



**OFFICE OF THE
DISTRICT EDUCATION OFFICER (ELE, SEC. &
H. SEC) SANGHAR**

No. DEO(ELE/S/H/S)/ 03 /

dated: 25-02-2018

NOTICE INVITING BID/TENDER

The Procurement Committee, District Sanghar, invites sealed tenders for procurement of Annual Examination Material 2017- 2018 of District Sanghar. Bidding will be conducted under Single Stage Two Envelope procurement process and is open to all eligible bidders who meet the minimum eligibility criteria as stipulated in the bidding documents.

Sr. No.	Description of Tender	Quantity / Specification	Last date and time for Bid Submission	Opening time of Technical Bid	Opening Time to Financial Bid
01	Annual Examination Material	Refer bidding documents	15/03/2018 11:30 AM	15/03/2018 12:15 AM	15/03/2018 03:00 PM

Bidding document can be obtained on submission of a written application, upon payment of non-refundable fee of Rs. 1000 (One Thousand Only) through Bank draft/ pay order in favour of District Education Officer (Ele, Sec. & H. Secondary) District Sanghar, from below address on 9:00 AM to 4:00 PM, after the publication of notice inviting till closing thereof.

Bid should be submitted at the office of District Education Officer (Ele, Sec. & H. Sec.) Sanghar, on or before the last date and time of Bid submission. Received bids shall be opened at the same address on the Bid date & time as mentioned above.

Bid security of 2% of the Bid price must be accompanied by Financial proposal seal envelop pay order from any Bank in favour of District Education Officer (Ele, Sec. & H. Sec) Sanghar.

Bids will not be accepted / considered / entertained in the following conditions:

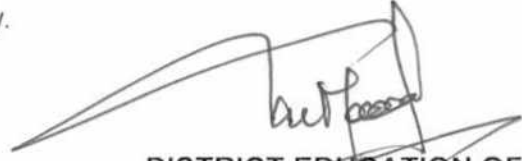
1. Conditional and telegraphic bids / tender.
2. Bids not accompanied by bid security of required amount and form.
3. Bids received after the specific date and time.
4. Bids of black listed firms.

The procuring agency reserves the rights to accept or reject any tender or to enhance the quantity. The cost of additional quantities of items shall not exceed 15% of the original contract amount, quantity subject to the relevant provision of SPPRA Rules 2010 (Amended 2013). No bids shall be entertained after the last bid submission date and time as mentioned above. The Tender notice can be downloaded from the SPPRA website. www.spprasindh.gov.pk.

All applicable Government Taxes shall apply.

Address:

Office of the District Education Officer
(Ele, Sec. & H. Sec) Sanghar
Phone: 0235-542730



**DISTRICT EDUCATION OFFICER
(ELE, SEC. & H. SECONDARY)
/ CHAIRMAN PROCUREMENT COMMITTEE
ANNUAL EXAMINATION SANGHAR**

OFFICE OF THE
DISTRICT EDUCATION OFFICER (ELE, SEC. &
SECONDARY) SANGHAR



BIDDING DOCUMENTS
FOR
PROCUREMENT OF ANNUAL EXAMINATION MATERIAL
2017-2018
DISTRICT SANGHAR

SCHOOL EDUCATION DEPARTMENT, GOVERNMENT OF SINDH



OFFICE OF THE
DISTRICT EDUCATION OFFICER
(ELEMENTARY SEC. & H. SECONDARY)
DISTRICT SANGHAR

BIDDING DOCUMENTS FOR PROCUREMENT OF EXAMINATION MATERIAL

Cost of Tender Documents	Rs:- 1000/= One Thousand only Non-refundable
Tender Selling Date	28/02/2018 to 15/03/2018
Tender Submission Date and Time	15/03/2018 @ 11:30 am
Tender Submission Place	District Education Officer (Ele. Sec. & H. Secondary) Sanghar
Tender Opening Date and Time	15/03/2018 @ 12:15 AM
Tender Opening Place	District Education Officer (Ele. Sec. & H. Sec) Sanghar.

01- INSTRUCTIONS FOR PREPARATION OF BID

- 01.01 Bidder are required to comply with all the clauses mention in the Terms and conditions of the bid documents and any deviation will forexpel bid them from competing in the Tender
- 01.02 The quoted rates should be in Pak Rupees. Bid shall be valid for 60 days from the date of opening of bid. The bid shall be inclusive of the all applicable duties and taxes/ transportations etc, and all other expenses on free delivery to consignee's and at the school institutions as enclosed list throughout District.
- 01.03 Quoted price shall be in figures and words both, if discrepancies between two, prices quoted in words shall prevail
- 01.04 The Tender shall be submitted with all documents and sealed envelopes. Envelops must contain tender inquiry No. on the top. The name of bidder should be affixed on the face of the envelope on the left side. The bidder should prepare the tender in form of Technical and Financial proposals separately in accordance with rule 46 (2) SPPRA rule 2010, amended 2013. The envelope should be marked Technical Proposals and Financial Proposals in Bold and legible letters to avoid confusion. Envelops should be sealed and addressed to the Chairman District Procurement Committee, District Sanghar and submitted in tender box on the scheduled date and time
- 01.05 Any alteration / correction must be initiated and each page is to be signed and stamp at the bottom
- 01.06 The Schedule is prepared with the generic name however the bidder may also mention the brand name against the generic name
- 01.07 I items have to be quoted duly filled stamped and signed by the authorized bidder

Note: - No tender will be accepted after closing of the Tender Box, what so ever reason may be.

