



**GOVERNMENT OF SINDH
SCHOOL EDUCATION DEPARTMENT**

TENDER NOTICE

Tenders are invited on Single Stage One Envelope basis for supply of the item details shown below which shall be opened on 10th May 2017 at **03:00** p.m.

S#	Description	Specifications
1	Supply of Stationary Items	As Per Tender Document
2	Supply of Computer Accessories	
3	Supply of various items	

2. Tender documents will be available from the first date of publishing of the tender notice which can be obtained from the 47-E/1, 48TH Street, PECHS, Block-6 OR Downloaded from RSU's website www.rsu-sindh.gov.pk and SPPRA www.pprasindh.gov.pk website and shall be submitted in shape of pay order **Rs. 1,000/ (Non-refundable)** (for each category mentioned above) in favor of the Chief Program Manager Reform Support Unit, Education & Literacy Department, Government of Sindh.

- a) The sealed tenders on the prescribed forms can be dropped in the Tender Box up to 02:00 p.m. on the date of opening of Tenders i.e. 10th May 2017 and Tender will be opened at 3 p.m. on same date.
- b) The tenders will be opened in presence of the bidders or their authorized representatives who wish to be present.
- c) In case of holiday, tenders will be obtained/submitted/opened on the next working day as per given schedule.
- d) Earnest money in shape of pay order in favor of Chief Program Manager Reform Support Unit, Education & Literacy Department, Government of Sindh Karachi will have to be submitted along with the tender @ 2.5%.
- e) Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1)
 - (i) Interested bidders should have the relevant experience for at least 5 years.
 - (ii) Turn-over of at least last three years up to Rs. 100.00 million
 - (iii) Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh.
 - (iv) Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method.
 - (v) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.
- f) Procuring Agency may reject all or any bid subject to the relevant provisions of SSP Rules 2010 (Amendment 2013). All Terms & Conditions of current SPPRA are applicable.
- g) All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.
- h) All taxes applicable under Federal / Provincial/Local Government will be deducted at the time of Payment to the contractor.

Program Officer (Finance)/DDO
Reform Support Unit
School Education Department

Bidding Document

For

**“Purchase of Computer
Accessories/Stationary/Various Items”**

Under the

Office of Reform Support Unit

**SCHOOL EDUCATION DEPARTMENT
GOVERNMENT OF SINDH**

RECEIPT

Issued to M/s. _____

Rs. _____ (Non-Refundable Non-Transferable)

Pay order / Demand Draft No. _____ Date _____

Program Officer (Finance)
Reform Support Unit
SCHOOL EDUCATION Department
Government of Sindh

EVALUATION BEFORE OPENING OF FINANCIAL BID

By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:

1. that it has the required experience and technical know-how for the project scope of work; and
2. that it has financial capability to perform the Contract.
3. that it is not involved in any Court Case / FIR.

By submission of documentary evidence in its bid, the Bidder MUST establish to the Purchaser's satisfaction:

1. that it is incorporated with SECP and is in good standing with SECP and all relevant departments;
2. that it is properly registered with FBR for Income Tax and Sales Tax, SRB & Professional Tax;
3. that it has delivered Similar projects with Government.
4. that it must submit authorization letters from the principal providing the Software & Hardware solutions.

Note: If any bidder/participant fails to satisfy or does not fulfil the required documentary evidence its financial bid will not be opened and return without opening.

