



NO.SO(B)CT&AD/ACCOUNTS/Tender/2016-17/1253

**GOVERNMENT OF SINDH  
CULTURE, TOURISM AND  
ANTIQUITIES DEPARTMENT**

Karachi the dated 21<sup>st</sup> December, 2016

To,

**The Director (Advertisement),**  
Information & Archives Department,  
Government of Sindh,  
Karachi.

Subject: **PUBLICATION OF TENDER NOTICE**

I am directed to enclose herewith Seven (7) copies of tender notice of Culture, Tourism & Antiquities Department.

You are requested to publish the same in Three (3) leading Newspapers i.e. (Dawn, Jang & Kawish).

  
**(FOUZIA MURSALEEN)**  
**Section Officer (Budget)**  
Culture, Tourism & Antiquities Department  
Government of Sindh

*A copy is forwarded for information and necessary action to:-*

- ✓ 1. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi for hoist on SPPRA website.
2. The P.S to Secretary Culture, Tourism & Antiquities Department, Government of Sindh.

3684  
22-12-16



No.DGC/Tender/Grant-in-Aid/Festival/2016-17/ 1540  
**DIRECTORATE GENERAL CULTURE**  
**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,**  
**GOVERNMENT OF SINDH**

Block 76, Pak Secretariat Opp: M.P.A Hostel, Karachi,  
Ph: (021) 99206073 –99206063 Fax: (021) 99206144  
E-mail: dgculturesindh@yahoo.com  
Karachi, the 22<sup>nd</sup> December, 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 goods/services for following activities to be held at various places:

Sr.#	Name of Event	Cost of Tender Documents (Rs.)
01.	Lahooti Melo	500
02.	Melodies of Sindh	500
03.	Art Festival	500
04.	Theater Festival	500
05.	Promotion for Sindh Crafts & Designs	500

### 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 the date of publication to 11.01.2017.
2. Tender Documents duly filled in shall be received back in the office of Director General Culture up to 11.01.2017 by 1:00 p.m. and will be opened on the same day at 3:00 p.m. in the presence of bidders or their authorized representatives, who wish to remain present before the committee.
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 favor 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 Culture Sindh**



**CULTURE, TOURISM &  
ANTIQUITIES DEPARTMENT  
GOVERNMENT OF SINDH**

**Karachi dated: 29<sup>th</sup> August, 2016**

**NOTIFICATION**

**No. SO(B)/CT&AD/** : With the approval of competent authority, under Rule-7 of Sindh Public Procurement Rules 2010; a Procurement Committee at Directorate General Culture Sindh, Culture, Tourism & Antiquities Department, Government of Sindh is hereby constituted for the procurement/ services regarding **"Promotion of Cultural Activities in Sindh"**. The Chairman and members of Procurement Committee are as follows:

Director General Culture Sindh Culture, Tourism & Antiquities Department Government of Sindh	Chairman
Representative of Finance Department Government of Sindh	Member
Section Officer (Budget) Culture, Tourism & Antiquities Department Government of Sindh	Member
Section Officer Information & Archives Department, Government of Sindh	Member
Assistant Director Admin/DDO Culture & Tourism Department Government of Sindh	Member / Secretary

**Terms of Reference:**

1. Preparing bidding documents;
2. Carrying out technical as well as financial evaluation of the bids;
3. Preparing evaluation report as provided in SPP Rule 45;
4. Making recommendations for the award of contract to the Competent Authority; and
5. Perform any other function ancillary and incidental to the above.

**SHAZIA RIZVI**  
Secretary to Govt. of Sindh

**SO(C) /CT/AD/1-162/2016: Karachi dated**

**the 29<sup>th</sup> August, 2016**


A copy is forwarded for information to:

1. The Accountant General Sindh, Karachi.
2. The Managing Director SPPRA, Government of Sindh, Karachi
3. PS to Honorable Minister Culture & tourism, Government of Sindh, Karachi.
4. PS to Secretary, Culture, Tourism & Antiquities Department.
5. PS to Secretary, Information & Archives Department, Government of Sindh, Karachi
6. PA to Director General Culture Sindh.