02- Technical proposal should have the following documents

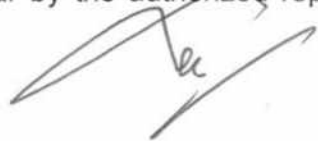
- 02-01 Original tender receipt
- 02-02 Photocopy of pay Order / demand draft of earnest money in which should not be readable otherwise the bid ignored.
- 02-03 NTN / Income Certificate
- 02-04 Professional Tax Certificate
- 02-05 GST Registration Certificate, if applicable
- 02-06 SRB Sindh Revenue Board, if applicable
- 02-07 Bidder should submit documentary evidence that can perform over all business of more than / equal to Rs:-03.00 Million, which is mandatory requirement otherwise bid will be rejected

03- Financial proposals should have the following documents

- 03-01 Original pay order / Bank draft of earnest money
- 03-02 Original copy bid offer with quoted price
- 03-03 Only those items financially offer will be announced / considered which are technically qualified by the formulary committee. If any firm was to give the separate item wise financial bid, they are advice to give separate item wise sealed envelope (s) of every item and should mention the name item and tender Sr. No. on the front in the bold and legible letter to avoid the confusion. Else the financial proposal envelops will be opened on qualified items basis and it will not be challenged by the suppliers / contractors to open the financial proposals of the Dis-qualified items.
- 03-04 In case the rates of two or more bidders found equal, all will be accepted on equal sharing basis.

04 TERMS AND CONDITIONS OF CONTRACT

- 04-01 The Successful bidder shall submitted 5% of contract amount as performance security in shape of Call deposit or in payment order.
- 04-02 The Successful bidder shall sign the **Contract agreement** with the Department of Education on Judicial Stamp paper of Rs: - 50/- as per approved format and the work/supply order will be issued by the Drawing & Disbursement Officers (DDO) of District Sanghar.
- 04-03 The Contractor, shall affix 0.30% stamp duty. The Income Tax GST or any other payable tax shall be deducted from the bills of Contractors / suppliers
- 04-04 If the contractor / supplier requires Tax exemption facility regarding non deduction of advance income tax, the exemption certificate issued by the concerned authority must be attached and on C.I.F basis a copy of entry and Tax paid Challan copy should be attached with the bill
- 04-05 The Supplies shall be delivered at the school institution throughout District Sanghar by the authorized representative of the Firm at the



risk and cost of the suppliers. Any breakage or shortage of the stock will be recovered from the supplier

05- DELIVERY

05-01 The required stores or required in 30 calendar days

06- LIQUIDATED DAMAGES

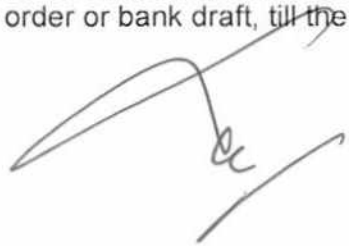
06-01 The Liquidated / Damage in the event of completion beyond the given schedule, shall be 0.1% each day of delay from the targeted period

07- REDRESSAL

07-01 Redressal of grievances and settlement of dispute will be as per SSPRA Rule 2010, amended 2013

08- UNDERTAKING ON RS:-100/- ON JUDICIAL STAMP PAPER

- 08.1 I / we read / understand the specified in the tender inquiry and undertake:-
- 08.02 That I / we will remain bound to supply any item as an additional quantity at the same rate on which said item I / we have supplied during the contract period
- 08.03 That I / we agree whether our tender for total out tender accepted for total/ partial or enhanced quantity for all or any single item
- 08.04 I / we also agree to supply and accept the said item at the rate for the supply of Contracted within the stipulated period shown in the contract
- 08.05 I / we understand and ensure for the supply of quality goods. I / we also agree to supply of 100% additional quantity without any additional charges, If the supplies / part of the supplies declared sub standard
- 08.06 I / we undertake that if any of the information submitted in accordance to this Tender inquiry found incorrect, our contract may be cancelled at any stage on our cost and risk
- 08.07 I / we undertake to deposit the goods testing fees per item to the District Level Committee, the said fees will be deposited directly to POL/CDL, if the assignment given to the said committee
- 08.09 I / we undertake that / I / we will replace the goods
- 08.10 I / we undertake that I / w have never been black listed
- 08.11 I / we also agree supply the 100% additional quantity without any additional charges
- 08.12 The Bidder also to provide the Technical specification and broacher of the Each Item
- 08.13 The DDO / Bidder after passing out the bills, the payment is reserved in shape of pay order or bank draft, till the delivery is over.



