

ISSUED ON: _____

ISSUED TO: _____



GOVERNMENT OF SINDH
SINDH HIGHER EDUCATION COMMISSION
1st Floor, Institute of Engineers Pakistan (IEP) Building,
Liaquat Barracks No. 177/2, Opposite SIUT Trust, Main
Shahrah-e-Faisal, Karachi



BIDDING DOCUMENTS

“PURCHASE OF FURNITURE & FIXTURE”

TECHNICAL & FINANCIAL PROPOSAL

TENDER NO. AD(ADMIN)/SHEC/12-41/2026



GOVERNMENT OF SINDH
SINDH HIGHER EDUCATION COMMISSION

1st Floor, Institute of Engineers Pakistan (IEP) Building,
Liaquat Barracks No. 177/2, Main Shahrah-e-Faisal, Karachi
info@sindhhec.gov.pk, www.sindhhec.gov.pk



No.AD(ADMN)/SHEC/12-41/

Karachi, dated 12th May, 2026

NOTICE INVITING TENDER

Sindh Higher Education Commission (Sindh HEC) invites bids **ELECTRONICALLY** from interested parties under **Single Stage One Envelope** procedure for purchase of goods for its office at Karachi from the firms having registration and compliance with Income Tax, Sales Tax and SRB to carry out following:

S#	Tender Description	Tender Schedule-Date and Time			Tender Fee
		Issue	Submission	Bid Opening (Date and Time)	
1.	Purchase of Computer Equipment	13-05-2026	03-06-2026 at 11:00 AM	03-06-2026 at 11:30 AM	2,000/-
2.	Purchase of Furniture & Fixture	13-05-2026	03-06-2026 at 11:15 AM	03-06-2026 at 11:45 AM	2,000/-

- Interested bidders may seek further information by obtaining bidding document upon submitting the written application from the office of the Assistant Director (Admin), Sindh HEC, or downloading it from the websites [http://sindhhec.gov.pk/](http://sindhhec.gov.pk) and <http://portalsindh.eprocure.gov.pk/>.
- Bidders are required to submit their bids, including all requisite information or supporting information, **electronically** on or before **11:00 AM** on **03rd June, 2026** through designated e-procurement system i.e. E-Pak Acquisition and Disposal System (E-PADS) of Sindh Public Procurement Regulatory Authority by registering their company in advance at <http://portalsindh.eprocure.gov.pk/> prior to the bid opening date which is 03rd June, 2026 at 11:30 AM and 11:45 AM.
- Physical bids shall neither be allowed nor accepted. Bid submitted after the specified date & time will not be considered.
- Bidders are requested to be given their Best and Final Price as "No" negotiation is permitted.
- Bid Security of an amount equivalent to 5% of the total quoted bid amount must be attached with the bid(s) in the shape of Pay Order / Demand draft / Call deposit / Bank Guarantee in the name of Sindh Higher Education Commission, Government of Sindh. However, the original bid security instrument shall be required physically in separate sealed envelope from all the prospective bidders on or before bid opening date and a copy of the same instrument without disclose the bid security amount, to be required electronically. Non-compliance will cause the rejection of the bid(s).
- 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 tender. The time and venue shall remain unchanged.
- The procuring agency reserves the right to reject all or any bid or cancel the bidding process, in whole or in part, at any time prior to the acceptance of a proposal, subject to the relevant provisions of SPP Rules, 2010 (Amended from time to time).

-Sd/-

(Muhammad Siddique)
Assistant Director (ADMIN)

INSTRUCTION TO BIDDERS

A. General Instructions

- i Source of Funds** Government of Sindh has allocated budget.
- ii Eligible Bidders**
- ii.a This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2010 (Amended time to time) and its Bidding Documents except as provided hereinafter.
 - ii.b Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
 - ii.c Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.
 - ii.d Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization.
- iii Eligible Goods and Services**
- iii.a The origin of all the goods & related services to be supplied under the Contract should be mentioned.
 - iii.b Origin means the place where the goods are mint, grown or produce or the place from which the related services are supplied.
 - iii.c The Origin of goods and services is distinct from the nationality of bidders.
- iv Cost of Bidding**
- iv.a The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

- v Content of Bidding Documents**
- v.a The bidding documents include:
 - Notice Inviting Tender (NIT)
 - Instructions to Bidders (ITB)
 - General Conditions of Contract (GCC)
 - Bid Data Sheet
 - Special Conditions of Contract (SCC)
 - Schedule of Requirements
 - Bid Form and Price Schedules
 - Technical specification
 - v.b The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

- vi **Amendment of Bidding Documents**
 - vii.a At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by a interested Bidder, may modify the bidding documents by amendment.
 - vii.b All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
 - vii.c In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.