Bid Data Sheet

Introduction	
ITB 1.1	Name of Procuring Agency: Reform Support Unit, School Education Department, Government of Sindh.
ITB 1.1	Purchase of Stationary Items, Computer Accessories
ITB 4.1	Name of Procuring agency. Reform Support Unit, School Education Department, Government of Sindh.
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers: Reform Support Unit, School Education Department, Government of Sindh, 47-E/1, 48TH Street, PECHS, Block-6 , Karachi. 02134320248-51
ITB 8.1	Language of the bid. English
Bid Price and Currency	
ITB 11.2	The price quoted shall be: PKR
ITB 11.5	The price shall be fixed.
Preparation and Submission of Bids	
ITB13.3 (d)	<p>Qualification requirements.</p> <p>Tenders are invited on the basis of Single-Stage-One envelop procedure. (7.9.1)</p> <p>(vi) Interested bidders should have the relevant experience for at least 5 years.</p> <p>(vii) Turn-over of at least last three years up to Rs. 100.00 million</p> <p>(viii) Registration with Federal Board of Revenue (FBR) for Income Tax & Sales Tax, with Professional Tax Registration Excise & Taxation, Govt. of Sindh.</p> <p>(ix) Each bid shall comprise one single envelope containing the Financial Proposal and required information require for Single-Stage-One Envelope method.</p> <p>(x) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tender or bidding document.</p>
ITB 14.3 (b)	Spare parts required for one year of operation.
ITB 15.1	Amount of bid security. Two & Half percent (2.5%) of the bid amount.
ITB 16.1	Bid validity period: The validity should be Ninety (90) days.
ITB 17.1	Number of copies. One Original Set and One Duplicate
ITB 18.2 (a)	Address for bid submission: Reform Support Unit, School Education Department, Government of Sindh., Room 47-E/1, 48TH Street, PECHS, Block-6 , Karachi
ITB 19.1	Last Date & time of submission: 10 th May 2017 at 02:00 p.m
ITB 22.1	Time, date, and place for bid opening. 10 th May 2017 at 03:00 p.m, at Reform Support Unit, School Education Department, Government of Sindh. 47-E/1, 48 TH Street, PECHS, Block-6, Karachi.
ITB25.4 (b)	Delivery schedule as per work order.
Contract Award	
ITB 29.1	15% Percentage for quantity increase or decrease.



GOVERNMENT OF SINDH
SCHOOL EDUCATION DEPARTMENT

(PRICE RS. 1,000/- NOT REFUNDABLE /NON- TRANSFERABLE)

NAME OF COMPANY

DATE OF OPENING OF TENDER -----10th May 2017-----

TIME OF RECEIPT OF TENDER -----02:00 p.m.-----

TIME OF OPENING OF TENDER -----03:00 p.m.-----

NOTE:- RATES SHOULD BE QUOTED (BOTH IN FIGURE AND WORDS) INCLUDING ALL TAXES LEVIABLE ON FREE DELIVERY TO CONSIGNEE'S END BASIS AT KARACHI.

The offer shall remain open for 90 days from the date of opening or validity will be extended as per rules 38 of sppra rules, 2010 (amendment 2013).

The delivery of stores is required immediately. Supplier should give their shortest confirmed delivery period but not later 12th May 2017.

No.	Description	Quantity	Unit price	Total
	1) STATIONARY			
1	Paper Legal size 80 Gram	450 ream		
2	Paper A4 Size 80 Gram	500 ream		
3	Pamphlet			
4	Art card			
5	Forms			
6	Books			
7	Inside Material			
8	Both side of the leaf four			
9	Brown Envelop legal size			
10	Art card 350 grams			
11	Art card 310 grams			
12	Mate lamination Shine Lamination			
13	UV Coat			
14	Gum Binding			
15	Central Pin Binding			
16	Juz Binding			
17	Brown Envelop A4			
18	Registers			

No.	Description	Quantity	Price	Total
19	Invitation cards 6" x6"	5000		
20	Invitation cards Envelope 6" x6"	5000		
21	Scotch Tape 4"	50		
22	4A size Plastic Folders	300		
23	PPC 70 Gm Ream	100		
24	IK Legal Size 70 gm Ream	500		
25	Korona Box File	100		
26	Ball Pen	1000		
27	Room Spray	50		
28	White Envelop 10" x 12"	300		
29	Binder Clips 1"	50		
30	Binder Clips 3"	50		
31	Binder Clips 4"	50		
32	Box file Ordinary Clip	200		
33	Brown Tape 1/2"	50		
34	Brown Tape 1"	50		
35	Brown Tape 2"	50		
36	Calculator - 12 digit – Model MJ-120 "CASIO" or Equivalent	05		
37	Cello Tape 2"	10		
38	Correction Fluid (white)	50		
39	Board pins	12 Dozen		
40	File Dividers with punch	50		
41	Folder Plastic Colour -	50		
42	Folders Transparent - A4 size	50		
43	Folders Transparent - Foolscap	50		
44	Foot Ruler 12"	12		
45	Highlighter Pen - Dollar	144		
46	Gum stick-UHU	50		
47	Permanent Marker - Black / Blue/ Red/ Green	12 each		
48	Plastic Files A4 size with Clip	144		
49	Post it Pad - 1.5 x 2	50		
50	Post it Pad - 3 x 3	50		
51	Post it Pad - 3 x 5	50		
52	Punching Machine Apolo	12		
53	UNI Ball Eye or Equivalent	05		
54	Rubber Band Big	04 Packets		
55	Rubber Band Largest size	05 Packet		
56	Sharpners with covers pack of 10 pcs	144		
57	Stamp Pad - Medium	12		
58	Stapler Machine	12		
59	Stapler Pin	100 Packets		
60	Telephone Index Diary - Medium Size	05		
61	Thread Tags	5000		
62	Pencil Cell AA	100		
63	Remote cell AAA	100		
64	9 volts battery cell	50		

