

TENDER DOCUMENT

FOR PROCUREMENT OF

1. Establishment of ECE Class Rooms under 20 Public Schools of Dadu District
2. Establishment of Libraries under 20 Public Schools of Dadu District
3. Installation of Solar Panels under 20 Public Schools of Dadu District

Tender No. 01/2018 (SINDH)



Management & Development Foundation-MDF
Bungalow # B-30, Government Employees Cooperative Housing
Society, Qasimabad, Hyderabad
Phone # 022-265-2290

Supported /Funded By: Community Development Program (CDP), Planning & Development Board, Government of Sindh

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Part A: INVITATION FOR BIDS

Sealed bids are invited from registered Manufacturers / their authorized Suppliers/Agents and General Order Suppliers in Pakistan for the provision of items with specifications given below in tabular form, the delivery/distribution is needed in 20 Public Schools of Dadu District, Sindh Province.

1. Establishment of ECE Class Rooms Under 20 Public Schools of Dadu District

S. No.	Item Name	Specifications & Quantity Required Per School
1	Language & Literacy Corner	<ul style="list-style-type: none"> • Relevant Wall Charts-5 No. • Relevant Different Colorful Books of Gaba series-10 No • Relevant Games Module -5 No
2	Mathematics Corner	<ul style="list-style-type: none"> • Relevant Wall Charts-5 No • Relevant Different Colorful Books of Gaba series-10 No • Relevant Games Module -5 No
3	Science Corner	<ul style="list-style-type: none"> • Relevant Wall Charts-5 No • Relevant Different Colorful Books of Gaba series-10 No • Relevant Games Module -5 No
4	Geography & Social Studies Corner	<ul style="list-style-type: none"> • Relevant Wall Charts-5 No • Relevant Different Colorful Books of Gaba series-10 No • Relevant Games Module -5 No
5	Art Corner	<ul style="list-style-type: none"> • Relevant Wall Charts-5 No • Relevant Different Colorful Books of Gaba series-10 No • Relevant Games Module -5 No
6	Activity Corner	<ul style="list-style-type: none"> • Relevant Wall Charts-5 No • Relevant Different Colorful Books of Gaba series-10 No • Relevant Games Module -5 No
7	Grooming & Dressing Corner	<ul style="list-style-type: none"> • Wooden / Plastic Kit Model of Dressing- 1 No • Relevant Different Colorful Books of Gaba series-5 No • Relevant Wall Charts -5 No
8	Sport Corner	<ul style="list-style-type: none"> • Cricket- 1 Set • Football- 1 No • Different Indoor Games-5 Nos
9	Installation of Smart TV with 1 TB Portable Hard Disk	<ul style="list-style-type: none"> • Smart TV Changhong Ruba 32"- 1 No. • Portable Hard Disk 1 TB Seagate- 1 No
10	Small Plastic Chairs for ECE Room (20 Chairs per School)	<ul style="list-style-type: none"> • Small Plastic Chairs China - 20 Nos
11	Painting and visibility of ECE Room	<ul style="list-style-type: none"> • Multicolor Painting Oil paint and Designs in ECE class Room- 1 Time

2. Establishment of Libraries under 20 Public Schools of Dadu District

S. No.	Item Name	Specifications & Quantity Required Per School
1	Desktop Computers	<ul style="list-style-type: none"> • HP- Core i3, 500GB HDD, 8 GB RAM, 1.5 Processor, Key Board, Mouse - 2Nos • HP- LCD 17"- 2 Nos
2	Story Books	<ul style="list-style-type: none"> • Books of different stories Gaba Series- 10 Nos
3	Rhymes Books	<ul style="list-style-type: none"> • Books of different rhymes Gaba Series- 10 Nos
4	Books of Manners / Social Values	<ul style="list-style-type: none"> • Books of different Manners/Social Values Gaba Series- 10 Nos
5	Books on Different Ideas	<ul style="list-style-type: none"> • Books of different Ideas Gaba Series- 10 Nos
6	Text Books Class I, II, III, IV & V (Sindhi, English & Mathematics)	<ul style="list-style-type: none"> • Sindhi, English & Mathematics Books Class I, II, III, IV, V-10 Nos
7	Iron Shelf with Glass Front	<ul style="list-style-type: none"> • 4x6 iron Shelf with Glass Doors - 2 Nos
8	Plastic Mat	<ul style="list-style-type: none"> • 12x16 Good Quality Plastic Mat- 1 No