  
(FOUZIA MURSALEEN)  
SECTION OFFICER (BUDGET)

**ANNUAL PROCUREMENT PLAN  
(WORKS, GOODS & SERVICES)  
Financial Year 2016-17**

S. No.	Description of Procurement	Quantity (where applicable)	Estimated total Cost (where applicable)	Estimated total Cost	Funds allocated	Source of funds (ADP/Non ADP)	Proposed procurement method	Timing of procurements				Remarks	
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
1	Lahoori Melo	-	10.00 (M)	10.00 (M)	10.00	Non ADP	Cultural Activity						
2	Melodies of Sindh	-	2.00 (M)	2.00 (M)	2.00	Non ADP	Cultural Activity						
3	Art Festival	-	10.00 (M)	10.00 (M)	10.00	Non ADP	Cultural Activity						
4	Theater Festival	-	20.00 (M)	20.00 (M)	20.00	Non ADP	Cultural Activity						
5	Promotion for Sindh Crafts & Designs	-	20.00 (M)	20.00 (M)	20.00	Non ADP	Cultural Activity						

  
**FOUZIA MURSALEEN**  
 Drawing & Disbursing Officer  
 Culture, Tourism &  
 Antiquities Department  
 Government of Sindh



**CULTURE, TOURISM &  
ANTIQUITIES DEPARTMENT  
GOVERNMENT OF SINDH**

**Karachi dated: 29<sup>th</sup> August, 2016**

**NOTIFICATION**

No. SO(B)/CT&AD/Notif/\_\_\_\_\_ With the approval of competent authority Culture, Tourism & Antiquities Department, Government of Sindh, Rule-31(1)(2)(a)(b)&(c) of Sindh Public Procurement Rules 2010, a Redressal Committee to address the grievances and settlements of disputes, a committee is hereby constituted. The members of the Committee are as follows:-

Akhter Inayat Bhurgri Special Secretary Culture, Tourism & Antiquities Department, Sindh.	Chairman
Naz Parveen Section Officer (Culture) Culture, Tourism & Antiquities Department	Member
Representative of AG Office/DAO Office of the Accountant General Sindh, Karachi	Member
Ataf Hussain Memon Section Officer, Information & Archives Department, Government of Sindh	Member
Habibullah Memon Assistant Director (Cultural Activities) Culture & Tourism Department, Govt. of Sindh,	Member/Secretary

**Terms of Reference:**

- To act as per procedure of SPPRA Rules
- Address the complaints of bidders.
- Prohibit or annul the process of procurement.
- Perform any other function ancillary and incidental related to complaints.

**SHAZIA RIZVI**  
Secretary to Govt. of Sindh

SO(C) CT/AD/1-162/2016/RC:

**Karachi dated 29<sup>th</sup> August, 2016**

A copy is forwarded for information to:

- The Accountant General Sindh, Karachi.
- The Managing Director SPPRA, Government of Sindh, Karachi
- PS to Secretary, Culture, Tourism & Antiquities Department.
- PS to Secretary, Information & Archives Department, Government of Sindh, Karachi
- PA to Director General Culture Sindh
- Officer concerned.
- Notification File.

**(FOUZIA MURSALEEN)**  
**SECTION OFFICER (BUDGET)**  
Section Officer (Budget)  
Culture, Tourism &  
Antiquities  
Government of Sindh

**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH**



**BIDDING DOCUMENT**  
*Single Stage One Envelop Procedure*

**LAHOOTI MELO**

**No.DGC/Tender/Grant-in-Aid/Festival/2016-17/1541**

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

The deadline for bid submission is 11/01/2017 at 01:00 p.m.  
The Bids will be opened on 11/01/2017 at 3:00 p.m.



