



**PROCUREMENT, SUPPLY & INSTALLATION OF
AIR CONDITIONERS FOR PEOPLES SERVICE
CENTERS, LARMIS SINDH, REFORMS WING &
SPECIAL CELL, BOARD OF REVENUE SINDH**

May, 2024

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N.B

The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid. Bid should must be submitted properly indexed, page numbering and binding.



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Definitions

In this Contract, the following terms shall be interpreted as indicated:

“Bid” means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by a Procuring Agency.

“Most Advantageous Bid” a bid or proposal for goods, works or services that after meeting the eligibility or qualification criteria, is found substantially responsive to the terms and conditions as set out in the bidding document; and

Evaluated as the highest ranked bid or proposal on the basis of cost or quality or qualification or any combination thereof, as specified in the bidding documents which shall be in conformity with the selection techniques to be issued by the Authority.

“Bidder” means a person or entity submitting a bid.

“Bidding Documents” means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner.

“Bidding Process” means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract.

"Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

"Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

"Contractor" means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.

"Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportionable to the Software or Services in question.

“Goods” means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, hardware, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods.

“Government” means the Government of Sindh.

“Procurement Proceedings” means all procedures relating to public procurement, starting from solicitation of bids up to award of contract.

“Procuring Agency” means Member (R&S), Office of Secretary Cum Director LARMIS, Reforms Wing & Special Cell, Board of Revenue Sindh Karachi.



“Supplier” means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract.

"Services" means services, such as testing, training and other such obligations of the Contractor covered under the Contract.

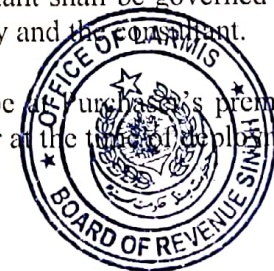
"Works" means all items mentioned in BOQ to be provided and services to be rendered & work to be done by the Contractor under the Contract.



Invitation to Bid

Directorate of Land Administration & Revenue Management Information System (LARMIS), Reforms Wing & Special Cell, Board of Revenue, Government of Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for "Procurement of Goods".

1. Tender bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The interested bidder must have valid NTN also. Only Income Tax and Sales Tax registered firms are eligible to participate.
2. The bidder must quote for the complete specification. The incomplete bid will be rejected as non-responsive.
3. The bidder must bid for complete package. Bidding for individual items from the package will be rejected as non-responsive.
4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
5. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Office of Secretary Cum Director LARMIS, Reforms Wing & Special Cell, Board of Revenue Sindh Karachi, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367.
6. All bids must be accompanied in the shape pay order / Bank Draft / Demand Draft in favor of Secretary Cum Director, LARMIS three percent (3%) of total bid amount, and must be accompanied with the financial offer. Bid without **bid security** of required amount and prescribed form shall be rejected.
7. When Bid is accepted, bidder has to provide the **performance security** in the shape Pay Order / Bank Draft / Demand Draft in favor of Secretary Cum Director, LARMIS of the sum equivalent to 5% of the Contract Price in case of Registered Firms for the due performance of the Contract.
8. Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
9. The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
10. The Procuring Agency shall have right of rejecting all or any of the tenders as per SPPR 2010.
11. All quoted prices must include all applicable taxes, such as General Sales Tax, Income Tax and/or etc. If not specifically mentioned in the bid, then it will be presumed that the prices include all the taxes. Purchaser will not be responsible and would not pay any additional amount in case of changing in tax rate by the Government of Sindh or Government of Pakistan.
12. Rights and obligations of the procuring agency and the consultant shall be governed by General and Special conditions of contract signed between the procuring agency and the consultant.
13. Execution/installation of all the components of the bid may be done at purchaser's premises or any remote offices located at other areas or as per the decision of Purchaser at the time of deployment.