9	Plastic Chairs for Library	• Plastic Chairs China - 15 Nos
10	Table for Library	• 2.5 x 4 Glass Top Office Table with Fancy Office chair- 1set
11	Painting and visibility of Library room	• Good Quality White Wash / Oil Paint / Distemper in the Library Room- 1 Time

3. Installation of Solar Panels under 20 Public Schools of Dadu District

S. No.	Item Name	Specifications & Quantity Required Per School
1	Solar Panel (Supporting 3 Fans & 3 Tube Lights large size)	• Germany 2 Plates 150, Dry Battery Homage 100 Amp, AC/DC Inverter, Changeover, Good Quality Coper Auto Cable, Installation material and fixation at Site, Transportation etc - 1 Set
2	Solar Fans (3 each school)	• Ceiling Fans Sogo (Solar)- 3 Nos
3	Solar tube Lights large size (3 each school)	• Tube Light Sogo Large Size (Solar)-3Nos

Following is the basic criteria for participation in the tender:-

- There are 20 public schools situated in Dadu District for which bidder will quote the rates and purchase order will be issued in three installments. 1st Purchased order will be issued for 6 Schools, second for 10 schools and third for 4 schools.
- The Quoted rates will be valid for 1 year, the bidder will submit undertaking on Rs, 100 stamp paper duly attested by notary public that if he will be awarded then his rates will be valid for 1 year after the date of first purchase order, in case of failure his bid security can be forfeited.
- The bidder is required to provide sample of the items mentioned at serial 1,2 & 3 for quality checking along with the bid which will be returnable.
- Delivery of all items shall be 20 public schools situated in different areas of Dadu District, which shall be completed as per distribution plan with in 20 days from the date of issuance of purchase order.
- The bidder is required to submit the Client list of atleast Three (03) firms with their addresses & Telephone Numbers whom the required items have been provided.
- The firms should be registered with Government and have a valid NTN certificate. Tax will be deducted as per Government's existing rule.
- Sealed bids should be accompany with 5% earnest money of the total bid value in the shape of pay order / demand draft in the name of M/s Management & Development Foundation is mandatory.
- Sealed bids should reach the **Management & Development Foundation (MDF)**, Head Office, Bungalow # B-30, Government Employees Cooperative Housing (G.E.C.H) Society , Qasimabad, Hyderabad, Sindh on/or before 08-04-2018 by 11:00 AM hours. A Sealed Bid Box is placed at said premises.
- Sealed Bids will be opened on 09-04-2018 at 11:00 AM hours in front of bidders / their representatives.
- The 5% Earnest money of total bid value should be submitted in the form of Demand Draft/Pay Order/Call Deposit in favor of Management & Development Foundation (MDF). Bids without, deficient or other forms of earnest money except Demand Draft/Pay Order/Call Deposit will not be entertained.
- The quoted rates should be inclusive of all Government taxes and delivery / installation charges to all 20 Schools of Dadu District.

