

# **SINDH MADRESSATUL ISLAM (SMI) UNIVERSITY**



**TENDER-2016**

## **TENDER DOCUMENTS FOR**

**SUPPLY OF UNIFORMS FOR SECURITY STAFF, TECHNICIANS,  
DRIVERS, PEONS AND JANITORIAL STAFF OF  
SMI-UNIVERSITY, KARACHI.**

Name of Department	Planning & Development
Name of procuring agency	SINDH MADREESATUL ISLAM UNIVERSITY Aiwan-e-Tijarat Road, Shakra-e-Liaquat, Karachi- 74000, Pakistan Tel : 021-99217501-02-03 Fax : 021-99217504 Website: <a href="http://www.smiu.edu.pk">www.smiu.edu.pk</a>

# SINDH MADRESSATUL ISLAM UNIVERSITY

Aiwan-e-Tijarat Road, Karachi 74000.

Phones: +92-21-9217501-02-03, Fax: =92-21-99217504

Email: [info@smiu.edu.pk](mailto:info@smiu.edu.pk) , URL <http://www.smiu.edu.pk/>

NO. SMIU/TEND-2016/004

## **TENDER NOTICE**

Sealed tenders on item rate basis are invited from the Interested parties/contractors/firms, having relevant experience, registered with Sindh board of revenue Income Tax/Sales Tax directorate or as the case may be (as required under SPPRA Rules 2010) . as per provision of rule 46(1) of SPPRA 2010 (Single stage-one Envelop procedure).

S. #	Description	Tender fees	Time Limit for supply of items
1	<b>SUPPLY OF UNIFORMS FOR SECURITY STAFF, TEHNICIANS, DRIVER, PEONS AND JANITORIAL STAFF OF SMI UNIVERSIRTY</b>	Rs.1000/-	30 days
2	<b><u>SUPPLY OF STATIONARY, SANITATION &amp; CLEANING ITEMS/MATERIAL AT SMIU</u></b>	Rs.1000/-	30 Days

### **Terms & conditions:**

1. Tender documents can be obtained from the office *Directorate of Planning & Development* of the Sindh Madressatul Islam University, Karachi with a Pay Order / Demand Draft of the Tender Fee amounting to **Rs.1000/=Each** which is non refundable in favor of *Sindh Madressatul Islam University* on any working day during office hours from **5<sup>th</sup> April 2016 to 21<sup>st</sup> April 2016** and can be download from SPPRA website: [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) and SMI University website: [www.smiu.edu.pk](http://www.smiu.edu.pk)
2. The filled, sealed Tenders will be received back on **22-04-2016 by 14:00** hours and will be opened on same days at **15:00 hours** before all interested contractors/firms or their authorized agents who intend to be present.
3. The earnest money at the rate of **2%** on bid amount in the shape of Pay order/demand draft in the name of *Sindh Madressatul Islam University* from any scheduled bank should be attached with the tenders.
4. Incomplete / Conditional tenders will not be entertained.
5. Eligibility criteria as per SPPRA-Rules.
6. Bids must be offered on the prescribed tender form issued by *Sindh Madressatul Islam University*. However additional sheets may be attached, if required.
7. The Competent authority may reject any or all bids subject to the relevant provisions in *Sindh SPPRA Rules-2010*.
8. In case any unforeseen situation resulting in closure of office on the date of opening or if Government declares Holiday the tender shall be submitted/opened on the next working day at the same time and venue

**Executive Engineer**

## TENDER DOCUMENTS

(Supply of Uniforms for Security Staff, Technicians, Drivers, Peons and Janitorial Staff  
of SMI-University, Karachi.)

**Dated: 5<sup>th</sup> April, 2016**

**Sealed tenders will be opened on 22<sup>nd</sup> April, 2016 at 3:00 pm:**

1. Sealed Tenders are to be submitted in duplicate by reputed vendors registered with Sindh board of revenue, Sales Tax Department on the prescribed tender form and in accordance with the specification and terms & conditions laid down in the tender documents.
2. The tender documents can be obtained from the office of the **Director of planning & Development Sindh Madressatul Islam University** against a written request on deposition of tender fees **Rs. 1000/=** in the form Pay Order / Demand Draft in the favor of **Sindh Madressatul Islam University, Karachi** on any working day by submitting an application on company's letterhead along with tender fee and complete profile of firm from **5<sup>th</sup> April 2016 to 21<sup>st</sup> April, 2016**.
3. The tender duly completed and addressed to the **Chairman Tender Committee SMIU, Karachi** be dropped in the Tender Box placed in the **office SMIU, Karachi, on 22<sup>nd</sup> April, 2016 up to 2:00 PM, which shall be opened on the same day at 3:00 PM in presence of the tender procurement committee and bidders or their representatives**. In case of any unforeseen circumstances the Tender will be opened on the next day at the same time and place.
4. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-25" of said Rules.
5. Tender shall be purchased and submitted as per specification mentioned in the Tender documents.

