



BUREAU OF STATISTICS
PLANNING & DEVELOPMENT
DEPARTMENT GOVERNMENT OF SINDH

BIDDING DOCUMENT

(NATIONAL COMPETITIVE BIDDING)

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

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

**ELECTRIFICATION, RENOVATION, FURNITURE &
FIXTURE IN BUREAU OF STATISTICS, PLANNING &
DEVELOPMENT DEPARTMENT, KARACHI**

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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 for Electrification, Renovation, Furniture and Fixture for Regional Accounts section in Bureau of Statistics Head Office Karachi.

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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.



SINDH BUREAU OF STATISTICS BIDDING DOCUMENT

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

- (i) The bid shall comprise according to **Single-Stage One Envelope Procedure** as per SPPRA Rule 2010 46(1).
- (ii) The “Bid Application Form” with financial proposal and all other required documents identified in this Tender document, 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.
- (iii) The erasing and/or alterations, if any, in the bid shall be authenticated by the authorized representative of the RO with full signatures.
- (iv) Ambiguous and incorrect answers and/or incorrect filling of Bid Documents will render the bid liable to rejection.
- (v) Bids through cable, telegraph, telex, fax, or e-mail shall not be considered.
- (vi) 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 SINDH BOS.

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 (laying), 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.



SINDH BUREAU OF STATISTICS 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 Sind 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) ELECTRIFICATION

Sr. No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
Supply and installation new wiring for all lights, fans, computers, AC and etc. from meter to D.B and D.B to Switch Boards (With Pakistan cable)					
1	Wiring of Light points from switch board to point with 1.5 sq mm common neutral of 2.5 sq mm and common ECC of 1.5 sq mm with PVC conduit/ flexible pipe each point.	30	Per Point		
2	Wiring of computer with 3x2.5 sq mm PVC/ PVC cable from 1 st outlet already installed PVC channel or PVC conduit.	20	Per Point		
	a) Providing 15 amp switch socket Clipsal including 16 SWG sheet steel back recessed on wall.	20			
	b) 10 amp 2 pin SOGO socket unit including SWG sheet steel back box.	20			
	c) 3 pin-13amp flat pin switch socket including 16 SWG sheet steel back boxes.	20			
3	3 pin 15 amp switch socket unit including 16 SWG sheet steel back boxes for Split AC.	05	No's		
4	Wiring for wall type split AC unit from D.B Panel to indoor/ outdoor with following size of wires 7/44 specified/ appropriate size of PVC conduit.	4	Per Point		
5	<u>False Ceiling Light</u> Recessed down light fixture with 25 watt PLC lamp (warm) installed horizontal.	30	No's		
	Supply and Installation Supply and Installation				
6	<u>Wall Bracket Fan</u> Wall bracket fans (Royal Pak 18'')	10	No's		
7	<u>Safety Breaker</u> 30 Amp with board	3	No's		



SINDH BUREAU OF STATISTICS BIDDING DOCUMENT

Sr. No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
8	Wiring of Fan point from switch board to point with 1.5 sq mm common neutral of 2.5 sq mm (each fan point)	10	Per Point		
9	Installation of plain sheet Fiber size 5X5 on different places	05	Nos.		
10	Installation of jumbo holder with saver good quality corridors with short wiring	15	Nos.		
11	PVC conduit of following size including all accessories for power wirings complete in all respects. a) ¾" dia PVC conduit b) 1" dia PVC conduit	As required	Per RFT		
12	Distribution Board Providing and fixing of distribution light and power D.B 8"x12" strap back box 16SWG with powder coding circuit breaker make hyger/ terasaki as per required for computer and AC job.	01	Each		
13	Battery 200 AMP of AGS/EXIDE/ or better brand /quality.	01	No		
14	Wiring/ Connection of Selector Panel Box with main D.B	01	Box		
15	Change of Switches/ Buttons Sheet Supply and installation of following sheets with buttons and switches: a) 4 Switches/ Buttons 3"X3" b) 1 Button with Dimmer 3"X3"	15 12	Sheets Sheets		



SINDH BUREAU OF STATISTICS BIDDING DOCUMENT

Sr. No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
16	<u>Extension Board with 20 feet wire white coated made by Clipsal or equivalent</u> - 4 Multi Three Pin Switches - 2 Two Pin Switches - Safety breaker - buttons	10	Nos.		
17	<u>Change of Wire from Main Distribution Box to Meter</u> - Cable sized: 50 mm ² (19/0.072") - Pakistan Cable	As required	Feet		
18	<u>Laying Charges of Wire from Main Distribution Box to Meter</u> With proper wiring, clipping, 1 ½ " piping and 1 ½ flexible piping and etc.	As required	Feet		
Sub Total					



