



**Information Science & Technology Department
Government of Sindh**

**SUPPLY OF FURNITURE & FIXTURE
AND
MACHINERY & PLANT**

www.sindh.gov.pk

FEBRUARY, 2021



Note: The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

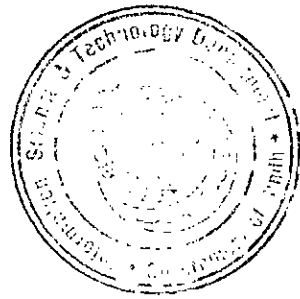


Table of Contents

ARTICLE I.DEFINITIONS	4
ARTICLE II. INVITATION TO BID.....	5-6
ARTICLE III.BID FORM.....	7
ARTICLE IV.BID SECURITY FORM	8
ARTICLE V.PERFORMANCE SECURITY FORM	9
ARTICLE VI.GENERAL TERMS & CONDITIONS	10-11
ARTICLE VII.DELIVERY TIME AND PAYMENT MODE	12
20 WEEKS AFTER ISSUANCE OF PURCHASE ORDER	12
ABILITY TO PROVIDE AFTER SALES SUPPORT.	12
ARTICLE VIII. SELECTION CRITERIA.....	13
INSTRUCTIONS FOR RESPONDING ORGANIZATIONS.....	13
MODE OF DELIVERY AND ADDRESS	13
SUBMISSION OF PROPOSAL	13
OPENING OF PROPOSALS	13
ARTICLE IX. EVALUATION AND COMPARISON OF TECHNICAL AND FINANCIALBIDS	14
BASIS OF EVALUATION AND COMPARISON OF BID	14
PRELIMINARY EVALUATION CHECKLIST	14
Special Instruction.....	15
ARTICLE X. SCOPE OF WORK	16
ARTICLE XI. DETAIL SPECIFICATION AND DISTRIBUTION	16



ARTICLE I. DEFINITIONS

In this Contract, the following terms shall be interpreted as indicated:

"**Commencement Date of the Contract**" means the date of signing of the Contract between the Purchaser and the Contractor.

"**Contract**" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

"**Contract Price**" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

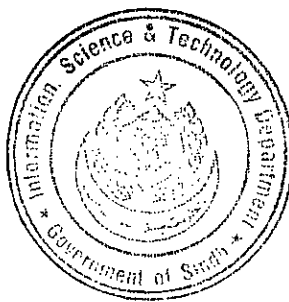
"**Contractor**" means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.

"**Contract Value**" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportionable to the Software or Services in question.

"**Purchaser**" means the Information Science & Technology Department, Government of the Sindh, Karachi - Pakistan.

"**Services**" means services, such as testing, training and other such obligations of the Contractor covered under the Contract.

"**Works**" means all Software / Hardware and Networking to be provided and services to be rendered & work to be done by the Contractor under the Contract.



ARTICLE II. INVITATION TO BID

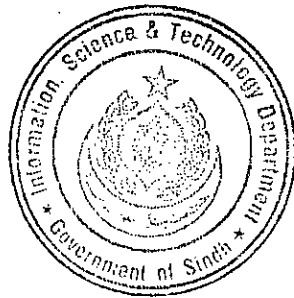
Information Science & Technology Department Government of the Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for the **"Supply of Furniture & Fixture and Machinery & Plant for the "Information, Science & Technology Department"**

1. Tender Bids in sealed envelopes as per information are required. Interesting bidders applying for bids should submit as per single stage single envelope bidding process containing financial proposal & required information. The interested bidder must have valid NTN also. Only Income Tax and Sales Tax registered firms are eligible to participate.
2. The bidder must quote for the complete specification. The uncompleted bid shall be rejected as non-responsive.
3. The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.
4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding documents.
5. Interested eligible bidders will obtain further information on the bid and inspect the bidding documents at the office of Drawing & Disbursing Officer (DDO), Information, Science & Technology Department, Government of Sindh, 1st Floor, Building No. 6, Sindh Secretariat, Shahrah-e- Kamal Ataturk, Karachi, Tel: 021-99213811 Fax: +92-21-9921414. From the date of advertisement during office Hour, i.e. from 9:00 am to 5:00 pm on payment of document fee of Rs.500/- in the form of pay order/Demand Draft in favor of Information Science & Technology Department, Government of Sindh. The Bidding documents can also be download from the website of SPPRA, in which case document fee may be submitted along with the bid. Only the bids submitted with the document fee or proof of payment thereof will be considered as eligible for participating in the bidding process.
6. All bids must be accompanied by an earnest money (3%) of total bid amount, and must be accompanied with the financial offer. Bid without bid security of required amount and prescribed form shall be rejected.
7. Information, Science & Technology Department Government of the Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
8. The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
9. Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered. The attention of bidders is drawn to the provisions of Clause on "Determination of Responsiveness of Bid" regarding the rejection of Bids, which are not substantially responsive to the requirements of the Bidding Documents.
10. The Procuring Agency shall have right of rejecting all or any of the tenders as per provisions of SPPRA Rules 2010 (Amended 2019).



