



SINDH BUREAU OF STATISTICS BIDDING DOCUMENT

BUREAU OF STATISTICS
PLANNING & DEVELOPMENT
DEPARTMENT GOVERNMENT OF SINDH

BIDDING DOCUMENT

(NATIONAL COMPETITIVE BIDDING)

DATE & TIME OF BID SUBMISSION: 30-05-2016 (UPTO 11:00 A.M.)

DATE & TIME OF BID OPENING: 30-05-2016 (AT 03:00 P.M.)

PLANT, MACHINERY AND IT EQUIPEMENTS

**IN BUREAU OF STATISTICS, PLANNING & DEVELOPMENT
DEPARTMENT, KARACHI**

Bureau of Statistics Complex, ST-13, Block
8, Kehkashan, Clifton, Karachi.

+92-21-99206672,+92-21-99251251-52

www.Sindhbos.gov.pk

sindh.statistics@gmail.com



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ACRONYMS

SFT = Square Feet

RFT = Running Feet

“ = Inches

‘ = feet

BOS = Bureau of Statistics (Vendee)

P&D = Planning and Development Department

GoS = Government of Sindh

RO = Responding Organization (Vendor)

PKR = Pakistani Rupees

SPPRA= Sindh Public Procurement Regulatory Authority

DP = Data Processing

DC = Data Center

DG = Director General



BACKGROUND

Sindh Bureau of Statistics – SINDH BOS was setup in 1970 as an attached department of the Planning & Development Department, Government of Sindh, with the objective of collection, compilation, tabulation and dissemination of statistical data on various socio-economic sectors of Sindh province for the use of planners, policy makers and researchers. BOS has established its 41 field offices in District and Sub Divisional and a future vision of Field Office in each Taluka Headquarter.

Recently Sindh Bureau of Statistics is working on development scheme namely “Preparation of Gross Domestic Product (GDP) of Sindh” The main objective of scheme is preparing Provincial GDP, so as, to have authentic facts on provincial economy. It will enable to prepare provincial and district plans, assess the impact of the plans and policies of Federal and Provincial authorities and identify the emerging trends requiring policy responses. It will also serve those who have an interest in the relative performance of the regional economies, i.e., business investors, planners and policy makers, academics, etc.

Since its setup Bureau of Statistics has been making efforts to develop sound statistical data base and ensure regular supply of information to the users. SINDH BOS has so far developed socio-economic indicators and published around 40 publications in a year that are widely circulated. They have assisted number of academic and research institutions both national and international in conducting Censuses and Surveys and case studies. Bureau’s Field Offices located throughout the Province prepare Statistical Brochures for their jurisdictions and help assist their counterparts in collection, supply and analyses of data.

Sindh BOS invites bids IT equipments, Plant & Machinery of Regional Accounts Section in Head Office Karachi.



INSTRUCTIONS FOR RESPONDING ORGANIZATIONS (RO)

1. PREPARING BIDS

1.1. LANGUAGE

The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring agency, shall be written in the English Language. Any printed literature furnished by the Bidder may be written in Urdu, Sindhi and English languages, provide that Urdu and Sindhi literature is accompanied by an English translation, in which case, for purpose of interpretation of the Bids, the English translation shall govern.

1.2. COMMUNICATION

Inquiry regarding the tender documents shall be submitted in writing (email, post mail or fax), to:

Additional Director (DP)
Sindh Bureau of Statistics
Bureau of Statistics Complex
Block-8, Street 13, Punjab Chowrangi,
Kehkashan, Clifton, Karachi
+92-21-99251259, +92-21-99251252
Email: sindh.statistics@gmail.com

1.3. SUBMISSION OF BIDS

a) Company profile that should provide information as mentioned below:

- (i)** Details of the firm with name, address, status of the firm (whether Sole proprietorship, partnership or limited company) phone numbers, e-mail.
- (ii)** Details of product/ services.
- (iii)** Registration documents: Sales tax registration certificate, NTN, PSEB etc.
- (iv)** Client details (Description of project, brief specifications of products/services, size of the project, location) of relevant and general product/services provided in government and private sector.