(B) FURNITURE & FIXTURE

Sr. No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1	Sofa Sets 7 Seater Sofa Sets.	1	Set		
2	L Shaped Corner Sofa Sets 5 Seater Sofa Set (Artificial Leather Made)	1	Set		
3	Sofa Sets 5 Seater Sofa Sets.	1	Set		
4	2 central & 2 side tables wooden made with glass top	4	Nos		
5	Executive Office Table Providing & Installing 5'x3' office table with 5mm thick Clear Glass top and side rack with built-in drawers (size as shown in the furniture drwg).	1	Nos		
6	Executive Office Chair (Artificial Leather made) High Quality Chair.	2	Nos		
7	Executive Office Table for Officers Providing & Installing 2.5 X 4 office table with 5mm thick Clear Glass top and side rack with built-in drawers (size as shown in the furniture drwg).	8	Nos		
8	Executive Office Chair for Other Officers (Artificial Leather made) High Quality Chair	8	Nos		
9	Visitor & Assistant Staff Chairs For Visitors and other Staff, wooden made with Cushion/Foam	20	Nos		
10	L.H Cabinets For Section & Photo Copiers Machines Providing of Low Height cabinets with lock and key with sliding doors below at different office areas for Photocopiers, Fax/ Scanners.	1	Nos		
11	Book shelf/ file cabinets Providing & making of open book rack for books in Laminated and attached file cabinets with key and lock.	250	Sqf		
12	Computer Table 2(1/2) x 3 Computer table in laminated wood with edge lipping to match.	2	Nos		
	Computer Operator Chairs	2	Nos		
13	Steel Almirah Racks At Store Room Providing & Installing of Steel Racks in store room 16'x 2.5' made with 22 gauge sheet with center frame support and angle iron frame with brand coated s/s color finish.	5 Nos	Item		
Sub Total					



(C) RENOVATION OF “REGIONAL ACCOUNTS SECTION”

Sr. No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1	<p><u>Dismantling</u> <u>Wash room</u> Chipping of walls and floor tiles including base, removal of debris outside the office premises. Removal of Wash basin Removal of commode, Removal of Door Frame</p>	200 01 01 01	SFT No's No's No's		
2	<p><u>Internal Plaster Other Areas)</u> Providing and Laying 1/2” thick smooth cement internal plaster in toilet and other areas with ratio 1:6 curing, smoothing and leveling complete in all respects.</p>	150	SFT		
4	<p><u>External Plaster Other Areas.</u> Providing and Laying minimum 1/2” to 3/4” thick 1:6 cement sand plaster to fill all internal surface molding edges rebates grooves control joints</p>	150	SFT		
6	<p><u>Tiles Flooring</u> Providing and Laying tiles flooring (Shabbir / Master or Equivalent) size 12”x 8” in Section.</p>	100	SFT		
7	<p><u>Wall Skirting</u> Providing and Laying tiles skirting laser machine cut (Shabbir / Master or Equivalent) size 4”x12” in Entire Office Areas.</p>	200	RFT		
8	<p><u>Matt Finish/Emulsion</u> Providing and Applying three coats of Matt Finish/Emulsion textured finish pearl glow ICI/Gobies of approved shade brush applied internal surface. Scraping all old distemper.</p>	1800	SFT		
9	<p><u>Oil paint/Polish</u> Doors, Furniture polish</p>	180, 100	SFT		
10	<p><u>Steel Door Frames</u> Providing and Fixing pressed steel frame with 18 gages M.S sheet with the provision of lock and fixing of hinges with screw/bolts including three coats of primer, hollow part filled with lean concrete, complete in all respect. For Solid Doors 7 X 3(1/2)</p>	1	No's		



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Sr. No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
11	<u>Gypsum Board Tile Ceiling</u> Providing and Fixing suspended ceiling using 60 cm x 60 cm x 7.5 cm thick treped edge gypsum board sheet including suspension system attachment devices, hangers, each molding trim clips, trimming & extra hanger as required including making provision for light fixture	300	SFT		
12	<u>Glass Door</u> 12 mm Almuninium size 7 x 3(1/2) with 18 gages	1	No's		
13	<u>Window Blinds</u> Providing and Fixing vertical blinds 25 mm thick white metallic perforated matches with aluminum windows of approved quality complete in all respects.	80	SFT		
Sub Total					
Grand Total (A+B+C)					

Note:

- All plumbing works water connections to be tested and commissioned with pressure testing before embedded in wall plaster.
- Bids which fulfill the requirements of SPPRA Rules 46(1) will be evaluated on Trunkey Basis according to category wise.

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

Dated: _____



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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:		



SINDH BUREAU OF STATISTICS BIDDING DOCUMENT

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)