TERMS AND CONDITIONS ACCEPTANCE CERTIFICATE

I / we M/s _____ is hereby confirmed that we have carefully read all terms and conditions of the tender and also agreed to abide SPPRA-2010 amended 2013 for the procurements of Examination Material / Goods etc. during the validity of the tender

Signature of Vendor _____

Name of Authorized Person _____

Designation _____

Seal and Address _____

Telephone No. _____ Fax No. _____ Email Address _____

Witness

01. Name in Full _____ Signature _____

02. Name in Full _____ Signature _____



Bid Data Sheet

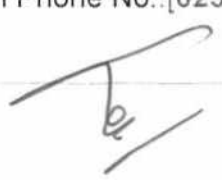
The following specification for the goods to be procured shall complement, supplementary amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions here in shall prevail over those in ITB.

[Instructions for completing the Bid Data Sheet are provided, as needed, in the note in italics mentioned for the relevant ITB Clauses.]

Introduction	
01 1.1	DISTRICT EDUCATION OFFICER Ele, Sec. & H. Sec. Sanghar
01	Name of Contract/ Project. Procurement of School [Examination Material] Items for District Sanghar [BENAZIRABAD] Region.
03	Language of the bid. English

Bid Price and Currency	
04	The price quoted shall be Fixed along with DDP.
05	The price shall be fixed and will not be negotiated once finalized.

Preparation and Submission of Bids	
06	Qualification requirements as per criteria mentioned.
07	Amount of bid security. 2% of Total Bid Price.
08	Bid validity period. 60(Sixty) Days
09	Number of copies. One Original along with one photocopy.
10	IFB title and number procurement of Goods and Examination Material.
11	Dead line for bid submission is [15/03/2018 @ 11:30 AM]
12	Time, date, and place for bid opening is 12:15 AM on [15/03/2018, at The Office of the District Education Officer Ele, Sec. & H. Secondary Sanghar [Region BENAZIRABAD Region Phone No.: [0235-542730]



Bid Evaluation	
13- a	Criteria for bid evaluation. As per criteria attached.
13- b	Or Adjustment expressed in an amount in the currency of Bid evaluation
13-c	Or Adjustment expressed is a percentage
14	Deviation in payment schedule. N/A
15	Cost of spare parts. N/A
16	spare parts and after sales services facilities in the procuring Agency's country N/A
17	Operating and maintenance costs. Factors for calculation of the life cycle cost: (i) number of years for life cycle <i>[it is recommended that the life cycle period should not exceed the usual period before a planned major overhaul of the goods]; N/A</i> (ii) operating costs <i>[e.g., fuel and/or other input, unit cost, and annual and total operational requirements]; N/A</i> (iii) maintenance costs <i>[e.g spare parts—with out duplication of above Clause 25.4(d) requirements—and/or other inputs]; N/A</i> and (iv) rate, as a percentage, to be used to discount all annual future costs calculated under (ii) and (iii) above to present value. N/A or Reference to the methodology specified in the Technical Specifications or else wherein the bidding documents. <i>[The contractually liquidated damages specified in the SCC shall be higher than the evaluation advantage.]</i>
18	Performance and productivity of equipment. ____ % of the award contract price
19	Delivery Schedule with 30 Days after award contract and District Procurement Committee / District Benazirabad, Constitute, District Inspection and Technical Committee Relevant Parameter in accordance with option selected. Adjustment as a percentage
20	Details on the evaluation method or reference to the Technical Specifications.
21	Specify the evaluation factors. As mentioned evaluation criteria
Contract Award	
22	Percentage of increase or decrease 15 % Bid Value.



Evaluation Criteria for Procurement Examination Material

The Technical Bids Shall be Evaluated on the basis of following Parameters				
Sr#	Evaluation Parameters		Total Marks	Brief
Company / Firm / Individual Information		Marks		
Required Field				
01	• No. of years in Business	10	30	02 Marks for each year in business Max (10)
	• Annual Turnover in Million	20		01 Marks per Million turnover Max (20)
02	Technical Proposal Specification and Brochures	15	15	15 Marks if firm provide complete details specification and brochures provide supplied item which are quoted
Financial Capabilities				
03	Income Tax Annual Return 3 Years	15	35	5 Marks production of each year Income Tax return Max (15)
	Audited Financial Statement 5 Years	10		2 Marks production of Financial Audit Statement each year Max (10)
	Monthly Sale Tax Summary of last 10 Months	10		1 Marks production of each month Sale Tax return Max (10)
	Relevant Fields Experience		20	4 Marks for each similar complete assignment documentation proof Max (20)
<p>Note: (1) No any technical proposal without NTN Registration Certificate & Sales Tax Registration Certificate will be evaluated. (2) Firm must get 70% Marks in Technical Evaluation for qualifying as per above mention Criteria.</p>				