Note: Documents submitted should be hard copies and properly indexed and paginated.



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b) This is a Single-Stage Two Envelope Procedure bidding procedure as follows:

- (v) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (vi) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (vii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (viii) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (ix) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (x) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (xi) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (xii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (xiii) Weighted selection method will be used to award the contract, details of which are given in the section ‘Evaluation of Bid’.
- (xiv) Format for submission of technical proposal is given at section “Format of Technical Proposal”
(xi) Format for submission of financial proposal is given at section “Format of Financial Proposal”
- (xv) The “Bid Application Form” with financial proposal and all other required documents identified in this RFP, shall be submitted in original and duly signed. The authorized person signing the tender documents must state his/her full name and authorized position/designation underneath the signatures.
- (xvi) The erasing and/or alterations, if any, in the bid shall be authenticated by the authorized representative of the RO with full signatures.
- (xvii) Ambiguous and incorrect answers and/or incorrect filling of Bid Documents will render the bid liable to rejection.
- (xviii) Bids through cable, telegraph, telex, fax, or e-mail shall not be considered.



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(xix) The bids shall not rely on any interpretation or correction given by any person except the written addenda and/or corrigenda to documents issued by the concerned department of BOSS.

2. BID SECURITY (EARNEST MONEY)/ PERFORMANCE SECURITY

- i) The bid security shall be denominated in Pak. Rupees (PKR) 4% of total bid's cost and shall be valid for a period of at least thirty (30) days beyond the validity of the Bid and shall be in form of pay order / call deposit /demand draft or Bank Guarantee.
- ii) The Bid Security shall be in favor of "Additional Director (DP), Sindh Bureau of Statistics".
- iii) Unsuccessful bidders' bid security will be discharged or returned as promptly as possible, but not later than thirty (30) days after the expiration of the period of bid validity.
- iv) The successful Bidder's bid security will be discharged upon the successful Bidder signing the contract and shall have to give a Performance Security **10%** of the **total value of** the contract.
- v) The Performance Security shall also be in favor of "Additional Director (DP), Sindh Bureau of Statistics".

3. PERIOD OF VALIDITY OF BID

- i) Bids shall remain valid for a period not less than Ninety (90) days, after the date of bid opening prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non-responsive.
- ii) In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of Bid validity. The request and the responses thereto shall be made in writing.

4. PRICES

The prices quoted in the financial proposal must be in Pakistani Rupees and includes inspection, guarantees, clearance, freight/transportation, and all duties, taxes, levies, etc as per prevailing rates of Pakistan. The total cost shall also include all the charges of the supply, installation (lying), commissioning, training, and supportive goods regarding Electrical and Plumbing materials being supplied at Karachi.



5. VALIDITY OF PRICES / BIDS

- a) The cost quoted shall be valid for a period of at least 90 days from the date of opening of the bid.
- b) Until the contract is executed finally, the successful bidder shall be bound by the terms and conditions of this bidding document.

6. ACCEPTANCE OF THE TERMS

- a) The submission of the bids against this bidding document by the RO means that the RO has read and accepted the terms and conditions given in this document, completely; and it has thoroughly examined the deliverables, their specifications and particulars in the bidding document. Further, the RO is deemed to be fully aware of the nature of the deliverables and the purpose for which they are required and shall be bound to accept the contract if placed with it on the basis of the prices, performance and support of the delivery schedule as stated in this bidding document.