14. The following shall result in blacklisting of suppliers, contractors, or consultants, individually or collectively as part of consortium:

- (a) Conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence;
- (b) Involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract;
- (c) Final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion;
- (d) Willful failure to perform in accordance with the terms of one or more than one contract;
- (e) Failure to remedy underperforming contracts, as identified by the procuring agency, where underperforming is due to the fault of the contractor, supplier or consultant.

15. Failure to complete the contract within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, Performance Guarantee (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.

16. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

17. A duly notarized Integrity Pact on Rs. 100/- stamp paper – as per the specimen supplied is required from the successful bidder.

18. The procuring agency reserves the right to increase or decrease the quantity of the hardware under procurement.



ASSISTANT DIRECTOR
PROCUREMENT & CONTRACT MANAGEMENT
LARMIS, R&S WING, BOARD OF REVENUE
SINDH



General Terms & Conditions

- Bids not meeting the terms, conditions and specifications stipulated in this Bid Document will be rejected.
- Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh invites this tender under **single stage - two envelope procedure, under SPPR 2010.**
- The bidder must quote for the complete specification. The incomplete bid will be rejected as non-responsive.
- The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.
- All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
- Proposal after due date and time will not be accepted for any reason. Proposals must not be sent by Facsimile or e-mail. Such submissions will not be accepted for any reason.
- The bidder must bid for complete package. Bidding for individual items from the package will be rejected as non-responsive.
- All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
- Validity of performance security shall extend at least ninety days beyond the date of completion of contract to cover defects liability period or maintenance period subject to final acceptance by the procuring agency.
- All/any terms and conditions not specified here shall be dealt with reference to pertinent SPPR 2010.

(i) Bid Security

A bid security, in the shape of a Bank Draft / Pay Order in favor of Secretary Cum Director (LARMIS), Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, equivalent to 3% of the total cost of bid is to be submitted along with the tender.

(ii) Bid Validity of the proposal

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

(iii) Currency

All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.



(iv) **Withholding Tax, Sales Tax and other Taxes**

The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by government. If responding organization is exempted from any specific taxes, then it would be required to provide the relevant documents with the proposal.

(v) **Compliance to Specifications**

The Responding Organization (RO) to provide information as per (Compliance Sheet). RO may not propose any kind of refurbished Hardware / components in their technical proposals.

(vi) **Financial Capabilities**

The RO(s) shall describe the financial position of its organization. Income Statement or Report should be included in the detailed Technical proposal.

(vii) **Penalty Clause**

It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will not be entertained. In case of non-completion of supply within stipulated period Earnest Money will be forfeited in favor of the Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi.

- An affidavit that the firm is not involved in litigation with any client during the last 5 years.
- An affidavit that the firm has never been blacklisted by any Government Department.
- Liquidated damages of 0.025% per day of the contract price per day will be deducted for delayed delivery of goods and services.

The technical offer must be submitted (in duplicate) with the following documents

1. Company Profile with complete address, telephone No. Fax. No. and e-mail address and contact person.
2. Details of Installed Infrastructure if available at Bidders office for Online Backup support.
3. Hot Spare or Back-up Units Details (for this bid).
4. Drawings, operational manuals and brochures of the products and services offered.
5. Complete schedule of supply, installation, testing and commissioning is to be provided.
6. Ability to provide after sales support.
7. Final selection shall be based on the assessment of Technical and Financial proposals.
8. Validity of performance security shall extend at least ninety days beyond the date of completion of contract to cover defects liability period or maintenance period subject to final acceptance by the procuring agency.
9. All/any terms and conditions not specified here shall be done in reference to pertinent SPPRA rules 2010.
10. Authenticated Financial Statements of last three years should also be submitted with Technical Proposals.



