



GOVERNMENT OF SINDH  
EDUCATION & LITERACY DEPARTMENT

Karachi, Dated Wednesday, February 13, 2013

**Notification:**

Notification No. SOG-III/SSB/KW-01/12 Following Guidelines for Procurement of Goods for Schools without DDO (Drawing and Disbursing Officer) Authority are hereby notified for utilization of School Specific Budget.

**Guidelines for Procurement of Goods for schools without DDO (Drawing and Disbursing Officer) Authority**

**A. Definitions**

Procuring Agency: Office of the Drawing & Disbursement Officers (ADEO) as given in Volume III of Sindh Budget.

(Refer: SPPRA Rule 2(cc) and Rule 7).

Goods: Articles and object of every kind in support of student curricular and co-curricular activities, aids required for pedagogical and academic services and equipment and other material that help to improve the school's learning environment. Goods also include first aid box, sport gears and small scale installations.

(Refer: SPPRA Rule 2(s)).

**B. Special Instructions**

1. The procuring agency shall furnish Bid Evaluation Reports and contracts documents as mentioned in Rule-45 and 50 of the SPP Rules, 2010 within time as stipulated in these rules.
2. For all sections, where paraphrasing has been done or language has been changed or edited, relevant rule shall prevail.

**C. Context**

These guidelines will be read and implemented in reference with SPPRA Rules 2010, Finance Department's Notification, dated 16<sup>th</sup> May 2011 and Education Department's Notification dated February 15, 2012.

These guidelines are for procurement of goods for primary, middle and elementary schools. Secondary and Higher Secondary schools have drawing and disbursement

powers and will use the school specific budgets according to the SPPRA Rules 2010.

#### D. Procurement Plan

Mandatory Provision of Procurement Plan - All Assistant District Education Officers will prepare a procurement plan determining the requirement of the schools, within its available resources, and prepare an annual or a longer term rolling plan to improve the quality of education. Concerned District Education Officers will vet and endorse the plans.

Review and Update - The procurement plan prepared will be reviewed and updated regularly such as estimates of time requirements, availability of funds, assumptions about institutional capacity, changing priorities and other factors that require plan adjustments. Such required adjustments will not invalidate the plan if made for improving the plan in the interests of improving the standards of education.

(Ref: SPPRA Rules 2010, Rule 11)

#### E. Procurement Committee for Goods

Procurement Committee shall consist of the following officers:

##### 1. Procurement Committee - Karachi Region

S#	Committee Member	
1	Director School Education Karachi Region	Chairman
2	DO Elementary (Male) Karachi	Member
3	DO Elementary (Female) Karachi	Member
4	DO Head Quarter, Karachi	Member
5	DO Academic & Training, Karachi	Member
6	Regional Director Colleges, Karachi	Member
7	DO Education Works, Karachi	Member

##### 2. Procurement Committee - Hyderabad Region

S#	Committee Member	
1	Director School Education Hyderabad Region	Chairman
2	DEO Thatta	Member
3	DEO Badin	Member
4	DEO Dadu	Member
5	DEO Matiari	Member
6	DEO Tando Allah Yar	Member
7	DEO Tando Muhammad Khan	Member
8	DEO Jamshoro	Member
9	DEO Benazirabad	Member
10	Regional Director Colleges, Hyderabad	Member
11	Principal Government College of Technology, Hyderabad	Member
12	DO Works (Education) Hyderabad	Member
13	Principal of a Degree college	Member



3. Procurement Committee – Mirpurkhas Region

S#	Committee Member	
1	Director School Education Mirpurkhas Region	Chairman
2	DEO Umerkot	Member
3	DEO Tharparkar	Member
4	DEO Sanghar	Member
5	DO Works (Education)	Member
6	Regional Director Colleges, Mirpurkhas	Member
7	Principal Government College of Technology, Mirpurkhas	Member

4. Procurement Committee – Sukkur Region

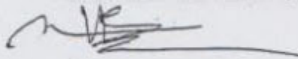
S#	Committee Member	
1	Director School Education Sukkur Region	Chairman
2	DEO Ghotki	Member
3	DEO Khairpur	Member
4	DEO Nausharo Feroz	Member
5	Regional Director Colleges, Sukkur	Member
6	Principal Government College of Technology, Sukkur	Member
7	DO Works (Education) Sukkur	Member

5. Procurement Committee – Larkana Region

S#	Committee Member	Placement in committee
1	Director School Education Larkana Region	Chairman
2	DEO Larkana	Member
3	DEO Shikarpur	Member
4	DEO Jacobabad	Member
5	DEO Kambar-Shahdadkot	Member
6	DEO Kashmore	
7	Regional Director Colleges, Larkana	Member
8	Principal Government College of Technology, Larkana	Member
9	DO Work (Education) Larkana	Member

(Ref: SPPRA Rules 2010, Rule 7)

- One of the DEOs will serve as Secretary of the Procurement Committee.
- Procurement Committee will not carry out procurement for the districts that have not notified co-signees as mandated by Reform Support Unit.



