

SINDH AGRICULTURE UNIVERSITY TANDOJAM

No: PSO/ 786 / 643-48

/ of 2016,

Dated: - 01 .11. 2016

To,

- ✓ 1. The Deputy Director (A & F)
Sindh Public Procurement
Regulatory Authority (SPPRA)
Block-8, Sindh Secretariat 4A,
Court Road Karachi
2. The Public Relations Officer
Sindh Agriculture University
Tandojam

Subject: - ADVERTISEMENT OF TENDER NOTICE FOR THE SUPPLY OF COMPUTERS, MULTIMEDIA PROJECTORS, PRINTERS AND SCANNER FOR THE USE IN COMPUTER LABORATORY DEPARTMENT OF BASIC ENGINEERING, FACULTY OF AGRICULTURAL ENGINEERING, AND INFORMATION TECHNOLOGY CENTRE SINDH AGRICULTURE UNIVERSITY, TANDOJAM.

I am sending herewith an advertisement of tender notice placing advertisement to be got published in the three widely circulated Sindhi, Urdu and English newspapers.

It is pointed out that the advertisement may be forwarded to the news paper offices and uploaded to SPPRA website giving at least 15 days period to bidders to avoid audit objection as well as rejection by Sindh Agriculture University, Tandojam. The advertisement shall appear in news papers, SAU Tandojam and on SPPRA website on or before **07.11.2016**. Tender documents issued from **07.11.2016 to 22.11.2016** on the payment of tender fee Rs.1000/- (non-refundable). Sealed Tenders will be received back on **22.11.2016** till 12:00 Noon in the office of the Director Finance, SAU Tandojam and will be opened on **22.11.2016** at 01.00 pm in the Office of the Chairman, University Purchase Committee in presence of suppliers / Firms/ Company or their representatives. If **22.11.2016** is declared holiday the Proposals opened as per given schedule on the next working day.

Following documents are attached as per requirement:

- Notice Inviting Tender (NIT)
- Bid Documents
- Terms & Conditions
- Tender opening Committee (Office Order)
- Redressal Committee (Office Order)
- Procurement Annual Plan


DIRECTOR FINANCE
Sindh Agriculture University
Tandojam

C.C to:

1. The Chairman, University Purchase Committee, SAU Tandojam.
2. The Incharge, Computerization and Networking Section (C & NS) S.A.U. Tandojam with request for hoisting in the SAU web site of SPPRA.
3. The Director, Information Technology Centre, S.A.U, Tandojam
4. The Chairman, Department of Basic Engineering faculty of Agricultural Engineering, SAU Tandojam.

RECEIVED DIARY

NO. 1830

DATE: 7-11-16

Sindh Agriculture University Tandojam

Fax No: 022-2765300 Phone No: 022-2765532

email: pso@sau.edu.pk

NOTICE INVITED TENDER

The Sealed tenders for the supply of Desktop Computers, Multimedia Projectors, Printers and Scanner are invited from all the interested firms/companies meeting the eligibility criteria (SRB/FBR GST & Income Tax, registered firms) for the below mentioned works at Sindh Agriculture University Tandojam, on Single Stage – Two Envelope Bidding Procedure (Technical & Financial Proposal basis) under SPPRA Rules 2010 (Amended-2013).

1. The tenders will be issued from the office of Director Finance from the date of publication/hoisting in the Newspapers and SAU Tandojam /SPPRA web portal i.e. from **07.11.2016** to **22.11.2016** on the payment of tender fee Rs.1000/- (non-refundable). Sealed Tenders will be received back on **22.11.2016 till 12:00 Noon** in the office of the Director Finance, Sindh Agriculture University, Tandojam and will be opened on **22.11.2016 at 01.00 pm** in the Office of the Chairman, University Purchase Committee in presence of suppliers / Firms/ Company or their representatives. The bidder will have to attach 5% of bid value in shape of call deposit as earnest money in the name of Director Finance, Sindh Agriculture University, Tandojam.
2. The University would adopt **Single Stage – two envelope procedure**. The bidder should submit Two Separate Sealed Envelopes. One envelope should contain the technical proposal and the other envelope contains the financial proposal. Both envelopes should be clearly marked **“TECHNICAL PROPOSAL” & “FINANCIAL PROPOSAL”** in bold and legible letters.
3. The rates quoted should be inclusive of GST, Income Tax etc. GST will be deducted at source as prescribed rates. Delivery & installation of the above articles will be made at Sindh Agriculture University, Tandojam.
4. The bidders are required to give their best & final prices without any negotiations which must be valid for 90-days after submission of bids.
5. The Technically successful bidders should have to give a presentation before opening of financial bids.
6. Any other information regarding the tender can be obtained from the office of the undersigned on any working day during office hours.
7. The Tender Documents can be downloaded from University web site as well as SPPRA web site .
8. The Competent Authority reserves the right to reject any or all bids subject to relevant Provision of SPPRA Rules 2010 (amended-2013).