Management & Development Foundation (MDF)
Hyderabad, Sindh
022-265-2290

Part B: Terms & Conditions including Evaluation Criteria

1. Sealed Tenders are invited from original Manufacturers/ their authorized Supplier/Agents, Whole Sellers and General Order Suppliers in Pakistan for items mentioned under Part A for Management & Development Foundation (MDF), (hereinafter referred to as “Purchaser”).
2. Single stage – one envelope bidding procedure shall be applied, which means that each bid shall comprise one single envelope containing financial proposal along with all required documents and specifications. The bid found to be the lowest evaluated bid shall be accepted, subject to the quality, specifications and approval of procurement committee.
3. The bid should be submitted in sealed envelope to be addressed to the Purchaser at the address given in the Tender Document and a statement: “DO NOT OPEN BEFORE & FOR TENDER ITEM 1, 2 or 3,” time, date.
4. If the envelope is not properly sealed and marked as mentioned above, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.
5. Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser in the tender document will be rejected and returned unopened to the Bidder.
6. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the bid document. Withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its bid security (earnest money).
7. The Purchaser will open the bids in the presence of Bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation for Bids. The Bidders’ representatives who are present shall sign the Attendance Sheet evidencing their attendance.
8. The Bidder’s names, quoted rates, bid security attached and such other details may consider appropriate, will be announced at the time of opening of bids. No bid shall be rejected at the time of opening of bids, except for late bids, which shall be returned unopened to the Bidder.
9. The bids found having without, deficient or other forms except the specified in Bid Security (earnest money) will also be rejected.
10. During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
11. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

12. The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
13. Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Law, specifications, quality, quantity etc will be deemed to be a material deviation and Bid Security. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
14. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
15. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.
16. For the purposes of determining the lowest evaluated bid, facts other than price such as previous performances, previous experience, quality assurance, financial soundness and such other details as the Purchaser, at its discretion, may consider appropriate will be taken into consideration. Following documents should be submitted along with the bid for evaluation:-
 - The bidder is required to provide samples of Items mentioned at part A (returnable) along with the bid. Bids without samples will straightway be rejected.
 - The bidder must provide the detail of its sub-offices (if any).
 - The details of previous Three (03) Clients with their addresses & Telephone Numbers.
 - The firms should be registered with Income Tax. Tax will be deducted as per Government's Notification. National Tax Number (NTN).
 - Address of office, display shop etc.
 - The bidder/ manufacturer will submit an affidavit on legal stamp paper of Rs. 100/- that their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization. On account of submission of false statement the bidder will be debarred from bid.
 - A statement, stating ability to ensure the supply of goods to the specified destinations within the given time schedule.
 - Submit affidavit stating that all information given by the bidder is correct and true.
 - There are 20 public schools situated in Dadu District for which bidder will quote the rates and purchase order will be issued in three installments. 1st Purchased order will be issued for 6 Schools, second for 10 schools and third for 4 schools.
 - The Quoted rates will be valid for 1 year, the bidder will submit undertaking on Rs, 100 stamp paper duly attested by notary public that if he will be awarded then his rates will be valid for 1 year after the date of first purchase order, in case of failure his bid security can be forfeited.

17. The Purchaser will disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification, as Supplier was false and materially inaccurate or incomplete.
18. The Bidder with the lowest evaluated bid in accordance with, if not in conflict with any other law, rules, regulations or policy of the Federal Government, will issue purchase order, within the original or extended period of bid validity on legal stamp paper before issuance of Purchase Order. If the successful Bidder, after completion of all codal formalities shows inability to supply the required material, then earnest money will be forfeited.
19. Bids are required to be supported with a Demand Draft/Pay Order/Call Deposit not less than 5% of the total bid value (refundable) in the name of Management & Development Foundation (MDF) as earnest money/bid security. The Tenders found deficient of the earnest money or form of earnest money different from the specified will not be considered. No personal cheque/bid bond etc. will be acceptable at any cost. The previous bid security, if available, will not be considered or carried forward. The earnest money to the unsuccessful bidders will be returned after two weeks after bid opening.
20. Form of Price Schedule is to be filled in very carefully, preferably typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
21. The specifications different from the demand of enquiry will straightway be rejected.
22. Bids shall remain valid for the period of 1 year after the date of opening of bids. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
23. The Bidder is required to offer competitive price. All prices must include the all taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the taxes shall be passed on to the Purchaser.
24. Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer will also be considered as non-responsive Bidder.
25. While submission of bid, the present trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services will be entertained.
26. Prices shall be quoted in Pak Rupees.
28. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

