

# BIDDING DOCUMENT



## STANDARD BIDDING DOCUMENT



**TENDER-2019 /01**

**TENDER DOCUMENTS FOR PROVIDING EQUIPMENTS OF I.T LABORATORIES IN 7 ROSHAN TARA SCHOOLS OF SINDH GRADUATES ASSOCIATION (SGA).**

Name of Department	<b>SGA-CDP PROJECT OFFICE, KARACHI</b>
Name of Contracting agency	<b>SINDH GRADUATES ASSOCIATION (SGA)</b> 9/12 Rimpa Plaza M.A Jinnah Road, Karachi Tel : +92-021-32760955, 32724359 Website: <a href="http://www.sga.org.pk">www.sga.org.pk</a> Email: <a href="mailto:sga_markaz09@yahoo.com">sga_markaz09@yahoo.com</a>



## SINDH GRADUATES ASSOCIATION (SGA)

9/12 Rimpa Plaza M.A Jinnah Road, Karachi.

Phones: +92-021-32760955, 32724359

Email: [sga\\_markaz09@yahoo.com](mailto:sga_markaz09@yahoo.com) URL

<http://www./sga.org.pk>



NO. SGA(HO)CDP- Edu/Tender/2019-

### **NOTICE INVITING TENDER**

Sindh Graduates Association (SGA) in collaboration with Community Development Program, Planning and Development Department, Government of Sindh under phase-VI is implementing an educational project for its Roshan Tara Schools located in different districts of Sindh Province.

Sealed tenders on item rate basis are invited on prescribed form from the interested parties/contractors/firms, registered with Sindh Board of Revenue, Income Tax/SNTN, GST (as the case may be) possessing at least three years' experience of the same type of the works/projects/supply and installation. The tenders shall be based on the single stage – one envelope procedure under Rules No 46 (1) of SPPRA-Rules (Amended-2017).

S.No	Name of Work	Bid Security	Tender Fee	Time for completion
1.	Equipments of I.T Labs for 7 Roshan Tara Schools i.e. Pano Akil, Phulji Station, Gulshan-e-Hadeed, Badin, Bachal Goth, Mirpurkhas and Kaloi.	2% of bid price	Rs.500/-	The whole task will be carried out in 01 month period

### **Terms & conditions:**

1. Tender documents can be obtained against the written request from the office of **Project Manager-SGA-CDP** of the Sindh Graduates Association 9/12 Rimpa Plaza, M.A Jinnah Road, Karachi with a Pay Order / Demand Draft as Tender Fee mentioned above (nonrefundable) in favor of '**Sindh Graduates Association**' on any working day during office hours from **22<sup>nd</sup> May 2019 to 12<sup>th</sup> June 2019** and can be download from SGA website: [www.sga.org.pk](http://www.sga.org.pk)
2. The filled Sealed Tenders will be received back till **12<sup>th</sup> June 2019 by 13:00** hours and will be opened on same day at **14:00 hours in the Mazhar Resource Centre/Committee hall of SGA Office** before procurement committee and participating suppliers/firms or their authorized agents who intend to be present.
3. Bid Validity Period 90 days
4. The earnest money at the rate of **2%** on bid amount in the shape of Pay order/demand draft in the name of '**Sindh Graduates Association**' from any scheduled bank should be attached with the bid.
5. Eligibility conditions for intending participate shall be as per SPPRA Rules amended 2017.
6. Bids must be offered on the prescribed tender form issued by **Sindh Graduates Association**. However additional sheets may be attached, if required.
7. Contractor Agency reserves the right to reject all or any bids subject to the relevant provisions of **SPPRA, Rules amended 2017**.
8. In case any unforeseen situation resulting in closure of office on the date of opening or if Government declares Holiday the tender shall be submitted/opened on the next working day at the same time and venue.

**Secretary General SGA**

## Instructions to Bidders

### General Rules and Directions for the Guidance of Suppliers.

This section of the bidding documents should provide the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Contractors Agency. It should also give information on bid submission, opening and evaluation, and on the award of contract.

Matters governing the performance of the Contract or payments under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are included as Conditions of Contract and Contract Data.

The Instructions to Bidders will not be part of the Contract and will cease to have effect once the contract is signed.

