



**BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700**

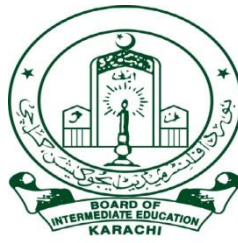
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**STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING
SINGLE STAGE – ONE ENVELOPE PROCEDURE
TENDER FOR SUPPLY OF LIVERIES (UNIFORM & SHOES)**

**IN RESPECT OF THE
BIE/AG/L&N/ 105 /2017**

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)



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INSTRUCTIONS TO BIDDERS & GENERAL
CONDITIONS OF CONTRACT:

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website www.ppr.sindh.gov.pk or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Contract	Supply of Liveries (Uniform & Shoes)
ITB 4.1	Name of Procuring Agency	Board of Intermediate Education Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad Tel: 99260211 99260212 99260213 Fax: 99260203 & 99260208
ITB 8.1	Language of the bid	English or Urdu

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



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PREPARATION AND SUBMISSION OF BIDS

ITB 13.3 (d)	Qualification Requirements	<ul style="list-style-type: none"> • 05 years experience in the relevant field (Client List) • Turn-over of at least last three years having a sum of minimum Rs.02 Million for one year in last 03 years (Copies of financial statements / Audit Report be attached). • Minimum 3 contracts of One Million in last 3 years of similar goods / jobs • Registration with Federal Board of Revenue (FBR), for Income Tax, GST and Sales Tax in case of procurement of goods. • An Affidavit on Stamp Paper that the firm has never been Blacklisted
ITB 15.1	Amount of bid security (refundable)	3% (three percent) of the bid price, which should be submitted in shape of Pay Order in the name of Secretary, Board of Intermediate Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.
ITB 16.1	Bid Validity Period	90 days from the date of opening of Tender.
ITB 18.2 (a)	Address for bid submission	The office of the Admin General Section (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi.
ITB 18.2 (b)	IFB title and number	Title: Supply of Liveries (Uniform & Shoes) IFB No: BIE/AG/L&N/ 105 /2017 Dated: 28-12-2017
ITB 19.1	Deadline for bid submission	<u>Tuesday 30th January 2018 up to 2:30 p.m</u> Sealed bids duly filled-in, mentioning on top of the envelope "Supply of Liveries (Uniform & Shoes)"



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ITB 22.1	Time, date, and place for bid opening	Bids duly stamped on each document must be submitted in the office of the Admin General Section (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi, in a sealed cover on 30-01-2018 up to <u>2:30 P.M</u> and will be opened on the same day at <u>03:00 P.M</u> in the presence of bidders' representatives who wish to attend.
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 60 days after issuance of contract award which may be increased or decreased due to demand of time/situation.

BID EVALUATION CRITERIA

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security or specimen/samples shall be rejected.

Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The offered products should be prime quality products. Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.

Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.

The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract.



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**SECTION III.
SPECIAL CONDITIONS OF CONTRACT**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. 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:	Board of Intermediate 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:	Same as GCC 1.1(g) mentioned above.

2. COUNTRY OF ORIGIN (GCC CLAUSE 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

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 which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Intermediate Education Karachi.	
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4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

5. GOVERNING LANGUAGE (GCC CLAUSE 29)

1)	GCC 29.1	The Governing Language shall be:	English.
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6. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Admin General Section,(Chairman's Secretariat) Ground Floor, Board of Intermediate Education, Karachi.

7. 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. Liquidity damages shall be imposed as per SPPRA Rules.
 - iv. forfeiting of whole Security amount

Anyone or more than 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 or complete the job in time or in the required criteria.

**8. SUBJECT TO RELEVANT SPPRA RULES,
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.
- (c) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.



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9. SPECIAL CLAUSE (TERMS & CONDITIONS)

- 1) Under following conditions bid will be rejected:-
 - i. Conditional and telegraphic bids/tenders
 - ii. Bids not accompanied by Bid Security of required amount and form
 - iii. Bids received after specified date and time
 - iv. Bids of Blacklisted firms
- 2) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- 3) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.
- 4) Price to be quoted Pak Rupee on free home delivery (F.O.R) basis for all items including all expenses, taxes, documentation etc.
- 5) Documentary evidence of works executed / work in-progress and certificate of satisfactory completion of works in Govt. Department or any organization.
- 6) The Supply / Installation should be made in the shortest possible time as per requirement of the Board.
- 7) An agreement shall be made on stamp paper between the contractor / supplier and Board of Intermediate Education, Karachi for execution of work and other terms & conditions in addition to the tender document.
- 8) Payment shall be made after completion of the contract.
- 9) The Vendor shall be bound to rectify the defect of the all executed items upto 03 months from the date of payment of final bill failing which the earnest money shall become liable to be forfeited.
- 10) The offered products should be prime quality products. Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.
- 11) Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.
- 12) The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract subject to compatibility/suitability of the item(s).
- 13) 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.
- 14) The Contract Award may be assigned at any time during the period of bid validity.