C. Preparation of Bids

- 1. **Scope**
 - 1.1 The PA intends the subject procurement through National Competitive Bidding **Single Stage One Envelope Procedure** as per SPPRA Rules-2010 (Amended time to time).
- 2. **Language of Bid**
 - 2.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the English language.
- 3. **Documents Comprising the Bid**
 - 3.1 The bid prepared by the Bidder shall comprise the following components:
 - a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
 - b) bid security furnished in accordance with ITB Clause-9.
- 4. **Bid Form**
 - 4.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 5. **Bid Currencies**
 - 5.1 Prices Shall be quoted in Pak Rupees.
- 6. **Bidder's Eligibility**
 - 6.1 As defined in Bid Data Sheet.
- 7. **Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**
 - 7.1 The documents evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and Data, and shall consist of:
 - (a) a detailed description of the essential technical and performance characteristics of the goods;
 - (b) the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specification are intended to be descriptive only and not restrictive: till stated otherwise in Technical Specifications or Bid Data Sheet. The Bidder may substitute alternative standards, brand names , and /or catalogue numbers in its bid , provided that demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the in the Technical Specifications

8. **Bid Security** 8.1 The bid security is required (in the amount specified in the bid data sheet) to protect the Procuring agency against the risk of Bidder's conduct, which would warrant the security's forfeiture. The bid security shall be denominated in the currency of the bid:
- a) at the Bidder's option, be in the form of either demand draft/call deposit or an unconditional bank guarantee from a reputable Bank;
 - b) be submitted in its original form: copies will not be accepted;

9. **Period of Validity of Bids** 9.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non-responsive.
- 9.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitable extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required not be required nor permitted to modify its bid.

D. Submission of Bids

10. **Submission of Bid** 10.1 Bids should be submitted as per SPPRA Rules 46 (2) **Single Stage – One envelope “ELECTRONICALLY”** on the website of SPPRA <http://portalsindh.eprocure.gov.pk/>. Procedure as under:
- a) While submitting the proposal, the firms/companies are requested to submit technical and financial documents together in the single document.
 - b) The bid will be opened **ELECTRONICALLY** in the presence of bidders/representatives;
 - c) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price, and reject any proposal that does not confirm to the specified requirements

E. Opening and Evaluation of Bids

11. **Opening of Bids by the Procuring agency** 11.1 The Procuring agency shall open bids in the presence of bidder's representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.
- 11.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presences or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening.
12. **Preliminary Examination** 12.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

12.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

12.3 Prior to the detailed evaluation, the Procuring agency will determine the substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.

12.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

13. Evaluation and Comparison of Bids

13.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.

13.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location and shall exclude any allowance for price adjustment during the period of execution of the contract.

14. Contacting the procuring agency

14.1 No Bidder shall contact the procuring agency on any matter relating to its bid, from the time of bid opening to the time the announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the procuring agency, it should do so in writing.

14.2 Any effort by a Bidder to influence the Procuring agency in its decision on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

Award of contract

15. Award Criteria

15.1 The Procuring agency will award the contract to the successful Bidder(s) whose bid has/have been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

15 a Procuring Agency's right to vary quantities at the time of award

The Procuring Agency reserves the right to increase/decrease the quantity of the required items and /or purchase part items already tendered either in full or in part. The Procuring Agency reserves the right to accept or reject any or all of the Tenders; divide business amongst more than one bidder.

16. Procuring agency's Right to Accept any Bid and to Reject any or All Bids

16.1 Subject to relevant provisions of SPP Rules 2010 (Amended up to 2023), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.

