissioning, demonstration, Supply of Electric Water Cooler & Photostate**

Bidder will have to submit following information:

- a. Extended Warranty for Five (05) Years for Compressor of Electric Water Cooler & One (01) Year for Photostate Machine
- b. Availability of spare parts backup & documentary proof of appliance are to be provide after sale service.

## Part-III

### SPECIAL TERMS AND CONDITIONS:

#### 1. Submission of Bids:

- a. Bids must be submitted under a proper letter mentioning important points / information / enclosures etc.
- b. Bids should be submitted under Single-Stage-Two-Envelopes procedure in a sealed package.
- c. The bid shall comprise a single package containing two separate envelopes. Each Envelope shall contain separately the Technical Proposal and the Financial Proposal With following documents / information noted against each:-

<b>1. TECHNICAL PROPOSAL:</b>	(Bidding documents in original, earnest money, details of specifications of respective item along-with catalogues and dealership certificate. Sales Tax and Income Tax certificate etc)
<b>2. FINANCIAL PROPOSAL:</b>	(Rate of respective item including all taxes / charges whatsoever).

- d. No conditional offer shall be accepted.
- e. Sealed Bids should be addressed to:  
The Senior Superintendent Central Prison, Hyderabad, Sindh.

#### 2. Bid Security:

- a. A bid should accompany Bid Security @ rate of 2% of bid cost in shape of Pay order/Demand Draft
- b. A bidder offering more than one option / alternative / brand of the same machine / equipment / item / product, should purchase separate bidding documents.
- c. Bid security of unsuccessful bidders will be returned after signing of contract or expiry of bid validity period.

- d. Bid security shall be forfeited in case a bidder withdraws his bid during validity of bids or fails to fulfill conditions of tender in any way, or – in case of a successful bidder – fails to fulfill pre-contract or post-contract requirements.
3. **Quantity:**  
Quantity of advertised items can be increased or decreased or any item(s) can be included / excluded / dropped as per availability of funds.
4. **Specifications of machines / goods:**  
Bidders should provide the following:
- a. Complete specifications: make, model, origin, and full technical information, as per proforma given in the bid document.
  - b. In case of a machine is manufactured in one country and assembled in another country, clear information must be provided regarding parts manufacturing country and machine assembling country.
  - c. Complete set of necessary literature (catalogues / brochures).
  - d. Affidavit on non-judicial stamp paper – or company letterhead:
    - The bidder is not blacklisted by any government or semi government organization.
    - The machine quoted is new in all respects and is not of 2<sup>nd</sup> hand/low quality material or part / accessory used in the machine.
5. **Price:**
- a. Price should be quoted in Pak Rupees, including all taxes, duties, charges and inclusive packing / freight till delivery at the office of the Superintendent Central Prison Hyderabad and offer shall be valid upto 90 days.
  - b. Bidder must offer rates of all the items mentioned in Bill of Quantities (BOQ) in word and figures. Lowest bid will be accepted only of the bidder whose rates are lowest of the package (BOQ).
6. **Company Profile and Eligibility of bidder:**  
The bidders shall submit the following documents with Technical Proposals.
- a. Relevant experience and managerial capability.
  - b. Valid dealership certificate of the principal.
  - c. Proof of workshops, stock of spares and technical staff in Pakistan.
  - d. Two sets of Brochures.
7. **Contract & Stamp duty:**  
0.3 % will be paid by successful bidders as stamp duty to be offered on the agreement and contract will be signed within 15 days from the date of receipt of work / supply order.
8. **Sample, Demonstration and Inspection:**  
The Procuring Agency may ask to show demonstrate the product after opening of Technical Proposal on same day.

## **Part-IV**

### **GENERAL TERMS AND CONDITIONS:**

1. **Clarification:** A bidder shall not alter or modify the bid after opening of the bids. Procurement Committee may, however, seek or accept clarification to the bid that does not change the substance of the bid.
2. **Delivery & Installation** shall be made within **07 days** from the date of signing of the contract. Delivery period can be extended on reasonable grounds.
3. **Liquidated Damages (L.Ds):** The Senior Superintendent Central Prison Hyderabad shall impose LDs @ Rs. 5% per week (to the maximum of Rs.10% of the total value) on delayed delivery.
4. **Grievance Redressal:** Any bidder if aggrieved by any act of **Procurement Committee**, may lodge written complaint concerning his grievances to the Grievance Redressal Committee.
5. **The Procuring Agency** may reject all or any bid, as per SPP Rules 2010 (amended upto date).