No.DGC/Tender/Grant-in-Aid/Festival/2016-17/1540  
**DIRECTORATE GENERAL CULTURE**  
**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,**  
**GOVERNMENT OF SINDH**

Block 76, Pak Secretariat Opp; M.P.A Hostel, Karachi,  
Ph: (021) 99206073 -99206063 Fax: (021) 99206144  
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Karachi, the 22<sup>nd</sup> December, 2016

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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 favor 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 Culture Sindh**

# **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.

### **2. 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.

### **3. DOCUMENTS COMPRISING THE BID**

The bid prepared by the Bidder shall comprise the following:

- (a) Bid Form;
- (b) Price Schedule
- (c) Documentary evidence to the effect that the bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
- (d) 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
- (e) 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:
    - (i) To sign the Contract; or
    - (ii) 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:

- a) bear the name and address of the Bidder;
- b) bear the specific identification Name and Number of this bidding process indicated in the Bidding Document; and
- c) Bear the procuring Agency's name and address i.e. Section Office (Budget), Culture, Tourism & Antiquities Department, Tughlaq House, 3<sup>rd</sup> 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.

## **11. 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.

## 12. 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.
- c. All Bids shall be evaluated in accordance with the evaluation criteria and other terms & conditions set forth in these bidding documents.
- d. 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.

## 13. EVALUATION CRITERIA

### Technical Criteria

- i. Certifications
  - a) Income Tax
  - b) Sale Tax (Sindh Revenue Board)
- ii. Bid Security
- iii. Fulfillment of all the tender terms & conditions
- iv. Quoted Price
- v. 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.

## 14. 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

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Per Item in Rs.
1	<b><u>PRINTING OF INVITATION CARDS</u></b> Size 10 x 15 Front Back Printing (4) Colors Matte-lamination Spotted UV Four color envelope.	4,000	Per Card:
2	<b><u>PRINTING OF PANAFLEX WITH FITTING</u></b>	10,000 Sq.ft	Per Sq.Ft:
3	<b><u>DESIGNING, CONSTRUCTION &amp; DECORATION OF CULTURAL VILLAGE WITH LABOR, TRANSPORT &amp; DISMANTLING CHARGES</u></b> a. Construction of stalls (9X9 sq.ft) includes Counter, 04 Chairs, 04 Tables with cover, Power socket, 03 savers, plastic roll to cover rain and Fascia signage b. Construction & decoration of Sindhi Otaq (15X10 ft) includes cultural sofa set with table, Bed, Carpet, 08 savers c. Construction & decoration of main entry gates of Cultural Village (12X10 ft) d. Decoration of Cultural Village (whole venue space)	25 01 02 Lump-sum	Per stall: Lump-sum: Per Gate:

4	<p><b><u>SOUND SYSTEM FOR CULTURAL VILLAGE TO COVER ATLEAST 3000 AUDIENCE WITH TRANSPORT</u></b> Speakers SP4, Mixer 24 channels with amplifier, Mic with stands and leads, Cordless Mics etc</p>	Lump-sum	Rate Per Day:
5	<p><b><u>SOUND SYSTEM FOR MUSICAL SHOW TO COVER ATLEAST 6000 AUDIENCE WITH TRANSPORT</u></b> Speakers SP4, Mixer 24 channels with amplifier, Mic with stands and leads, Cordless Mics etc</p>	Lump-sum	Rate Per Day:
6	<p><b><u>SOUND SYSTEM FOR CONFERENCE TO COVER ATLEAST 1000 AUDIENCE WITH TRANSPORT</u></b> Speakers SP4, Mixer 24 channels with amplifier, Mic with stands and leads, Cordless Mics etc</p>	Lump-sum	Rate Per Day:
7	<p><b><u>STAGE LIGHTING FOR MUSICAL SHOW WITH TRANSPORT</u></b> Par Cans , Follow Spot, Light Mixer, Smoke Machine, Power Pack, Pin Spot Light, Durbi Light, Trussing Tower, Color Lights, Moving Spot etc</p>	Lump-sum	Rate Per Day:
8	<p><b><u>DECORATION &amp; STAGE (40X24X5) FABRICATION FOR MUSICAL SHOW FOR 6000 PERSONS WITH TRANSPORT</u></b> Canopy (A Class), Kanat (A Class), Chairs, Carpet Golden (A Class), Carpet Bukhara, Red Runner, Sandal (Takht), Tables, Table Covers, Table Jhalar, Sofa Chair, Sofa Cover, Jumbo Carpet, Sofa Leather, Leather Sofa Cover, Centre Tables, Centre Table Covers</p>	Lump-sum	Rate Per Day:
9	<p><b><u>DECORATION &amp; STAGE FABRICATION FOR CONFERENCE FOR 1000 PERSONS WITH TRANSPORT</u></b> Canopy (A Class), Kanat (A Class), Chairs, Carpet Golden (A Class), Carpet Bukhara, Red Runner, Sandal (Takht), Tables, Table Covers, Table Jhalar, Sofa Chair, Sofa Cover, Jumbo Carpet, Sofa Leather, Leather Sofa Cover, Centre Tables, Centre Table Covers</p>	Lump-sum	Rate Per Day:
10	<p><b><u>ILLUMINATION OF CULTURAL VILLAGE, MUSICAL SHOW VENUE, CONFERENCE VENUE &amp; OTHER PLACES OF EVENT WITH TRANSPORT</u></b> Circuit Border Light, Saver Bulb , Group Light, Chilli Light, Mirchi Jhaler, LED Lights, White Tube Lights, Color Shed Tube, Chakra, Flower Items, HPIT Sodium Light, Diamond Star, Halogen Lights, Core 7x29 Wire, Core 7x64 Wire etc</p>	Lump-sum	Rate Per Day:

