

Phones: Off: 99251276
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No. SA /114/16
SINDH ARCHIVES
INFORMATION AND ARCHIVES DEPARTMENT
GOVERNMENT OF SINDH

Karachi, dated 4TH November 2016

✓ **The Director,**
Sindh Public Procurement Regularity Authority (SPPRA).
Government of Sindh
Karachi.

SUBJECT:- HOISTING NIT.

Kindly find enclosed herewith a N.I.T (Flag-A), Notification of Procurement Committee (Flag- B), Redressal Committee (Flag- C), Bidding Documents (Flag-D), and Procurement Plan (Flag-E) for hoisting on SPPRA Website, as per Government policy.

Enclosed Original by O.I.d.w.No. 00425814


DEPUTY DIRECTOR (INCHARGE)

SPPRA INWARD DIARY
NO: 2011
DATED: 11-11-16

NOTICE INVITING TENDER FOR PRE-QUALIFICATION

Information & Archives Department, Government of Sindh on receipt of funds from Province of Sindh is inviting prequalification under provisions of SPPRA Rules 27 (a) (b) (c) for procurement of typical, technical and specialized items/works of conservation in following schemes:

Scope of Work	Estimated Cost in (M)	Completion Period
ADP-826 Preservation of Rare Maps Available at Sindh Archives	34.701	2016-17
ADP-827 Preservation of Fragile Judicial Record (1866-1947) Available at Sindh Archives (Phase-I)	41.764	2016-17
ADP-828 Preservation of Rare Manuscripts Available at Sindh Archives (Phase-I)	34.900	2016-17
ADP-835 Improvement & Strengthening of Library Section of Extension Block of Sindh Archives Complex at Karachi.	8.750	2016-18
ADP-836 Preservation of Gazzettes (1850-1941) Available at Sindh Archives Karachi(Phase-I)	8.500	2016-18
Designing, Printing and Other Stores	12.000	2016-17

Eligibility: Contractors/Operators/Firms should hold registered with relevant category, income tax, sales tax, SRB and also experienced in field of specialization of conservation.

Pre-qualification documents: Interested contractors/operators/firms can obtain the pre-qualification documents with nonrefundable payment of Rs. 1000/= (One Thousand Only) on request by hand and or through courier services on additional payment of Rs. 300/= (Three Hundred only). However, under no circumstances the procuring Agency will be responsible for late delivery or loss of the documents mailed.

Dead line of Issuance of Documents: Documents will be issued to interested firms up to **November 23, 2016 @ 1100 hrs.**

Dead line of Submissions: Documents duly filled and attached with relevant certificates must reach and open on the address mentioned herein below on or before **November 23, 2016 @ 1200 hrs.** Interested firms should submit their inquires/applications/documents to the following address:

ASSISTANT DIRECTOR (ADMIN)
St. 26A, Block-5, Scheme-5, Main Clifton Karachi
Ph: 021-99251276-7, Fax: 021-99251285
Website: sindharchives.gov.com.pk

- Procuring Agency may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules 2010.
- Applicants will be informed, in due course, of the result of the evaluation of applications.
- Only the firms prequalified under this process will be invited to bid.



GOVERNMENT OF SINDH
INFORMATION AND ARCHIVES DEPARTMENT

Karachi dated the 4th November, 2016

NOTIFICATION

No.SOG (INF)SA/819-B /2016/: Purchase Committee /2016-17: In supersession of this department notification of even number 17th October 2016 a Purchase Committee is hereby constituted under Rule-7 of Sindh Public Procurement Rules, 2010 for the Directorate of Sindh Archives for Purchasing of Furniture & Fixture, Equipment & Accessories, Hardware & Software, Conservation Tools/Supplies & Sundries, Printing & Publication, Cost of Other Stores, Others, Plant & Machinery, Glassware & Chemicals / Re-agent Kits / Disposable / Laboratory Miscellaneous Items, Computer Hardware, Computer Stationary & Allied Store, Archival Material and Repair & Maintenance for the year 2016-2017. The Committee shall consist of the following officers:-

