



**Government of Sindh  
Sindh Public Procurement Regulatory Authority**



No.MD/SPPRA/ Instruction/21-22/ 2047

Karachi, dated 10 December, 2021

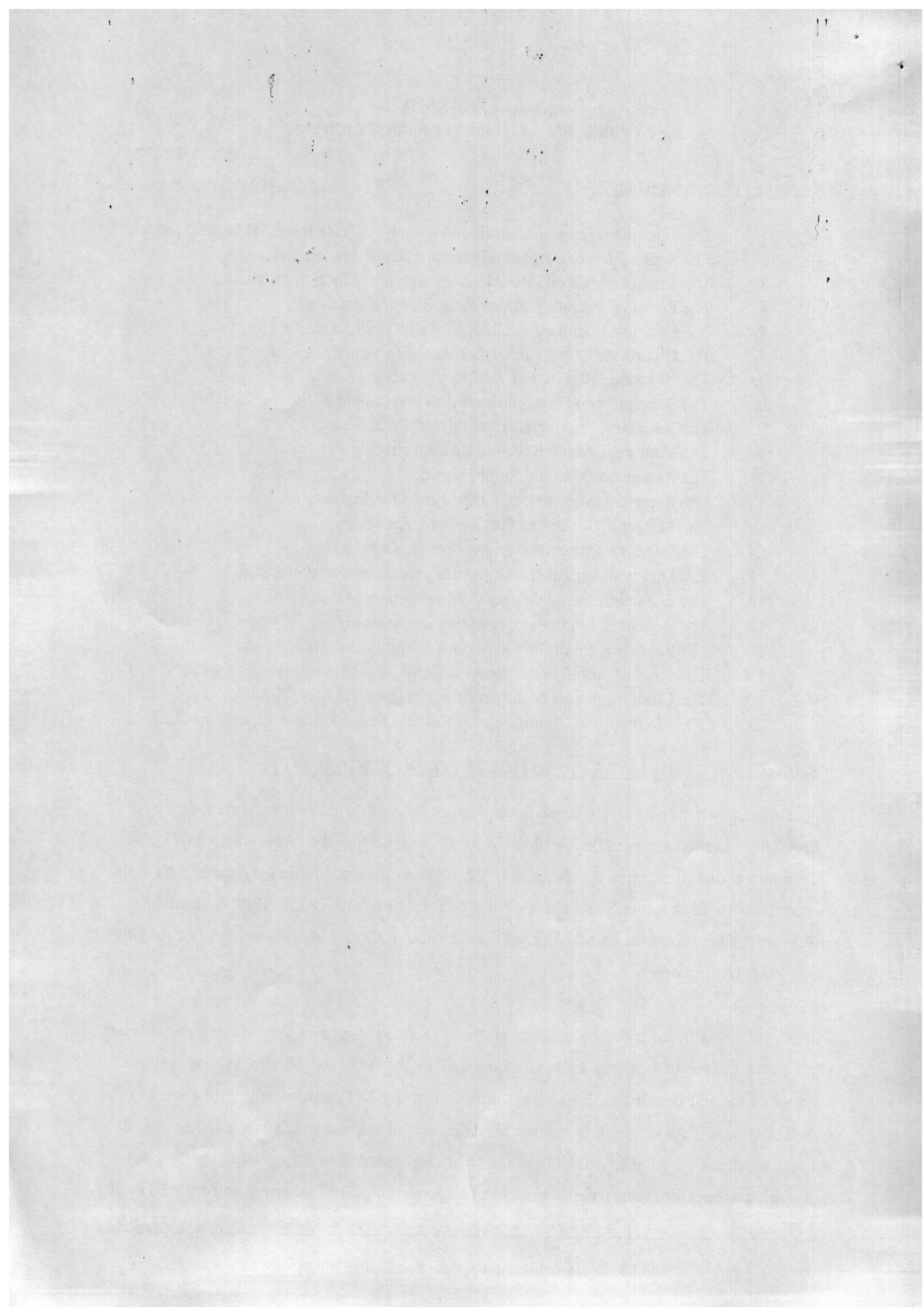
1. The Chairman, Enquiries, Anti-Corruption Establishment, SGA&CD, Karachi.
2. The Senior Member, Board of Revenue Sindh, Hyderabad.
3. The Chairperson, P&D Board, Government of Sindh, Karachi.
4. The Principal Secretary to Governor Sindh, Karachi.
5. The Principal Secretary to Chief Minister Sindh, Karachi.
6. The Chairman, Chief Minister's Inspection Team, Karachi.
7. The Registrar, High Court of Sindh, Karachi.
8. The Administrative Secretaries (All) Government of Sindh, Karachi.
9. The Secretary, Provincial Assembly of Sindh, Karachi.
10. The Chairman, Sindh Revenue Board, Karachi.
11. The Accountant General Sindh, Karachi.
12. The Secretary to Provincial Ombudsman Sindh, Karachi.
13. The Inspector General of Police Sindh, Karachi.
14. The Inspector General of Prisons Sindh, Karachi.
15. The Director General, Sindh Civil Services Academy, Karachi.
16. The Commissioners / Deputy Commissioners (All in Sindh).
17. The Registrar, Sindh Services Tribunal, Karachi.
18. The Secretary, Sindh Public Service Commission, Hyderabad.
19. The Head of Autonomous Bodies / Semi- Autonomous Bodies (All in Sindh).
20. The Chief Engineers / Superintendent Engineers (All in Sindh).
21. The Metropolitan Commissioner, Karachi Metropolitan Corporation, Karachi.