11	<b><u>SMDs FOR MUSICAL SHOW WITH TRANSPORT</u></b>  a. SMD 10X10 b. SMD 30X10	02 01	Rate Per SMD Per day:
12	<b><u>GENERATOR WITH FUEL &amp; TRANSPORT</u></b>  a. 200 KVA b. 100 KVA c. 75 KVA d. 60 KVA	01 01 01 01	Rate per day:
13	<b><u>TRANSPORTATION WITH FUEL</u></b>  a. Hi-ace AC vans b. Corolla Cars c. Shehzore	02 04 01	Rent on per day basis for single vehicle:
14	<b><u>LUNCH AND DINNER WITH CROCKERY &amp; TRANSPORT</u></b>  Details of Menu are as under:  <b>1. Lunch:</b> Chicken Qorma, Mutton Biryani, Daal / vegetable, Naan / Chapati, Raita, Salad & Mineral Water  <b>2. Dinner:</b> Mutton Qorma, Chicken Biryani, Daal / vegetable, Sweet Dish, Naan / Chapati, Raita, Salad & Mineral Water  Note: Any minor change in menu can be made.	300 persons  300 persons	Rate per person:
15	<b><u>VIDEO RECORDING &amp; PHOTOGRAPHY OF FULL EVENT WITH TRANSPORT:</u></b>	Rate on Per Day basis	Rate Per Day:

## PROFILE FOR COMPANIES/FIRMS

**NOTE:**

- i) 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	
	a. Year of Establishment	
	b. Form of the Company Annex copy of registration. - Individual - Private Limited - Public Limited - Partnership - Corporation - Others (specify)	
	c. Address of the Firm - Registered office - Telephone No. - Fax & email address etc.	
	d. 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 (CULTURE)  
Directorate General Culture Sindh**

Seal & Signature Company/Firm:-

**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH**



**BIDDING DOCUMENT**  
*Single Stage One Envelop Procedure*

**MELODIES OF SINDH**

**No.DGC/Tender/Grant-in-Aid/Festival/2016-17/1542 .**

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

The deadline for bid submission is 11/01/2017 at 01:00 p.m.  
The Bids will be opened on 11/01/2017 at 3:00 p.m.



No.DGC/Tender/Grant-in-Aid/Festival/2016-17/1540  
**DIRECTORATE GENERAL CULTURE**  
**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,**  
**GOVERNMENT OF SINDH**

Block 76, Pak Secretariat Opp: M.P.A Hostel, Karachi,  
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**Assistant Director (Culture)**  
**For Directorate General Culture Sindh**



# **INSTRUCTIONS TO BIDDER**

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## **THE BIDDING PROCEDURE**

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### **3. DOCUMENTS COMPRISING THE BID**

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- (b) Price Schedule
- (c) Documentary evidence to the effect that the bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
- (d) 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
- (e) 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:
    - (i) To sign the Contract; or
    - (ii) 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:

- a) bear the name and address of the Bidder;
- b) bear the specific identification Name and Number of this bidding process indicated in the Bidding Document; and
- c) Bear the procuring Agency's name and address i.e. Section Office (Budget), Culture, Tourism & Antiquities Department, Tughlaq House, 3<sup>rd</sup> 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.