No.	Description	Quantity	Price	Total
67	Rose Petal Tissue box pop up or Equivalent	100		
68	Extension boards	06		
69	Duster Kapra	144		
70	Energy saver 100 Watt	100		
71	White Box File 225 A	12		
72	Goldfish Pencil	50 Packets		
73	Rose Petal Tissue box Luxury or Equivalent	50		
74	Rose Petal Tissue Roll- Max or Equivalent	50		
75	DVD-RW Maxell	100		
76	CD-RW SONY	100		

2. PRINTER CARTRIDGES

No.	Description	Quantity	Price	Total
1	HP 85A Toner Laser Jet 1102	20		
2	HP 26A Toner Laser Jet 402	20		
3	HP 80A Toner Laser Jet 400	20		
4	HP 05A Toner Laser Jet 2035	25		
5	HP 53A Toner Laser Jet 2015	25		
6	HP 12A Toner Laser Jet 1020	25		
7	HP 85A Toner Laser Jet 1105	30		
8	HP 42A Toner Laser Jet 4250	20		
9	HP 645A Toner Set CLJ 5550	04		
10	HP 410A Toner Set CLJ 452	10		
11	HP 14A Toner Laser Jet 700	20		
12	HP 260A Set Toner Laser Jet 4020	03		

3. COMPUTER ACCESSORIES

No.	Description	Quantity	Price	Total
1	Laptop LED 15.6" or 14.1" Replacement	02		
2	HP Laptop RAM 4GB DDRIII	10		
3	HP Laptop HDD 500 GB	12		
4	HP Laptop Chargers	05		
5	HP Laptop Battery	04		
6	HP Laptop DVD RW Drive	02		
7	HP Laptop Mother Board Repairing	02		
8	HP Laptop Mother Board Replacement	02		
9	HP Laptop Body Repairing	02		
10	HP Laptop Body Replacement	01		
11	HP Laptop Services & Inter cleaning	05		
12	Desktop RAM 4GB DDRIII	10		
13	Desktop HDD 500 GB	02		
14	Desktop Power Supply	02		
15	Desktop DVD RW	02		

1. TERMS AND CONDITIONS

- i. The bidder should be *registered* with Income Tax, Sales Tax and Professional Tax and produce all required valid certificates along with tender.
- ii. Original tender documents purchased receipt must be attached with tender offer.
- iii. Bidders must furnish an earnest money / bid security @ 2.5% of total value in shape of Pay Order / Demand Note in the name of Secretary, Excise, Taxation & Narcotics Department, Government of Sindh, Karachi.
- iv. The Competent Authority reserves the right to increase or decrease the quantity subject to availability to funds.
- v. The Competent Authority reserves the right to cancel / amend the tender at any time as per SPPRA Rules 2010 (amended 2013).
- vi. Representatives of the Firm / Company are required to produce Authority letter at the time of attending the opening of tender.
- vii. The Vendor / Bidder shall produce past experience proof regarding related job, if any.
- viii. The bidder shall enclosed with the tender a certificate mentioned as under for compliance failing which the tender is liable to be cancelled.
- ix. The tender shall be single stage – One Envelope

CERTIFICATE

We guarantee to supply the stores exactly in accordance with the requirements specified in tender documents. For this We undertake to abide all terms and conditions of the tender documents and violation of any term and condition the tender submitted may be treated cancel henceforth.

Signature : _____

**Name / Designation & Address
of bidder** : _____

Stamp : _____