Selection Criteria

Single stage Two-envelop procedure as defined in SPP Rules 2010 will be used for the final selection of the bidder for the subject procurement process. Bid shall comprise two enveloped separately sealed called, "technical" and "financial" proposals and required information mentioned in General Terms & Conditions and technical evaluation criteria of this bidding document. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

Instructions for Interested Bidder

Communication

Enquiries regarding this BID DOCUMENT shall be submitted in writing/email to "Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367 Email: directorlarmis@gmail.com

Mode of Delivery and Address

Proposal should be submitted on or before **Thursday 30th May, 2024 at 03:00 PM** at the address given below:

Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, ST-4, Revenue House adjacent Dr. Ziauddin Hospital, Clifton, Karachi.
Tel: +92-21-99251367

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

Submission of Proposal

The bidder must bid for complete package. Bidding for individual items from the package will be rejected as non-responsive. Proposals can be submitted on or before **Thursday 30th May, 2024 at 03:00 PM** at the office of Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, ST-4, Revenue House adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.

The interested bidder must have valid NTN & STN also. Only Income Tax and Sales Tax registered firms are eligible to participate and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

The Bank Draft for Bid Bond to be enclosed in a separate envelope, labeled as "Bank Draft (Bid Bond)", and which should be sealed. Proof of Sales Tax and NTN numbers should also be provided. (Please provide photocopies of all relevant documents).



Opening of Proposals

The proposals submitted against the subject bidding document will be opened by the Procurement Committee of Board of Revenue, Sindh on **Thursday 30th May, 2024** at **03:30 PM** situated at ST-04, Revenue House, adjacent Dr. Ziauddin Hospital, Clifton Block 6 Karachi, Tel: +92-21-99251367 / Fax: +92-21-99251373 in presence of all the bidders, or their representatives, who may choose to be present.

Evaluation and Comparison of Technical and Financial Bids

Bid / Proposal shall comprise two separate envelopes, i.e. the technical & financial proposal and required information mentioned in General Terms & Conditions & technical evaluation criteria of this bidding document. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

Mandatory clause:

The bidders meeting the following mandatory clause will be eligible for consideration of evaluation of their technical proposal against the evaluation criteria given hereafter against the tender:

Mandatory Qualification Criteria:

The Bidders must comply with the following mandatory requirements:

- Bidders may submit bids as a Joint Venture (JV) but in such case one bidder shall be appointed as a lead bidder who shall be solely responsible for end to end delivery of the entire project.
- All the bidders (in case of JV) must be registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax.
- All the bidders (in case of JV) must be registered with Sindh Revenue Board (SRB) for Provincial Sales Tax and must be on SRB's Active Taxpayers List.
- The Bidders must be able to demonstrate that they have expertise in performing the tasks enlisted under scope of work.
- Bidders or any of its consortium partners must not have been blacklisted or declared bankrupt by any Government or Financial institution. Undertaking must be attached on stamp papers with the proposal.
- Bidders NOT complying with any of the above eligibility pre-requisites would be disqualified. All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.
- Authorization certificate / document from the principal / manufacturer / Authorized dealer (in case of dealer, authorization document from principal to dealer and certificate from dealer to the bidder is required).

EVALUATION OF TECHNICAL PROPOSAL

Technical bids of Bidders qualifying the above mandatory qualification criteria will be further evaluated as per the following evaluation criteria and the financial bid of only those bidders will be opened who meet the mandatory requirements and qualify the following evaluation criteria against the tender.

At least 80% marks are necessary to qualify technically.

The financial bid of technically disqualified/non-compliant bidders will be returned unopened.



Basis of Evaluation and Comparison of Bid

The Technical and Financial Bids shall be evaluated on the basis of following parameters.