**11. 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.

## 12. 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.
- c. All Bids shall be evaluated in accordance with the evaluation criteria and other terms & conditions set forth in these bidding documents.
- d. 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.

## 13. EVALUATION CRITERIA

### Technical Criteria

- i. Certifications
  - a) Income Tax
  - b) Sale Tax (Sindh Revenue Board)
- ii. Bid Security
- iii. Fulfillment of all the tender terms & conditions
- iv. Quoted Price
- v. 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.

## 14. 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

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Per Item in Rs.
1	<b><u>PRINTING OF INVITATION CARDS</u></b> Size 10 x 15 Front Back Printing (4) Colors Matte-lamination Spotted UV Four color envelope.	3,000	Rate Per Card:
2	<b><u>PRINTING OF PANAFLEX WITH FITTING</u></b>	1000 Sq.ft	Rate Per Sq.Ft:
3	<b><u>SOUND SYSTEM TO COVER ATLEAST 1000 AUDIENCE WITH TRANSPORT</u></b> Speakers SP4, Mixer 24 channels with amplifier, Mic with stands and leads, Cordless Mics etc	Lump-sum	Rate Per Day:
4	<b><u>STAGE LIGHTING FOR MUSICAL NIGHT WITH TRANSPORT</u></b> Par Cans , Follow Spot, Light Mixer, Smoke Machine, Power Pack, Pin Spot Light, Durbi Light, Trussing Tower, Color Lights, Moving Spot etc	Lump-sum	Rate Per Day:
5	<b><u>DECORATION FOR 1000 PERSONS &amp; STAGE FABRICATION WITH TRANSPORT</u></b> Canopy (A Class), Kanat (A Class), Chairs, Carpet Golden (A Class), Carpet Bukhara, Red Runner, Sandal (Takht). Tables, Table Covers, Table Jhalar, Sofa Chair, Sofa Cover, Jumbo Carpet, Sofa Leather, Leather Sofa Cover, Centre Tables, Centre Table Covers	Lump-sum	Rate Per Day:

6	<p><b><u>ILLUMINATION OF THE VENUE WITH TRANSPORT</u></b></p> <p>Circuit Border Light, Saver Bulb , Group Light, Chilli Light, Mirchi Jhaler, LED Lights, White Tube Lights, Color Shed Tube, Chakra, Flower Items, HPIT Sodium Light, Diamond Star, Halogen Lights, Core 7x29 Wire, Core 7x64 Wire etc</p>	Lump-sum	Rate Per Day:
7	<p><b><u>GENERATOR WITH FUEL &amp; TRANSPORT</u></b></p> <p>a. 100 KVA b. 75 KVA c. 60 KVA</p>	01 01 01	Rate Per Generator per day:
8	<p><b><u>TRANSPORTATION WITH FUEL</u></b></p> <p>a. Hi-ace AC vans b. Corolla Cars c. Shehzore d. Coasters</p>	02 02 02 02	Rent on per day basis for single vehicle:
9	<p><b><u>HI-TEA AND DINNER WITH CROCKERY &amp; TRANSPORT</u></b></p> <p>Details of Menu are as under:</p> <p><b>1. HI-TEA</b> Samosa, Sandwich, Biscuits, Chicken Roll, Tea, Coffee &amp; Mineral Water</p> <p><b>2. Dinner:</b> Mutton Qorma, Chicken Biryani, Daal / vegetable, Sweet Dish, Naan / Chapati, Raita, Salad &amp; Mineral Water</p> <p>Note: Any minor change in menu can be made.</p>	500 persons  500 persons	Rate for per person:
10	<p><b><u>VIDEO RECORDING &amp; EDITING AND PHOTOGRAPHY OF FULL EVENT WITH TRANSPORT:</u></b></p>	Lump-sum	Rate per day:

