

MD/STDC/F-49(B)/2017/10

**SINDH TOURISM DEVELOPMENT CORPORATION**

Suit # 114-115, 1<sup>st</sup> Floor, Block- C, Sea Breeze Plaza, Shahrah-e-Faisal, Karachi, Sindh.

Phone # 021-99206081, 99239134, Fax: 02199206371; Email: [stdctourism@yahoo.com](mailto:stdctourism@yahoo.com)

**TENDER NOTICE**

Sindh Tourism Development Corporation invites sealed tenders as per SPPRA Rules, 2010 registered with Sales Tax, Income Tax and Sindh Board of Revenue for procurement of goods/services.

Sr.#	Name of Event	Cost of Tender Documents (Rs.)
01.	Machinery & Equipment, Furniture & Fixture	500

**Terms & Conditions:**

1. Blank Tender Documents can be obtained from the office of Managing Director Sindh Tourism Development Corporation Suit # 114-115, 1<sup>st</sup> Floor, Block- C, Sea Breeze Plaza, Shahrah-e-Faisal, Karachi, from the date of publication of Tender Notice.
2. Tender Documents duly filled in shall be received back in the office of Managing Director Sindh Tourism Development Corporation Suit # 114-115, 1<sup>st</sup> Floor, Block-C, Sea Breeze Plaza, Shahrah-e-Faisal, Karachi, up to 17.02.2017 by 1:00 p.m. and will be opened on the same day at 2:00 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 Managing Director Sindh Tourism Development Corporation 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.

  
✓ Ghulam Murtaza Daudpoto  
General Manager

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**Ghulam Murtaza Daudpoto  
General Manager**

# **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 MANAGING DIRECTOR,  
SINDH TOURISM DEVELOPMENT CORPORATION,  
KARACHI.

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.

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Per Item in Rs.	Amount
1.	<b>Double Bed with 2 Side Tables</b> <ul style="list-style-type: none"><li>• Bed size as per mentioned mattress size</li><li>• Mattress size 7' x 6'</li><li>• Side Rack as per bed set</li><li>• Superior Quality Polish</li><li>• Complete in all respects</li></ul>	24		
2.	<b>Dressing Table with Stool</b> <ul style="list-style-type: none"><li>• Size as per Site requirement</li><li>• Latest Style</li><li>• Standard Quality</li><li>• Complete in all respects</li></ul>	24		
3.	<b>Mattress Double Bed Spring Foam</b> <ul style="list-style-type: none"><li>• Bed size as per mentioned mattress size</li><li>• Mattress size 7' x 6'</li><li>• Side Rack as per bed set</li><li>• Superior Quality Polish</li><li>• Complete in all respects</li></ul>	24		
4.	<b>Centre Table with 2 Chairs</b> <ul style="list-style-type: none"><li>• Standard Size</li><li>• Manufacturing &amp; Supply</li><li>• Arm rests</li><li>• Seat and back Cushioned</li><li>• Seating capacity for 2 persons</li><li>• Complete in all respects (as per Site requirement)</li></ul>	24		
5.	<b>Split AC 1.5 Ton Branded</b>	24		
6.	<b>Single Door Refrigerator for Room</b>	24		
7.	<b>LED Branded 32"</b>	24		
8.	<b>Panasonic (or Equivalent) PABX Hybrid Telephone Exchange</b> <b>6 PTCL lines</b> <b>64 Extension Line with Telephone Sets</b>	Lump sum		

## 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	

**Ghulam Murtaza Daudpoto**  
**General Manager**

Seal & Signature Company/Firm:-



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

Karachi the dated 24<sup>th</sup> January, 2017

## **NOTIFICATION**

In partial modification of Notification NO.SO(G)/CT&AD/STDC/P-Committee/2017/60 dated 20<sup>th</sup> January, 2017. A procurement committee is constituted under Rules 7 & 8 of Sindh Public Procurement Rules 2010 (Amended 2013) for the office of Managing Director Sindh Tourism Development Corporation with immediate effect.