11. All prices quoted must include any Taxes applicable, such as Income Tax, Sales Tax etc. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.
12. Execution / installation of all the components of the Bid will be at locations of Karachi as per the decision of IS&T Dept. Government of Sindh at the time of deployment.
13. The following shall result in blacklisting of suppliers, contractors, or contractor individually or collectively as part of consortium:
 - (i) Conviction for fraud, corruption, criminal misappropriation, theft forgery, bribery or any other criminal offence;
 - (ii) Final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion.
14. Failure to Complete the Task within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, Security Deposit (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.

SECRETARY
Information Science & Technology Department
Government of Sindh



ARTICLE III. BID FORM

To:

Information, Science & Technology Department
Government of Sindh
KARACHI

Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price.

Pak Rupees (in figures _____ in words _____)

or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

We undertake, if our Bid is accepted, to complete the Works in accordance with the Contract.

If our Bid is accepted, we will provide the performance security in the sum equivalent to equal to 10% of the Contract Price in case of Registered Firms and 12.5% in case of un-registered firms, for the due performance Guarantee of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, and it shall remain binding upon us and May be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you May receive.

Dated this-----day of -----2021

BIDDER-----

WITNESS

Signature -----

Signature -----

Name-----

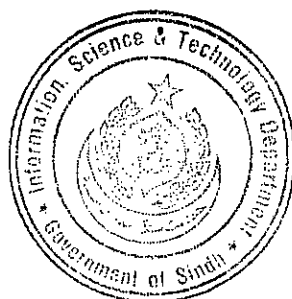
Name -----

Title:-----

Title-----

Address-----

Address-----



ARTICLE IV. BID SECURITY FORM

WHEREAS------(hereinafter called "the Bidder" has submitted its bid dated ----- for the "Supply of Furniture& Fixture and Machinery & Plant" for the "Information, Science & Technology Department)" (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We -----(Name of Bank) of ----- (Name of Country) having our registered office at -----(address of Bank) hereinafter called "the Bank") are bound into the Information, Science &Technology Department, Government of Sindh, Karachi, Pakistan (hereinafter called "the Purchaser") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this-----day of-----, 2021

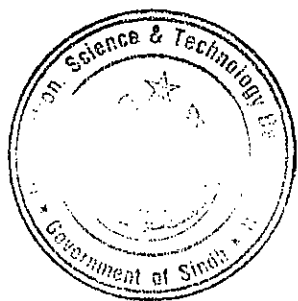
THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
4. Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
5. Fails or refuses to execute the Contract Form, when requested. or

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to -----2021, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)



By-----

(Title)

Authorized Representative

ARTICLE V. PERFORMANCE SECURITY FORM

To,

Information, Science & Technology Department
Government of Sindh
KARACHI

WHEREAS (Name of the Contractor)

Hereinafter called "the Contractor" has undertaken, in pursuance of the bid for the **"Supply of Furniture & Fixture and Machinery & Plant for Information, Science & Technology Department"** dated _____ 2021, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 2021, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