## PROFILE FOR COMPANIES/FIRMS

**NOTE:**

- i) 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	
	a. Year of Establishment	
	b. Form of the Company Annex copy of registration. - Individual - Private Limited - Public Limited - Partnership - Corporation - Others (specify)	
	c. Address of the Firm - Registered office - Telephone No. - Fax & email address etc.	
	d. 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 (CULTURE)**  
Directorate General Culture Sindh

Seal & Signature Company/Firm:-

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH



**BIDDING DOCUMENT**  
*Single Stage One Envelope Procedure*

**Art Festival**

**Tender - 03**  
**No.DGC/Tender/Grant-in-Aid/Festival/2016-17/ 1543**

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

The deadline for bid submission is 11<sup>th</sup> January 2017 at 1:00 p.m.  
The Bids will be opened on 11<sup>th</sup> January 2017 at 3:00 p.m.



No.DGC/Tender/Grant-in-Aid/Festival/2016-17/1540  
**DIRECTORATE GENERAL CULTURE**  
**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,**  
**GOVERNMENT OF SINDH**

Block 76, Pak Secretariat Opp. M.P.A Hostel, Karachi.  
Ph: (021) 99206073 99206063 Fax: (021) 99206144  
E-mail: dgculturesindh@yahoo.com  
Karachi, the 22<sup>nd</sup> December, 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 goods/services for following activities to be held at various places:

Sr.#	Name of Event	Cost of Tender Documents (Rs.)
01.	Lahooti Melo	500
02.	Melodies of Sindh	500
03. ✓	Art Festival	500
04.	Theater Festival	500
05.	Promotion for Sindh Crafts & Designs	500

### 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 the date of publication to 11.01.2017.
2. Tender Documents duly filled in shall be received back in the office of Director General Culture up to 11.01.2017 by 1:00 p.m. and will be opened on the same day at 3:00 p.m. in the presence of bidders or their authorized representatives, who wish to remain present before the committee.
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 favor 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 Culture Sindh**



# **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.

### **2. 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.

### **3. DOCUMENTS COMPRISING THE BID**

The bid prepared by the Bidder shall comprise the following:

- (a) Bid Form;
- (b) Price Schedule
- (c) Documentary evidence to the effect that the bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
- (d) 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
- (e) 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:
    - (i) to sign the Contract; or
    - (ii) 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:

- a) bear the name and address of the Bidder;
- b) bear the specific identification Name and Number of this bidding process indicated in the Bidding Document; and
- c) Bear the procuring Agency's name and address i.e. Section Office (Budget), Culture, Tourism & Antiquities Department, Tughlaq House, 3<sup>rd</sup> 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.

**11. 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.

**12. 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.

**13. EVALUATION CRITERIA**

**Technical Criteria**

- i. Certifications
  - a) Income Tax
  - b) Sale Tax (Sindh Revenue Board)
- ii. Bid Security
- iii. Fulfillment of all the tender terms & conditions
- iv. Quoted Price
- v. 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.

**14. 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:

THE 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.

### Art Festival

Sr. #	Description of Items	Rate	Qty	Amount
1	<b><u>Exhibition of Paintings, Sculpture, Pictures and Fine Arts at Various Cities And Cultural Places of Sindh viz Exhibition At:-</u></b>			
	i) Mehran Arts Council, Hyderabad	_____	_____	_____
	ii) National Museum of Pakistan, Karachi	_____	_____	_____
	iii) Cultural Center Bhattshah	_____	_____	_____
	iv) Mithi	_____	_____	_____
	v) Umerkot Fort	_____	_____	_____
	vi) Ferrere Hall Karachi	_____	_____	_____
	vii) Sambara Inn Larkana	_____	_____	_____

## PROFILE FOR COMPANIES/FIRMS

**NOTE:**

- i) 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	
	a. Year of Establishment	
	b. Form of the Company Annex copy of registration. - Individual - Private Limited - Public Limited - Partnership - Corporation - Others (specify)	
	c. Address of the Firm - Registered office - Telephone No. - Fax & email address etc.	
	d. 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	