S.No.	Criteria	Max. Marks	Marks obtained
A	COMPANY PROFILE	200	
A.1	Years in relevant Business. (10 marks for each year up to the maximum of 100 marks) (Minimum three years are required) Attach Certificate of Incorporation/Company Registration Documents	100	
A.2	The firm must have relevant technical employees in relevant category for last one (01) year. a. Must have atleast one Electrical Engineer (ME or BE or Diploma) = 25 marks b. Must have atleast one Project Management Professional or Management / MBA (Business related field) = 25 marks c. 5 marks for each additional employee up to maximum of 50 marks d. No marks for less than 05 employees (Attach evidence showing qualification of Company's employment)	100	
B	SPECIFIC & GENERAL EXPERIENCE	100	
B.1	SPECIFIC EXPERIENCE Having experience of supply of IT and Allied Equipment to different organizations at different locations preferably Government departments / offices. (20 marks for each supply orders up to the maximum of 100 marks) (Attach Successful Completion Certificates/Contract Agreement/ purchase orders)	100	
C	FINANCIAL CAPABILITY	100	
C.1	Average turnover in business during last 3 Years. Average turnover must be minimum 40 million for which 60 Marks and 2 additional mark for each million for above 40 million up to the maximum of 100 marks. No marks for less than 40 million. (Attach Audited Financial Statements/ Income Tax Returns for last three years / Bank statement for last 3 years)	100	
Total Marks:		400	
Passing Marks:		320	



Team and Staffing

While selecting a staff member following should be considered and stated for each member:

- Relevant experience
- Role against relevant experience
- Overall contribution to the Implementation
- Experience with Public Sector / Government Organizations
- Qualifications
- Total Experience

The implementation team would play a pivotal role in the implementation of the systems and be responsible for harmonizing the business and other technology requirements. The Sample Form given in the relevant section should be used for providing CVs of staff to be deployed at this project, if required.

Preliminary Evaluation Checklist

The Bidder should fill out this Form by providing all the required information and Placing this Form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form. Please note that all required information should be provided on this Form and no document should be attached.

Information Required

a) General

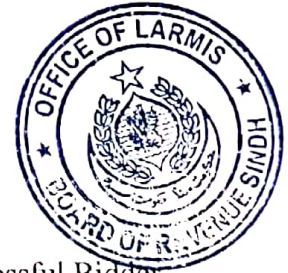
- 1 Name of Bidder or Group of companies going into bid.
- 2 No of Years in business in Pakistan
- 3 No of Offices locations in Pakistan
- 4 Annual Turnover (Million Rs.)
- 5 Value of projects in hand (details may be given)
- 6 Year of Incorporation
- 7 Status of the Bidder
 - Sole Proprietor
 - Partnership Firm
 - Private Limited Company
 - Public Limited Company
 - Entity registered / incorporated outside Pakistan (Give details)
 - Other (Please specify)
- 8 Names of Owner / Partners / Chief Executive / Directors
- 9 Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information)

b) Details of total staff employed

- 1 No of permanent staff employed: Technical /Managerial
- 2 Cumulative Experience (in years)
- 3 Total No. of Support professionals in Technical Domain
- 4 Total No. of Staff assigned for the proposed project.

c) Support Capabilities

- 1 Experience in Support area
- 2 No. of Staff employed: (Capable of providing Support)
- 3 Cumulative Experience (in years)
- 4 List of Customers of "Support" along with contact details.
- 5 Installation and Configuration will be the responsibility of the successful Bidder.
- 6 Bidder should have backup equipment to provide sufficient services.



d) Joint Ventures

Bids submitted by a joint venture of two or more companies or partners shall comply with the following requirements:

- a) The Bid, and in case of successful Bid, the Contract form, shall be signed by all so as to be legally binding on all the partners;
- b) One of the partners shall be authorized to be Incharge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
- c) The partner Incharge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- d) all partners of the joint venture shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
- e) A copy of the agreement entered into by the joint venture partners shall be submitted with the Bid.

Special Instructions

- Incomplete applications will not be considered.
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Board of Revenue reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- Authority Letter or Agreement from Principal Company or its Distributor for product and vendor authentication.
- The tender must be filled on prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
- Board of Revenue reserves the right to increase or decrease the scope of work / number of items without assigning any reason.
- Only companies registered with Sales Tax and Income Tax Departments shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.
- The quantities may vary at the time of work order/ contract subject to the availability of funds.