- | | |
|---|------------------|
| 1. Mr. Zulfiqar Ali Makhdoom
Deputy Director, Sindh Archives
Government of Sindh. | Chairman |
| 2. Mr. Zafar Iqbal
Deputy Director, (S.C.U.G.)
Sindh Council Unified Group Services,
Local Government Department | Member |
| 3. Mr. Altaf Memon
Section Officer (G)
Information & Archives Department
Government of Sindh | Member/Secretary |
| 4. Mr. Altaf Qureshi
Assistant Director Sindh Archives
Government of Sindh. | Member |
| 5. Mr. Muhammad Nawaz Abro
Assistant Director
Planning & Development Works Sindh,
Culture, Tourism & Antiquities Department
Government of Sindh | Member |

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- IMRAN ATTA SOOMRO -
SECRETARY TO GOVERNMENT OF SINDH

No.SOG (INF)SA/ 819-B /2016

Karachi dated the 4th, November, 2016

A copy is forwarded for information to:-

- The Accountant General Sindh, Karachi.
- The Managing Director Sindh Public Procurement Regulatory Authority, Karachi.
- The P.S to Special Assistant to C.M for Archives, Govt. of Sindh.
- The P.S to Secretary Information & Archives Department Govt. of Sindh Karachi.
- The Director Sindh Archives, Information & Archives Department Govt. of Sindh, Karachi.
- Officers Concerned.
- Office order file/Personal file


SECTION OFFICER (GENERAL)



GOVERNMENT OF SINDH
INFORMATION AND ARCHIVES DEPARTMENT

Karachi dated the 02nd September, 2016

NOTIFICATION

No.SOG(INF)SA/64/2016 In pursuance of Rules-31 and 32 of Sindh Public Procurement Rules 2010, the Sindh Archives Government of Sindh, Information & Archives Department constitutes Complaint Redressal Committee (CRC) comprising of the following officers for scrutinizing the complaints of aggrieved bidders for the year 2016-17

- | | |
|---|--------------------|
| 1. Director General (PRs) Sindh | Chairman |
| 2. Representative
of Accountant General Sindh
Karachi. | Member |
| 3. Section Officer (G),
Information & Archives Department,
Government of Sindh. | Member / Secretary |

TORs: To scrutinize the complaints from the aggrieved bidders and decide the cases strictly in accordance with SPP Rules 2010.

- AIJAZ AHMED MEMON -
SECRETARY TO GOVERNMENT OF SINDH

No.SOG (INF)SA/64 /2016

Karachi dated the 02nd September, 2016

A copy is forwarded for information to:-

- The Accountant General Sindh, Karachi.
- The Director Sindh Archives, Information & Archives Department Govt. of Sindh, Karachi.
- The P.S to Advisor to Chief Minister for Information & Archives Department Government of Sindh, Karachi.
- The P.S to Secretary Information & Archives Department Govt. of Sindh Karachi.
- The P.A to Deputy Secretary Information & Archives Department Government of Sindh, Karachi.
- Officers Concerned.
- Office order file/Personal file


SECTION OFFICER (GENERAL)

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH INFORMATION & ARCHIVES DEPARTMENT

Name of Project/Scheme

Scope of Work	Cost in (M)
ADP-826 Preservation of Rare Maps Available at Sindh Archives	34.701
ADP-827 Preservation of Fragile Judicial Record (1866-1947) Available at Sindh Archives (Phase-I)	41.764
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ADP-836 Preservation of Gazzettes (1850-1941) Available at Sindh Archives Karachi(Phase-I)	8.500
Designing, Printing and Other Stores	12.000

Name of Procuring Agency
DIRECTORATE OF SINDH ARCHIVES

Document issued to

DIRECTORATE OF SINDH ARCHIVES

1.0 Introduction

The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, constructors that are not suitably qualified to perform the contract. The pre-qualification specifically means selection of competent bidders prior to issuance of the invitations to bid. It is required for large and complex civil works contracts, turnkey contracts, and contracts for the fabrication of expensive and technically complex plant and equipment. This is to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover and that, can provide all the equipment required in a timely manner and will be only invited to submit bids. Thus assessment by an implementing agency of the suitability of firms to carry out a particular contract **prior** to being invited to submit a bid is a process called **prequalification**.

2.0 Sindh Public Procurement Rules 2010

When and how to engage in the pre-qualification process, is clearly explained in SPP Rules 27 & 28, 2010 and same may be referred for further guidance.

3.0 The Prequalification Process

3.1 Advertisement and Notification

The Invitation for Prequalification (IFP)/Pre-qualification notice shall be advertised in the manner explained in the SPP Rules 15, 17 & 18 of 2010.