**Executive Engineer**

**The standard forms of bidding documents**

**TERMS AND CONDITIONS FOR THE ELIGIBILITY**

(Supply of Uniforms for Security Staff, Technicians, Drivers, Peons and Janitorial Staff of SMI-University, Karachi.)

- 1 Price to be quoted on **Pak Rupee on free home delivery (F.O.R.)** basis for all items including all expenses, taxes, documentation etc.
- 2 Documentary evidence of works executed/work in-progress and certificate of satisfactory completion of works in Govt. Department or any organization.
- 3 Certificate of Bank and Bank statement of the A/c No.
- 4 Registration with Income Tax Department (NTN certificate), Sind Revenue Board and copy of CNIC of the contractor.
- 5 Affidavit to the effect that Contractor/Supplier is not black listed.
- 6 The Supply/Installation should be made in the shortest possible time as per requirement of the University.
- 7 An agreement shall be made on stamp paper between the contractor/supplier and **Sindh Madressatul Islam (SMI) University, Karachi** for execution of work and other terms & conditions in addition to the tender documents.
- 8 Advance payment will not be allowed.
- 9 Payment shall be made by cross cheque upon submission of bill in duplicate and on verification of the quality & satisfactory report of the **Engineer-in-Charge**.
- 10 The Vendor shall be bound to rectify the defect of the all executed items **up to 03 months** from the date of payment of final bill failing which the earnest money shall become liable to be forfeited.
- 11 The University authorities reserve the right to fully or partially, change / forgo the requirement of any item / work and / or amend the specifications & quantity at any stage before award of the contract.
- 12 The University may reject any or all bids subject to the relevant provisions in **SPPRA Rules 2010**.
- 13 **Performance Security** will be submitted by the Contractor at the time of Agreement in the shape of Pay order, schedule bank guarantee or it may be deducted from running bills. The amount will be released after 03 months (Defect liability period), on the issuance of defect liability certificate by Planning & Development Department. However the performance security shall be governed in accordance with the Rule No. 39 of SPPRA-2010

- 14 All kind of firms are eligible to apply having prior work experience of similar nature of job.
- 15 **Bid security shall be governed under Rule No. 37 of SPPRA-2010.**
- 16 Bids must be offered on the prescribed tender form issued by **Executive Engineer (Civil) Sindh Madressatul Islam University Karachi.**
- 17 In case of any holiday or any disturbance the tender will be opened on next working day as per schedule.
- 18 Quantity shown in the tender are approximate and no claim shall be entertained for quantity of work executed being **15%** more or less than those entered in the tender or estimate.
- 19 No compensation shall be allowed for any delay in execution of the work.
- 20 All work shall be executed under the control & directions of **Concerned Department of Sindh Madressatul Islam University Karachi.**
- 21 Income tax will be deducted at the source.
22. Work Schedule will be submitted before execution of work and shall be strictly followed.
23. In the event of failure of work or un-satisfactory performance *SMI University* shall have the right to terminate the contract and forfeit the retention money, performance security and any amount due against the work done and work may be awarded to any other source/agency at your risk and cost.
24. Location of workshop/ Tailor shop where the sewing machine is installed and strength of staff along with name.
25. Satisfactory completion certificate along with issuing authority's email address, phone number, postal address.

**Executive Engineer**

## Bill OF QUANTITIES

S.#	ITEM NAME	QTY	UNIT	RATE (PKR)	AMOUNT (PKR)
A.	<b>UNIFORMS</b>				
1	<b><i>Paint Bushet/Safari Suit for Security Guards</i></b> Polyester + Cotton mix cloths, Commando/ Camouflage Colour, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached	50	Nos.		
2	<b><i>Shalwar Kameez for Security Guards</i></b> Polyester + Cotton mix cloths, Commando/ Camouflage Colour, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached	4	Nos.		
3	<b><i>Paint Bushet for Naib Qasid</i></b> Polyester + Cotton mix cloths, sky blue Colour, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached.	48	Nos.		
4	<b><i>Shalwar Kameez for Class Naib Qasids</i></b> Polyester + Cotton mix cloths, Dark blue Colour, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached	16	Nos.		
5	<b><i>Shalwar Kameez for Aya</i></b> Polyester + Cotton mix cloths, Dark Blue Colour, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached	4	Nos.		
6	<b><i>Safari Suit Technical Staff</i></b> Polyester + Cotton mix cloths, Navy Blue Colour, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached.	10	Nos.		
7	<b><i>Shalwar Kameez for Class Mali/Gardener</i></b> Polyester + Cotton mix cloths, Dark blue Color, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached	4	Nos.		
8	<b><i>Pants Shirts / Safari Suit for male sweepers</i></b> Polyester + Cotton mix cloths, light brown Color, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached	20	Nos.		
9	<b><i>Shalwar Kameez for Male Sweepers</i></b> Polyester + Cotton mix cloths, light brown Color, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached	2	Nos.		
6	<b><i>Shalwar Kameez for Ladies Sweepers</i></b> Polyester + Cotton mix cloths, light brown Color, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached	12	Nos.		