16.2 Pursuant to Rule 45 of SPP Rules 2010 (Amended time to time), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.

General Conditions of Contract

- 1. Standards** The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.
- 2. Patent Rights** The Supplier shall indemnify the Procuring agency against all third- party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Islamic Republic of Pakistan.
- 3. Performance Security**
- 3.1 Within seven (07) days, or any other duration as specified in SCC, of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.
- 3.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 3.3 The performance security shall be denominated in the Pak rupees and shall be an unconditional bank guarantee, pay order, call deposit as, provided in the bidding documents or another form acceptable to the Procuring agency;
- 3.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
- 4. Inspections and Tests**
- 4.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 4.2 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.
- 4.3 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Manufacturer.
- 4.4 Nothing in GCC Clause 5 shall in any way release the Supplier from any warranty or other obligations under this Contract
- 5. Packing** The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage.
- 6. Delivery and Documents** Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping/ transportation and/or other documents to be furnished by the Supplier are specified in SCC.

- 7. Insurance** No need of Insurance for Local Supplies, However Supplier is responsible to deliver the goods in perfect condition to the end user.
- 8. Transportation** The Supplier is required under the Contact to transport the Goods to a specified place of destination and shall be arranged by the Supplier, and related costs shall be deemed to have been included in the Contract Price.
- 9. Incidental Services** 9.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract;
- 10. Spare Parts** 10.1 After sales service, the Supplier should provide certificate any or all of the notifications, and information pertaining to availability of spare parts manufactured or distributed by the Supplier:
- (a) such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract;
 - (b) in the event of termination of production of the spare parts:
 - i) advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements, and
 - ii) following such terminations, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.
 - (c) The bidder shall provide after sales service in respect of procured store as and when called for by the procuring agency.
- 11. Manufacturer Certificate** The bidder provide valid Certificate from Manufacturer of quoted store that bidder is the Distributor/ Agent/ Sole Distributor / Sale agent/ authorized vendor/ exporter.
- 12. Warranty** 12.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of desired models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 12.2 This warranty / maintenance period shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract
- 12.3 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

13. Payment	<p>1. The firm should submit stamp duty as per Government Rule before execution of work.</p> <p>2. Within 30 days after the issuance of inspection certificate and consignee's receipt certificate as mentioned in SSC clause 6.</p> <p>3. If the supply is not according to the specifications or unsatisfactory, the Contract will be rejected and cancelled at the risk and cost of Firm.</p> <p>4. If the firm fails to execute the contract/supply order as per condition, action will be taken against them which may be their black listing and Earnest Money / Security Deposit will be forfeited.</p>
14. Post Warranty period	In case of late delivery @ 0.1% per day will be charged on bid amount deduced from the bill, but not more than 10% of contract value.
16. Prices	Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid,
17. Contract Amendments	No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
18. Liquidated Damages	Subject to GCC Clause 21, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 20.
24. Resolution of Disputes	Resolution of dispute shall be through Mechanism for Redressal of Grievances as provided in the rules or through Arbitration Act 1942.
25. Governing Language	The Contract shall be written in English language all correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
26. Applicable Law	The Contract shall be interpreted in accordance with the SPP Rules 2010 (amended up to 2023).
27. Taxes and Duties	Supplier shall be entirely responsible for all taxes, duties (including stamp duty), license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.
28. Overriding effect of Sindh Public Procurement Rules 2010 (Amended time to time)	In case of conflict or primacy of interpretation the provisions of SPP Rules 2010 (amended time to time) shall have an overriding effect notwithstanding anything to the contrary contained in these bidding documents

