



# GOVERNMENT OF SINDH



## BID DOCUMENTS FOR

(Reference No.SSWMB-NIT-25)

### Single Stage – Two Envelop Procedure

As per SPP Rules 2010 (Amended – 2013)

### (Financial Proposal)

“Supply of Furniture and Providing & Fixing of Electrical Appliances and Network System for office of the Sindh Solid Waste Management Board Karachi.”

#### Works-II

#### **Providing & Fixing of Electrical Appliances for Office of the Sindh Solid Waste Management Board Karachi.”**

**Note:**

- i. This document is also available on SPPRA website and can be downloaded and submitted on the day and time as mentioned in the NIT along with Tender Cost fee.
- ii. All bidders are required to sign and stamp each and every page of the bidding document before submission, else their bids shall be considered non-responsive.

**Client:**

Sindh Solid Waste Management Board  
D-47, Block-2, Clifton, Karachi  
Ph. #+92 21 35372982-3 Fax: +92 21 35372985  
E-mail: [info@sswmb.gos.pk](mailto:info@sswmb.gos.pk)

**Bidding Documents**  
**(Reference No. SSWMB-NIT-25)**

“Supply of furniture and providing & fixing of Electrical Appliances for office of the Sindh Solid Waste Management Board Karachi.”

**Works-II:**

**Providing & Fixing of Electrical Appliances for Office of the Sindh Solid Waste Management Board Karachi.”**

**SCHEDULE**

<b>Issuance</b>	13 <sup>th</sup> May, 2016 to 30 <sup>th</sup> May 2016
<b>Bid Submission</b>	31 <sup>th</sup> May, 2016 up to 02:30 P.M.
<b>Bid Opening</b>	31 <sup>th</sup> May, 2016 at 03:30 P.M.

<b>Date of issue:</b>	
<b>Name of Contractor:</b>	
<b>Contractor's Representative</b>	
<b>Name &amp; Signature of Tender Issuing Officer:</b>	

**SEAL AND SIGNATURE OF THE CONTRACTOR**

## TABLE OF CONTENTS

<i>Sr. No.</i>	<i>Description</i>	<i>Page No.</i>
1.	Instructions to Bidders	4
2.	Notice Inviting Tender (NIT)	5
3.	Form of Bid	6-7
4.	Schedule of Price	8-9
5.	Form of Bid Security	10-11
6.	Form of Contract Agreement	12-13
7.	Form of Performance Security	14-15
8.	Articles of Agreement	16-17

**INVITATION FOR BIDS**

**NOTICE INVITING TENDER (SSWMB-NIT-25)**

**As per guidelines of SPP Rule 2010 Amended-2013**

- Sindh Solid Waste Management Board (SSWMB) is established under Sindh Solid Waste Management Board Act, 2014 to execute integrated project for municipal, medical and industrial hazardous waste in Sindh Province.
- Sindh Solid Waste Management Board (SSWMB) invites sealed bids for supply of furniture and providing & fixing of Electrical Appliances and Network System for office of the Sindh Solid Waste Management Board Karachi from interested manufacturers, authorized dealers & experienced suppliers, firms mentioned below.

NIT Reference #	Name of Work	Bidding System	SCHEDULE		
			Tender Document Issuance	Bid Submission Date	Bid Opening Date
I.	Providing Furniture & Fixture for Office of the Sindh Solid Waste Management Board Karachi.	Single Stage-Two Envelope Procedure  As per SPPRA rule 46 (2), 2010 (Amended 2013)	13 <sup>th</sup> May 2016  To  30 <sup>th</sup> May 2016	31 <sup>st</sup> May 2016  by 2:30 PM	31 <sup>st</sup> May 2016  by 3:30 PM
II.	Providing & Fixing of Electrical Appliances for Office of the Sindh Solid Waste Management Board Karachi.				
III.	Providing & Fixing of Network System for Office of the Sindh Solid Waste Management Board Karachi.				

1. The interested suppliers / contractors / firms may obtain RFP Document from the office of Assistant Director (Finance), SSWMB on payment of Rs.2000/- in shape of Pay Order/ Bank Draft in the name of Sindh Solid Waste Management Board as per the schedule given above. Alternatively these can be downloaded from the website of [www.sppra.gov.pk](http://www.sppra.gov.pk) and [www.sswmb.gos.pk](http://www.sswmb.gos.pk).
2. If the submission or opening date falls on a public holiday or on account of any emergency beyond human capacity the next working day with same timing will be considered as the deadline.
3. SSWMB reserves the right to accept or reject any or all EOIs prior to the award of contract as per SPPRA Rules-2010.
4. All bidders are required to sign and stamp each and every page of the bidding document before submission.
5. No bid shall be accepted unless proof of payment of fee for bidding documents.