Contacting the Purchaser

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

Purchaser's Right to Accept the Bid or Reject the Bid

The Purchaser reserves the right to accept or reject the bid and to cancel the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchaser's action as per SPP Rules, 2010.



Scope of Work

Directorate of LARMIS, Reforms Wing & Special Cell is actively engaged in capacity building of Board of Revenue, Government of Sindh through number of project components, aimed at developing the standards and systems of Information & Communication Technology at the international industry levels.

Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, invites tender through National Competitive Bidding.

Bidder shall also be responsible to provide equipments configuration, and details to the staff of Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh.

Bidder would be responsible to care and look after the equipment. Penalty would be imposed on vendor to makeup the loss; in case of finding carelessness in hardware equipment handling.

Bidder shall be responsible for support and maintenance.

Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh has right to terminate the contract if vendor fails in providing satisfactory services, hardware, equipments and all types of services in given scheduled time. In addition to that, Security Deposit (CDR) amount will be forfeited.

Any unforeseen requirement for the implementation and maintenance of the project would be core responsibility of vendor.

Any comments/suggestions in order to enhance the proposal may be discussed in pre bid meeting.

All items would be with one year support and warranty after delivery.

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BILL OF QUANTITY

(Format for Submission of Quotation)

Name of the Firm / Distributor / Dealer: -----

S. #	Item	Item Name along with specifications	Quantity	Unit Cost (PKR)	Total Cost (PKR)
1-	Item No. 1	Air Conditioner (AC) 1.5 Ton with supply and installation at each Peoples Service Center and LARMIS Head office	100 Unit		
Total Cost of LOT (s):					
GST Rate %					
Other Applicable Taxes %					
Total Cost for all LOTS with all Applicable Taxes					
(Total Amount in PKR -----)					

1. We agree to supply the above-mentioned items in accordance with technical specification and other requirements mentioned in the bid document for a total contract price of "Rs..... (In words: Rupees -----), including all applicable taxes.
2. Delivery will be made, within 15 days of the issue of work order as per requirement
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name

Designation:

Address:

Contact No:



Technology Features

1. The Vendor must describe the technology, type and standards.

Warranty

1. Describe in detail the warranties provided by the vendor and manufacturer, both hardware and software for the technology proposed.

Maintenance and Support

1. Describe system maintenance options available.
2. Indicate the replacement parts inventory.

ANNEXURE-A

S. No.	Item Name and their Technical Specification (Specification may be equivalent or higher)
06.	Air Conditioner (AC) 1.5 Tonn
	AC : Split AC Cooling Capacity (Btu/h) : 18000 BTU/h Function : Reversible Self-Cleaning

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Schedule of Requirements

The delivery schedule provides the dates of proposed/actual delivery of items.

S. #	Item Name	Quantity	Delivery Schedule
1-	Supply of Air Conditioner (ACs) with installation at specified location mentioned at Annex-C	100 Unit	Within 15 days after issuance of work order

LOCATION OF CONSIGNEE FOR DELIVERY WITH QUANTITY

S. #	Item Name	Quantity	Item Description	Bid Security Amount
1-	Air Conditioner (ACs)	100 Unit	As per Technical Specs	<u>3% for all Items</u>
<u>Consignee's Address:</u>		As per Annex-B		