The Committee shall comprise of the following:-

- |  |          |
|--|----------|
| 1. <b>Mr. Muhammad Azam,</b><br>Manager (P&D)<br>Sindh Tourism Develop. Corp.                  | Chairman |
| 2. <b>Mr. Abdul Razzak Baloch,</b><br>Manager (Admin)<br>Sindh Tourism Develop. Corp.          | Member   |
| 3. <b>Mr. Shoukat Ali Shaikh,</b><br>Assistant Director,<br>Information & Archives Department. | Member   |

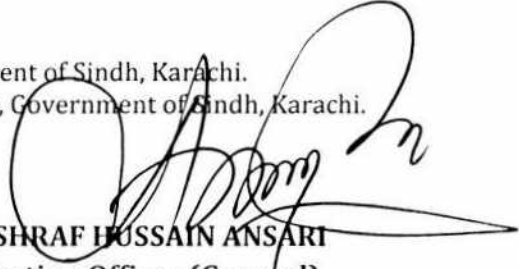
### ***TERMS OF REFERENCE:***

- Preparing bidding documents.
- Carrying out technical as well as financial evaluation of the bids.
- Preparing evaluation report as provided in SPP Rules 45.
- Making recommendations for the award of contract to the competent authority
- Perform any other function ancillary and incidental to the above.

**Secretary to Government of Sindh**  
Culture, Tourism & Antiquities Department

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

- The Managing Director, Sindh Tourism Dev. Corp, Karachi.
- The PS to Minister for Culture & Tourism Department, Government of Sindh, Karachi.
- The P.S to Secretary Culture, Tourism & Antiquities Department, Government of Sindh, Karachi.
- The all members of the Procurement Committee
- Notification File.

  
**ASHRAF HOSSAIN ANSARI**  
**Section Officer (General)**  
Culture, Tourism & Antiquities Department  
Government of Sindh





NO.SO(G)/CT&AD/STDC/R-Committee/2017

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

Karachi the dated 24<sup>th</sup> January, 2017

## **NOTIFICATION**

In partial modification of Notification NO.SO(G)/CT&AD/STDC/R-Committee/2017/59 dated 20<sup>th</sup> January, 2017. A Redressal Committee is constituted under Rules 31(1)(2)(a)(b)&(c) of Sindh Public Procurement Rules 2010 (Amended 2013) for the office of Managing Director Sindh Tourism Development Corporation with immediate effect.

The Committee shall comprise of the following:-

- |  |          |
|--|----------|
| 1. <b>Mr. Ghulam Murtaza Daudpotto,</b><br>General Manager (P&P)<br>Sindh Tourism Develop. Corp.     | Chairman |
| 2. <b>Section Officer (General),</b><br>Culture, Tourism & Antiquities Deptt.<br>Government of Sindh | Member   |
| 3. <b>Representative, of AG Office / DAO,</b><br>Office of the Accountant General Sindh,<br>Karachi. | Member   |

### ***TERMS OF REFERENCE:***

- To act as per procedure of SPPRA Rules.
- Address the complaints of bidder.
- To prohibit or annual the processes of procurement.
- Perform any other function ancillary and incidental related to complaints.

**Secretary to Government of Sindh**  
Culture, Tourism & Antiquities Department

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

- The Managing Director, Sindh Tourism Dev. Corp, Karachi.
- The PS to Minister for Culture & Tourism Department, Government of Sindh, Karachi.
- The P.S to Secretary Culture, Tourism & Antiquities Department, Government of Sindh, Karachi.
- The all members of the Redressal Committee
- Notification File.

**ASHRAF HUSSAIN ANSARI**  
**Section Officer (General)**

Culture, Tourism & Antiquities Department  
Government of Sindh

***SINDH TOURISM DEVELOPMENT CORPORATION***



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

**Machinery & Equipment**  
**Furniture & Fixture**

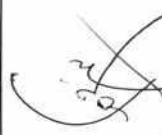
**Tender - 01**  
**MD/STDC/F-49(B)/2016/**

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

**The deadline for bid submission is 17<sup>th</sup> February 2017 at 1:00 p.m.**  
**The Bids will be opened on 17<sup>th</sup> February 2017 at 2:00 p.m.**

**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 (where applicable)	Funds allocated	Source of funds (ADP/Non ADP)	Proposed procurement method	Timing of procurements				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Grant-in-Aid / ADP Scheme for Sambara Inn Hotel Larkana	-	15.00 (M)	15.00 (M)	1.00 (M)	Non ADP / ADP	Machinery & Equipment Furniture & Fixture			✓	✓	

  
**Section Officer (Budget)**  
 Culture Tourism & Antiquities  
 Government of Sindh