**Subject: GUIDELINES ON NOTICE INVITING TENDER (NIT)**

It has been observed during the assessment of documents uploaded by the Procuring Agencies on SPPRA-PPMS Website and during the proceedings of Review Committee that Procuring Agencies do not prepare Notice Inviting Tenders (NITs) in accordance with the standard format of the NIT as provided in the SPPRA Guidelines / Regulations for Procurement of Works notified by the Authority under Section 27 of the SPP Act, 2009 (**Annexure-I**).

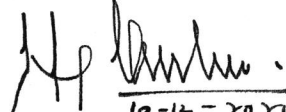
2. It has further been observed that Procuring Agencies do not open the bids as per the schedule of opening of bids mentioned in the NIT and Bidding Documents and postpone the bid opening to 2<sup>nd</sup> attempt provided in the NIT without any intimation to the Authority and bidders which is against the fairness and transparency. It is clarified that 2<sup>nd</sup> attempt schedule provided in NIT is for "**Un-responded Tenders**" only, i.e. in case a procuring agency does not receive any bid in response to the NIT or any item of the NIT till

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the deadline of submission of bids. Provided that the Procuring Agency shall upload the "Corrigendum" for adoption of 2<sup>nd</sup> attempt on the SPPRA Website and Procuring Agency's own website, if exists, otherwise the procurement process has got to be declared as mis-procurement under Rule-32(A) of SPP Rules, 2010.

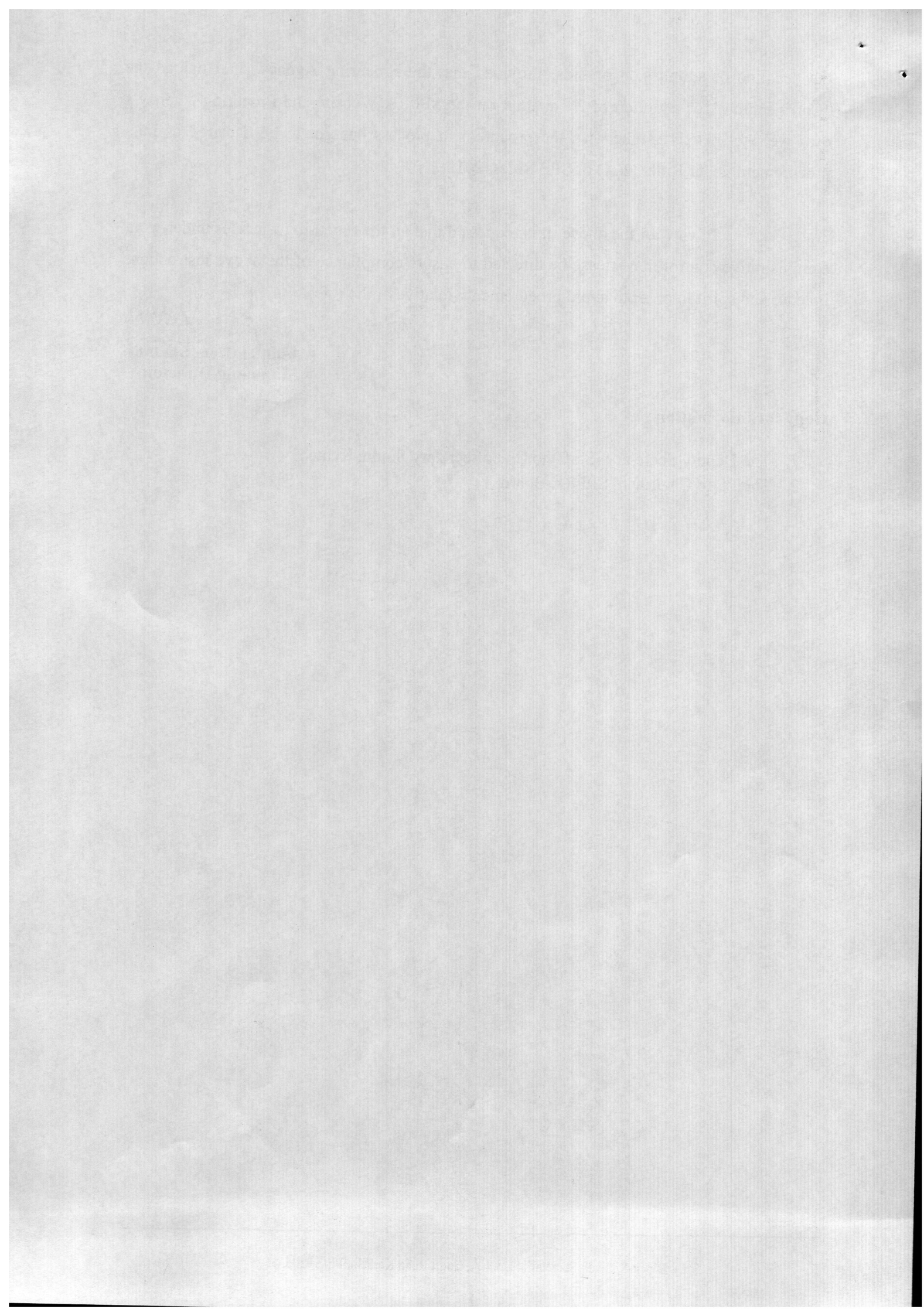
3. In view of the above, it is requested that all the procuring agencies under your administrative control may please be directed to ensure compliance of the above instructions in letter and spirit in order to avoid procurement violative of the rules.