All Governmental taxes are applicable on bill.



DIRECTOR FINANCE
Sindh Agriculture University
Tandojam

TENDER NOTICE FOR THE SUPPLY OF DESKTOP COMPUTERS, MULTIMEDIA PROJECTORS, PRINTERS, AND SCANNER FOR THE USE IN DEPARTMENT OF BASIC ENGINEERING, FACULTY OF AGRICULTURAL ENGINEERING, AND INFORMATION TECHNOLOGY CENTRE, SINDH AGRICULTURE UNIVERSITY, TANDOJAM

1) Tender Opening schedule

The procurement shall be completed in accordance with SPPRA Rules 2010 (Amended-2013) on Single Stage - Two Envelope Bidding Procedure.

Tenders will be issued from **07.11.2016** to **22.11.2016** on the payment of tender fee Rs.1000/- (non-refundable). Sealed Tenders will be received back on **22.11.2016** till **12:00 Noon** in the office of the Chairman, University Purchase Committee and will be opened on **22.11.2016** at 01.00 pm in presence of suppliers / Firms/ Company or their representatives.

In case of closed / forced holidays, tender opening time / date will be considered as the next working day.

2) Procedure For Bid Submission

- For this tender 'Single stage- Two envelope procedure' for open competitive bidding shall be adopted.
- Bid envelope submitted will comprise of a single envelope containing two separate closed / sealed envelopes containing Technical and Financial proposal.
- Technical proposal envelope should be marked as 'Technical proposal for Desktop Computers , Multimedia Projector, Printer and scanner' and should include following documents:
 - Technical brochure of the offered model / equipment.
 - Company profile.
 - Technical specification document completely filled, signed and stamped for identifying offered model / equipment.
- Financial proposal should be marked 'Financial proposal for Branded Business Desktop Computers' and contain bid price filled as per BOQ for quantity of Desktop Computers , Multimedia Projector, Printer and scanner. as per specification given in Annex 1 .
- In first stage only the 'Technical proposals' will be opened in the presence of bidder's representatives that choose to attend.
- Proposals of the bidders will be evaluated, generally for compliance of ALL the requirements given in the tender document.
- Vendors who will not submit all required documents / information as per Qualification Criteria and do not meet the qualification requirement will be declared as Non-Qualified Vendors.
- The technically qualified bidders will be entertained / considered for opening of Financial Proposals.
- Financial proposals of bids found technically non-responsive will be returned un-opened.



3) **Terms and Conditions:**

The Companies are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. They are also requested to submit the bids complete in all respects. Tender without 5% earnest money will be out-rightly rejected.

- The Company should quote their rates against each item sequence wise in the official format of tender document based on the Invoice/Quotation.
- The Bidder has to provide prices as per BOQ & total with GST.
- The Company must be registered with Income Tax Department (Valid NTN Certificate, copy must be attached).
- The Company must be Registered with Sales Tax Department (Valid SRB&GST Certificate, copy must be attached).
- The Company must have 5 years + experience of similar projects.
- Authorization letter from Manufacturer (copy must be attached)
- Conditional / incomplete tenders will not be entertained.
- Telephonic / telexed / faxed / telegraphic quotation will not be entertained.
- The company must provide the warranty of the products as per attached BoQ.
- All Government Taxes are applicable on bills.
- Any bids received after the prescribed date & time for submission of bids shall be returned un-opened to the Company.
- Sindh Agriculture University, Tandojam reserves the right to reduce or increase the quantity and accept or reject all or any bid and to stop the bidding process and reject all bids under Sindh Public Procurement Rules 2010 (Amended 2013).
- No cutting/corrections will be allowed in the BOQ's.
- Delivery of equipment/material will be effective only after successful TIR (Technical Inspection Report) by the Sindh Agriculture University, Tandojam. The Company will send Technical Staff for TIR (Technical Inspection Report).
- The Company will make sure that all documents/manuals/Software/CDs (if applicable) are included in BOX.