7. RIGHTS OF SINDH BUREAU OF STATISTICS (BOS)

- a) SINDH BOS reserves the right to cancel the bid prior to acceptance of bid.
- b) SINDH BOS will only accept the bid having all required documents and lowest evaluated bid.
- c) SINDH BOS reserves the right to amend the list of deliverables.
- d) SINDH BOS reserves the right to cancel the offer of the RO, whose bid may be evaluated to be the lowest, if it is revealed to SINDH BOS that the RO does not have the capacity or the amount quoted is so less (not realistic)

8. RESPONSIBILITIES OF SINDH BOS

- SINDH BOS will provide access to its premises for rendering the services.
- SINDH BOS will coordinate with the nominee of the vendors in provision of best possible information on time.
- SINDH BOS will nominate authorized persons at each and every location and provide possible facility to complete the task by the vendor.

9. MODE OF DELIVERY AND ADDRESS

Proposals shall be delivered by hand or courier so as to reach the address given in this Tender document (Preparing Bid/Communications) by the last date and time indicated for submission. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE READ.

Bidders may submit bids on the bidding documents issued by the procuring agency or downloaded from the Authority's or Sindh BOS's websites along with tender fee amounting to Rs. 1000/-.



FORMAT FOR PROPOSALS

1. BID EVALUATION CRITERIA

The bids will be evaluated on the basis of lowest items rates, keeping in view our required configuration should also be fulfill mandatory criteria only.

2. ELIGIBILITY CRITERIA

Sr. No.	Requisite	*Evidence required to be attached	Compliance / Proof (Attached)	
			Yes	No.
01	Minimum 03 years in business in the relevant field	Letter of Incorporation/ Company Registration Letter/ works orders (during this period)		
02	Turn Over in Last 3 years	Tax Returns		
03	Registration with FBR for Income Tax, Sales Tax and Registration with Sindh Revenue Board	NTN & GST Certificates issued by FBR Registration Certificate issued by SRB		
04	Government Experience	At least one project with Government Organization (Work Order/ Contract/ Work Completion Certificate)		
05	Active Tax Payer	Online Verification for FBR Website		
06	Firm/ Company has never been blacklisted	Affidavit on Rs. 100/- Stamp paper from the owner of the company		

Note:

1. Attachment of relevant evidence in each above requisite is mandatory. In case of no provision of evidence in any of the requisite, the company will be straight away disqualified.
2. Attach Affidavit on Rs. 100/- Stamp paper from the owner of the company, stating that the "Firm" has never been blacklisted by any organization in the past.

Signature of Contractor (s)

(Stamp)

3. BILL OF QUANTITIES

Bids are invited for Electrification and Plumbing in Head Office of Bureau of Statistics, Planning & Development Department, Government of Sindh. Responding Organization (ROs) will be responsible for installation of equipment being supplied at site (Head Office BOS) on their own expenses.



A) I.T EQUIPMENTS

Sr. No.	Description	Qty	Unit	Rate	Amount
1	<p><u>Personal Computer</u> Processor & Graphics: <ul style="list-style-type: none"> 6th Gen Intel Core i7-6700, 3.4 GHz, Quad-Core + Intel HD Graphics 4000 Display: 18.5 or 19-inch (1920x1080) Memory: 4GB DDR4 Hard Drive: 1TB 7200 rpm Optical Drive: Slim SATA Blu-ray writer Form Factor: Micro Tower Others: Wi-Fi, USB Ports, , RJ45 etc OS: Microsoft Windows 10 Professional 64 bit</p>	4	Nos.		
2	<p><u>Branded Laptop</u> Processor & Graphics: <ul style="list-style-type: none"> 6th Gen Intel Core i7-6500U Processor Dual-Core + NVIDIA GeForce 940M 2GB Discrete Graphics Display: <ul style="list-style-type: none"> 15.6-inch diagonal Full HD WLED-backlit IPS Display (1920x1080) with Touch Screen Laptop Color: Grey/Silver Memory: 16GB DDR4 Hard Drive: 2TB 5400 rpm Keyboard: Standard or Backlit Keyboard Optical Drive: SuperMulti DVD burner Battery Life: Upto 7-8 Hrs Laptop Bag: Targus BLACK BRICK 16" BACKPACK TSB24402AP Portable HDD: Western Digital 2TB My Passport Ultra Usb 3.0 (USB Powered) Features <ul style="list-style-type: none"> Blue Tooth Finger Print WebCam Wi-Fi, USB Ports, HDMI, RJ45 etc SD Media Reader OS: Microsoft Windows 10 Professional 64 bit</p>	10	Nos.		