**Executive Director (Finance & Administration)**  
**Sindh Solid Waste Management Board Karachi.**

**D-47, Block-2, Clifton, Karachi Tel No.021-35372982-83 Fax 021-35372985**

**URL: [www.sswmb.gos.pk](http://www.sswmb.gos.pk) Email: [info@sswmb.gos.pk](mailto:info@sswmb.gos.pk)**

## **Form of Bid** **(Letter of Offer)**

Bid Reference No. \_\_\_\_\_ Dated: \_\_\_\_\_, 2016

Name of Contract: **Providing & Fixing of Electrical Appliances for Office of the Sindh Solid Waste Management Board Karachi."**

The Secretary, Sindh Solid Waste Management Board, Karachi.

Dear Sir,

1. Having examined the Bid Documents including instructions to Bidders, Conditions of Contract, Specifications, Schedule of Prices etc. for the execution of the above-named Contract, we, the undersigned, being a company doing business under the name and address \_\_\_\_\_  
\_\_\_\_\_ being duly incorporated under the laws of Pakistan hereby offer to execute and complete such contract and remedy any defects therein in conformity with the requisite Documents for the Total Bid Price of Rs. \_\_\_\_\_ (in figures and words) or such other sum as may be ascertained in accordance with the said documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security referred to in Clause 4 of the Instructions to Bidders in the amount of Rs. \_\_\_\_\_ (in words and figures) drawn in favor of or made payable to Secretary, Sindh Solid Waste Management Board, Karachi and valid for a period of 28 days beyond the period of validity of this Bid.
4. We undertake, if our Bid is accepted, to complete the whole of the work comprised in the above-named Contract within the time.
5. We agree to abide by this Bid for the period of 90 days beyond the date of opening of the Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
6. Unless and until a formal Contract Agreement is signed, this Bid, together with your acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our Bid is accepted, to execute the Contract Performance Security referred to in Clause 4 of the Instructions to Bidders for due performance of the Contract.

8. We understand that you are not bound to accept the lowest or any Bid you may receive.
9. We do hereby declare that this Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a Bid for the above-named Contract.

Dated this \_\_\_\_\_ of \_\_\_\_\_ 2016

Signature: \_\_\_\_\_ in the capacity of \_\_\_\_\_  
Authorized to sign Bid for and on behalf of \_\_\_\_\_  
(Name of Bidder in Block Letters)

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Witness:  
Name: \_\_\_\_\_  
CNIC No. \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Occupation: \_\_\_\_\_  
Telephone No. \_\_\_\_\_

## Schedule of Price

**Work No. (II): Providing & Fixing of Electrical Appliances for Office of the Sindh Solid Waste Management Board Karachi.”**

S. No	DESCRIPTION	Unit	Qty.	Per Unit		Total Amount (Rs.)	
				In Figure	In words	In Figures	In words
1	Providing and installation of Air Condition Floor Standing (3 ton) DC Inverter or required capacity of approved make and quality with outer unit consisting on compressor, condenser, fan and other accessories complete in all respect. ( EU, Japan and USA Brand.)	Each	02				
2	Providing and installation of Air Condition split unit (2.0 ton) DC Inverter or required capacity of approved make and quality with outer unit consisting on compressor, condenser, fan and other accessories complete in all respect. ( EU, Japan and USA Brand.)	Each	03				
3	Providing and installation of Air Condition split unit (1.5 ton) DC Inverter or required capacity of approved make and quality with outer unit consisting on compressor, condenser, fan and other accessories complete in all respect. ( EU, Japan and USA Brand.)	Each	17				
4	Supplying of AC Electric Water (Dispenser) of approved make and quality etc complete.	Each	03				
5	Supplying & Installation of AC Electric Ceiling Fan of size 56” with Regulator (Dimmer) approved make & quality Pak Fan, Younus Fan, Royal Fan (or equivalent make i/c necessary wiring etc) complete.	Each	35				
6	Supplying of Deep Freezer (Fridge) size 14 cft approved make and quality i/c stabilizer.	Each	01				
7	Providing Microwave Oven Standard size.	Each	01				
8	Providing & Fixing Stove with Grill. (Three Burner).	Each	01				
9	Providing & Fixing UPS for Computer.	Each	05				



Tender are required to comply with all the clauses mentioned in the terms and conditions of the tender along with submission of all the relevant documents required. In case of any deviation / incomplete documents from tenderer will be prohibited for competing in the tender / tender their offer is invalid.