1. All work proposed to be executed by supplier shall be notified in a form of Notice Inviting Tender (NIT)/Invitation for Bid (IFB) hoisted on website of SGA and also in printed media where ever required as per rules.
2. NIT must state the description of the work, dates, time and place of issuing, submission, opening of bids, completion time, cost of bidding document and bid security either in lump sum or percentage of Estimated Cost/Bid Cost. The interested bidder must have valid NTN also.
3. Content of Bidding Documents must include but not limited to: Conditions of contract, Contract Data, specifications or its reference, Bill of Quantities containing description of items with scheduled/item rates with premium to be filled in form of percentage above/ below or on item rates to be quoted, Form of Agreement and drawings.
4. **Fixed Price Contracts:** The Bid prices and rates are fixed and in PKR currency, during currency of contract and under no circumstance shall any supplier/vender be entitled to claim enhanced rates for any item in this contract.
5. The Contractor (SGA) shall have right of rejecting all or any of the tenders as per provisions of SPPRA Rules 2010 (Amended 2017).
6. **Conditional Offer:** Any supplier or vendor who submits a tender shall fill up the usual printed form stating at what percentage above or below on the rates specified in Bill of Quantities for items of work to be carried out: he is willing to undertake the work and also quote the rates for those items which are based on market rates. Only one rate of such percentage, on all the Scheduled Rates shall be framed. Tenders, which propose any alternative in the works specified in the said form of invitation to tender or in the time allowed for carrying out the work, or which contain any other conditions, will be liable to rejection. No printed form of tender shall include a tender for more than one work, but if

supplier wish to tender for two or more works, they shall submit a separate tender for each, if any.

7. The envelope containing the tender documents shall refer the name and number of the work.
8. All works shall be measured by standard instruments according to the rules.
9. Bidders shall provide evidence of their eligibility as and when requested by the Contractor Agency (SGA).
10. Any bid received by the Agency (SGA) after the deadline for submission of bids shall be rejected and returned unopened to the bidder.
11. Prior to the detailed evaluation of bids, the Contractor Agency (SGA) will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, registration with PEC (where applicable), turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.
12. Bid without bid security of required amount and prescribed form shall be rejected.
13. Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;
  - (A) In case of schedule rates, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.
  - (B) In case of item rates, if there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
  - (C) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

## BIDDING DATA

(a). **Name of Procuring Agency:** Sindh Graduates Association (SGA), Karachi.

(b). **Brief Description of Works:**

Equipments for I.T (Computer) Labs in 7 Roshan Tara Schools i.e. Pano Akil, Phulji Station, Gulshan-e-Hadeed, Badin, Bachal Goth, Mirpurkhas and Kaloi.

Sindh Graduates Association (SGA) in collaboration with Community Development Program, Planning and Development Department, Government of Sindh under phase-VI is implementing an educational project titled '*Improve Quality of Education through Establishment of I.T & Science Labs and solar systems in Roshan Tara Schools*'.

(c). **Contractor Agency's Address:** - Sindh Graduates Association (SGA), Karachi, 9/12 Rimpa Plaza M.A Jinnah Road, Karachi.

(d). **Estimated Cost:-** Estimate is based on market rates for all schools

(e). **Amount of Bid Security:-** 2 % of bid cost

(f). **Period of Bid Validity (days):-** 90 days (Not more than 90 days).

(g). **Security Deposit :-** ( including bid security):- 2 % of Bid Amount

(h). **Percentage, if any, to be deducted from bills:-** Deduction of taxes as per government rules

(i). **Deadline for Submission of Bids along with time:** - 12<sup>st</sup> June 2019. Up to 13:00 pm

(j). **Venue, Time, and Date of Bid Opening:** - Mazhar Resource Centre/Committee Hall of SGA Head Office, 9/12 Rimpa Plaza M.A Jinnah Road, Karachi.

(k). **Time for Completion from written order of commence:** - 30 Days to complete all labs in 7 schools.

(L). **Liquidity damages:** - 0.05% of the bid cost per day (0.05 of Estimated Cost or Bid cost per day of delay, but total not exceeding 10%).

(m). **Deposit Receipt No:** \_\_\_\_\_ **Date:** \_\_\_\_\_, **Amount Rs.** \_\_\_\_\_  
/-

In words: ( \_\_\_\_\_ )

**Chairman Procurement Committee  
SGA-CDP Project- Phase VI**

## **Conditions of Contract**

**Clause – 1: Commencement & Completion Dates of work.** The supplier/vendor shall not enter upon or commence any portion or work except with the written authority and instructions of the Secretary General SGA or of in subordinate-in-charge of the work.

