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**BID DOCUMENTS**

**NO. AD (ADMIN)/SHEC/12-40/2023**

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| https://seeklogo.com/images/G/government-of-sindh-pakistan-logo-34D4832198-seeklogo.com.png | **GOVERNMENT OF SINDH****SINDH HIGHER EDUCATION COMMISSION**F-60/I, Near Abdullah Shah Ghazi Shrine, Shahrah-e-Attar, Clifton, Block-4 Karachi, Ph: 021-99332669-71info@sindhhec.gov.pk, [www.sindhhec.gov.pk](http://www.sindhhec.gov.pk) |  |

No.AD(ADMN)/SHEC/12-40/2023 Karachi, dated: 20th October, 2023

**NOTICE INVITING TENDER**

Sindh Higher Education Commission (Sindh HEC) invites sealed bids on single stage one envelope procedure from the well reputed Firms/ Companies registered with SRB & FBR to provide 100 KV Generator for the office of Sindh HEC on rental basis.

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| **S#** | **Tender** | **Tender Schedule-Date and Time** | **Tender Fee** |
| **Number** | **Work** | **Issue/sale** | **Submission** | **opening** |
| From | To |
| 1. | AD (ADMN)/SHEC/12-40/2023 | Hiring of Generator (100KV) on rental basis | 25.10.2023 | 08.11.2023 | 10.11.2023 at 11:00 AM | 10.11.2023 at 11:30 AM | 2,000/- |

**Eligibility Criteria:**

1. The bidder must have at least 5 years of experience.
2. The Firm must be Registered with FBR and SRB.
3. Interested parties can obtain Bid Document at a cost of Rs.2,000/- per set including eligibility criteria from the office of **Assistant** **Director (Admin)**, Sindh Higher Education Commission, Government of Sindh during working days and office hours. Alternatively, the document may also be downloaded from the website <http://ppms.pprasindh.gov.pk/PPMS> or <http://sindhhec.gov.pk/> and submit along with tender fee in shape of pay order in the name of Sindh Higher Education Commission, Government of Sindh, Karachi.
4. Bidders are requested to be given their Best and Final Price as “No” negotiation is permitted.
5. Bid Security of amount equivalent to 5% of the total quoted bid amount must be attached with the bids in the shape of pay order/ Demand draft/ Call deposit in the name of Sindh Higher Education Commission, Government of Sindh.
6. The bids must be in the sealed envelope and must clearly state **tender description.**
7. The bids will be opened **10.11.2023** in the presence of the bidders or their authorized representative who intend to be present.
8. Bidding Document will be issued, submitted and opened on the address mentioned underneath.
9. The procuring agency may reject all or any tender at any time prior to the acceptance proposal subject to the relevant provisions of SPP Rules, 2010 (Amended 2019).
10. In case, date of opening of bids is declared as a public holiday or non-working day due to force Majeure, the next official working day shall be deemed to be date for issuance submission and opening of tenders. The time and venue shall remain unchanged.
11. ***Sindh Higher Education Commission, Government of Sindh*** shall not be responsible for any cost or expenses incurred by the bidding firms and reserves the right to terminate the procurement process at any time subject to relevant provision of SPP Rule, 2010 (Amended 2019).

**( MUHAMMAD SIDDIQUE )**

**Assistant Director (ADMIN)**

Sindh Higher Education Commission

Bungalow # F-60/1, Clifton Block-4, Karachi

**Ph#** 021-99332669 **Email Address:** **ad.admin@sindhhec.gov.pk**

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No.AD(ADMN)/SHEC/12-40/2023 Karachi, dated: 20th October, 2023

**BIDDING DATA**

|  |  |
| --- | --- |
| 1. Name & Address of Procuring Agency
 | Sindh Higher Education Commission, F-60/I, Shahrah-e-Attar, Clifton Block-4, Near Abdullah Shah Ghazi Shrine, Karachi  |
| 1. Brief Description of Works
 | Hiring of Generator (100 KV) [inclusive of installation, transportation and provision of services of one operator for 12 hours of operation per working/functioning day from 8.00 am to 8.00 pm].  |
| 1. Amount of Bid Security
 | 5 % in shape of Pay order in favor of Sindh Higher Education Commission |
| 1. Period of Bid Validity (days)
 | 90 days  |
| 1. Rental Rates should cover
 | Transportation, Installation, Services of an Operator, Insurance, Operations, Maintenance, Services (Major & Minor) Lube oil, battery electrolytes. |
| 1. Period of commencement from
 | 12 months immediately after commencing signing the Contract Agreement.  |
| 1. Performance Guarantee
 | **5%** of the value of Contract Agreement.  |
| 1. Deadline for Submission of Bids along with time
 | As notified in the NIT |
| 1. Eligibility
 | * Registration with FBR for Income Tax / Sales Tax in case of procurement of goods, registration with the Sindh Revenue Board (SRB) in case of Procurement of Works and Services as the case may be and are not black listed in any procuring agency or authority**.**
* At least five years relevant experience
* Comprising details of at least three years turnover including cost of awarded contract that average turnover of last three years should not be less thanRs.3 million, in accordance with online annual returns submitted to FBR.
* Bidders are advised that before filling the bidding documents all pages of bidding documents should carefully be rechecked. If any page(s) / paper(s) of.
* Bidding documents can be downloaded from the official website of this office and SPPRA, and also can be obtained from the office of the Sindh HEC. Bid(s) with incomplete bidding documents will straightaway be rejected.
 |

 ( **MUHAMMAD SIDDIQUE** )

ASSISTANT DIRECTOR (ADMIN)