3.2 Preparing and Issuing of Prequalification Document

The Procuring Agency is responsible for preparing and issuing the Prequalification Document to all interested bidders. All information and data particular to each individual prequalification process must be provided by the agency in the following sections of the Prequalification Document:

4.0 Section I. Instructions to Bidders (ITB);

5.0 Section II. Eligibility & Evaluation/Qualification Criteria;

6.0 Section III. Application Forms;

7.0 Section IV. Scope of Contract

DIRECTORATE OF SINDH ARCHIVES

NOTICE INVITING TENDER FOR PRE-QUALIFICATION

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St. 26A, Block-5, Scheme-5, Main Clifton Karachi
Ph: 021-99251276-7, Fax: 021-99251285
Website: sindharchives.gov.com.pk

- Procuring Agency may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules 2010.
- Applicants will be informed, in due course, of the result of the evaluation of applications.
- Only the firms prequalified under this process will be invited to bid.

DIRECTORATE OF SINDH ARCHIVES

4.0 Section I. Instructions to Bidders/Applicants (ITB).

Clause 1 The Contractors/Operators/Firms shall enclose the (one original and 02 copies) of the documents in a sealed envelope which shall:-

- (a) bear the name and address of the Applicant;
- (b) be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification or in document; and
- (c) be clearly marked "Application for Pre-qualification for:

Scope of Work	Estimated Cost in (M)	Completion Period
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Designing, Printing and Other Stores	12.000	2016-17

Clause 2 If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-maturing opening of the document.

Clause 3 Document shall be prepared in the English language. In case of ICB, the information provided in any other language shall be accompanied by English translation also.

Clause 4 Firm/Contractor must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the firm/contractor.

Clause 5 Clarification and Modification of Documents (SPP Rule 23).

Firm/Contractor, who has obtained documents, may request for clarification of contents of the bidding document in writing, and respond to such queries shall be made in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

Clause 6 Addendum: At any time prior to the deadline for submission of documents, the agency may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document.

Clause 7 Deadline for submission of Documents (SPP Rule 22 & 24): Documents shall be received by the agency at the address; **Deputy Director In-charge SINDH ARCHIVES**, St. 26A, Block-5, Scheme-5, Main Clifton Karachi. Ph: 021-99251276-7, Fax: 021-99251285 Website: sindharchives.gov.com.pk, not later than the **November 23, 2016 @ 12:00 hours**. The procuring agency may, at its discretion, extend the deadline for the submission of documents by amending the Prequalification Document, and in which case all rights and obligations of the Agency and the firms/contractors subject to the previous deadline shall thereafter be subject to the deadline as extended.

DIRECTORATE OF SINDH ARCHIVES

- Clause 8 Evaluation (Rule 27 (2)):** Firm's/Contractor's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the prescribed forms will be evaluated as per evaluation criteria given in the document. The Procuring Agency reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the firm/contractor compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.
- Clause 9 Clarification of Prequalification Information (Rule 43):** To assist in the evaluation of information, the agency may, at its discretion, ask any firm/contractor for a clarification of any information which shall be submitted within a stated reasonable period of time. Any request for clarification shall be in writing. If any firm/contractor does not provide clarifications of the information requested by the date and time set in the agency's request for clarification then application of the firm/contractor may be rejected.
- Clause 10 Verification of Prequalification Information (Rule 28 (1d)):** Verification of the information provided by the pre-qualified/shortlisted firms/contractors in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or firm/contractor is found to be lacking in the capability or resources to successfully perform the contract, then it shall not be pre-qualified.

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5.0 Section II: Evaluation/Qualification Criteria.

In this section two evaluation criteria are being given for the benefit of the procuring agency. One is based on marks/score and the other is based on pass/fail criteria. Procuring agency may adopt any one of these selection methods while prequalifying the contractors/firms.

1. Criteria based on Marks/Score.

Mandatory Provisions/Eligibility: Contractors/Operators/Firms must possess (i) valid registration certificate in specialized discipline of archival conservation; (ii) valid registration certificate from income tax i.e.; NTN, GST, SRB; and (iii) is not black listed. *(Attach all certificates and affidavit of not black listing).*

Aggregate Qualifying Score is 60%, but it is mandatory to obtain at least 30% in each of the following sections.

(A) Company Profile.