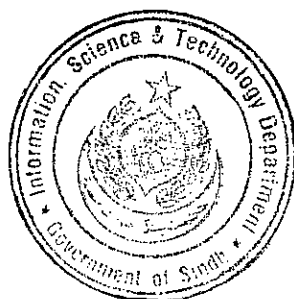
Signature _____

Name _____

Title _____

Address _____

Seal _____



ARTICLE VI. GENERAL TERMS & CONDITIONS

1. Bids not confirming to the terms, conditions and specifications stipulated in this RFP will be rejected.
2. Proposal after due date and time will not be accepted for any reason. Proposal must not be sent by facsimile or email. Such submission will not be accepted for any reason.
3. Bid / Proposal shall comprise Single Stage Single envelope containing the technical & Financial proposal and required information mentioned below;
 - a- Relevant experience;
 - b- Turn-over of at least last three year;
 - c- Registration with income Tax, Sale Tax & Provisional Sales Tax (SRB);
 - d- Bid Security;
 - e- Documents Fee/ Tender Fee (Non-Refundable);
 - f- Affidavit that the firm is not blacklisted;
 - g- Any other information as required under the Evaluation Criteria of this bidding documents;
4. The bidder must bid for the complete package. Bidding for individual items will be reject as non-responsive.
5. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding documents.

7 Bid Security

A bid security, in the shape of a Bank Draft/Pay Order in favor of Drawing & Disbursing Officer (DDO), Information, Technology Department, Government of Sindh, equivalent to 03% of the total cost of bid should be submitted along with the tender.

8 Performance Security

Performance Security in shape Bank Draft/Pay order/Bank Guarantee in favor of Information, Science & Technology Department, Govt. of Sindh at 10% of the total bid may be submitted by the successful bidder after issuance the work order.

9 Validity of the proposal

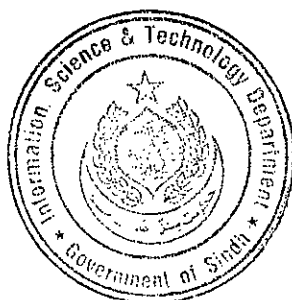
All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

10 Currency

All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

11 Withholding Tax, Sales Tax and other Taxes

The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and/or income, which May be



levied by government. If responding organization is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

12. Financial Capabilities

The RO(s) shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

13. Penalty Clause

1. It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Earnest Money will be forfeited in favor of the Information Science & Technology Department Sindh, Karachi.
2. An affidavit that the firm has not been entangled in litigation with any client during the last 5 years.
3. An affidavit that the firm has never been blacklisted by any Government Department.
4. Liquidated damages of 0.025% per day of the contract price per day will be deducted for delayed delivery of Software and Services.

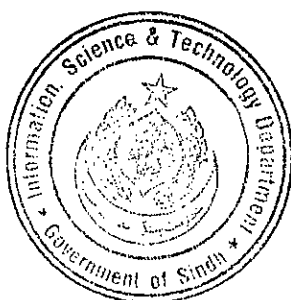
ARTICLE VII. DELIVERY TIME AND PAYMENT MODE

2 weeks after issuance of purchase order

The payment shall be released as per the invoice of actual work done, submitted by the vendor, which will be paid after completion of all codal formalities in accordance with the available budget released by Finance Department, Government of Sindh.

The Bid must be submitted in duplicate with the following documents.

1. Company Profile with complete address, telephone No. Fax. No. and e-mail address and contact person.
2. Documents Fee and bid security of the specified from and amount as per RFP.
3. Bank Statement
4. Complete schedule of supply, installation, testing and commissioning is to be provided.
5. Relevant Experience.
6. NTN & GST Certificate



ARTICLE VIII. SELECTION CRITERIA

Single stage single envelope procedure will be used for the final selection of the vendor for the supply of the Furniture & Fixture and Machinery & Plant. Bid / Proposal shall comprise of Technical & Financial proposal in single envelope. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

Instructions for Responding Organizations

Communication

Enquiries regarding this RFP shall be submitted in writing to:

Drawing & Disbursing Officer (DDO), Information, Science & Technology Department, Government of Sindh

1st Floor, Building No. 6, Sindh Secretariat, Shahrah-e-Kamal Ataturk, Karachi

Tel: +92-21-99213811

Fax: +92-21-99211414

Mode of Delivery and Address

Technical & Financial proposals (2 copies each) should be submitted by 2:00 pm on or before **24th February, 2021** at the address given below:

Drawing & Disbursing Officer (DDO), Information, Science & Technology Department, Government of Sindh