4) **Failures and Terminations:**

No offer of a firm / supplier will be considered if:-

- i. Bid received without Tender Fee & Bid Security CDR or less than required.
- ii. Bids received not in accordance with specifications of Tender Documents.
- iii. Alternate bids received or alternative arrangement offered.
- iv. Bid received later than the date and time fixed for tender.
- v. Tender is incomplete in any respect or is unsigned.
- vi. Offer is ambiguous and the offer is conditional.
- vii. Offer from a firm which is black listed at any level.
- viii. Any erasing / cutting / overwriting etc.
- ix. The Firm fails to make delivery within specified delivery period strictly in accordance with the terms and conditions as laid down in the Work Order.
- x. Situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.



5) **Tender Fee, Bid Security and Performance Security:**

- a) Bids must be accompanied by Tender Fee of Rs: 1,000/- in form of Pay Order/ Demand Draft (DD) in favor of Director Finance, Sindh Agriculture University, Tandojam .
- b) All the tender documents must accompany an amount of 5%(earnest money) of total value of the tender (Refundable) in the form of pay order or Demand Draft in the name of Director Finance, Sindh Agriculture University, Tandojam
- c) Performance security 02% of the total bill shall be retained and refundable after receipt of quality satisfaction report from quarter concerned.

6) **Validity of Offers.**

- a) Offers shall be valid as per SPPRA rule (90 days).
- b) Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.

7) **Terms of Payment:**

- No payment shall be made in advance to the Contractor/Firm as mobilization advance.
- 1st year warranty Services. Or contractor may submit or extend performance bank guarantee of equivalent amount which will be released after 1st year of warranty services.
- Payments shall be made through cross cheque in the Pak Rupees.
- Taxes will be deducted at source as per government rules at the time of payment.



Sindh Agriculture University Tandojam

No. GEN. /PC/ 224 / 349 /- of 2015, dated 5.10.2015

OFFICE ORDER

Pursuant to clause-31 of the Sindh Public Procurement Rules 2010, the Vice Chancellor, Sindh Agriculture University is pleased to constitute following complaint redressal Committee in connection to address the complaint of bidders, if any occur during procurement proceedings at Sindh Agriculture University with immediate effect:

S #	Complaint Redressal Committee	Status
1.	Prof. Dr. Maqsood Anwar Rustamani, (BPS-22) Dean, Faculty of Crop Protection	Convener
2.	Registrar SAU(BPS-20)	Member
3.	Mr. Saghir Ahmed Memon, (BPS-20) Director (Services & Maintenance), Mehran University of Engineering & Technology Jamshoro (in case of civil works)	Member
4.	Ms. Seema Mirza, (BPS-17) Audit Officer, Director General Office, A.R.I Tandojam (in case of purchasing etc items)	Member

Deputy registrar (Ac-1 & Gen)

c. c. to:

1. All members of the Committee
2. The Director Finance, SAU Tandojam
3. The Project Director, SAU Tandojam
4. The Purchase & Store Officer, SAU Tandojam
5. The Secretary to Vice Chancellor SAU Tandojam

Sindh Agriculture University Tandojam

No. GEN./PC/ 224 / 242 / of 2016,


dated Tuesday, June 14, 2016

OFFICE ORDER

Pursuant to clause 13 (a) of Section-XII of the Financial Rules of Sindh Agriculture University, Tandojam, the Vice Chancellor is pleased to extend the term of one year of Financial year 2016-17 to the following "University Purchase Committee/ Procurement Committee" (UPC):