SINDH HIGHER EDUCATION COMMISSION

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No.AD(ADMN)/SHEC/12-40/2023 Karachi, dated: 20th October, 2023

## APPENDIX TO FORM OF TENDER

|  |  |
| --- | --- |
| 5% of the bid price pay order.  | ……………………………………………… |
| Period of commencement from receipt of letter of intent  | **Immediately after issuance of the work order**  |
| Time Period  | 12 months with effect from the date of signing contract.  |
|  |  |
| Contractor’s address for serving the notice (Duly registered with concerned tax authorities)  | …………………………………………………….……………………………………………………. |
| Persons or bodies corporate forming Partnership or Company | N/A |

**Signature of Contractor/Seal of Firm**

**Authorized Representative of Firm**

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No.AD(ADMN)/SHEC/12-40/2023 Karachi, dated: 20th October, 2023

## INSTRUCTIONS TO TENDERERS

1. Assistant Director (Admin) Sindh Higher Education Commission, calls tender for the “Hiring of Generator (100 KV) inclusive of transportation and one operator for 12 hours of operation per day i.e. 8.00 am to 8.00 pm.” in accordance with the Bill of Quantities attached here to be submitted on or before **11.00 am** on **10.11.2023**. Tenders cost will not be reimbursed, for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.
2. Any tender/tenders without call deposit will not be entertained. Call deposit of the awarding firm may be returned after successful completion of work. If the firm fails to commence or complete the awarded work within the stipulated time their work order will be cancelled as per rule vide clause # 10 of terms & conditions and call deposit shall be forfeited.
3. The actual sum to be paid to the contractor whose tender is accepted in accordance with the work order and valuing it at the rates or prices by the contractor in the tender.
4. All prices quoted shall be deemed to include all costs of performing the works, i.e. labor, transportation, income tax, GST, duties, octori charges, royalties permit etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in B.O.Q.
5. All tenderers or their representative are invited to present for the opening of the tender on **10.11.2023** at **11.30 am**. The name of each firm submitting tender and only the total contract price will be read aloud and recorded.
6. The completed forms should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the tenderer, person(s) signing the tender shall initial them. Conditional tenders will not be accepted.
7. “In case of a discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined”.
8. The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time shall not be considered.
9. Tenders shall be made in the form supplied thereof, with all items and blanks properly filled. All data, figures and the signature of persons signing the tender shall be in ink.
10. All unit rate filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.
11. Detailed particulars of the work can be seen in the office of Assistant Director (Admin) on any working day during the office hours.
12. Bids are to be submitted against all works as mentioned in BOQ. Earnest money should be submitted accordingly.
13. The tender must be signed on each and every page by a person(s) authorized to do so.

**TERMS & CONDITION**

1. If the supply is not found according to the specification, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision **or** the firm will be black listed.
2. Quantities shown in the B.O.Q. are approximate and no claim shall be entertained.
3. Inspection: ***Nominated Inspection Committee will make Inspection Generator of 100 kv in case of any unsatisfactory report, the penalty should be imposed****.*
4. The qualified firm should arrange Generator along with transportation and installation immediately after receiving work order.
5. No subletting of all or any part of work will be allowed at any cost / reasons.
6. Payments: -
	1. The actual sum to be paid, valuing it at the rates/prices quoted in the approved quotations.

 **Assistant Director (Admin)**

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No.AD(ADMN)/SHEC/12-40/2023 Karachi, dated: 20th October, 2023

**HIRING OF 100 KV GENERATOR ON RENTAL BASIS FOR THE OFFICE OF SINDH HIGHER EDUCATION COMMISSION.**

SUMMARY OF BID COST AS PER BILL OF QUANTITY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Qty.** | **Unit Cost in PKR (per month)** | **Total Cost in PKR (12 Months)** |
| 1. | Generator 100 KV | 1  |  |  |
| 2. | Services of an operator (12 hours) | 1 |  |  |
| 3. | Insurance of Generator | 1 |  |  |
| 4. | Transportation, Installation, Operations, Maintenance, Services, Spare parts (Major & Minor) (whichever is required) | As per load |  |  |
| 5. | Lube / Oil Change | As per requirement  |  |  |

***Signature of Contractor with Seal***

**EXPERIENCE OF SIMILAR SERVICES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Assignment Description** | **Name****/Contact Details of Client** | **Cost** | **Start Date** | **End Date** | **Remarks** |
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No.AD(ADMN)/SHEC/12-40/2023 Karachi, dated: 20th October, 2023

To,

The **Assistant Director (Admin)**

Sindh Higher Education Commission

Karachi

**SUBJECT: - HIRING OF 100 KV GENERATOR ON RENTAL BASIS FOR A PERIOD OF 12 MONTHS FOR THE OFFICE OF SINDH HIGHER EDUCATION COMMISSION.**

1. Having examined the instructions to the tenders, conditions of contract (General conditions and the conditions of particular application), and specifications, bill of quantities and having visited and inspected the site of the above-named works. I/We the undersigned offer to carryout, complete the above works/supplies in conformity with the said instructions to tenders; conditions of work order/contract, specifications, Bill of Quantities for a period of 12 months from the date of signing the Contract agreement against the following sum or such other sum as may be ascertained in said conditions.

Rs-\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

1. We undertake if my/our tender is accepted to commence the works immediately after the issuance of work order.
2. We agree to abide by this tender for a period of 90 days from the date of opening the same and it shall remain binding upon us to accept and sign the Contract agreement with Sindh HEC at any time before the expiration of the said period of 90 days.
3. I/We understand that you are not bound to accept the lowest or any tender you may receive and you may reject any or all tenders without assigning any reason.

**Signature of Contractor/Seal of Firm**

**Authorized Representative of Firm**