**Total Bid Amount in (Rs.):**

Pay Order/ Demand Draft No. \_\_\_\_\_ drawn on \_\_\_\_\_  
\_\_\_\_\_ (Name & address of the Bank) for an Amount of Rs. \_\_\_\_\_  
in words ( \_\_\_\_\_ ) of Bid  
Security equal to 2% of the total bid amount (original must be attached with Bid)

Full Name & Address of Firm \_\_\_\_\_

CNIC No. of authorized Person \_\_\_\_\_

Signature of Authorized Person \_\_\_\_\_

Seal / Stamp of Firm \_\_\_\_\_

## FORM OF BID SECURITY

(Bank Guarantee)

Guarantee No. \_\_\_\_\_

Executed on \_\_\_\_\_

(Letter by the Guarantor to the Secretary, Sindh Solid Waste Management Board)

Name of Guarantor (Scheduled Bank in Pakistan) with address: \_\_\_\_\_

\_\_\_\_\_  
Name of Principal (Bidder) with  
address: \_\_\_\_\_ Sum of  
Security (express in words and  
figures): \_\_\_\_\_

\_\_\_\_\_  
Bid Reference No. \_\_\_\_\_ Date of Bid \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal, we the Guarantor above-named are held and firmly bound unto the \_\_\_\_\_, (hereinafter called Secretary, Sindh Solid Waste Management Board) in the sum stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying Bid numbered and dated as above for \_\_\_\_\_ (Particulars of Bid) to the said Secretary, Sindh Solid Waste Management Board; and

WHEREAS, the Secretary, Sindh Solid Waste Management Board has required as a condition for considering the said Bid that the Principal furnishes a Bid Security in the above said sum to the Secretary, Sindh Solid Waste Management Board, conditioned as under:

- (1) That the Bid Security shall remain valid for a period of twenty eight (28) days beyond the period of validity of the bid;
- (2) That in the event of;
  - (a) The Principal withdraws his Bid during the period of validity of Bid, or
  - (b) The Principal does not accept the correction of his Bid Price, pursuant to Sub-Clause 16.4 (b) of Instructions to Bidders, or
  - (c) Failure of the successful bidder to
    - (i) Furnish the required Performance Security, in accordance with Sub-Clause IB-21.1 of Instructions to Bidders, or
    - (ii) Sign the proposed Contract Agreement, in accordance with Sub-Clauses IB-20.2 & 20.3 of Instructions to Bidders,

the entire sum be paid immediately to the said Secretary, Sindh Solid Waste Management Board for delayed completion and not as penalty for the successful bidder's failure to perform.

NOW THEREFORE, if the successful bidder shall, within the period specified therefore, on the prescribed form presented to him for signature enter into a formal Contract Agreement with the said

Managing Director Sindh Solid Waste Management Board in accordance with his Bid as accepted and furnish within fourteen (14) days of receipt of Letter of Acceptance, a Performance Security with good and sufficient surety , as may be required, upon the form prescribed by the said Managing Director Sindh Solid Waste Management Board for the faithful performance and proper fulfillment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Guarantor shall forthwith pay to the Managing Director Sindh Solid Waste Management Board the said sum stated above upon first written demand of the Managing Director Sindh Solid Waste Management Board without cavil or argument and without requiring the Managing Director Sindh Solid Waste Management Board to prove or to show grounds or reasons for such demand, notice of which shall be sent by the Managing Director Sindh Solid Waste Management Board.

PROVIDED ALSO THAT the Managing Director Sindh Solid Waste Management Board shall be the sole and final judge for deciding whether the Principal has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Guarantor shall pay without objection the sum stated above upon first written demand from the Managing Director Sindh Solid Waste Management Board forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed the instrument under its seal on the date indicated above, the name and seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

\_\_\_\_\_  
Guarantor (Bank)

Witness:  
1. \_\_\_\_\_  
\_\_\_\_\_  
Corporate Secretary (Seal)

1. Signature : \_\_\_\_\_  
2. Name : \_\_\_\_\_  
3. Title : \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
(Name, Title & Address)

Corporate Guarantor (Seal)

## **FORM OF CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT (hereinafter called the Agreement) made on the \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_ between \_\_\_\_\_ (hereinafter called the - Secretary, Sindh Solid Waste Management Board) of the one part and \_\_\_\_\_ (hereinafter called the Contractor) of the other part.