1st Floor, Building No. 6, Sindh Secretariat, Shahrah e Kamal Ataturk, Karachi

Tel: +92-21-99213811

Fax: +92-21-99211414

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

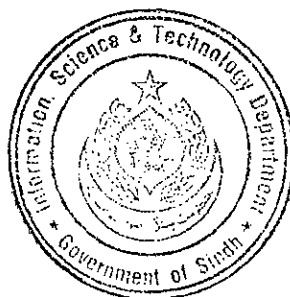
Submission of Proposal

The bidder must bid for the complete package. For individual items from the package will be rejected as non-responsive. Proposal can be submitted on or before **24th February, 2021** should be submitted by **2:00 pm** at the address given above. Bid/ Proposal shall comprise one single envelope containing the technical and financial proposal and required information mentioned in general terms & conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

The Bank Draft for Bid Bond to be enclosed in a separate envelope, labeled as "Bank Draft (Bid Bond)", and which should be sealed. Proof of Sales Tax and NTN numbers should also be provided. (Please provide photocopies of relevant documents).

Opening of Proposals

The proposals submitted against the subject RFP will be opened on **24th February, 2021** at **3:00 pm** in front of the Procurement Committee of "**Information Science & Technology Department**" and in the presence of bidder's authorized representatives who wish to remain present.



ARTICLE IX. EVALUATION AND COMPARISON OF TECHNICAL AND FINANCIAL BIDS

Bid/ Proposal shall comprise single stage single envelope containing the technical and financial proposal.

Eligibility Criteria

The bidders meeting the following criteria will be eligible for tender.

S.No	Criteria	Compliant	Non-Compliant
1	Registration with FBR for Income Tax & Sales Tax		
2	03 year in relevant experience (Attach relevant documents)		
3	Average turnover of 5 million in relevant Business during last 3 year (Attach Bank statement)		
4	Required Bid Security Attached		
5	Tender Document Fee Submitted		

Preliminary Evaluation Checklist

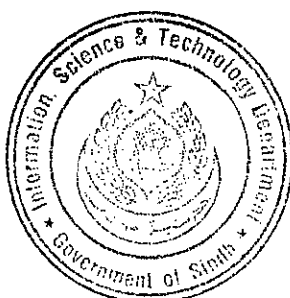
Please note that all required information should be provided on this Form.

General

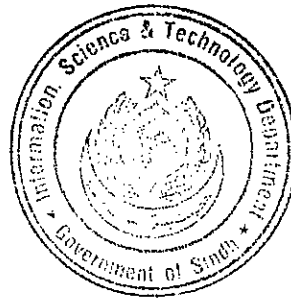
1. Name of Bidder
2. No of Years in business in Pakistan
3. Annual Turnover (Million Rs.)
4. Year of Incorporation
5. Status of the Bidder
 1. Sole Proprietor
 2. Partnership Firm
 3. Private Limited Company
 4. Public Limited Company
 5. Entity registered / incorporated outside Pakistan (Give details)
 6. Other (Please specify)
6. Names of Owner / Partners / Chief Executive / Directors.
7. Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information)

Special Instruction

1. Incomplete applications will not be considered.
2. Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
3. Information, Science & Technology Department reserves the right to accept or reject any or all proposals without assigning any reason thereof.
4. The tender must be filled on prescribed form without any alteration/over writing.
5. Conditional tenders/bids will not be acceptable.
6. Information, Science & Technology Department reserves the right to increase or decrease the scope of work / number of items without assigning any reason.



7. Only companies registered with Sales Tax and Income Tax Departments shall be eligible to participate in the tender (proof of registration is required).
8. Every page of this tender document should be signed and sealed by the bidder.
9. Contacting the Purchaser
 - a. Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.
10. Purchaser's Right to Accept the Bid or Reject the Bid
11. The Purchaser reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchaser's action.
12. The bidder may apply for Lot-I or Lot-II or Both.
13. The tender fees Rs.500/- may be submitted in shape of pay order/bank draft in favor of Drawing & Disbursing Officer (DDO), Information, Science & technology Department, Govt. of Sindh and same may be attached with the tender documents if the bidder will download tender documents from SPPRA website or Sindh Government website(www.sindh.gov.pk).
14. The tender documents may be collected from the office of Drawing & Disbursing Officer (DDO), Information, Science & technology Department, Govt. of Sindh, 1st Floor, Sindh Secretariat No.6, Kamal Atta truk Road, Karachi.
15. The successful bidder will deliver the bill of quantities within 15 days of awarding the work/contract.