31. A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at the Purchaser's address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of the bidding documents, which it receives no later than 7 days prior to the deadline for the submission of bids prescribed in the Invitation for Bids.
32. At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
33. The all required items will be delivered to 20 Public Schools Dadu District as per schedule of requirement on the risk and cost of the Bidder. All Zila, Octroi and other provincial/district taxes will be born by the Supplier. Transportation including loading/ unloading and fixing shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the Contract price.
35. The items supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the Purchaser after having been delivered; hence insurance coverage is Supplier's/ Seller's responsibility. Since the Insurance is Supplier's/ Seller's responsibility they may arrange appropriate coverage.
36. The Successful firm / vendor firms will supply Items mentioned under Part A as per Tender requirements in standard packing. Moreover, the Supplier/ Seller shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the schedule of requirement/ purchase order.
37. All the items will be acceptable subject to physical inspection/ examination after receipt of supplies in accordance with the specification.
38. If any item is found to be against the required specifications, the Purchaser may reject the item (s), and the Supplier shall either replace the rejected item (s) or arrange alterations necessary to meet the required specifications free of cost. Replacement of the rejected supplies must be completed within 10 days from the date of communication of decision to the Seller/ Supplier by the Management & Development Foundation (MDF). However, the initial delivery date of the concerned supply will be considered that of actual delivery date. This opportunity will be provided only once. In case, after replacement of supplies, the inspection reports are again declare the item as of against the required specifications, the stock will be returned to the Supplier and the proportionate amount of bid security will be forfeited.
39. In case delivery is not completed within the time frame specified in the schedule of requirement, the Contract to the extent of non-delivered portion of supply will stand cancelled by giving formal notice to this effect. No supplies will be accepted and the amount of bid security to the extent of non-delivered portion of supplies will be forfeited. If the firm fails to supply all the Contracted items/ whole consignment, the entire amount of bid security will be forfeited to the

Purchaser's account and the firm will be blacklisted for future participation minimum for two years.

40. The Supplier may not be liable to forfeiture of its bid security/ earnest money, liquidated damages or termination/ blacklisting for default, if and to the extent of delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to misplanning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Force Majeure Committee will examine the pros and cons of the case and all reasonable alternative means for completion of supply order under this Contract and will submit its recommendations to the competent authority. However, unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.
41. Sealed bids to be submitted to the Management & Development Foundation (MDF) on or before the date, time and venue advertised in the Tender Document. The Tenders will be opened on the date & time mentioned tender document in presence of the Bidders or their representatives who choose to be present.
42. The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.
43. In case of any dispute, decision of the Grievances Procurement Committee, MDF will be final and binding upon the parties.
44. Management & Development Foundation (MDF) reserves the right to accept or reject part or whole of the tender any time prior to the acceptance of the proposal, however Management & Development Foundation (MDF) shall not be liable to justify reasons to any successful or unsuccessful bidder.
46. All incomplete or conditional tenders are liable to be rejected.

Part C: Delivery Schedule

Delivery Schedule:

The delivery of items will be completed to Dadu District within 20 (Twenty) days after the date of issuance of Purchase Order.

Delay in Delivery:

In case of late delivery of items beyond the periods specified in the schedule of requirements, 0.5% of the total amount of the Purchase Order will be charged as penalty per day, up to a maximum of 2% of the total amount of Purchase Order.

Payment:

1. The payment will be made to the Supplier on receipt of original invoice(s) duly completed in all respect and GRN (Goods Receiving Note) duly signed by the concerned.
2. Tax of the total amount of the order will be deducted at source plus all other admissible taxes, imposed by the Government from time to time.

The above mentioned terms & conditions have been carefully read and are hereby unconditionally accepted.

