

Part I

Notice Inviting Tenders

The Services General Administration & Coordination Department, Government of Sindh invites sealed bids from suppliers/firms having active taxpayers for the following procurement during the current financial year 2022-23 on "Single Stage – Two Envelope" procedure as per Rule-46(1) of SPP Rules:

Description of Tender	Bid Security	Tender Fee	Schedule of Bidding Documents (address given below)	
			Submission	Opening
PURCHASE of STATIONERY & OTHER MISC articles for SGA&CD, Ministers, Advisors & Special Assistant to the Chief Minister, Sindh.	2 % of Bid	Rs.1000/=	10 th January, 2023 @ 02.00 p.m.	10 th January, 2023 @ 03:00 p.m.

Terms and Conditions

1. Single Stage- Two Envelope Procedure would be used for Open Competitive Bidding. In the first stage only the technical proposals will be opened. Later, the financial proposals of only the technically qualified firms will be opened. Financial proposals should accompany a bid security equivalent to two percent (2%) of the bid amount in favour of "Section Officer (CTC), SGA&CD, Government of Sindh". Both the technical and the financial proposals must be sealed separately. Envelope shall be marked as "Technical Proposal" and "Financial Proposal" in bold and legible letters to avoid confusion.
2. Complete set of bidding documents containing evaluation criteria can be collected from the office of Section Officer (CTC), (SGA&CD) at 2nd Floor Sindh Secretariat Building No.1, Shahrah-e-Kamal Atta Turk Road, Karachi, from the date of publication up by 10th January, 2023 @ 2.00 p.m on payment of Rs.1000/= in favour of "Section Officer (CTC) SGA&CD" from office of the undersigned and can also be downloaded from www.ppms.pprasingh.gov.pk. The bids will be submitted / opened in the office of the undersigned.
3. The bids shall be received back on 10th January, 2023 at 2.00pm and will be opened on the same day at 3:00pm by the Procurement Committee of this office in presence of the bidders or their authorized representatives, who may wish to present.
4. Attachment of a refundable in the shape of Pay Order / demand draft 2 % of Bid as "Bid Security" in the name of "Section Officer (CTC) SGA&CD " with the bid is mandatory.
5. Bid security shall be forfeited to the Government, if the bidder withdraws his/ her bid after opening and before the expiry of the bid validity period or failed to sign the contract if the bid is accepted.
6. Conditional bid and bid received without bid security shall not be considered.
7. Copy of SRB/GST/ Income Tax Certificates must be accompanied with the bid. Besides, bidder must have relevant experience in relevant field for at least three years.
8. In case government announces public holiday or due to unavoidable circumstances on bid submission/ opening day then the bids will be submitted/ received/ opened on next official working day at same time and venue.
9. Procuring agency may reject all or any bid subject to the relevant provisions of SPPRA Rules.
10. The Procuring agency may cancel the bidding process at any time prior to the acceptance of a bid or proposal as per SPPRA Rules.


SECTION OFFICER (CTC)
SERVICES GENERAL ADMINISTRATION
& COORDINATION DEPARTMENT,
GOVERNMENT OF SINDH, KARACHI