Failing such authority the supplier/vendor shall have no claim to ask for measurements of or payment for work. The supplier shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed and shall reckoned from the date on which the order to commence work is given to the supplier. And further to ensure good progress during the execution of the wok, supplier/vendor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorated basis.

**Clause – 2: Liquidated Damages.** The supplier/vendor shall pay liquidated damages to the Agency at the rate per day stated in the bidding data for each day that the completion date is later than the Intended completion date; the amount of liquidated damage paid by the supplier to the Agency shall not exceed 10 per cent of the contract price. Agency may deduct liquidated damages from payments due to the supplier/vendor. Payment of liquidated damages does not affect the supplier's liabilities.

### **Clause – 3: Termination of the Contract.**

- (A)** Contractor Agency/Secretary General SGA may terminate the contract if either of the following conditions exists:-
- i. Supplier/vendor causes a breach of any clause of the Contract;
  - ii. The progress of any particular portion of the work is unsatisfactory and notice of 10 days has expired;
  - iii. In the case of abandonment of the work owing to the serious illness or death of the contractor or any other cause.
  - iv. Supplier/vendor can also request for termination of contract if a payment certified by the Association is not paid to the contractor within 60 days of the date of the submission of the bill;
- (B)** The Association/Contractor Agency has power to adopt any of the following courses as may deem fit:-
- i. To forfeit the security deposit available except conditions mentioned at A (iii) and (iv) above;
  - ii. To finalize the work by measuring the work done by the contractor.
- (C)** In the event of any of the above courses being adopted by the Secretary General /Contractor Agency, the supplier/vendor shall have:-

- i. No claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements, or made any advances on account of, or with a view to the execution of the work or the performance of the contract,
- ii. However, the contractor can claim for the work done at site duly certified by the Project Manager or Chairman RTS or Chairman Procurement Committee in writing regarding the performance of such work and has not been paid.
- iii. Contractor Agency/Secretary General may invite fresh bids for remaining work.

**Clause 4: Possession of the site and claims for compensation for delay.** The Project Manager/Chairman RTS shall give possession of all parts of the site to the supplier/vendor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

**Clause –5: Extension of Intended Completion Date.** The Contractor Agency either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Secretary General/Chairman SGA in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement.

When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

**Clause –6: Specifications.** The supplier/vendor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Project Manager SGA-CDP Project and initialed by the parties, the said specification being a part of the contract. The supplier/vendor shall also confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Project Manager or Secretary General and lodge in his office and to which the contractor shall be entitled to have access at such office or on the site of work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications, and of all such designs, drawings, and instructions as aforesaid.



**Clause – 7: Payments.**

- A. Interim/Running Bill.** A bill shall be submitted by the supplier/vendor as frequently as the progress of the work may justify for all work executed and not included in any previous bill at least once in a month and the Project Manager SGA-CDP Project shall take or cause to be taken the requisite measurements for the purpose of having the same verified and the claim, as far as admissible, adjusted, if possible before the expiry of ten days from the presentation of the bill, at any time depute a subordinate to measure up the said work in the presence of the supplier/vendor or his authorized agent, whose countersignature to the measurement list will be sufficient to warrant and the Project Manager may prepare a bill from such list which shall be binding on the contractor/ supplier in all respects.
- The Contractor Agency SGA shall pass/certify the amount to be paid to the supplier/vendor, which he considers due and payable in respect thereof, subject to deduction of security deposit, advance payment if any made to him and taxes. All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the Project Manager SGA-CDP Project from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period.
- B. The Final Bill.** A bill shall be submitted by the supplier/vendor within one month of the date fixed for the completion of the work otherwise Project Manager SGA-CDP Project's certificate of the measurements and of the total amount payable for the works shall be final and binding on all parties.

**Clause – 8: Reduced Rates.** In cases where the items of work are not accepted as so completed, the Project Manager SGA-CDP Project may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

**Clause – 9: Issuance of Variation and Repeat Orders.**

- A.** Agency may issue a Variation Order for procurement of works, physical services from the original contract to cover any increase or decrease in quantities, including the introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.
- B.** Supplier/vendor shall not perform a variation until the Contractor Agency has authorized the variation in writing subject to the limit not exceeding the contract cost

by of 10% on the same conditions in all respects on which he agreed to do them in the work, and at the same rates, as are specified in the tender for the main work. The supplier/vendor has no right to claim for compensation by reason of alterations or curtailment of the work.