- i. Period since Contractors/Operators/Firms is in business **10 Marks**

Up to 5 years	02 Marks
Up to 10 years	05 Marks
Above 10 years	10 Marks

(Attach license/registration/audit report for each year)

- ii. Office facilities **05 Marks**

In Sindh province	03 Marks
In any other province/Islamabad	01 Marks
Outside Country	01 Marks

(B) General Experience Record **35 Marks**

- i. Projects of similar nature and complexity 20 Marks
completed over last 05 years.
(4 Marks for each project)

(Attach satisfactory completion certificates of the employer)

- ii. Projects of similar nature and complexity in hand. **15 Marks**
(5 Marks for each project having cost Million or above).

(Attach copies of work orders)

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(C) Personnel Capabilities required for this project 20 Marks

Requirement of persons will vary from Project to Project.

Following factors may be used as a guideline:

<i>Sr. No.</i>	<i>Description/Position with qualification & experience</i>	<i>Number Required</i>	<i>Marks assigned</i>	<i>Remarks</i>
1.		2 Nos.	10	
2.		02	10	

(D) Equipment Capability

20 Marks

- (a) *Critical equipment and number required for the Project shall be specified by the Procuring Agency.*
- (b) High value equipment should be an option to own, lease or hire.
- (c) Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.

(Details are to be provided in the attached form)

(E) Financial Soundness /Status

10 Marks

For Financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other document which verifies their Financial Status. Where necessary, the Procuring Agency will make enquiries with the firm's/contractor's bankers.

Working Capital in hand for this project/work (Attach proof of Bank Statement/Credit Facilities)

- | | | |
|------|--|----------|
| i. | Less than 15% of Estimated Cost of this Work | 02 Marks |
| ii. | 16 - 25% of Estimated Cost of this Work | 04 Marks |
| iii. | 26 - 40% of Estimated Cost of this Work | 08 Marks |
| iv. | More than 40% of Estimated Cost of this Work | 10 Marks |

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7.0 Section III. Application Forms;

A-I Application Submission Form *(The covering letter is to be submitted by the interested firm/contract or partner responsible for a joint venture, on appropriate company letterhead).*

Date: _____

To

[Name and address of the Procuring Agency]

Dear Sir,

Subject: Pre-qualification of -----

I the undersigned, being duly authorized to represent and act on behalf of..... applies to be prequalified for the project cited above and enclose one (1) original *(together with -----copies)* of pre-qualification documents and declare the following:

- (a) I have examined and have no reservations to the Prequalification Document, including Addenda No(s)....., issued in accordance with ITB Clause 6.
- (b) I understand that Procuring Agency may cancel the prequalification process at any time and that Procuring Agency is not bound either to accept any application that it may receive or to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
- (c) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (d) Agency reserves the right to amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements;

2. The Procuring Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted: Telephone:

3. The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed:

Name:

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A-II

1. Company Profile

Date: -----

Contract: -----

All firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form.

1.	Name of firm (legal): <i>(In case of Joint Venture (JV), legal name of each partner:</i>
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)</i>
3.	Head Office Address:
4.	Telephone Fax numbers: E-mail address:
5.	Place of Incorporation/Registration: Year of incorporation/registration:
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:
7.	<u>NATIONALITY OF OWNERS.</u>
	Name: _____ Country: _____

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A-III

2. General Experience Record

(i) Details of Contracts of Similar Nature and Complexity completed over the last 05 years

Sr. No.	1	2	3	4	5
Name of Contract:					
Country:					
Name of Procuring Agency with Address, Tele, Fax.					
Contract Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture)					
Value of the total contract in Pak/Rs:					
Date of Award:					
Date of Completion					

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(ii) **Projects of similar nature and complexity in hand.**

Firms/ Contractors and each partner of the joint venture should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, for which Completion Certificate has yet to be issued.

Name of Contract	Value of Contract	Name of Procuring Agency	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.				
2.				
3.				

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(ii) Projects executed in similar geographical conditions in last five (5) years.

Sr. No.	1	2	3	4	5
Name of Contract:					
Country & location					
Name of Procuring Agency With Address, Tele, Fax.					
Nature of works and special features relevant to the contract for which applied:					
Contract Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture).					
Value of the total contract in Pak/Rs					
Date of Award:					
Date of Completion					

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A-IV

4 (A) Personnel Capabilities

Firm/Contractor should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3 (Evaluation and Qualification Criteria).

Sr. No.	Title of Position	Name
1		
2		
3		
4		
5		

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A-V

The data regarding experience of the personnel mentioned at A-IV should be supplied separately using the Form below.

