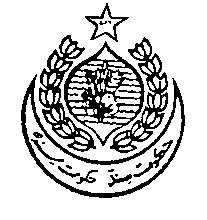
CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,

GOVERNMENT OF SINDH



BIDDING DOCUMENT

***Single Stage One Envelop Procedure***

**Printing of Panaflex, Brochures,**

**Invitation Cards, Award Certificates & Shields.**

Tender -01

No.DGC/Tender/Cul-Act/2016-17

M/S \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**The deadline for bid submission is 26/09/2016 at 01:00p.m**

**The Bids will be opened on 26/09/2016 at 2:00p.m**

DIRECTORATE GENERAL CULTURE

CULTURE, TOURISM AND ANTIQUITIES DEPARTMENT, GOVT. OF SINDH

Block 76, Pak Secretariat Opp; M.P.A Hostel, Karachi, Ph: (021) 99206073 –99206063 Fax: (021) 99206144

No.DGC/Tender/2016-17/CA/ Karachi Dated 30th August, 2016

**TENDER NOTICE**

 Culture, Tourism & Antiquities Department, Government of Sindh invites sealed tenders as per SPPRA Rules, 2010 registered with Sales Tax, Income Tax and Sindh Board of Revenue for procurement of following goods/services to hold various Cultural Activities during the current FY 2016-17 all over the province:

|  |  |  |
| --- | --- | --- |
| Sr.# | Goods/Services Needed (Details included in Tender Documents) | Cost of Tender Documents  (Rs.) |
| 01. | Printing of Panaflex, Brochures, invitation Cards, Award Certificates & Shields. | 1000 |
| 02. | Providing Sound System & Generator | 1000 |
| 03. | Providing Stage Light, Multimedia, Projector, SMDs, Illumination, Decoration, Video Recording & Fabrication/Designing | 1000 |
| 04. | Providing Food for 5 days  (Breakfast, Lunch & Dinner) | 1000 |
| 05. | Transportation | 1000 |

**Terms & Conditions**

1. Blank Tender Documents can be obtained from the office of Director General Culture, Block 76-A, Pak-Secretariat, Opp. MPA Hostel Karachi from day of publication to 29/09/2016.
2. Tender Documents duly filled in should be dropped in the tender box kept in the office of Director General Culture on 30/09/2016 by 2:00p.m which shall be opened on the same dated at 3:00p.m in presence of bidders or their authorized representatives, who wish to attend.
3. Bidders shall quote their final prices both in figures and in words. Any cutting/ overwriting and correction in the Tender Form will not be accepted.
4. Bid scrutiny / earnest money @ 2.5% of the total bid in shape of pay order in favour of Director General (Culture), Culture, Tourism & Antiquities Department is to be furnished with the tender form. Any tender not accompanied with earnest money or conditional tender will not be considered.
5. Rate quoted must be inclusive of all prevalent taxes.
6. The Procuring Agency may reject any or all bids and enhance reduce the quantities or delete any item from the tender enquiry as per SPPRA Rules, 2010.
7. In case the Government announces any public holiday, then the Tender will be opened on next working day.

**Assistant Director (Culture)**

**For Directorate General of Culture**

**INSTRUCTIONS TO BIDDER**

**INTRODUCTION**

1. **ELIGIBLE BIDDERS**

**a.** This Invitation for Bids is open to all original Manufacturers/Suppliers etc. and their Authorized Agents/Bidders/Distributors/Contractors.

**b.** Bidder should not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government organization in accordance with SPPRA rules**.**

**THE BIDDING PROCEDURE**

1. **SINGLE STAGE – ONE ENVELOPE PROCEDURE**

**a.** Bids shall be accepted under the single stage one envelope procedure defined in the SPPRA rules 2010 at **Clause 46(1).**

**b.** The bids shall be opened in the presence of bidders or their authorized representative at the prescribed time, date and venue.

**c.** The bids shall be evaluated in accordance with the specified evaluation criteria.

1. **AMENDMENT OF BIDDING DOCUMENTS**

**a.** At any time prior to the deadline for submission of bids, the Procuring agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

**b.** All prospective bidders that have received the bidding documents will be notified the amendment(s) in writing or by cable which will be binding on them.