**Assistant Director (Culture)**  
Culture, Tourism & Antiquities Department  
Government of Sindh

Seal & Signature Company/Firm:-

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH



**BIDDING DOCUMENT**  
*Single Stage One Envelope Procedure*

**Theatre Festival**

Tender - 04

No.DGC/Tender/Grant-in-Aid/Festival/2016-17/ 1544

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

\_\_\_\_\_  
\_\_\_\_\_

The deadline for bid submission is 11<sup>th</sup> January 2017 at 1:00 p.m.  
The Bids will be opened on 11<sup>th</sup> January 2017 at 3:00 p.m.



No.DGC/Tender/Grant-in-Aid/Festival/2016-17/1540  
**DIRECTORATE GENERAL CULTURE**  
**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,**  
**GOVERNMENT OF SINDH**

Block 76, Pak Secretariat Opp: M.P.A Hostel, Karachi.  
Ph: (021) 99206073 - 99206063 Fax: (021) 99206144  
E-mail: dgculturesindh@yahoo.com  
Karachi, the 22<sup>nd</sup> December, 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 goods/services for following activities to be held at various places:

Sr.#	Name of Event	Cost of Tender Documents (Rs.)
01.	Lahooti Melo	500
02.	Melodies of Sindh	500
03.	Art Festival	500
04.	Theater Festival	500
05.	Promotion for Sindh Crafts & Designs	500

### 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 the date of publication to 11.01.2017.
2. Tender Documents duly filled in shall be received back in the office of Director General Culture up to 11.01.2017 by 1:00 p.m. and will be opened on the same day at 3:00 p.m. in the presence of bidders or their authorized representatives, who wish to remain present before the committee.
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 favor 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 Culture Sindh**

# 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.

### 2. 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.

### 3. DOCUMENTS COMPRISING THE BID

The bid prepared by the Bidder shall comprise the following:

- (a) Bid Form;
- (b) Price Schedule
- (c) Documentary evidence to the effect that the bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
- (d) 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
- (e) 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:
    - (i) to sign the Contract; or
    - (ii) 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.

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The envelopes shall:

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**7. DEADLINE FOR SUBMISSION OF BIDS**

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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.

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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.

**11. 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.

**12. 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.

**13. EVALUATION CRITERIA**

**Technical Criteria**

- i. Certifications
  - a) Income Tax
  - b) Sale Tax (Sindh Revenue Board)
- ii. Bid Security
- iii. Fulfillment of all the tender terms & conditions
- iv. Quoted Price
- v. 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.

**14. 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:

THE 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.

### Theatre Festival

Sr. #	Description of Items	Rate	Qty	Amount
1	<b><u>Theatre Festival will be Organized at Various Places of Sindh.</u></b>  i) 5 Days Theatre Festival at Hyderabad. ii) 5 Days Theatre Festival at Karachi.	  _____  _____	  _____  _____	  _____  _____
2	<b><u>Presenting Theatre, Stage Dramas in the Different Cities and Cultural / Historical Places of Sindh as Under:-</u></b>  i) Nangarparker ii) Badin (Dodo Soomro) iii) National Museum of Pakistan, Karachi.	  _____  _____  _____	  _____  _____  _____	  _____  _____  _____

## PROFILE FOR COMPANIES/FIRMS

**NOTE:**

- i) 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	
	a. Year of Establishment	
	b. Form of the Company Annex copy of registration. - Individual - Private Limited - Public Limited - Partnership - Corporation - Others (specify)	
	c. Address of the Firm - Registered office - Telephone No. - Fax & email address etc.	
	d. 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	

**Assistant Director (Culture)**  
Culture, Tourism & Antiquities Department  
Government of Sindh

Seal & Signature Company/Firm:-

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH



**BIDDING DOCUMENT**  
*Single Stage One Envelope Procedure*

**Promotion of Sindh Crafts & Designs**

Tender - 05

No.DGC/Tender/Grant-in-Aid/Festival/2016-17/1545

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

The deadline for bid submission is 11<sup>th</sup> January 2017 at 1:00 p.m.  
The Bids will be opened on 11<sup>th</sup> January 2017 at 3:00 p.m.