## **Part-V**

### **BIDDING DATA**

1. **Name of Procuring Agency:** Senior Superintendent Central Prison Hyderabad.
2. **Brief Description of Works:** Supply of Electric Water Cooler & Photostate Machine.
3. **Procuring Agency's address:** Office of the Senior Superintendent Central Prison Hyderabad.
4. **Currency:** Currency shall be quoted within bid entirely in Pak Rupees. The payment shall be made in Pak Rupees through cheque.
5. **Literature:** Bidder must provide bid photographs, catalogues, illustration and such other information with bid which deemed necessary to illustrate the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.
6. **Amount of Bid Security:** 2% of bid cost.
7. **Period of Bid Validity:** 90 days countable from date of opening.

8. **Number of Copies of the Bid to be submitted:** One original.
9. **Procuring Agency's Address for the Purpose of Bid Submission:** Same as above.
10. **Deadline for Submission of Bids:** Date: **05-03-2018** Time: **11:00 am**.
11. **Venue, Time and Date of Bid Opening:** Office of the Senior Superintendent Central Prison Hyderabad Date: **06-03-2018** Time: **12:00 noon**.
12. **Responsiveness of Bids:**
  - (i) Bid is valid till specified period.
  - (ii) Completion period offered is within specified limits.
  - (iii) Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.
  - (iv) Bid does not deviate from basic technical requirement.
  - (v) Bids are generally in order, etc.
13. **Performance Security:** The successful bidder shall furnish performance security **05%** of the total value of bid in shape of pay order / demand draft in favour of Senior Superintendent Central Prison Hyderabad.

## **Part-VI**

### **POST EVALUATION STEPS:**

#### **1. Notification of award and signing the contract:**

Senior Superintendent Central Prison Hyderabad shall send to the successful bidder a Purchase Order (PO) / Letter of Acceptance (LoA) to the successful bidder and sign contract with him.

#### **2. Performance Security:**

- a. The successful bidder shall furnish a Performance **Security** issued by a scheduled Bank in Pakistan before signing of contract @ rate of **05%** of bid cost valid for 6 months beyond completion date as mentioned at **Part V condition No.13**.
- b. The Performance **Security** will be released after satisfactory performance of contract and Performance of the Machine / Equipment for 6 months.
- c. The Performance **Security** is liable to be forfeited in the event of failure on part of the supplier in fulfilling the terms of contract any breach thereof, or the item / machine supplied is found deficient in any particular as to workability, quality and quantity.

#### **3. Warranty & After Sale Services:**

The bidder shall provide the following:

- a. Warranty for a maximum period of **05** Years for Compressor of Water Cooler & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- b. Warranty for a maximum period of 01 Year for Photostate Machine & One year for its parts and free of cost service after sale during the period of 01 year, which will include: repair, replacement and maintenance of parts & travel to site.
- c. Assurance of the availability of spares parts for minimum period of 01 Year after the warranty.

**Part-VII**

**DECLARATION ON PART OF THE BIDDER**

We, M/s \_\_\_\_\_ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid Document while framing our Bid.

**Signature of Bidder:** \_\_\_\_\_

**Name of Signatory:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

**Part - VIII**

**ARTICLES OF AGREEMENT**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between the Senior Superintendent Central Prison Hyderabad., hereinafter called the "**Party No.1**", of the one part, And \_\_\_\_\_

(Name and Designation of the authorized person)

of \_\_\_\_\_

located at \_\_\_\_\_ hereinafter called the "**Party No.2**" which expression shall include their successor, legal representatives of the second part.

Whereas the **Party No.1** requires the stores and related services for Central Prison Hyderabad., and whereas the **Party No.2** has agreed to supply, install, put into operation and demonstrate the working of the said equipment valued at \_\_\_\_\_

(Amount in figures and words)

in the period of \_\_\_\_\_ days / months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Party No.2**.

**Now this Agreement witnessed as follows:**

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_  
(name and designation of the authorized person)  
on behalf of the **Party No.2**, and by Superintendent Central Prison Hyderabad (Party No.1), all of which shall be deemed to form and be read and construed as a part of this **Agreement** viz:
  - a) Invitation of Bid;
  - b) Instructions;
  - c) Special Terms and Conditions
  - d) General Terms and Conditions
  - e) Bidding Data
  - f) Post Evaluation Steps
  - g) Declaration on Part of the Bidder
  - h) Articles of Agreement
  - i) Specifications of Items
  - j) Bill of Quantities (BOQ) – (Financial Proposal)



3. In consideration of the payment to be made to the **Party No.2** hereby **covenants** with the Senior Superintendent Central Prison Hyderabad to supply, deliver, install, put into operation and demonstrate the working of the equipment in conformity in all respects of the Contract.
4. The **Senior Superintendent Central Prison Hyderabad** hereby **covenants** to pay the contractor in consideration of the supply, delivery, installation, putting into operation and demonstration of the working of the equipment the contract price in the manner prescribed by the contract and approved by the Senior Superintendent Central Prison Hyderabad.