1. **DOCUMENTS COMPRISING THE BID**

The bid prepared by the Bidder shall comprise the following:

1. Bid Form;
2. Price Schedule
3. Documentary evidence to the effect that the bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
4. Documentary evidence to the effect that the goods to be supplied or services to be provided by the bidders are eligible goods or services and conform to the bidding documents; and
5. Bid Security

**4. BID SECURITY**

**a.** The Bidder shall furnish, as part of its proposal, a Bid Security in the amount and currency PKR should not be less than @ Rs. 2.5 % of total bid. Unsuccessful bidder’s Bid Security will be returned soon after approval of the successful Bidder. The successful Bidder’s Bid Security will be discharged upon signing of contract and furnishing the Performance Security bond, duly guaranteed by a scheduled bank.

**b.** The Bid Security may be forfeited:

1. if a Bidder withdraws its bid during the period of bid validity; or

2. in the case of a successful Bidder, the Bidder fails:

1. to sign the Contract; or
2. to complete the job / supplies in accordance with the General Conditions of Contract.

**5. BID VALIDITY**

**a.** Bids shall remain valid for minimum 90 days from the date of its opening. A bid valid for a shorter period shall be treated as non-responsive and rejected.

**b.** The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period. However, for any reasons to be recorded in writing (or by e-mail/fax), if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

**6. SEALING AND MARKING OF BIDS**

The envelopes shall:

1. bear the name and address of the Bidder;
2. bear the specific identification Name and Number of this bidding process indicated in the Bidding Document; and
3. Bear the procuring Agency's name and address i.e. Section Office (Budget), Culture, Tourism & Antiquities Department, Tughlaq House, 3rd Floor, Karachi.

If all envelopes are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the bid.

**7. DEADLINE FOR SUBMISSION OF BIDS**

**a.** Bids must be submitted by the bidders and received by the Procuring Agency at the specified address not later than the time and date specified in NIT.

**b.** The Procuring Agency may, at its convenience, extend this deadline for submission of bids by amending the bidding documents in which case all rights and obligations of the Procuring Agency and the Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**8. LATE BID**

**a.** Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall not be entertained and returned unopened to the bidder.

**9. WITHDRAWAL OF BIDS**

**a.** The Bidder may after its submission withdraw prior to the expiry of the deadline prescribed for submission of bids.

**10. OPENING OF BIDS BY THE PROCURING AGENCY**

**a.** The Procuring Agency will open the bids in the presence of Bidders or their representatives who choose to be present at the time of bid opening on the date, time and place specified in Bidding document. The bidder and their representatives who are present shall sign the Attendance Sheet evidencing their attendance.

**b.** The bidders’ names, item(s) for which they quoted their rate(s) and bid prices, discounts (if any), and the presence or absence of requisite Bid Security and such other details as the Procuring Agency, may consider appropriate, will be announced on the prescribed date, time and venue.

**c.** Any financial bid found without or less than prescribed bid security shall be straightaway rejected.

1. **CLARIFICATION OF BIDS**

**a.** During the process of evaluation of the bids, the Procuring Agency may ask a Bidder for any clarifications of its bid. The request for such clarifications and the response shall be in writing. However, no change in the quoted price or substance of the bid shall be sought, offered, or permitted.

1. **EVALUATION & COMPARISON OF BIDS**

**a.** The Procuring Agency will evaluate and compare the bids, which have been determined to be substantially responsive.

**b.** The Procuring Agency's evaluation of technical proposal / bid shall be on the basis of previous performances, previous test reports, previous experience, financial soundness, and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be considered. However, the evaluation of financial proposal shall be on the basis of price inclusive of prevailing taxes and duties in pursuant to instruction to bidders.

**a.** All Bids shall be evaluated in accordance with the evaluation criteria and other terms & conditions set forth in these bidding documents.

**b.** The Bids will be evaluated on the basis of Prescribed Evaluation Criteria in this bidding document. However, the financial proposal will be evaluated on the basis of price inclusive of prevailing taxes and duties and Bid Security, being major factor, without ignoring the other relevant conditions as well.