Jan 2018



ANNEXURE-B

S #	PEOPLES SERVICE CENTER	ADDRESS	IN-CHARGE / DESIGNATION
1.	KARACHI SOUTH	St-4 Revenue House adjacent Dr. Ziauddin Hospital Clifton Karachi	District Manager Mr. Muhammad Ali Shaikh
2.	KARACHI MALIR	D.C Camp Office, opposite Pakistan Security Printing Press, Malir IIalt Karachi	District Manager Mr. Muhammad Rizwan
3	KARACHI EAST	Adjacent SSGC Building, Deputy Commissioner Office, Karachi East	District Manager Mr. Naveed Shaikh
4	KARACHI WEST	Deputy Commissioner Office West, Estate Avenue, Road, Beneath Afzal Altaf, Flyover, Adjacent to UBL & SITE Office, In front of Pakistan, Beverage, Ltd,	District Manager Mr. Kashif Mubeen
5	KARACHI CENTRAL	Deputy Commissioner Office, Sec, 15-A- Buffer Zone North Karachi, District Karachi Central,	District Manager Mr. Mujtaba Maqsood Qureshi
6	HYDERABAD	Shahbaz Building Hyderabad	District Manager Mr. Ghulam Ali Choliyani Ali
7	JAMSHORO	Deputy Commissioner, Office near Kotri Fatak, District Jamshoro	District Manager Mr. Wazir-ur-Rehman
8	THATTA	Peoples Service Center, Board of Revenue, Sindh, Adjacent Deputy Commissioner Office, Makli Thatta	District Manager Mr. Shoaib Karim Memon
9	MATIARI	Peoples Service Centre, Board of Revenue Sindh, In the premises of the Deputy Commissioner Office, District: Matiari	District Manage Mr. Suhail Memon
10	KHAIRPUR	In the premises of the ADC-I Office Behind NBP Khairpur Mirs, Mall Road, Khairpur	District Manager Mr. Ghulam Ali Memon
11	LARKANA	In the premises of Deputy Commissioner Office LARKANA	District Manager Mr. Qadeer Hussain Sangi
12	TANDO MOHAMMAD KHAN	In the premises of the Deputy Commissioner Office, District Tando Muhammad	District Manager Mr. Muhammad Suleman Siyal
13	BADIN	Peoples Service Center, Board of Revenue, Sindh, Adjacent SSP Office, District Badin	District Manager Mr. Abdul Majeed Unar
14	SANGHAR	Peoples Service Center, Board of Revenue, Sindh, Adjacent Deputy Commissioner Office, District Sanghar	District Manager Mr. Wasique Ahmed Soomro
15	TANDO ALLAHYAR	Peoples Service Center, Board of Revenue, Sindh, Deputy Commissioner Office Nasarpur Road, District Tando Allahyar	District Manager Mr. Jai Chand Oad
16	SUKKUR	Peoples Service Centre, behind Commissioner Office, Sukkur Opposite Shikarpur phatak, Sukkur.	District Manager Mr. Jai Chand Oad
17	JACOBABAD	In the premises of the Deputy Commissioner Office, District Jacobabad	District Manager Mr. Jai Chand Oad



18	GHOTKI	In the premises of the Deputy Commissioner Office, Ghotki@ Mirpur Mathelo	District Manager Mr. Farrukh Memon
19	MIRPURKHAS	Near Regional Election Commissioner Office/Bhoot Banglow, Mirpurkhas	District Manager Mr. Tarique Ali Chandio
20	KASHIMORE@ KANDHOT	Peoples Service Center, Board of Revenue, Sindh, Near District Election Commissioner's Office, District Complex District: Kashmore	District Manager Mr. Sikandar Chachar
21	SHIKARPUR	Near NADRA, Building, Deputy Commissioner Office, District Shikarpur	Assistant Manager (IT) Mr. Muhammad Yasir
22	DADU	First Floor, Room # 3, Deputy Commissioner Office, District Dadu	District Manager Mr. Farrukh Memon
23	NOUSHERO FEROZE	In the premises of the Deputy Commissioner Office, Naushahro Feroze	District Manager Mr. Imran Ali Memon
24	SHAHEED BENAZIRABAD	In the premises of the Deputy Commissioner Office, District Shaheed Benazirabad	District Manager Mr. Asad Ali Laghari
25	KAMBAR SHAHADKOT	In the premises of the Deputy Commissioner Office, District Qambar @ Shahdadkot	Assistant Manager (IT) Mr. Manzoor Ahmed Soomro
26	THARPARKAR @ MITHI	In the premises Deputy Commissioner Office, District Tharparkar, Mithi	Assistant Manager (IT) Mr. Masood Ahmed Patoli
27	UMERKOT	Revenue Branch, Deputy Commissioner Office, District Umerkot	District Manager Mr. Adnan Yousfani
28.	KARACHI KORANGI	Deputy Commissioner Office District Korangi Karachi	District Manager Mr. Muhammad Rizwan
29.	SUJAWAL	Deputy Commissioner Office District Sujawal	
30.	KARACHI KEEMARI	Deputy Commissioner office District Keemari, Karachi	District Manager Mr. Kashif Mubeen
			Total