Bid Data Sheet

The following specific data for the subject procurement to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction																											
1	Name of Procuring Agency: Sindh Higher Education Commission Procurement PA. Tel # 021-99332669.																										
	Name of Procurement "Procurement of Furniture & Fixture"																										
Bid Price and Currency																											
2	Prices quoted by the Bidder shall be <i>"fixed" and in" Pak Rupees"</i>																										
Preparation and Submission of Bids																											
3	<p>Selection / Eligibility / Responsiveness criteria:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Bidder should quote price only in PKR. With all corrected applicable taxes and duties.</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Having office in Karachi.</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Firm comply with technical specifications mentioned in bidding documents.</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Bid should be accompanied with client list.</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Bidder should strictly compliant with technical specification; no optional /alternative item will be accepted.</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>The bidder must have at least five (05) years of experience in the relevant field with Government, Semi Government, and Autonomous bodies/authorities/organizations.</td> </tr> <tr> <td style="text-align: center;">7.</td> <td>Income Tax Certificate (NTN) and active tax payer certificate</td> </tr> <tr> <td style="text-align: center;">8.</td> <td>GST Registration Certificate/SST Registration certificate,</td> </tr> <tr> <td style="text-align: center;">9.</td> <td>Valid Professional Tax Certificate.</td> </tr> <tr> <td style="text-align: center;">10.</td> <td>Details of turn-over (Including in terms of Rupees) of at least last three (03) years that Average turn-over of at least last three years should not be less than 20 million.</td> </tr> <tr> <td style="text-align: center;">11.</td> <td>Affidavit confirming that the firm has not been black listed by any Government, Semi Government or Autonomous Bodies on non-judicial stamp paper</td> </tr> <tr> <td style="text-align: center;">12.</td> <td>Valid Authorization of Manufacturers of Goods</td> </tr> <tr> <td style="text-align: center;">13.</td> <td>Audit Reports from a reputable Chartered Accountant for last three (03) years</td> </tr> </tbody> </table>	1.	Bidder should quote price only in PKR. With all corrected applicable taxes and duties.	2.	Having office in Karachi.	3.	Firm comply with technical specifications mentioned in bidding documents.	4.	Bid should be accompanied with client list.	5.	Bidder should strictly compliant with technical specification; no optional /alternative item will be accepted.	6.	The bidder must have at least five (05) years of experience in the relevant field with Government, Semi Government, and Autonomous bodies/authorities/organizations.	7.	Income Tax Certificate (NTN) and active tax payer certificate	8.	GST Registration Certificate/SST Registration certificate,	9.	Valid Professional Tax Certificate.	10.	Details of turn-over (Including in terms of Rupees) of at least last three (03) years that Average turn-over of at least last three years should not be less than 20 million.	11.	Affidavit confirming that the firm has not been black listed by any Government, Semi Government or Autonomous Bodies on non-judicial stamp paper	12.	Valid Authorization of Manufacturers of Goods	13.	Audit Reports from a reputable Chartered Accountant for last three (03) years
1.	Bidder should quote price only in PKR. With all corrected applicable taxes and duties.																										
2.	Having office in Karachi.																										
3.	Firm comply with technical specifications mentioned in bidding documents.																										
4.	Bid should be accompanied with client list.																										
5.	Bidder should strictly compliant with technical specification; no optional /alternative item will be accepted.																										
6.	The bidder must have at least five (05) years of experience in the relevant field with Government, Semi Government, and Autonomous bodies/authorities/organizations.																										
7.	Income Tax Certificate (NTN) and active tax payer certificate																										
8.	GST Registration Certificate/SST Registration certificate,																										
9.	Valid Professional Tax Certificate.																										
10.	Details of turn-over (Including in terms of Rupees) of at least last three (03) years that Average turn-over of at least last three years should not be less than 20 million.																										
11.	Affidavit confirming that the firm has not been black listed by any Government, Semi Government or Autonomous Bodies on non-judicial stamp paper																										
12.	Valid Authorization of Manufacturers of Goods																										
13.	Audit Reports from a reputable Chartered Accountant for last three (03) years																										
4	Amount of bid security: "Exact amount equal to 5% of Bid Value"																										
5	Amount of Performance Security: 10% of Bid Value																										
6	Bid validity period. 90 days																										
7	Deadline for bid submission. As notified in NIT																										
8	Bid Evaluation: Lowest evaluated responsive bid																										

OTHER TERMS AND CONDITIONS

- 1 In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening. Bid shall be submitted / opened on next working day at the given time
- 2 PA may reject all or any bid subject to relevant provision of SPP Rules and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule 25(1) of said rules.
- 3 Incomplete, conditional and tender without required earnest money in the specified form/format shall be rejected.
- 4 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 are missing that can be downloaded from the official website of this and SPPRA, and also can be obtained from the office of the Assistant Director (ADMIN) in Department, PA, Karachi. Bid(s) with incomplete bidding documents will straightaway be rejected.
- 5 Bidders are required to provide their valid e-mail Ids and contact numbers (s) for effective and timely communication.
- 6 Affidavit that firm has never been blacklisted.
- 7 All Bidding documents must be signed, named & stamped by authorized person of the firm/ Companies along with authorized letter.
- 8 Incomplete, conditional and tender without required bid security as specified in the bidding documents, shall be reject. Each page of bidding documents should be signed and stamped.
- 9 Contract Agreement and Integrity Pact both are mandatory for successful bidder.

