**Government of Sindh**

**Information & Archives department**

**DIRECTORATE OF SINDH ARCHIVES**

**NOTICE INVITING TENDER (N.I.T)**

Sindh Archives, Information & Archives Department, Government of Sindh, invites sealed tenders from well established, experienced and reputed firms having Technical Experience, Company Profile & possessing their NTN, GST & SRB, for the following ADP’s and Regular Head for the Financial Year 2016-2017 as per provision of SPPRA Rules,2010 (Single Stage – Two Envelope Procedure)   
Tender # 0786/2016 due on 29-12-2016  
1. Purchase of Machinery Equipments, Hardware and Software.

2. Purchase of Conservation Tools Supplies & Sundries.

3. Purchase of Printing Publication & Documentation.

4. Purchase of Furniture & Fixture.

5. Purchase of Cost of Other Stores.

6. Purchase of Others.

**Terms and conditions:**

1. The interested firms can purchase the set of tender documents from the office of   
   Assistant Director, Sindh Archives, Street 26-A, Block 5, Main Clifton behind Federation House, Karachi from 14-12-2016 to 28-12-2016 against payment of tender fee of Rs.1000/= (Non-refundable) for each tender in shape of pay order in favor of Director Sindh Archives.
2. Tender documents duly filled in and supported with required documents should be dropped in the tender box kept in the Office of the Director Sindh Archives on 29-12-2016 before 11: 00 a.m. which shall be opened on the same date at 12:00 p.m. in the presence of participating bidder(s) or their authorized representatives who wish to attend.
3. Rate quoted must be inclusive of all prevalent taxes.
4. Eligibility conditions are as per Sindh PPRA Rules, 2010, for tender participants are as under:
5. Company profile, Literature of Samples (a. Audit Copy last 3 years – certified by Government Financial Institutional acknowledged Chartered Accountant, b. Financial Status (Bank Statement) & documentary proof exhibiting the firm’s strength & field expertise.
6. Registration with Income Tax Department (NTN) Certificate.
7. Registration with Sales Tax Department (GST) Certificate.
8. Registration with Sindh Revenue Board (SRB).
9. Undertaking on affidavit that the firm is not involved in any litigation or has not abandoned any work in any department.
10. Working Experience in Archival Materials at least six years and minimum three contract completed by different departments.
11. The bidders should submit earnest money @ 2.5% of the bid amount, in shape of pay order in favor of Director Sindh Archives, cash/cheque will not be considered.
12. No tender shall be issued on the date of opening.
13. Tender notice is also available at Sindh PPRA Website (pprasindh.gov.pk) & Sindh Archives Website: (Sindharchives.gov.com.pk).
14. In case, the tender is not opened on the scheduled date due to any unavoidable circumstances, then the same shall be opened on next working day at the same time.
15. Quantities of goods & services required as per release of DRO’s and Funds of current financial year 2016-17
16. Procuring Agency reserves the rights to reject any or all bids subject to relevant provisions of SPP Rules 2010 (amended 2013).
17. For further assistance please contact Assistant Director – Phone: 021-99251276-77 during office hours.

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**assistant DIRECTOR (ADMIN)**