- C. In case the nature of the work in the variation does not correspond with items in the Bill of Quantities, the quotation by the contractor is to be in the form of new rates for the relevant items of work, and if the Project Manager or Monitoring team is satisfied that the rate quoted is within the rate worked out by him on detailed rate analysis, and then only he shall allow him that rate after approval from higher authority.
- D. The time for the completion of the work shall be extended in the proportion that the additional work bear to the original contract work.
- E. In case of quantities of work executed result the Initial Contract Price to be exceeded by more than 10%, and then Project Manager can adjust the rates for those quantities causing excess the cost of contract beyond 10% after approval of Competent Authority of SGA.
- F. Repeat Order: Any cumulative variation, beyond the 10% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

**Clause-10: Quality Control.**

- A. **Identifying Defects:** If at any time before the security deposit is refunded to the supplier/vendor during defect liability period mentioned in bid data, the Secretary General or his subordinate-in-charge of the work may instruct the supplier/vendor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.
- B. **Correction of Defects:** The supplier shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The supplier/vendor shall correct the notified defect within the Defects Correction Period mentioned in notice.
- C. **Uncorrected Defects:**
  - i. In the case of any such failure, the Project Manager shall give the supplier/vendor at least 14 days' notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove

and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.

- ii. If the Project Manager considers that rectification/correction of a defect is not essential and it may be accepted or made use of; it shall be within his discretion to accept the same at such reduced rates as he may fix therefore.

**Clause – 11:**

- A. Inspection of Operations.** The Secretary General SGA and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.
  
- B. Dates for Inspection and Testing.** The Project Manager shall give the supplier/vendor reasonable notice of the intention of the In-charge or his subordinate to visit the work shall have been given to the supplier/vendor, then he either himself be present to receive orders and instructions, or have a responsible agent duly accredited in writing present for that purpose, orders given to the supplier's duly authorized agent shall be considered to have the same force an effect as if they had been given to the supplier himself.

**Clause – 12: Examination of work before covering up.**

- A.** No part of the works shall be covered up or put out of view/beyond the reach without giving notice of not less than five days to the Project Manager whenever any such part of the works or foundations is or are ready or about to be ready for examination and the Project Manager shall, without delay, unless he considers it unnecessary and advises the supplier/vendor accordingly, attend for the purpose of examining and measuring such part of the works or of examining such foundations;
  
- B.** If any work is covered up or placed beyond the reach of measurement without such notice having been given, the same shall be uncovered at the supplier/vendor's expense, and in default thereof no payment or allowance shall be made for such work, or for the materials with which the same was executed.

**Clause – 13: Risks.** The supplier/vendor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the

supplier shall make good the same at his own expense, or in default the Project Manager may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Association.

**Clause-14: Measures for prevention of fire and safety measures.** The supplier shall not set fire to any material or site of the project. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the supplier's labor shall be paid by him.

**Clause-15:Sub-contracting.** The supplier/vendor shall not subcontract the whole of the works, except where otherwise provided by the contract. The supplier/vendor shall not subcontract any part of the works without the prior consent of the Chairman Procurement Committee / Secretary General SGA. Any such consent shall not relieve the supplier from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the supplier/vendor, his agents' servants or workmen. The provisions of this contract shall apply to such sub-supplier/vendor or his employees as if he or it were employees of the supplier/vendor.

**Clause – 16: Disputes.** All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, , the decision of the Secretary General/Chairman SGA of the circle/officer/one grade higher to awarding authority shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs drawings, and instructions, hereinbefore mentioned and as to the quality of workmanship, or materials used on the work or as to any other questions, claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

**Clause –17: Site Clearance.** On completion of the work, the supplier/vendor shall be furnished with a certificate by the Chairman Roshan Tara School (hereinafter called the Chairman RTS) of such completion, but neither such certificate shall be given nor shall the work be considered to be completed until the supplier shall have removed all temporary structures and materials brought at site either for use or for operation facilities including cleaning debris and dirt at the site. If the supplier/vendor fails to comply with the requirements of this clause then Project Manager, may at the expense of the supplier/vendor remove and dispose of the same as he thinks fit and shall deduct the amount of all expenses so incurred from the supplier/vendor's retention money. The

supplier shall have no claim in respect of any surplus materials as aforesaid except for any sum actually realized by the sale thereof.