1. **EVALUATION CRITERIA**

**Technical Criteria**

1. Certifications
2. Income Tax
3. Sale Tax (Sindh Revenue Board)
4. Bid Security
5. Fulfillment of all the tender terms & conditions
6. Quoted Price
7. An affidavit on stamp paper to the effect that the Bidder has not been blacklisted in the past on any ground by any Government (Federal or Provincial), a local body or a public sector organization. The Bidder will be debarred from the bidding process for submitting a false statement.
8. **QUALIFICATION CRITERIA**

Each bid shall comprise one Single Envelope containing the financial proposal and required the information given as in above NIT;

**BID FORM**

Tender No:

To: **DDO,**

DIRECTORATE GENERAL CULTURE SINDH  
 CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,

GOVERNMENT OF SINDH.

Dear Sir,

1. Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide you services/goods specified in the said Bidding Documents.
2. We undertake, if our bid is accepted, we shall provide the services/goods in accordance with the schedule specified in the said Bidding Documents.

**PRICE SCHEDULE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRINTING OF INVITATION CARDS AND CERTIFICATES** | | | | | | | | |
| **S.No.** | **NAME & SPECIFICATION OF ITEMS** | | | **QTY** | | | **Rate Quoted per item in Rs.** | |
| 1 | **PRINTING OF INVITATION CARDS**  **(FOUR COLOR)**  Size 10 x 15  Front Back Printing (4) Colors  Matte-lamination  Spotted UV | | | 1,000 | | |  | |
| 2 | **PRINTING OF CERTIFICATES**  Certificates of Appreciation  Four Color  Size 9 x 11 (Both side printing) | | | 500 | | |  | |
| **PANAFLEX** | | | | | | | | |
| **S.No.** | **NAME & SPECIFICATION OF ITEMS** | | | **QTY** | | | **Rate Quoted per item in Rs.** | |
| 1 | **1. PANAFLEX**  sizes : (30X10)  sizes : (20X10)  sizes : (8X4)  sizes : (6X3)  sizes : (6x2 & 5x2) with standee | | | 1  4  6  8  10 | | |  | |
| **SOUVENIR & BROCHURES** | | | | | | | |
| **S.No.** | **NAME & SPECIFICATION OF ITEMS** | **QTY** | | | **Rate Quoted per item in Rs.** | | |
| 1  2 | **SOUVENIR**  Four color printing, Double Demi size, 48 pages, 135 gram matte finish paper, Title of four color 300 gram art card paper.  **BROCHURE**  Four color printing, Demi size, 16 pages, 135 gram paper. | 500  500 | | |  | | |
| **SHIELDS** | | | | | | | | |
|  | **NAME & SPECIFICATION OF ITEMS** | | **QTY** | | | **Rate Quoted per item in Rs.** | | |
| 2 | **SHIELDS**  Crystal Acrylic 20mm double clear Acrylic Shield with HD double color print with VIP velvet box. | | 10 | | |  | | |

**PROFILE FOR COMPANIES/FIRMS**

**NOTE:**

1. Please fill in the correct information carefully, submission of wrong/vague information may lead to disqualification of the firm.

**GENERAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | | Name of the Company |  |
| 1. Year of Establishment |  |
| 1. Form of the Company Annex copy of registration.  * Individual * Private Limited * Public Limited * Partnership * Corporation * Others (specify) |  |
| 1. Address of the Firm  * Registered office * Telephone No. * Fax & email address etc. |  |
| 1. Blacklisting/complaint against the firm   (by any Govt. or other org. If any) |  |
| 2 | Income Tax   * Attach copy of certificate * Attach details of tax paid during past 3 years * Attach copy of last annual income tax return. | |  |
| 3 | Sales Tax Registration No. (if any Applicable), Attach copy of certificate, and details of sales tax paid during past 3 years. | |  |
| 4 | Total Employees (including Technical Staff)   * Management * Production * Quality Control * Research & Development Sales and Marketing Administration * Others * Total Head Count | |  |

**(MUHAMMAD SALEEM SOLANGI)**

**ASSISTANT DIRECTOR**

Directorate General Culture, Sindh

Seal & Signature Company/Firm:-