

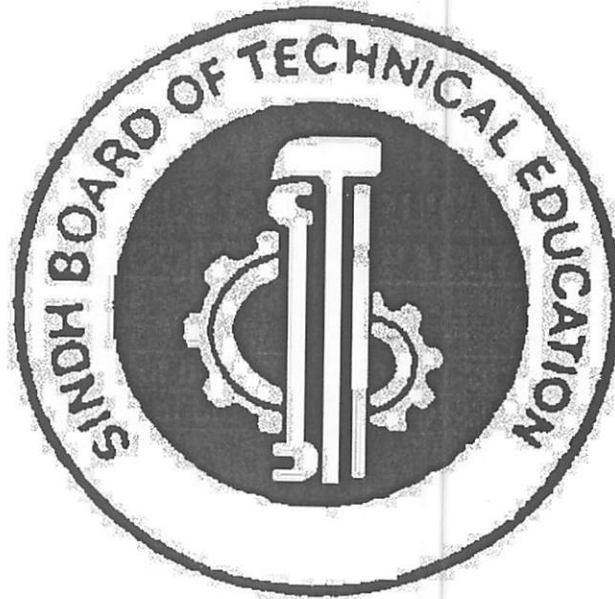
Bidding Document # _____

M/S _____

STANDARD BIDDING DOCUMENTS FOR

PURCHASE & SUPPLY OF DUPLICATING, PHOTOSTAT & COMPUTER PAPERS

Date of Receipt of bid	30-01-2017 at 01:00PM
Date of Opening of bid	30-01-2017 at 02:00PM



SINDH BOARD OF TECHNICAL EDUCATION

ST-22, BLOCK-6, MAIN UNIVERSITY ROAD, GULSHAN-E-IQBAL, KARACHI
www.sbte.edu.pk ☎: 99243329 - 30 EXT. 309 FAX 99244166



BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Contract	Purchase & Supply of Duplicating, Photostat & Computer Papers
ITB 4.1	Name of Procuring Agency	Sindh Board of Technical Education Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi Tel: 99243325 Tel: 99243329-30 Fax: 99244166
ITB 8.1	Language of the bid	English

BID PRICE AND CURRENCY	
ITB 11.2	The price shall be inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
ITB 11.5	The price shall be fixed and the bidder will have to supply the required items as per quoted rates.

PREPARATION AND SUBMISSION OF BIDS		
ITB 13.3 (d)	Qualification Requirements	<ul style="list-style-type: none">• 03 years experience in the related field• Assessment orders of Income of at least last three years showing a turnover of minimum 2.5 Million PKR per annum• Registration with Income Tax and Sales Tax Department• An Affidavit on Stamp Paper (Rs.20/-) that the firm has never been Blacklisted since last 03 years
ITB 15.1	Amount of bid security	<ul style="list-style-type: none">• Bid Security amounting up to 5% of the total amount of Tender, in shape of Pay Order in the name of <i>Secretary</i>, Sindh Board of Technical Education Karachi.
ITB 16.1	Bid Validity Period	The validity period of the bid shall remain valid up to 90 days from the date of opening of the Tender
ITB 17.1	Number of copies	01 original copy of the sealed bid, supported with required documents & bid security shall be submitted by the bidder



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PREPARATION AND SUBMISSION OF BIDS

ITB 18.2 (a)	Address for bid submission	The office of the Assistant Secretary (General) Room No. 208-B, 1 st Floor, Secretariat Block, Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi.
ITB 18.2 (b)	IFB title and number	Title: Purchase & Supply of Duplicating, Photostat & Computer Papers IFB No: SBTE/STORE/2017-027 Dated 09-01-2017
ITB 19.1	Deadline for bid submission	Monday <u>30-01-2017</u> upto 01:00 P.M. Sealed bids duly filled-in, mentioning on top of the envelope " <i>Purchase & Supply of Duplicating, Photostat & Computer Papers</i> "
ITB 22.1	Time, date, and place for bid opening	Bids must be submitted in the office of the Assistant Secretary (General) Room No. 208-B, 1 st Floor, Secretariat Block, Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi, in a sealed cover up to <u>01:00P.M</u> and will be opened on 30-01-2017 at <u>02:00P.M</u> in the presence of bidders' representatives who choose to attend the office.

BID EVALUATION

ITB 25.3	Criteria for bid evaluation	The bid found to be the lowest or best evaluated bid shall be accepted.
ITB 25.4 (b)	Delivery schedule	The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least two weeks which may be variable.

CONTRACT AWARD

ITB 29.1	Percentage for quantity increase or decrease	The Competent Authority reserves the right to increase or decrease the quantity of the required goods subject to provisions of SPPRA Rules-2010.
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SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract as per SPPRA Rules-2010. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. DEFINITIONS (GCC CLAUSE 1)

- 1) **GCC 1.1 (g)** The Procuring agency is: Sindh Board of Technical Education Karachi.
- 2) **GCC 1.1 (h)** The Procuring agency's country is: Islamic Republic of Pakistan.
- 3) **GCC 1.1 (j)** The Project Site is: Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi

3. PERFORMANCE SECURITY (GCC CLAUSE 7)

- 1) **GCC 7.1** The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price.
- 2) **GCC 7.4** After delivery and acceptance of the Goods, the performance security shall be reduced to Two (2) percent of the Contract Price to cover the Supplier's warranty obligations in accordance with Clause GCC 15.2.

18. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
 - i. rejection of the unsatisfactory Supplied material
 - ii. Blacklisting of the firm
 - iii. deduction of amount from 0.5% per day/week (as deem appropriate) of the total value of the bill
 - iv. forfeited whole Security amount

Anyone or more then one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the Supplied Item(s)



- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material in time or in the required criteria.

19. THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:

- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation
- (b) accept or reject all or any bid subject to relevant provisions of SPPRA Rules-2010.
- (c) increase or decrease quantity subject to relevant provisions of SPPRA Rules-2010.

20. SPECIAL CLAUSE

1. The Bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the Bidder.
2. The Bidders shall quote their final rates (both in figures and words) including all taxes, material and transportation charges at consignee's end.
3. Bidders shall quote all items and quantity specified under contract. Piecemeal Bids shall not be entertained.
4. The successful bidder will have to deposit performance security @ 10% of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of supplies.
5. Representative of the bidding firms are required to produce authority letter of their respective firm for attending the opening of bids.
6. The bidders shall enclose a certificate as under, failing which the bid will be liable to be rejected.
7. Placement of purchase order will be subject to payment of Performance Security.
8. Bidders shall have to submit samples/specimen on demand.
9. All Taxes of the billed amount will be deducted at source as per rules.
10. The materials shall be delivered to Store Keeper against delivery challan (in triplicate). Two copies of the challan shall be retained by the Store Keeper to utilize the same at the time of the disposal of the bill while the third copy shall be returned to the suppliers for the record.



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11. Deposit Performance Security equivalent to 10% of the amount mentioned in Contract Award, in shape of Pay Order in favour of the Secretary, Sindh Board of Technical Education, Karachi.
12. One Ream of each required Paper shall be submitted without any indication of name or seal of supplying firms.
13. The paper(s) will be selected on quality cum price basis after testing.
14. SPPRA Rules-2010 will strictly be followed.

21. EQUIVALENCY OF STANDARDS AND CODES

Reference to brand name and catalogue number where used, they should always be read with followed by the words "or at least equivalent."

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.



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COST OF TENDER FORM RS. 1000/-
(NON REFUNDABLE)

TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENTS

PURCHASE & SUPPLY OF DUPLICATING, PHOTOSTAT & COMPUTER PAPERS

SCHEDULE FOR INVITATION OF TENDER

Date & Time of Receipt of the Tender
Date & Time of Opening of the Tender
Validity of the Tender

Monday, 30-01-2017 at 01:00P.M
Monday, 30-01-2017 at 02:00P.M
03 Months

S. NO.	SPECIFICATIONS	QUANTITY	RATES INCLUDING ALL TAXES	TOTAL
1.	Duplicating Paper Ream containing 500 Sheets in each Ream. Size: 8½ x 13½ 68 Grams Super quality, smooth finish good texture strictly without variation in any Ream under any circumstances subject to satisfactory acceptance & printing on our Machines. Any Ream which is not suitable for Risograph Machine is to be replaced immediately.	5000 Reams.	Rs. _____ Per Ream	Rs. _____
2.	Printer Paper Continuous Size: 11 x 15 Super quality per box 1000 sheets (Indonesia 80 Gram) or equivalent.	10 Box	Rs. _____ Per Box	Rs. _____
3.	Printer Paper Size: 9.5 x 11 Super quality per box 1000 sheets (Indonesia 80 Gram) or equivalent.	10 Box	Rs. _____ Per Box	Rs. _____
4.	Paper Size: 8.5 x 13 (Light Green) Super quality (Indonesia 80 Gram) or equivalent.	20 Ream	Rs. _____ Per Ream	Rs. _____
5.	Paper Size: 8.5 x 13 (Blue) Super quality (Indonesia 80 Gram) or equivalent.	30 Ream	Rs. _____ Per Ream	Rs. _____
6.	Paper Size: 8.5 x 13 (Off White) Super quality (Indonesia 80 Gram) or equivalent.	30 Ream	Rs. _____ Per Ream	Rs. _____

GRAND TOTAL AMOUNT OF THE OF BID

Rs. 1,562,220/-

Rupees Fifteen Lacs Sixty Two Thousand Two Hundred Twenty Only.
(Approximate amount)



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CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Secondary Education, Karachi.

SIGNATURE WITH DATE:

NAME OF FIRM:

FULL NAME OF CONCERNED PERSON:

POSITION HELD IN:

PHONE NUMBER(S):

FAX NUMBER(S):

NATIONAL TAX NUMBER:

GENERAL SALES TAX NUMBER:

STAMP OF THE FIRM:

PAY ORDER NUMBER:

BANK & BRANCH NAME:

DATED:

FOR RUPEES:

DRAWN:

as Bid Security is enclosed herewith.