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BID DATA SHEET

The following specific data for the goods/services to be procured shall complement, supplement, or amend the provisions in the BID DOCUMENT. Whenever there is a conflict, the provisions herein shall prevail over those in BID DOCUMENT.

INTRODUCTION		
1.1	Name of Procuring Agency of Government of Sindh:	Board of Revenue Sindh, Karachi Office of Secretary Cum Director LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh
1.2	Loan or credit or Project allocation number/ Loan or credit or Project allocation amount [when applicable]	N/A
1.3	Name of Department	Land Administration & Revenue Management Information System (LARMIS)
1.4	Name of Contract	Procurement, Supply & Installation Of Air Conditioners for Peoples Service Centers, LARMIS, Reforms Wing & Special Cell, Board Of Revenue Sindh
1.5	Name of Procuring agency.	Board of Revenue Sindh, Karachi Office of Secretary Cum Director LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh
1.6	Procuring agency's address, telephone, telex, and facsimile numbers.	Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh ST-04, Block 6, adjacent Dr. Ziauddin Hospital, Clifton, Karachi. Tel: +92-21-99251367
1.7	Language of the bid.	English
BID PRICE AND CURRENCY		
1.8	The price quoted shall be.	Prices must be quoted, strictly using the format mentioned in Schedule of Requirements of this BID DOCUMENT. Bidders may provide a breakdown of any composite or lump-sum items included in the Price Schedules. These prices must include all incidental costs associated with the provision of the service, such as travel, subsistence, office support, communications, printing of materials, etc., and all taxes, levies, duties and fees imposed on the Bidder, its Sub-Consultants, or employees on account of such services in the Purchaser's country or in any other country. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and shall not be subject to increases on any account. Bids submitted that are subject to price adjustment will be rejected. Bid Price shall include stamp duty charges @ 0.35% of the total value of Contract.



1.9	The price shall be fixed, or the price shall be adjustable.	Fixed
PREPARATION AND SUBMISSION OF BIDS		
2.1(a)	Qualification requirements.	As per evaluation criteria of BID DOCUMENT.
2.2	Spare parts required for [number] of years of operation.	N/A
2.3	Amount of bid security	3% of bid price
2.4	Bid validity period.	The bid validity period shall be 90 days after the deadline for bid submission.
2.5	Number of copies	One
2.6	Address for bid submission.	Secretary Cum Director LARMIS, Office of Secretary Cum Director, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh ST-04, Block 6, adjacent Dr. Ziauddin Hospital, Clifton, Karachi. Tel: +92-21-99251367
2.7	Availability of Document	SAPPRA Website i.e. http://e.pprasindh.gov.pk/tenderlst and BOR Sindh website i.e. bor.sindh.gov.pk OR Office of Secretary Cum Director, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh ST-04, Block 6, adjacent Dr. Ziauddin Hospital, Clifton, Karachi. From Tuesday, 14th May, 2024 to Thursday 30th May, 2024 till 12:00 noon.
2.8	Submission of Document	Thursday 30th May, 2024, at 3:00 PM Office of Secretary Cum Director LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh ST-04, Block 6, adjacent Dr. Ziauddin Hospital, Clifton, Karachi.
2.9	Opening of Bid	Thursday 30th May, 2024, at 3:30 PM Office of Secretary Cum Director LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh ST-04, Block 6, adjacent Dr. Ziauddin Hospital, Clifton, Karachi.
2.10	IFB title and number.	N/A
BID EVALUATION		
3.0	Criteria for bid evaluation.	Single Stage Two Envelope as per evaluation criteria given in this BID DOCUMENT.
CONTRACT AWARD		
3.1	Percentage for quantity increase or decrease.	15% on need basis.