ARTICLE X.**SCOPE OF WORK**

IS&T Department, Government of Sindh, invites tender through National Competitive Bidding. Contractor shall also be responsible to supply the Furniture & Fixture at IS&T, Government of Sindh.

Vendor would be responsible to install / fix the furniture & Fixture with utmost care and for its safe custody till completion of the assignment. Penalty would be imposed on vendor to makeup the loss; in case of finding carelessness in equipment handling and misuse of the provided equipment.

ARTICLE X:**LOT-I****BILL OF QUANTITY****DETAILES/ SPECIFICATION OF FURNITURE & FIXTURE**

(Specification may be equivalent or higher)

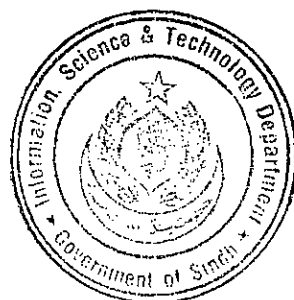
S.No	Description	Specification	QTY
1	Executive Conference Table	Executive Conference Table Size 17' L x 4' W x 2.5' Height with base 16"x16" or more using MDF Lassani sheet of 3/4" including pressing Oak ply of 4mm with all kind of hardware and 2" moulding Gola, filling epoxy in joints, sanding, cleaning and applying of sealer and liquor wood base polish as per requirement complete in all respect.	01
2	Visitor Chairs	Visitor chair of sheesham wood frame, cushion seats & Back, polished.	24
3	Executive Chair	Executive revolving Chair imported	01
4	LED Table / Project Rack	LED Table/ Project Rack Size 6' L x 1 1/2' W x 3' Height using MDF Lassani sheet of 3/4" including pressing Oak ply of 4mm with all kind of hardware and 2" moulding Gola, filling epoxy in joints, sanding, cleaning and applying of sealer and liquor wood base polish as per requirement complete in all respect.	01
5	Wooden Side Table	Wooden Side Table Size 3' L x 1 1/2' W x 2.5' Height using MDF Lassani sheet of 3/4" including pressing Oak ply of 4mm with all kind of hardware and 2" moulding Gola, filling epoxy in joints, sanding, cleaning and applying of sealer and liquor wood base polish as per requirement complete in all respect.	02
		Total	29

Technical Specification:

Note: Vendors should submit their bid with equivalent or higher specification.

Delivery Schedule:

The successful bidder would be required to carry out the delivery of the BOQ items within a period of 15 days after award of work/ contract.



ARTICLE X.**SCOPE OF WORK**

IS&T Department, Government of Sindh, invites tender through National Competitive Bidding. Contractor shall also be responsible to supply the Machinery & Plant at IS&T, Government of Sindh.

Vendor would be responsible to supply / fix the Machinery & Plant with utmost care and for its safe custody till completion of the assignment. Penalty would be imposed on vendor to makeup the loss; in case of finding carelessness in equipment handling and misuse of the provided equipment.

ARTICLE X:**LOT-II****BILL OF QUANTITY****DETAILS/ SPECIFICATION OF MACHINERY & PLANT**

(Specification may be equivalent or higher)

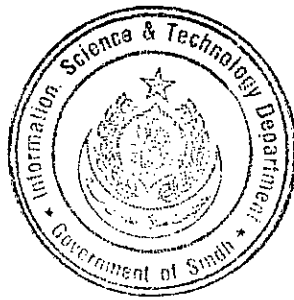
S.No	Description	Specification	QTY
1	Air Conditioned	1.5 Ton Kenwood	05
2	Bracket Fan	GFC 220V, 1amp	10
3	Multimedia Projector	Sony VPL Ex455	01
4	Drilling Machine	LT , 220V, Medium 700-1000 watt	02
		Total	18

Technical Specification:

Note: Vendors should submit their bid with equivalent or higher.

Delivery Schedule:

The successful bidder would be required to carry out the delivery of the BOQ items within a period of 15 days after award of work/ contract.