1. **Prof. Dr. Noor Muhammad Soomro, (BPS-21)** Chairman
Dean, Faculty of Animal Husbandry & Veterinary Sciences
2. **Prof. Dr. S. Muhammad Ghyasuddin Rashdi, (BPS-21)** Member
Department of Anatomy & Histology
3. **Director Finance, SAU (BPS-20)**
4. **Dr. Islamuddin Majeedano, (BPS-18)** Member
Research Officer, Agricultural Research Institute (ARI), Tandojam
5. **Mr. Sohail Ahmed Qureshi, (BPS-18)** Member
Deputy Director, DG office, ARI, Tandojam
6. **Head of concerned department/ Section/ Office, SAU** Member
7. **Purchase & Store Officer, SAU (BPS-18) and /or** Member/Secretary
Budget Officer (in case of absence of PSO)

The Terms of Reference: *The Committee shall follow the rules of Pakistan Public Procurement Regulatory Authority (PPPRA) and /or Sindh Public Procurement Regulator Authority (SPPRA), as the case may be*


Additional Registrar

c. c. to:

1. All Committee members
2. The Manager (CB), Government of Sindh, Sindh Public Procurement Regulatory Authority, Karachi
3. The Resident Auditor, SAU Tandojam.
4. The Secretary to Vice Chancellor, SAU Tandojam.
5. Office File

WORK / PROCUREMENT PLAN (2016-17)
SINDH AGRICULTURE UNIVERSITY, TANDOJAM

Sr. No.	Fund Head & Sub Head	Name of work and break up	Allocated Funds and Break up for Different locations/sites	Items to be executed	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	i	
1	Chemical & Glassware/Paracetol	Procurement or purchase of Chemical & Glassware/Paracetol	1,000	Lab Paracetol items to be procured	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	All the items will be procured as & when the demand received from the concerned department and procurement will be made according to the availability of funds.
2	Printing & Publication	Procurement or purchase of Printing & Publication	4,500	Answer paper / publication of NIT	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
3	IT Equipment	Procurement or Purchase of computers/IT related Materials	15,000	Computer/Laptop & its accessories	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
4	Furniture & Fixture	Purchase of Furniture & Fixture	4,000	Office/Classroom furniture	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
5	Plant & Machinery	Purchase of Machinery & Equipment	5,000	Lab Equipment to be procured	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
6	Computer Software	Purchase of Software	10,000	IT Software for TTC	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
7	Sports Materials Gymkhana	Purchase of Sports Material	1,000	Hockey/ Cricket articles	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
8	Tools (Agriculture Implements etc)	Purchase of tractors implements	3,000	Tractor & its implementations	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
9	Transport/ Fleet	Purchase of Transport	12,000	Transport articles	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
10	Stationary for office use	Stationary	3,500	office stationary	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
11	Civil Work/ Rehabilitation	Repair / Rehabilitation	17,000	Rehabilitation of old structures/buildings	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
12	Security	Purchase of Security articles	30,000	CCTV/Camera and other relevant items for security purpose	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	
13	Civil Work & other components as per approved Scheme Establishment of Khairpur College of Agriculture and Management Sciences, Khairpur Mir's	Construction of new infrastructures as per scope defined in project including other components.	162,000	Execution of Civil works and procurement of rest of components	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	Pre-Qualification of contractors are in process. Notice published in Newspapers.
14	Civil work & other components as approved Scheme Establishment of SAU Sub-Campus at Umerkot District	Rehabilitation & O&M Cost as per scope defined in project including other components.	10,000	Execution of Civil works and procurement of rest of components	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	as per NIT date	As per PC-I establishment of SAU Sub-Campus at Umerkot, the allocation will be utilized & procurement be made.
15	Health Scheme	In door hospitalization services to the employee & their dependant family members	30,000	Major / serious in door hospital facilities	as per SPPRA rules 2010/13	during the FY 2016-17	as and when required during the FY 2016-17	One Year agreement with the agency/firm / company	The amount/cost so required on health facility will also be covered from the health allowance of employees as per policy.

ASSISTANT DIRECTOR
Planning & Development
Sindh Agriculture University
Tandojam.

[Signature]

DIRECTOR
Planning & Development
Sindh Agriculture University
Tandojam.

[Signature]