SPECIMEN FOR AUTHORIZATION LETTER BY MANUFACTURER /

IMPORTER FOR THEIR DISTRIBUTER

I / we M/s _____ hereby authorize M/s

_____ Address _____

as our authorized Distributor, School Education Department, District Benazirabad,

We give undertaking that if there is any sub-standard spurious, counterfeit, misbranded or contaminated and short supply of item (s) by our Distributor, we will be responsible for the same, we also undertake that we have read and understood the terms and conditions of the tender enquiry

Signature of Manufacturer / Importer _____

Name and Designation _____

Address _____

Note:- All the above said instruction must be read carefully for compliance: else the offer will be ignored

Department reserves the right to ask and verify any document from the participants related with manufacturer / importer of item, to assess the quality





OFFICE OF THE
DISTRICT EDUCATION OFFICER
(ELEMENTARY SECONDARY & H. SECONDARY
DISTRICT SANGHAR

LIST FOR PURCHASE OF ANNUAL EXAMINATION MATERIAL

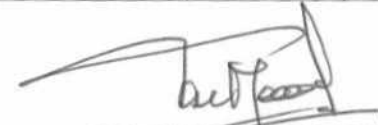
Sr.#	Description	Quantity	Rate	Amount
1	Set of Question Paper / Answer Copies for Class IV Per student (7 Subjects)	25000		
2	Set of Question Paper / Answer Copies for Class V Per student (7 Subjects)	23000		
3	Set of Question Paper / Answer Copies for Class VI Per student (10 Subjects)	12000		
4	Set of Question Paper / Answer Copies for Class VII Per student (10 Subjects)	11500		
5	Set of Question Paper / Answer Copies for Class VIII Per student (10 Subjects)	11200		

DISTRICT EDUCATION OFFICER
(ELE, SEC. & H. SECONDARY)
/ CHAIRMAN PROCUREMENT COMMITTEE
ANNUAL EXAMINATION SANGHAR

OFFICE OF THE DISTRICT EDUCATION OFFICER (ELE, SEC. & H. SEC)
SANGHAR

PROCUREMENT PLAN (NON-DEVELOPMENT)

Serial No	Fund Head & Sub head	Name of work and break up	Allocated Funds and break up for different locations /sites	Items to be procured	Method of Procurement	Anticipated /Actual Date of Advertisement	Anticipated /Actual Date of Start	Anticipated /Actual Date of Completion	Remarks
a	B	c	D	e	F	g	h	l	j
1	A03970	EXAMINATION MATERIAL	3.800	As per Need Requisition	National Competitive Bidding Method under Rule-15(2)(B) SPPRA Rules 2010	15/03/2018	15/03/2018	15 TH MAY 2018	



**DISTRICT EDUCATION OFFICER
(ELE, SEC. & H. SECONDARY)
CHAIRMAN PROCUREMENT COMMITTEE
ANNUAL EXAMINATION SANGHAR**



NO. PA/DS(S-I)V.S/2016
GOVERNMENT OF SINDH
SCHOOL EDUCATION DEPARTMENT

Karachi dated 06th February, 2017

To,

The Director Schools Education (Primary) / (E/S&HS),
Karachi / Hyderabad / Mirpurkhas / Shaheed Benazirabad /
Sukkur / Larkana.

Subject: CONSTITUTION OF PROCUREMENT COMMITTEE FOR ANNUAL
LOCAL PROMOTION EXAMINATION 2016-17.

I am directed to refer to the subject noted above and request to Director School Education (E/S&HS) (All) to notify the procurement committees in your respective Districts for ensuring timely supply of examination papers and other related materials. The following officers of District are proposed for composition of the committees.

- | | | |
|-----|--|----------|
| I | District Education Officer (E/S&HS) | Chairman |
| II | District Education Officer (Primary) | Member |
| III | Deputy District Education Officer Primary (QA) | Member |
| IV | Deputy District Education Officer (E/S & HS)(CA) | Member |
| V | Rep. of District Accounts Officer/ Rep. of Deputy Commissioner | Member |

2. You are further requested to ensure that proper due diligence and monitoring of the whole process is done as per procurement guidelines issued by SPPRA and the same are fully complied.


SECTION OFFICER (SCHOOLS)

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

1. The P.S to Secretary Schools Education Department
2. The P.S to Special Secretary to School Education Department.



SINDH EDUCATION &
LITERACY DEPARTMENT