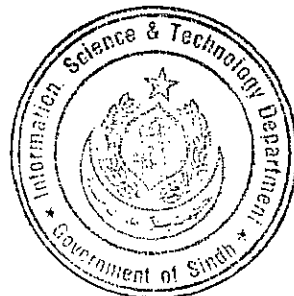
FINANCIAL FORM

LOT-I

FURNITURE & FIXTURE

(Specification may be equivalent or higher)

S.No	Description	Specification	QTY	Unit cost (inclusive all taxes)	Total Cost (inclusive all taxes)
1	Executive Conference Table	Executive Conference Table Size 17' L x 4' W x 2.5' Height with base 16"x16" or more using MDF Lassani sheet of 3/4" including pressing Oak ply of 4mm with all kind of hardware and 2" moulding Gola, filling epoxy in joints, sanding, cleaning and applying of sealer and liquor wood base polish as per requirement complete in all respect.	01		
2	Visitor Chairs	Visitor chair of sheesham wood frame, cushion seats & Back, polished.	24		
3	Executive Chair	Executive revolving Chair imported	01		
4	LED Table / Project Rack	LED Table/ Project Rack Size 6' L x 1 1/2' W x 3' Height using MDF Lassani sheet of 3/4" including pressing Oak ply of 4mm with all kind of hardware and 2" moulding Gola, filling epoxy in joints, sanding, cleaning and applying of sealer and liquor wood base polish as per requirement complete in all respect.	01		
5	Wooden Side Table	Wooden Side Table Size 3' L x 1 1/2' W x 2.5' Height using MDF Lassani sheet of 3/4" including pressing Oak ply of 4mm with all kind of hardware and 2" moulding Gola, filling epoxy in joints, sanding, cleaning and applying of sealer and liquor wood base polish as per requirement complete in all respect.	02		
		Total	29		



LOT-II

MACHINERY & PLANT

(Specification may be equivalent or higher)

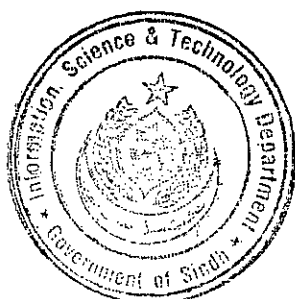
S.No	Description	Specification	QTY	Unit cost (inclusive all taxes)	Total Cost (inclusive all taxes)
1	Air Conditioned	1.5 Ton Kenwood	05		
2	Bracket Fan	GFC 220V, 1amp	10		
3	Multimedia Projector	Sony VPL Ex455	01		
4	Drilling Machine	LT , 220V, Medium 700-1000 watt	02		
		Total	18		

Note: 1) Bidder may apply for Lot-I or Lot-II or both Lots.

2) The contract will be awarded Lot wise not single item wise.

3) The bidder whose bid will be lowest in total cost of Lot-I or Lot-II will be awarded the contract instead of lowest cost in single item in any Lot.

4) Bidder will not be eligible to single item in any Lot.



BID DATA SHEET

(All required documents must be properly annexed)

Sr. No.	Categories	Details
01	Name of Procuring Agency	Information, Science & Technology Department, Government of Sindh
02	Website	www.sindh.gov.pk www.pprasindh.gov.pk
04	Method of procurement	Single Stage- Single Envelopes
05	Cost of the Bidding Document	Rs. 500/-
06	Bid Currency	Bids shall be quoted entirely in Pak Rupees.
07	Bid Security	A bid security amounting to 3% of the Bid Prices shall be paid in favor of "DDO Information Science & Technology Department, Government of Sindh" in the form of Bank Draft/Pay Order.
08	Bid Validity	The bid shall be valid for 90 days after the bid opening date.
09	No. of Copies to be submitted	One Original plus one Copy of Bid Proposal
10	Performance Security	10% of the Bid Price
11	Date for issuance of Bidding Documents	08-02-2021
12	Last Date & Time for submission of Bids	24-02-2021 till 2.00 P.M
13	Date & Time for Opening of Technical Bids	24-02-2021 at 3.00 P.M
14	Language of Bid	English
15	Address for Submission of Bids and contact Detail	Rasheed Ahmed Memon (DDO) Information, Science & Technology Department Address: 1 st Floor, Building No. 6, Kamal Atta-Turk Road, Sindh Secretariat, Karachi, Pakistan 021-99213811 Fax. No 021-99211414



INSTRUCTION TO BIDDERS (ITB) / PREPARATION OF BIDS

The Contact Details: The contact number and the correspondence address for submitting the proposals are as follow: Drawing & Disbursing office (DDO), Information, Science & Technology Department, Government of Sindh, 1st Floor, building No.6, Sindh Secretariat Shahrah-e- Kamal Attaturk Karachi. Phone No -021-99213811, Fax-No 021-99211414.