WHEREAS the Secretary, Sindh Solid Waste Management Board is desirous that certain Works, via \_\_\_\_\_ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, via:
  - (a) The Letter of Acceptance;
  - (b) The completed Form of Bid along with Schedules to Bid;
  - (c) Conditions of Contract & Contract Data;
  - (d) The priced Schedule of Prices/Bill of quantities (BOQ);
  - (e) The Specifications; and
  - (f) The Drawings
3. In consideration of the payments to be made by the Secretary, Sindh Solid Waste Management Board to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Secretary, Sindh Solid Waste Management Board to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Secretary, Sindh Solid Waste Management Board hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Secretary  
Sindh Solid Waste Management Board

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

\_\_\_\_\_  
(Name, Title and Address)

\_\_\_\_\_  
(Name, Title and Address)

# **FORM OF PERFORMANCE SECURITY**

## **(Bank Guarantee)**

Guarantee No. \_\_\_\_\_

Executed on \_\_\_\_\_

Expiry Date \_\_\_\_\_

(Letter by the Guarantor to the Secretary, Sindh Solid Waste Management Board).

Name of Guarantor (Scheduled Bank in Pakistan) with address: \_\_\_\_\_

Name of Principal (Contractor) with address: \_\_\_\_\_

Penal Sum of Security (express in words and figures) \_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Dated \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the \_\_\_\_\_ (hereinafter called the Secretary, Sindh Solid Waste Management Board) in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the said Secretary, Sindh Solid Waste Management Board, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Secretary, Sindh Solid Waste Management Board's above said Letter of Acceptance for \_\_\_\_\_ (Name of Contract) for the \_\_\_\_\_ (Name of Project).

NOW THEREFORE, If The Principal (Contractor) Shall Well And Truly Perform And Fulfill All The Undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Secretary, Sindh Solid Waste Management Board all also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 9, Remedying Defects, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, \_\_\_\_\_ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Secretary, Sindh Solid Waste Management Board without delay upon the Secretary, Sindh Solid Waste Management Board first

written demand without cavil or arguments and without requiring the Secretary, Sindh Solid Waste Management Board to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Secretary, Sindh Solid Waste Management Board's written declaration that the Principal has refused or failed to perform the obligations under the Contract, for which payment will be effected by the Guarantor to Secretary, Sindh Solid Waste Management Board designated Bank & Account Number.

Provided Also That The Secretary, Sindh Solid Waste Management Board shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Secretary, Sindh Solid Waste Management Board forthwith and without any reference to the Principal or any other person.

In Witness Whereof, the above bounded Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

\_\_\_\_\_  
Guarantor (Bank)

Witness:  
1. \_\_\_\_\_  
\_\_\_\_\_  
Corporate Secretary (Seal)

1. Signature: \_\_\_\_\_  
2. Name : \_\_\_\_\_  
3. Title : \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
(Name, Title & Address)

Corporate Guarantor (Seal)

## ARTICLES OF AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by and between the Secretary, Sindh Solid Waste Management Board, Karachi, hereinafter called the "Party No.1", of the one part, And \_\_\_\_\_

(Name and designation of the authorized person)

of \_\_\_\_\_ located at \_\_\_\_\_ hereinafter called the "Party No.2" which expression shall include their successor, legal representatives of the second part.

Whereas the Party No.1 requires the stores and related services for its various offices, and whereas the Party No.2 has agreed to supply, install, put into operation and demonstrate the working of the said stores valued at \_\_\_\_\_

(Amount in figures and words)

in the period of \_\_\_\_\_ days / months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the Party No.2.

Now this Agreement witnessed as follows:

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_

(Name and designation of the authorized person)

on behalf of the Party No.2, and by Secretary, Sindh Solid Waste Management Board, Karachi all of which shall be deemed to form and be read and construed as a part of this

**Agreement via: -**

- a) Articles of Agreement;
  - b) Instructions to Bids;
  - c) Condition of Contract;
  - d) Offer of Party No.2 including the relevant correspondences prior to signing of this Agreement with all Annexure duly filled in:
  - e) The specifications of the stores; and
  - f) Bill of quantity with prices.
3. In consideration of the payment to be made to the Party No.2, the Party No.2 hereby covenants with the Secretary, Sindh Solid Waste Management Board, and Karachi to supply, deliver, install, put into operation and demonstrate the working of the stores in conformity in all respects of the Contract.
  4. **The Secretary, Sindh Solid Waste Management Board, Karachi** hereby **covenants** to pay the contractor in consideration of the supply, delivery, installation, putting into operation and demonstration of the working of the equipment the contract price in the manner prescribed by the contract and approved by the Sindh Solid Waste Management Board, Karachi.



**In witness thereof** the parties have hereunto set their respective hands and seals, the day month and year above written.

**Secretary**

**Sindh Solid Waste Management Board**

**Karachi**

**WITNESSES OF PARTY NO.1:**

Witness No. 1: Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Witness No. 2:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**CONTRACTOR**

**WITNESSES OF PARTY NO.2:**

Witness No. 1:

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Witness No. 2:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_