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Sr. No.	Description	Qty	Unit	Rate	Amount
3	<p align="center"><u>Laser Printer (Black & White)</u></p> <p>Minimum Print Speed: 40 PPM or higher, Processor 1200 Mhz or higher, Resolution: 1200 dpi or higher/1200 Image quality. 128 MB RAM, Paper Handling: Legal, A4 & letter size paper. Paper Tray(s): Two paper tray minimum. Duplex Automatic Two Sided Printing. Other standard features like print cancel button etc. Drivers: Along with USB 2.0 cable. Monthly duty cycle: Up to 80,000 pages</p>	3	Nos.		
4	<p align="center"><u>Laser Printer (Color)</u></p> <p>Minimum Print Speed: 28 PPM or higher, Processor 1200 Mhz or higher, Resolution Black: 60x600dpi, Up to 38,400x600 enhanced dpi . Resolution Color: 600 x 600 dpi, Up to 38,400 x 600 enhanced dpi 256 MB RAM, Paper Handling: Legal, A4 & letter size paper. Paper Tray(s): Two paper tray minimum. Duplex Automatic Two Sided Printing. Other standard features like print cancel button etc. Drivers: Along with USB 2.0 cable. Monthly duty cycle: Up to 50,000 pages</p>	2			
5	<p align="center"><u>UPS 1 KVA for PCs</u></p> <p>Input 220 Volts AC Output Power Capacity 750 W. /1200 VA Battery failure notification, Disconnected battery notification, Data line Surge Protection Automatic self-test Audible alarms USB connectivity Serial Connectivity Boost and Trim Automatic Voltage Regulation (AVR) Intelligent battery management Safety-agency approved Building Wiring Fault Indicator Battery replacement without tools LCD graphics display</p>	4	Nos.		



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Sr. No.	Description	Qty	Unit	Rate	Amount
6	Scanner(s) Resolution: up to 4800 x 9600 dpi Input type: Flatbed + Photo scanner Connectivity: USB 2.0 or 3.0 Other Features: Scan, Copy, Scan to E-mail, Scan to PDF	1	Nos.		
7	Access Switch/ Networking Cabling and Installation. a) 24-Port Gigabit L2+ Unified PoE Managed Switch including 4 x Combo 1000BASE-T/SFP ports b) Networking cabling including all devices for up to 15 IOs/nodes (Cables and IOs Clipsal, 3M or equivalent) c) Voice connections/ Telephone sets?				
Sub Total					



B) PLANT AND MACHINERY

Sr. No.	Description	Qty	Unit	Rate	Amount
1	<u>AC 1.5 Tones</u> Capacity upto 25000 BTU Power Supply:50HZ/220V	3	Nos.		
2	<u>Plain Paper Copier</u> Description Specifications Type Desktop Copying Speed 25-28 CPM/PPM, Multiple copies up to 999 Warm up Time Less than 25 Second First copy output Time 6 second or less Copy Memory Standard 256 MB (Extendable upto 512) Print resolution 600 x 600 dpi laser print quality Connectivity/Network Interface (10/100 Base T Ethernet) USB 2.0 Copy Size A3 to A6 printing facility Zoom range 25% - 400% Hard Drive 25 GB At least Drum Life At least 50,000 copies Toner At least 15,000 copies Warranty One year on site incl. Maintenance (Service & Parts)	1	Nos.		
3	<u>Stabilizer heavy duty</u> 1. Servo motor control stabilizer 2. Input voltage: 150~250V 3. Output voltage: 220V 4. Quality Guarantee: 2 Year	3	Nos.		
4	<u>Fax Machine</u> High-Speed Fax Transmission Quality Laser Printing and Copying Caller ID ready High Speed 10ppm Laser Print Speed Dual access operation Error Correction Mode (ECM) 150-Page Document Memory	1	Nos.		