**Clause –18: Financial Assistance /Advance Payment.**

**A. Mobilization advance** at 10% to 25% allowed with work order or as decided by the procurement committee and remaining amount to be released on submission of running bill or on successful completion of the work/ task at site or according to SPPRA Rules 2010 (Amended 2017).

**B. Secured Advance** against materials brought at site.

- i) Secured Advance may be permitted only against imperishable materials/quantities anticipated to be consumed/utilized on the work within a period of three months from the date of issue of secured advance and definitely not for full quantities of materials for the entire work/contract.
- ii) Recovery of Secured Advance paid to the supplier under the above provisions shall be affected from the monthly payments on actual consumption basis, but not later than period more than three months (even if unutilized).

**Clause –19: Refund of Security Deposit/Retention Money.** On completion of the whole of the works (a work should be considered as complete for the purpose of refund of security deposit to a supplier/vendor from the last date on which its final measurements are checked by a competent authority, if such check is necessary otherwise from the last date of recording the final measurements), the defects notice period has also passed and the Chairman RTS has certified that all defects notified to the supplier/vendor before the end of this period have been corrected, the security deposit lodged by a contractor (in cash or recovered in installments from his bills) shall be refunded to him after the expiry of three months from the date on which the work is completed.

**Supplier/Vendor**

**Chairman Procurement  
Committee  
SGA-CDP Project-Phase -VI**

## **ELIGIBILITY CRITERIA**

- i. The Bidder/ supplier/vendor having valid registration with Sindh Board of Revenue or any other and National Tax Number (NTN) or as the case may be.
- ii. The intending supplier/vendor who has not blacklisted in any government organization. Such affidavit on stamp paper of Rs. 100/- is required that they are not black listed anywhere.
- iii. The supplier/vendor shall submit attested copies of annual Income Tax Return of last 3 years.
- iv. To ensure the financial capabilities and soundness, supplier/vendor shall have to produce annual turnover of last 3-years.
- v. The supplier/vendor shall submit details of similar type of ongoing works of his agency along with completed works, their work orders and satisfactory completion certificate.
- vi. The supplier/vendor shall submit details of Tools and plants/machinery and technical & non-technical staff for carrying out the required work.
- vii. The Bidder/supplier fulfilling the eligibility criteria as per SPPRA Rules 2010 (Amended 2017) should provide documents as per check list attached
- viii. Any other information required by Contractor agency (SGA) from time to time.

**Chairman Procurement Committee  
SGA-CDP Project- Phase-VI**

## **EVALUATION CRITEREA**

- i. Apart from all the requirements given in eligibility criteria and tender documents the evaluation of the bids shall be made on the basis of lowest evaluated/best evaluated bid by the procurement committee/competent authority.
- ii. The supplier/vendor are required to attach all required documents with their bid as no documents shall be acceptable after opening of bids and evaluation thereof. The bids without pre requisite documents shall not be considered/entertained and shall be summarily rejected.

**Chairman Procurement Committee  
SGA-CDP Project**

## **BILL OF QUANTITY**

Equipments of I.T Labs for 7 Roshan Tara Schools i.e. Pano Akil, Phulji Station, Gulshan-e-Hadeed, Badin, Bachal Goth, Mirpurkhas and Kaloi.

Each I.T lab have;

- a) 20 computers with LED
- b) 01 Printer
- c) 01 Scanner
- d) Networking Switches or Wifi System to connect all
- e) 02 Web Cameras
- f) 01 Air Condition 1.tone
- g) 02 Stabilizers heavy duty to run the computers and AC

Specification	Quantity	Company Name	Cost Per Lab Rs.	Total cost Rs.
-Dell /HP Tower CPU Branded Core i5 3 <sup>rd</sup> Generation  4 GB RAM 500 GB Hard Disc  DVD RW  Power Cards  VGA Cables  -With one Printer Laser Jet Pro M201dw for each lab	20			
Dell/HP LED 18.5" or 22" New	20			
A4tech Keyboard + Mouse	20			
Wifi USB TP Link / Networking Switch to connect to all computers	20			
Scanner Canon 110	1			
Webcams A4Tech	2			
Air Condition. 1tone Gree DC	1			
Universal Stabilizers heavy duty to run the 20 computers and one AC	2			
<b>Total</b>				