Signature & Stamp of Tenderer

SCHEDULE OF REQUIREMENTS

The delivery schedule hereafter expressed the date of delivery required.

S. No	Items/Quantity	Time of Delivery from date of Award	Location of Supply
1.	[As specified in bidding documents].	Preferably within 30 days	Sindh Higher Education Commission 1 st Floor, Institute of Engineers Pakistan (IEP) Building, Liaquat Barracks No. 177/2, Opposite SIUT Trust, Main Shahrah-e-Faisal, Karachi

Note: **Specifications of above items are attached**

SPECIFICATIONS AND BILL OF QUANTITIES

Tender No. AD (ADMIN)/SHEC/12-41/2026

A) LIST OF ITEMS OF FURNITURE & FIXTURE

S. No	Descriptions	Specification	Quantity
1.	Office Table with side Reg-01	Material: Melamine Colors: Dark Bronze Melamine Dimensions: Height: 32" Length: 5 ft Depth: 3.5 ft Computer Side Reg: Height: 32" Length: 3 ft Depth:1.5 ft	01
2.	Office Table with side Reg-02	Material: Melamine Colors: Dark Bronze Melamine Dimensions: Height: 32" Length: 5 ft Depth: 3.5 ft Computer Side Reg: Height: 32" Length: 3 ft Depth:1.5 ft	02
3.	Office Table with side reg-03	Material: Melamine Colors: Dark Bronze Melamine Dimensions: Height: 32" Length: 4 ft Depth: 3 ft Computer Side Reg: Height: 32" Length: 3 ft Depth:1.5 ft	02
4.	Office Table with side reg-04	Material: Lamination Board Colors: Walnut Brown Dimensions: Height: 32" Length: 4 ft Depth: 30" Computer Side Reg: Height: 32" Length: 3 ft Depth:1.5 ft	02
5.	Executive Chair	Size: W 27 D 27 H 45 – 50 (Inches) PU Upholstery with Injected seat foam Fixed Armrest with PU Pad Recline back with locks in 3 positions Aluminum base with PU Castor	01
6.	Officer Chair	Size: 24 W 20 D 44 H (Inches) Material: Leatherette Padded Back and Seat Base: Nylon Arms: D-Type Wood Armrest Finish: Jacobean Polish Finish	07
7.	Visitor Chair	Size: 22 W 19 D 35 H (Inches) Material: Fabric Padded Seat Base: Metallic Finish: Black Lacquer Painted Base Glides: Rubber	14

Signature & Stamp of Tenderer

BILL OF QUANTITIES AND AMOUNT

Tender No. AD (ADMIN)/SHEC/12-41/2026

A) LIST OF ITEMS OF FURNITURE & FIXTURE

FURNITURE & FIXTURE EQUIPMENT				
S.No.	Particular Items	Required	Unit price (Pkr.) (inclusive all taxes)	Total Price (Pkr.) (inclusive all taxes)
01.	Office Table with side Reg-01	01		
02.	Office Table with side Reg-02	02		
03.	Office Table with side reg-03	02		
04.	Office Table with side reg-04	02		
05.	Executive Chair	01		
06.	Officer Chair	07		
07.	Visitor Chair	14		
Total price along with tax (Pak Rupees)				

Signature & Stamp of Tenderer

INTEGRITY PACT

DECLARATION OF FEES COMMISSION AND BROKERAGE ETS PAYABLE BY THE SUPPLIERS/ CONTRACTORS/ CONSULTANTS

Contact Number: _____ Dated: _____
Contract Value: _____
Contract Title: _____

[Name of Supplier/Contractor/Consultant] hereby declares that is has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or an administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier/Contractor/Consultant] represents and warrants that it is 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 give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent associate, broker, consultant, director, promoter, shareholder, sponsor of subsidiary any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA) except that which has been expressly declared pursuant thereto.

[Name of Supplier/Contractor/Consultant] certifies that it has been made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, presentation or warranty.

[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, mis-representating facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligations or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier/Contractor/Consultant] 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 from PA.

(Procuring Agency)

(Supplies/Contractor/Consultant)