4(B) Curriculum Vitae (CV) for Proposed Experts

1. Proposed Position: _____

2. Name of Expert: _____

3. Name of Firm: _____

4. Current Residential Address: _____

Telephone No: _____ Fax No: _____

E-Mail Address: _____

5. Date of Birth: _____ Citizenship: _____

6. Qualification: _____

7. **Work Experience:** Summarize professional experience in reverse chronological order.
Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

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A-VI

5. Firm/Contractor shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment whether owned/ leased/ rented listed in Section 3 (Evaluation and Qualification Criteria).

A. Equipment Capabilities (owned by the contractor/firm)

Sr. No.	Name of Equipment	Name of manufacturer	Model and power rating	Capacity	Year of manufacture	Current location
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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B. Equipment Capabilities (leased/ rented by the contractor/firm)

Sr. No.	Name of Equipment	Mention whether leased or rented	Name of owner	Address of owner	Contact name and title with Telephone Fax & E Mail of the owner	Agreements Details of rental / lease / manufacture agreements specific to the project
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

DIRECTORATE OF SINDH ARCHIVES

A-VII

6. Financial Resources.

A. Banker's Information:

Sr. NO.	Name & Address of Bank	Contact name and title	Telephone, Fax & E- Mail Address

B. Financial Status: Summarize actual assets and liabilities in Pak Rupees for the previous three years.

Information from Balance Sheet/ Income Statement	Year 1:	Year 2:	Year 3:
1.Total Assets (TA)			
2.Total Liabilities (TL)			
3. Current Assets (CA)			
4. Current Liabilities (CL)			
5.Total Revenues (TR)			
6.Profits Before Taxes (PBT)			
7. Profits After Taxes (PAT)			

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- C. **Source of Financing:** Contractor/ Firm shall provide documentary evidence for funding the project for which prequalification is being undertaken.

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Section IV. Scope of Contract: *(Description of works and Period of completion)*

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Annexure - I

(Procuring agency may opt types of equipments and their number as per requirement of project. It may also add any equipment as per requirement.)

- (i)
- (ii)
- (iii)
- (v)
- (vi)
- (vii)
- (viii)
- (ix)
- (x)
- (xi)
- (xii)
- (xiii)
- (xiv)
- (xv)
- (xvi)

Note: The following formula is applicable to evaluation criteria based on marks/score only.

- a. *If the available quantity of each equipment is less than specified limit, give weight age as under:*

$$T = M \times (A / \text{Required Quantity})$$

- b. *If the available quantity of each equipment is more than the minimum equipment requirement full marks will be given.*

A = Available quantity of each equipment of each Item.

T = Marks obtained

M = Marks assigned

**ANNUAL PROCUREMENT PLAN
SINDH ARCHIVES INFORMATION & ARCHIVES DEPARTMENT
GOVERNMENT OF SINDH
FINANCIAL YEAR 2016-17**

(Rs. In Million)

Sr. No.	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (Where applicable)	Estimated Total Cost	Funds Allocation			Source of Funds (ADP/Non ADP)	Proposed Procurement Method	Timing of Procurement				Remarks
					Cap	Rev	Total			1 st Qtr:	2 nd Qtr:	3 rd Qtr:	4 th Qtr:	
1/826	Preservation of Rare Maps available at Sindh Archives (Phase-I)	---	---	58.310	---	34.701	34.701	ADP	Prequalification	1 st	---	---	---	
2/827	Preservation of Fragile Judicial Record (1866-1947) available at Sindh Archives	---	---	57.500	---	41.764	41.764	ADP	Prequalification	1 st	---	---	---	
3/828	Preservation of Rare Manuscripts available at Sindh Archives (Phase-I)	---	---	56.560	---	34.900	34.900	ADP	Prequalification	1 st	---	---	---	
4/835	Improvement & Strengthening of Library Section of Extension Block of Sindh Archives Complex at Karachi.	---	---	35.000	---	8.750	8.750	ADP	Prequalification	---	2 nd	---	---	
5/836	Preservation of Gazettes (1850-1941) available at Sindh Archives Karachi (Phase-I)	---	---	34.000	---	8.500	8.500	ADP	Prequalification	---	2 nd	---	---	
6/Regular	Designing, Printing Other stores			12.000		12.000	12.000	Regular	Prequalification	1 st	---	---	---	

**DEPUTY DIRECTOR (INCHARGE)
SINDH ARCHIVES**