Language of Bid: The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and IS&T Department must be written in English.

(a) Documents Comprising the Bid:

The Bid submitted by the bidder shall comprise the following:

- a) Sealed Envelopes
- b) Covering Letter
- c) Schedules
- d) Bid Security
- e) Other necessary documents as mentioned in Bid Document

Bid Form: The interested bidders will fill information on prescribed Bid Performa included in Bid document as required.

Bid Price & Bid Currency: The bidder shall fill up the schedule of prices indicating the percentage above or below the Composite Schedule of Rates / Unit Rates and prices of the mentioned items. Prices in the Schedule of Prices / Bill of Quantities shall be quoted entirely in Pak Rupees (must include all applicable taxes) keeping in view the instructions mentioned in Bid document.

Documents Establishing Bidder's Eligibility and Qualifications: The bidder shall furnish, as a part of its bid, documents establishing the bidder's eligibility to bid and its qualification to perform the work if bid is accepted.

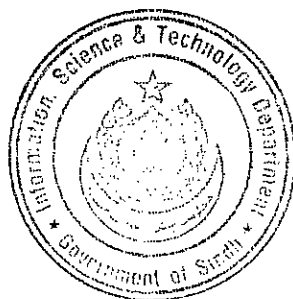
Bidder must possess and provide evidence of its capability and the experience and Qualification Criteria as mentioned in the Bidding Document.

(b) Documents Establishing goods eligibility and Conformity to Bidding Documents:

The documentary evidence of the goods conformity to the bidding documents may be in the form of literature, drawings and data and the bidder shall furnish documentation as set out in the Bidding Document.

Bid Security: A bid security in the shape of Bank Draft / Pay order in favor of (DDO), Information, Science & Technology Department , Government of Sindh , equivalent to 03% of the total cost of bid should be submitted along with the tender from the closing date of the submission of the proposals.

Bid Validity: Bids shall remain valid for a period of ninety (90) days, after the date of bid opening.



Format, Signing and Submission of Bid:

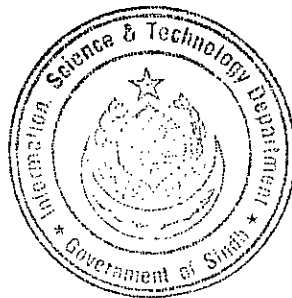
1. All schedules to bid are to be properly completed and signed.
2. No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.
3. Each bidder shall prepare Original and number of copies and clearly mark them Original and Copy. In the event of discrepancy between them, the original shall prevail.
4. The Original and Copies of the bid shall be typed or written in edible ink and shall be signed by a person or persons duly authorize to sign. This shall be indicated by submitting a written power of attorney authorizing the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be initialed and official seal be affixed by the person signing the bid.
5. The bid shall be delivered in person or sent by registered mail at the address to the Procuring Agency as given in the Bidding Document.

Eligible Bidder: All the bidders duly incorporated and based in Pakistan governed by rules, laws and states of Government of Pakistan and Government of Sindh shall be eligible.

Bidding Process: This is the **Single Stage – One Envelope** procedure

Cost of Bidding: The bidder shall bear all costs associated with the preparation and submission of its bid and IS&T Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Financial Proposal: The financial proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative.



INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY CONTRACTORS

Contract No _____ Dated _____
Contract Value: _____
Contract Title: _____

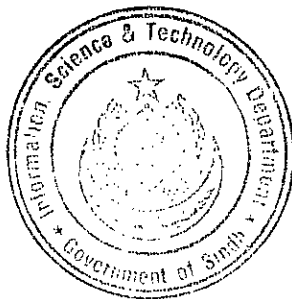
..... [name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[name of Contractor] accepts full responsibility and strict liability that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PA.

[Procuring Agency]



[Contractor]