**In witness There of** the parties have hereinto set their respective hands and seals, the day month and year above written.

**SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD**

**WITNESSES OF PARTY NO.1:**

Witness No. 1: Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Witness No. 2: Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**CONTRACTOR**

**WITNESSES OF PARTY NO.2:**

Witness No. 1: Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Witness No. 2: Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Part-IX**

**TECHNICAL SPECIFICATIONS OF ITEMS**

Sr.#	Name of item	Qty	Unit Rate with GST	Total Amount with GST	
01.	<b><u>Electric Water Cooler 10 Gallon</u></b>	35			
	• Compressor SC-21G				
	• Condenser Heavy Duty				
	• Fan Motor = 25 Watt				
	<b><u>Photostate Machine</u></b>	01			
	Standard Function				Copy, Direct Connect Scan, Print
	Copy / Print Speed				15 cpm to 25 cpm
	First page out time, copying				As fast as 7.5 seconds
	Max paper size				A3
	Ram / Memory				512 MB to 1 GB
	Dual Scanner, printer				Built in
	Network Printer				Built in
02.	Network Scanner				Built in
	Duplex printing				Automatic (Standard)
	Monthly print Note				25,000 pages
	USB Support				Built in
	Copy Resolution				600 x 600
	Warm Up time				30 Seconds or less
	Standard Warranty				1 year
	Tender Yields				Min 25,000 pages
	<b>Estimated Cost</b>	<b>1,25,000/-</b>			

**Part-X**


**BILL OF QUANTITIES (BOQ) - (FINANCIAL PROPOSAL)**

S#	Item & Description	Qty	Rate per Unit	Rate in Figures & Words including Taxes		Total Amount
				Rate	Taxes	
1.	Electric Water Cooler	35				
2.	Photostate Machine	01				
<b>Grand Total:</b>						

**Name, Signature & Stamp of Bidder**

**ANNUAL PROCUREMENT PLAN**  
**(WORKS, GOOD & SERVICES)**  
**FINANCIAL YEAR 2017-2018**

S.#	Description of Procurement	Estimated Unit Cost (where applicable)	Total Estimated Cost	Proposed Procurement Method	Timing of Procurements			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Supply of Electric Water Cooler & Photostate Machine	--	1.38 (M)	Single Stage Two Envelope Procedure	N/A	02 <sup>nd</sup> Quarter	N/A	N/A

  
**(SHAH NAWAZ SAND)**  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD



Telephone No. 022-9210378  
Fax No. 022-9210377  
Email: [hyderabadcentralprison@gmail.com](mailto:hyderabadcentralprison@gmail.com)

**OFFICE OF THE  
SENIOR SUPERINTENDENT  
CENTRAL PRISON HYDERABAD**

No. TR.


Dated: -

## **TENDER NOTICE**

Sealed bids are invited according to Single Stage Two Envelopes Procedure as per SPPRA Rules 2010 (amended up to Date) from the Authorized Persons / Contractors / Firms and General Order Suppliers duly registered with Income Tax/Sales Tax & other applicable taxes (Federal / Provincial) for supply of following articles during the current fiscal year 2017-2018.

S.No	Name of Items	Quantity	Tender Fee
01	Electric Water Cooler	35	Rs.500/-
02	Photostate Machine	01	

- i. Bid documents containing details i.e. bid security, performance security, terms & conditions, evaluation criteria, quantity and specifications etc can be obtained from the office of the Senior Superintendent Central Prison Hyderabad up to **05/03/2018** from the date of first publication of tender notice in SPPRA Website. Tender fee of each item as mentioned above will be in cash (non-refundable).
- ii. Bid document of above mentioned articles shall be received back on **06/03/2018 upto 11:00 a.m** (complete in all respect) by hand only at the Office of the Senior Superintendent Central Prison Hyderabad and shall be opened on the same day i.e. on **06/03/2018 at 12:00 noon** by the Procurement Committee, in presence of bidders who intends to be present or through their representative. In case, any public holiday falls due to any reason on the opening day of bids, then it shall be received and opened on the next working day, at the given time and venue.
- iii. Bid Security amounting to **02%** of Bid price must be submitted along with Bid in shape of pay order in favor of the Superintendent Central Prison Hyderabad, issued by any scheduled bank of Pakistan.
- iv. Bid documents of aforesaid items are available at SPPRA website i.e. [www.pprasinindh.gov.pk](http://www.pprasinindh.gov.pk).
- v. Tender Notice (NIT) is also available at SPPRA website ([www.pprasinindh.gov.pk](http://www.pprasinindh.gov.pk)).
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