- The contract will be signed between the DDOs and the qualified/selected contractor(s).
- The contracts will be signed between DDO and the Contractor selected by the Procurement Committee.

#### **F. Functions of Procurement Committee**

Functions and Responsibilities of Procurement Committee(s) – Procurement Committee shall be responsible for;

- (1) Collecting and collating 'Need Requisitions' from schools through ADEOs
- (2) Preparing bidding documents;
- (3) Carrying out technical as well as financial evaluation of the bids;
- (4) Preparing evaluation report as provided in SPPRA Rule 45;
- (5) Making recommendations for the award of district specific contracts; and
- (6) Perform any other function ancillary and incidental to the above.

(Ref: SPPRA Rules 2010, Rule 8).

Note: Procurement Specialist, RSU will prepare a sample bid document for the purpose.

- The Committee will be notified by Education Department, Government of Sindh.
- The Committee will have odd numbers of members. In regions where odd number cannot be achieved by above constitution a senior Headmaster/Principal of the Secondary/Higher Secondary School will be included in the committee.

#### **G. Procurement Method**

Procurement Committee shall invite tender through national and regional newspapers in the manner and format prescribed in SPPRA Rules 2010 (pp 12-16).

#### **H. Grievance Committee**

To redress grievances and settle disputes, Education & Literacy Department, Government of Sindh shall notify a committee. Secretary Education in the capacity of Head of Department and Principal Accounting will be the chairman of committee. Committee shall comprise of following members:

- a. Secretary Education, Chairman
  - b. Deputy Secretary (Budget) Finance Department
  - c. Deputy Accountant General, Accountant General Sindh
- Services General Administration & Coordination Dept will notify the Grievance Committee.



#### **Functions of the Grievance Committee**

- a. To review the complaints filed under SPPRA Rules 2010 section 31.
- b. Committee has to announce the decision within seven days.
- c. In case decision is not made within seven days, procuring agency shall not award the contract.

(Ref: SPPRA Rules 2010, Rule 31)

#### **I. Inspection and Technical Committee**

Director School Education will notify a district specific Inspection and Technical Committee comprising of following members:

- a. District Officer Secondary-Concerned
- b. Assistant District Education Officers (All in the district)
- c. Chairmen SMC of highest enrollment schools from each Taluka

#### **Functions of the Inspection and Technical Committee**

- i. To set standards for items to be procured
- ii. To review and reconcile procurement requisitions
- iii. Prepare and notify 'goods received' procedures for DDOs
- iv. Perform random/sample inspections of goods received

#### **J. Capacity Building and Technical Support**

Reform Support Unit will provide the required capacity building and technical support to regional and district administration

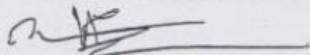
#### **K. Transparency and Public Disclosure**

District Education Officers will ensure that Head Teacher, Headmaster and SMC committee is aware of the salary and non-salary budget allocated to the school. Schools and SMCs will use this information to prepare 'Need Requisition' that will be made part of the Procurement Plan prepared by Assistant District Education Office periodically.

While procuring the goods under school specific budget policy Director Schools Education and District Education Officer will ensure that procurements are conducted in a fair and transparent manner and the object of procurement brings value for money to the schools and the procurement process is efficient and economical.

(Ref: SPPRA Rules 2010 Rule 4)

Directors Schools Education and District Education Officers will immediately upon award of contract, make the evaluation report of the bid, and the contract agreement





public through hoisting on the SPPRA's Authority's website as well as on district education office's website

(Ref: SPPRA Rules 2010 Rule 10)


Directors School Education and District Education Officer will publish the report of Inspection and Technical Committee. The report will be available to general public in the said offices as well on the websites of regional directorate and district education administration's website.

#### SECRETARY EDUCATION

Notification No. SO G-11/SSB/FW-01/12 Karachi Dated Wednesday, February 13, 2013

A copy is forwarded for information and necessary action to:

1. Accountant General Sindh, Karachi
2. Additional Secretary (Schools), Education & Literacy Department, Government of Sindh
3. Director School Education, all regions
4. Regional Director Colleges all regions
5. District Account Officer, all districts
6. District Education Officer all districts
7. Principal Government College of Technology, Sukkur, Hyderabad, Mirpurkhas, Larkana
8. District Officer (Education Works) all districts
9. All Assistant District Officers Education, through Dist. Officer Education (Ele), all districts.
10. PS to Senior Minister, Education & Literacy Department, Government of Sindh, Karachi
11. PS to Secretary, Education & Literacy Department, Government of Sindh, Karachi
12. Office Order File

  
DEPUTY SECRETARY (GA)