**Signature of supplier/vendor & seal**

**Chairman  
Procurement Committee  
SGA-CDP Project Phase-VI**



## FORM OF BID (LETTER OF OFFER)

Bid Reference No.SGA(HO)CDP-Edu/Tender/2019-

To:

The Secretary General  
Sindh Graduates Association  
9/12 Rimpa Plaza M.A Jinnah Road, Karachi

Sir,

1. Having examined the Bidding Documents including Bidding Data, Terms & Conditions of Contract, Contract Data, Specifications, Drawings, if any & Schedule of Prices for the execution of the above-named work, we, the undersigned, being a company doing business under address and name of \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price of Rs /- (Rupees \_\_\_\_\_ Only) or such other sum as may be ascertained in accordance with the said documents.
2. We understand that all the schedules attached hereto are part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) drawn in favor of 'Sindh Graduates Association' and valid for a period of (90) days of the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence and complete the works comprised in the contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of 90 days from the date fixed for tender opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

7. We undertake, if our bid is accepted to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019 Signature \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of

\_\_\_\_\_  
(Name of Bidder in Block Capitals)

(Seal)

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

\_\_\_\_\_  
\_\_\_\_\_

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **DRAFT FOR CONTRACT AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_ Day of \_\_\_\_\_, 2019 by and between the **Sindh Graduates Association, Karachi** (party of the first Part herein after called the “Contractor Agency”) and **M/s\_\_\_\_\_** Party of the second part herein after called the “Supplier”) including their Successors and Assignees.

**WHEREAS** the purchaser has accepted a tender submitted by the “Supplier” for execution of \_\_\_\_\_” within given time period in work order. Time period can be extended due to any unforeseen reason. Total values of the Work orders sum of Rs. \_\_\_\_\_ “the Contract Price”.

### **NOW THIS AGREEMENT WITNESSED AS FOLLOWS**

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract herein after referred to as the “Contract”
2. The following document which for the purpose of identification have been signed by on behalf of the Supplier, and by Chairman Procurement Committee, Sindh Graduates Association on behalf of Contractor Agency on behalf of the Purchaser all of which shall be deemed to form and be read and constructed as part of this Agreement viz.
  - (a) Articles of Agreement / Contract Agreement.
  - (b) Instruction to bidders.
  - (c) Condition of Contract/ Terms & Conditions as per SGA’s work order Agreement with all Annexure duly filled in,
  - (d) The Specifications of work.
  - (e) Bill of Quantities with prices.
  - (f) Running bills on completion of work after satisfactorily will be allowed.
3. In consideration of the payments to be made by the Contractor to the Supplier, the Supplier hereby covenants with the contractor agency to execute the work of providing and installing solar system to its 8 Roshan Tara Schools located in different areas of Sindh province to the satisfaction of Authorities of SGA, in conformity in all respects with the provisions of the Contract.

4. The contractor agency hereby covenants to pay the Supplier in consideration of the work of **Provide equipments of I.T Labs for 7 Roshan Tara Schools located in different 7** locations of Sindh, the Contract Price in the manner prescribed by the Contract and SGA Notification \_\_\_\_\_.

**IN WITNESS THEREOF** the parties have hereunto set their respective hands and seal the Day month and year first above written.

**(CONTRACTOR AGENCY)  
(SUPPLIER)**

**WITNESSES**

\_\_\_\_\_  
\_\_\_\_\_

(Contractor Agency Witness No. 1)

(Supplier's Witness No. 1)

\_\_\_\_\_  
\_\_\_\_\_

(Contractor Agency Witness No. 2)

(Supplier's Witness No. 2)

## CHECK LIST

<b>S/No.</b>	<b>Requirement</b>	<b>Ye</b>	<b>No</b>
<b>1</b>	Registration certificate of Sindh Revenue Board (as the case may be)		
<b>2</b>	Certificate of SNTN/ NTN		
<b>3</b>	Three years related Experience along with supplier documents & completion certificate		
<b>4</b>	Bank Statement / certificate and Income Tax return for the last Three years		
<b>5</b>	CNIC of the proprietor (attested copy)		
<b>6</b>	Affidavit on stamp paper Rs.100 that the firmis not black listed		
<b>7</b>	Any other relevant document, if any.		