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Sr. No.	Description	Qty	Unit	Rate	Amount
5	<u>Water Dispenser</u> <ul style="list-style-type: none">• 3 Taps• Cabinet With Fridge• Safety Lock• Hot & Cold Water• Thermostate Refrigerator	1	Nos.		
6	<u>Microwave oven</u> Microwave power output: 800-1000 watt Capacity: 23-24 liters	1	Nos.		
Sub Total					
Grand Total A+B					

Tender Fee Rs. 1000/- (non-refundable) Sr. No: _____

Dated: _____



☎ 021-99251259
☎ 021-99206672
✉ sindh.statistics@gmail.com
www.sindhbos.gov.pk

BUREAU OF STATISTICS
PLANNING & DEVELOPMENT
DEPARTMENT GOVERNMENT OF SINDH

TENDER FORM

Name of Firm:		
Postal Address:		
Telephone No(s):		
Fax No:		
Email Add:		
Authorized Person	Name:	
	Contact No:	
Sale Tax Registration No. of the Firm:		
National Tax No. of the Firm:		
Amount Quoted:		
Validity of Quotation (Date):		
Amount of Earnest Money *Pay Order/ Demand Draft (Attached)	No:	
	Dated:	
	Rs.	
Name:		
Designation:		
Signature:		
Dated:		

Note:

1. Bids will be received on or before 30th May, 2016, at 11:00 AM in the Office of Additional Director (DP), Bureau of Statistics, ground floor, Bureau of Statistics Building, Street 13, Clifton Kehkashan Block 8, Main Punjab Chowrangi Karachi.
2. Bids will be opened on the same day as above at 03:00 PM in the Committee room of Bureau of Statistics, Ground Floor in the presence of renderers who wish to attend.

We have carefully read & understood the Tender Document & agree to fully abide by Terms & Condition given.

Signature of Contractor (s)

(Stamp)



TERMS & CONDITIONS FOR BIDDERS

1. Only Active Taxpayers will be able to participate in the Procurement Tender
2. Non-Active/ suspended taxpayers are not allowed to participate in this tender.
3. The tender shall be governed by the Sindh Public Procurement Rules 2010 (amended 2013).
4. In the event of Tender being submitted by the firm, it must be signed by the Contractor / Supplier / Proprietor / Partners thereof, in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing to do so.
5. The amount of earnest money deposited shall be Rs. 4% of the maximum quoted value of all items; earnest money should be paid by the contractors through pay-order in favor of Additional Director (DP), Bureau of Statistics, Planning & Development Department, and Government of Sindh.
6. Procurement Committee shall open tender in the presence of the supplier / contractors, or their representative, who may be present at the time of opening tenders.
7. The required quantities of stores can be increased or decreased without giving any reason or notice.
8. The successful bidder would be liable to pay Security Deposit @ 10 % of the value of the offer.
9. The firm / contractor should be G.S.T and income tax registered.
10. In case of quoting alternate prices, separate tender shall be purchased.
11. Procurement Committee reserves the right to obtain clarifications from any bidder in respect of items quoted by him. The replies by the bidder will be recorded and will form part of the bid documents
12. Supply order/contract will be issued subject to the availability of funds.
13. The bidders shall provide evidence of proven relevant experience
14. Successful bidder should have to demonstrate/ install purchased items at the site on his own expenses including material etc.
15. In case of any deviation, the firm is to have replaced/ modify the implement on his own expenses.
16. The Procuring agency may reject all or any bid at any time prior to the acceptance of a bid, subject to the relevant provisions of SPP Rules, 2010.
17. 0.3% Stamp duties will be paid by vendor on total value of awarded contract.

Signature of Contractor (s)

(Stamp)