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- 15) The successful bidder will have to deposit **Performance Security @ 10%** of the value of Contract Award which is refundable after the satisfactory completion of supplies as per SPPRA rules.
- 16) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency.
- 17) Placement of Contract Award will be subject to payment of Performance Security.
- 18) The material shall be delivered to Storekeeper, through the concerned Officers as the case may be, against delivery challan in triplicate along with samples of material in duplicate. Two copies of the bills and challan shall be retained by the Storekeeper while the third copy shall be returned to the supplier for his own record.
- 19) The items should be supplied strictly in accordance with the approved samples.
- 20) 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 one month after issuance of contract award which may be increased or decreased due to demand of time/situation.
- 21) SPPRA Rules-2010 (Amended 2017) shall strictly be followed.

10. EQUIVALENCY OF STANDARDS AND CODES

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

**SECTION-IV.
SCHEDULE OF REQUIREMENTS**

SCHEDULE OF REQUIREMENTS:

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 one month after issuance of contract award which may be increased or decreased due to demand of time/situation.



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**SECTION-V.
TECHNICAL SPECIFICATIONS
LIVERIES (UNIFORM & SHOES)**

S.NO	ITEM NAME	QTY	Unit	Rate (PKR)	Amount (PKR)
1	Shalwar Kameez for Class-iv employee (Winter) One Set of Qameez Shalwar Made of Malaysia 18 x 18 shirting 65% - 35% PC reactive dying or equivalent consisting of long shirt having full sleeves with two patch pocket on the chest both sides and flaps on shoulders printed with Red colour on the left pocket the word "BOARD OF INTERMEDIATE EDUCATION KARACHI" with monogram. The Shalwar shall also be made from the same material. The sets shall be well stitched, High Quality bukram to be used in Cuffs & Tie Collar, Kaj Patti and at the bottom of Shalwar.	90	Nos.		
2	Shalwar Kameez for class-iv employee, Female (Winter) One set of Qameez Shalwar & Dopatta for Female employee	03	Nos.		
3	Shalwar Kameez for Class-iv employee (Summer) Three Sets for each employee Kameez Shalwar made of Wash & Wear consisting of Febron 65% - 35% Polyester viscose reactive dying or equivalent as per specifications: long shirt having full sleeves with two patch pocket on the chest both sides and flaps on shoulders printed with black colour on the left pocket the word "BOARD OF INTERMEDIATE EDUCATION KARACHI" with monogram, the shalwar shall also be made of from the same material. The sets shall be well stitched, High quality bukram to be used in cuffs & Tie Collar Kaj Patti also at the bottom of Shalwar.	270	Nos.		
4	Shalwar Kameez for class-iv employee, Female (Summer) Three Set of Qameez Shalwar With Dopata for Each Female Employee Febron 100.80 Polyester Viscose reactive dying, Light Blue colour, double stitching including embroidery BIEK Mono in emboss shape complete with standard quality. As per sample attached.	09	Nos.		
5	Coat for Male employee Made of as 18 x 18 Suiting Reactive dying or equivalent in Navy Blue colour	90	Nos.		
6	One Pair of Black Shoes (Male) "MUKESHAN" (Super Quality) Upper Pure Leather, PVC Sole in different sizes with best quality stitching.	90	Nos.		
7	One Pair of Black Shoes (Female) "PUMPY" (Super Quality) Upper Pure Leather, PVC Sole in different sizes with best quality stitching.	03	Nos.		



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	<i>Rupees In Words</i>	<i>Rupees In Figures</i>
Total cost of the Bid: (as offered by the Bidder)		
3% (Three percent) amount of the Bid Price Bid Security (Refundable)		



SUMMARY OF TURN-OVER OF LAST THREE YEARS		
YEAR-2014	YEAR-2015	YEAR-2016
TOTAL:		

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 Intermediate Education, Karachi.

SIGNATURE WITH DATE: _____

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

FULL NAME OF CONCERNED PERSON: _____

CNIC NUMBER: _____

POSITION HELD IN: _____

PHONE NUMBER(S): _____

MOBILE 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.