  
(Abdul Haleem Shaikh)  
Managing Director

**Copy for information to:-**

1. The Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
2. The PS to Chairman, SPPRA Board.





Sample

**NOTICE INVITING TENDER**

1. (Name of Procuring Agency) invites sealed tenders on Composite Schedule of Rates (CSR)/ Item Rate basis or on both from interested contractors/firms. (List of works is to be mentioned below/ attached).

**List of Works**

S No	Name of Work	Estimated Cost	Bid Security	Tender Fee	Time for completion
		Rs in Million			
1.	Construction of Primary School at -----	5.000	2% of Estimated cost/offered rate	Cost of preparation & printing only.	
2.					

2. **Eligibility:** Valid Registration with Pakistan Engineering Council in relevant category and discipline (mention the category and discipline) except for works costing upto Rs2.5 million);
3. **Qualification:**
- List of similar assignments with cost (mention number of projects), under-taken over the past (—) years;
  - Details of equipments, machineries and transport owned/ leased/ hired by firm/contractor;
  - Financial Statement (summary) and income tax return for the last --- (mention) years;
  - List of litigation (if any) their nature and status / outcomes;
  - Affidavit that firm has never been black listed;
  - Any addition or deletion can be made by procuring agency.
4. **Method of Procurement:** (Mention the Method of Procurement i.e. Single Stage Single Envelope/Single Stage Two Envelope/Two Stage /Two Stage Two Envelope).
5. **Bidding/Tender Documents:**
- Issuance:** Documents will be issued from date of publication to (Insert the Date but not less than 15 days for NCB inclusive starting and closing dates), on payment of tender fee (Non-refundable-mentioned against each item in the list).
  - Submission:** Last date will be (Insert the Date and time).
  - Opening:** will be opened on same Date within one hour of submission of the bids.
  - Place(s)** of issuance, submission, inquiries and opening will be:-  
 Address :  
 Telephone No :  
 E-mail Address : Fax No. :  
 (v) **Un-responded tenders** will be again issued/submitted/opened on following dates:-  
 Attempt: (a) Issue date: (b) Submission & opening date  
 2<sup>nd</sup> (Insert the Date) (Insert the Date).
6. **Funding Position:** (Mention the availability of funds and its source).
7. **Terms & Conditions.**
- Under following conditions bid will be rejected:-
    - Conditional, electronic and telegraphic bids/tenders;
    - Bids not accompanied by bid security of required amount and form;
    - Bids received after specified date and time.
    - Black listed firms.
  - Bid validity Period:** - (—) days (Insert number of days. Not more than 90 days for NCB and 120 days for ICB).
  - Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules 2010.

\* The italic words are to be replaced with proper requirement of the procuring agency.