Name of the VENDOR	<input type="text"/>
Name of the Authorized Contact Person	<input type="text"/>
Office Address	<input type="text"/>
	<input type="text"/>
GST No.	<input type="text"/>
NTN.	<input type="text"/>
Telephone No.	<input type="text"/>
Mobile No.	<input type="text"/>
Fax No.	<input type="text"/>

Signature	Authorized Representative
Stamp	

The filled in Tender Document should be forwarded to :

Management & Development Foundation (MDF),
Bungalow # B-30, G.E.C.H Society, Qasimabad,
Hyderabad. Ph. 022-265-2290

Quotation of Rates as Per Specification Given in Tender Document

1. Establishment of ECE Class Rooms Under 20 Public Schools of Dadu District

S. No.	Item Name	Specifications & Quantity Required Per School	Unit Cost	Total Cost
1	Language & Literacy Corner	<ul style="list-style-type: none"> • Relevant Wall Charts-5 No. • Relevant Different Colorful Books of Gaba series-10 No • Relevant Games Module -5 No 		
2	Mathematics Corner	<ul style="list-style-type: none"> • Relevant Wall Charts-5 No • Relevant Different Colorful Books of Gaba series-10 No • Relevant Games Module -5 No 		
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9	Installation of Smart TV with 1 TB Portable Hard Disk	<ul style="list-style-type: none"> • Smart TV Changhong Ruba 32"- 1 No. • Portable Hard Disk 1 TB Seagate- 1 No 		
10	Small Plastic Chairs for ECE Room (20 Chairs per School)	<ul style="list-style-type: none"> • Small Plastic Chairs China - 20 Nos 		
11	Painting and visibility of ECE Room	<ul style="list-style-type: none"> • Multicolor Oil Paint Painting and Designs in ECE class Room- 1 Time 		

2. Establishment of Libraries under 20 Public Schools of Dadu District

S. No.	Item Name	Specifications & Quantity Required Per School	Unit Cost	Total Cost
1	Desktop Computers	<ul style="list-style-type: none"> • HP- Core i3, 500GB HDD, 8 GB RAM, 1.5 Processor, Key Board, Mouse - 2Nos • HP- LCD 17"- 2 Nos 		
2	Story Books	<ul style="list-style-type: none"> • Books of different stories Gaba Series- 10 Nos 		
3	Rhymes Books	<ul style="list-style-type: none"> • Books of different rhymes Gaba Series- 10 Nos 		

4	Books of Manners / Social Values	• Books of different Manners/Social Values Gaba Series- 10 Nos		
5	Books on Different Ideas	• Books of different Ideas Gaba Series- 10 Nos		
6	Text Books Class I, II, III, IV & V (Sindhi, English & Mathematics)	• Sindhi, English & Mathematics Books Class I, II, III, IV, V-10 Nos		
7	Iron Shelf with Glass Front	• 4x6 iron Shelf with Glass Doors - 2 Nos		
8	Plastic Mat	• 12x16 Good Quality Plastic Mat- 1 No		
9	Plastic Chairs for Library	• Plastic Chairs China - 15 Nos		
10	Table for Library	• 2.5 x 4 Glass Top Office Table with Fancy Office chair- 1set		
11	Painting and visibility of Library room	• Good Quality White Wash / Oil Paint / Distemper in the Library Room- 1 Time		

3. Installation of Solar Panels under 20 Public Schools of Dadu District

S. No.	Item Name	Specifications & Quantity Required Per School	Unit Cost	Total Cost
1	Solar Panel (Supporting 3 Fans & 3 Tube Lights large size)	• Germany 2 Plates 150, Dry Battery Homage 100 Amp, AC/DC Inverter, Changeover, Good Quality Coper Auto Cable, Installation material and fixation at Site, Transportation etc - 1 Set		
2	Solar Fans (3 each school)	• Ceiling Fans (Solar)- 3 Nos		
3	Solar tube Lights large size (3 each school)	• Tube Light Sogo Large Size (Solar)-3Nos		

Note: The bidder can quote the rates in the areas of interest at serial # 1, 2 and 3 or any one or all. The quoted rates must included delivery charges, fixation and installation of goods at 20 Public schools of Dadu District. The successful bidder will supply goods in three installments 1st 6 schools, 2nd 10 schools and third 4 schools. The quoted rates will be valid for 1 year.

I /We hereby agreed with terms and conditions mentioned in tender document.

Signature with Stamp _____

Name of Company _____

Date _____