No.DGC/Tender/Grant-in-Aid/Festival/2016-17/1540  
**DIRECTORATE GENERAL CULTURE**

**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH**

Block 76, Pak Secretariat Opp. M.P.A Hostel, Karachi.  
Ph: (021) 99206073 - 99206063 Fax: (021) 99206144  
E-mail: [dgculturesindh@yahoo.com](mailto:dgculturesindh@yahoo.com)  
Karachi, the 22<sup>nd</sup> December, 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 goods/services for following activities to be held at various places:

Sr.#	Name of Event	Cost of Tender Documents (Rs.)
01.	Lahooti Melo	500
02.	Melodies of Sindh	500
03.	Art Festival	500
04.	Theater Festival	500
05.	Promotion for Sindh Crafts & Designs	500

### 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 the date of publication to 11.01.2017.
2. Tender Documents duly filled in shall be received back in the office of Director General Culture up to 11.01.2017 by 1:00 p.m. and will be opened on the same day at 3:00 p.m. in the presence of bidders or their authorized representatives, who wish to remain present before the committee.
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 favor 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 Culture Sindh**

# **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.

### **2. 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.

### **3. DOCUMENTS COMPRISING THE BID**

The bid prepared by the Bidder shall comprise the following:

- (a) Bid Form;
- (b) Price Schedule
- (c) Documentary evidence to the effect that the bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
- (d) 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
- (e) 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:
    - (i) to sign the Contract; or
    - (ii) 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:

- a) bear the name and address of the Bidder;
- b) bear the specific identification Name and Number of this bidding process indicated in the Bidding Document; and
- c) Bear the procuring Agency's name and address i.e. Section Office (Budget), Culture, Tourism & Antiquities Department, Tughlaq House, 3<sup>rd</sup> 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.

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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.

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**Technical Criteria**

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  - a) Income Tax
  - b) Sale Tax (Sindh Revenue Board)
- ii. Bid Security
- iii. Fulfillment of all the tender terms & conditions
- iv. Quoted Price
- v. 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.

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CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH.

Dear Sir,

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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.

### **Promotion of Sindh Crafts and Design**

Sr. #	Description of Items	Rate	Qty	Amount
1	<b><u>Promotion of Sindh Crafts and Design.</u></b>			
	i) Exhibition of Sindhi Handicraft viz Kashi, Jandi, Ajrak, Pottery, Lungi, Sussi, Thari Bhart, Musical Instruments etc at Thar Mela.			
	ii) Exhibition of Sindhi Handicraft viz Kashi, Jandi, Ajrak, Pottery, Lungi, Sussi, Thari Bhart, Musical Instruments etc at Lahooti Mela.			
	iii) Exhibition of Sindhi Handicraft viz Kashi, Jandi, Ajrak, Pottery, Lungi, Sussi, Thari Bhart, Musical Instruments etc at Larr Mela.			
	iv) Exhibition of Sindhi Handicraft viz Kashi, Jandi, Ajrak, Pottery, Lungi, Sussi, Thari Bhart, Musical Instruments etc at Sindh Festival.			

v)	Exhibition of Sindhi Handicraft viz Kashi, Jandi, Ajrak, Pottery, Lungi, Sussi, Thari Bhart, Musical Instruments etc at National Museum of Pakistan, Karachi.			
vi)	Exhibition of Sindhi Handicraft viz Kashi, Jandi, Ajrak, Pottery, Lungi, Sussi, Thari Bhart, Musical Instruments etc at Umerkot (on Soormies of Shah Latif).			

## PROFILE FOR COMPANIES/FIRMS

**NOTE:**

- i) 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	
	a. Year of Establishment	
	b. Form of the Company Annex copy of registration. - Individual - Private Limited - Public Limited - Partnership - Corporation - Others (specify)	
	c. Address of the Firm - Registered office - Telephone No. - Fax & email address etc.	
	d. 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	

**Assistant Director (Culture)**  
Culture, Tourism & Antiquities Department  
Government of Sindh

Seal & Signature Company/Firm:-