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BID FORM

To,

**The Secretary Cum Director LARMIS,
Reforms Wing & Special Cell,
Board of Revenue,
Government of Sindh
Karachi.**

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price.

Pak Rupees (in figures _____ in words _____)

or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this bid.

We undertake, if our bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the **Performance Security** in the sum equivalent to **5% of the Contract Price** in case of Registered Firms and 12.5% in case of un-registered firms, for the due performance of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this-----day of -----2024

WITNESS

Signature -----

Name -----

Title -----

Address -----

BIDDER

Signature -----

Name -----

Title -----

Address -----



BID SECURITY FORM


WHEREAS [Name of Bidder] (hereinafter called "the Bidder" has submitted its bid dated [date] for the "**Procurement, Supply & Installation Of Air Conditioners for Peoples Service Centers, LARMIS, Reforms Wing & Special Cell, Board Of Revenue Sindh**", (hereinafter called "the Bid").

KNOW ALL MEN by these presents that we [Name of the Bank] of [Name of Country] having our registered office at [Address of Bank] (hereinafter called "the Bank") are bound into the Secretary Cum Director, LARMIS, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi, Pakistan (hereinafter called "the Purchaser") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this-----day of-----, 2024

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
 - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
 - (b) Fails or refuses to execute the Contract Form, when requested. or

 We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to -----, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

By [Bank] .
(Title)
Authorized Representative



PERFORMANCE SECURITY FORM

To,

**The Secretary Cum Director LARMIS,
Reforms Wing & Special Cell,
Board of Revenue,
Government of Sindh**

WHEREAS [Name of the Contractor] hereinafter called "the Contractor" has undertaken, in pursuance of the bid for "Procurement of IT & Allied equipments", dated _____ 2024, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of [Amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of [Amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.



This guarantee is valid until _____ day of _____, 2024, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____



INTEGRITY PACT

Department Name: Directorate of LARMIS, Reforms Wing & Special Cell, Board of Revenue Sindh

Bid Date: _____

{Name of Bidders} hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GOS) or any administrative sub division or agency thereof or any other entity owned or controlled by GOS through any corrupt business practice.

Without limiting the generality of the foregoing {Name of Bidders} represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to anyone within or outside Pakistan either associate, broker, Contractor, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege, or other obligation or benefit in whatsoever form from Government of Sindh (GoS) that has been expressly declared pursuant hereto.

{Name of Bidders} certify that it has made and will make full disclosure of all agreements and arrangement with all persons in respect of or related to the transaction with GOS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

{Name of Bidders} accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege, other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GOS under any law, contract or other instrument, be voidable at the option of GOS.

Notwithstanding any right and remedies exercised by GOS in this regard, {Name of Bidders} agrees to indemnify GOS for any loss or damage incurred by it on account of its corrupt business practices, and further pay compensation to GOS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by {Name of Bidders} as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right interest privilege or other obligation or benefit in whatsoever form GOS.

Stamp & Signatures



COMPANY PROFILE
ANNUAL TURNOVER

Date: -----

(Attach relevant authenticated audited statement)

YEAR	AVERAGE TURNOVER	INCOME TAX PAID	Name along with Cost of IT Projects Executed/ Undertaken
2022-23			
2021-22			
2020-21			

Note:

Please attach relevant document such as authenticated audited statements and any other document deemed necessary as proof of claims.