S.#	ITEM NAME	QTY	UNIT	RATE (PKR)	AMOUNT (PKR)
7	<b><i>Pants Shirts / Safari Suit for Drivers</i></b> <i>Polyester + Cotton mix cloths, light Green, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached</i>	10	Nos.		
8	<b><i>Shalwar kameez for Drivers</i></b> <i>Polyester + Cotton mix cloths, light Green, double Stitching including Embroidery SMIU Mono in emboss shape complete with standard quality. As per sample attached</i>	6	Nos.		
<b>B.</b>	<b>Miscellaneous Items</b>				
	<b>i. Security Staff</b>				
1	T.Shirts	54	Nos.		
2	Jackets	05	Nos.		
3	Shoes	25	Pair		
4	Sandals	02	Pair.		
5	Benart Caps	27	Nos.		
6	Belt	27	Nos.		
7	Shoulder Ranks	6	Pair		
8	Name Plates	81	Nos.		
9	Whistle & Cords	27	Nos.		
	<b>ii. Transport Staff</b>				
10	T-Shirts	20	Nos.		
11	Jackets	13	Nos.		
12	Shoes	09	Pair		
13	Sandals	04	Pair		
14	Drivers P Cap	13	Nos.		
15	Name Strip	39	Nos.		
	<b>iii. Sweepers (Male &amp; female)</b>				
14	Sweaters ( Male staff)	13	Nos.		
15	Shoes ( Male staff)	13	Pair		
16	T- Shirts	24	Nos.		
17	Sweaters ( Female Staff)	04	Nos.		
18	Sandals ( Female Staff)	04	Pair		

S.#	ITEM NAME	QTY	UNIT	RATE (PKR)	AMOUNT (PKR)
	<b>iv. Naib Qasid &amp;Aya</b>				
19	Sweaters ( Male staff)	30	Nos.		
20	Shoes ( Male staff)	30	Nos.		
21	Sweaters ( Female Staff)	02	Pair		
22	Sandals ( Female Staff)	02	Pair		
	<b>v. Technical Staff</b>				
23	Sweaters	10	Nos.		
24	Shoes	05	Nos.		
25	T- Shirts	10	Nos.		
26	Safety Helmet	5	Nos.		
27	Safety Gloves for Electrical works (Rubber)	2	Pair		
			<b>Total</b>	<b>Rs.</b>	

**NOTE: (ALL BIDDERS TO BE APPEAR WITH SAMPLE, QUARIES IN PRE BID MEETING ON 19<sup>TH</sup> April 2016)**

Rupees in words (\_\_\_\_\_)

**Signature of the Bidder:** \_\_\_\_\_

**Name of the Bidder:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Seal:** \_\_\_\_\_



FORM OF BID

(LETTER OF OFFER)

Bid Reference No.SMIU/DPD&S-TEND-2016/004

Name of Work: (Supply of Uniforms for Security Staff, Technicians, Drivers, Peons and Janitorial Staff of SMI-University, Karachi.)

To:

The Executive Engineer  
SMI University  
Karachi

Sir,

1. Having examined the Bidding Documents including Bidding Data, Terms & Conditions of Contract, Contract Data, Specifications, Drawings, if any& Schedule of Prices for the execution of the above-named work, we, the undersigned, being a company doing business under address and name of \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) or such other sum as may be ascertained in accordance with the said documents.
2. We understand that all the schedules attached hereto are part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of Rs. \_\_\_\_\_/(Rupees \_\_\_\_\_) drawn in favor of Sindh Madressatul Islam University and valid for a period of (90) days of the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence and complete the works comprised in the contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of 90 days from the date fixed for tender opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

7. We undertake, if our bid is accepted to execute the Performance Security referred to in Conditions of Contract for the 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 the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 16

Signature \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of

\_\_\_\_\_

(Name of Bidder in Block Capitals)

(Seal)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

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

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

\_\_\_\_\_