

No.SO(B)/Tender/ADP Scheme/Int.Festival/2016-17/375  
**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH**

Block 76 Section Officer (B) Room 419 3<sup>rd</sup> Floor (Tughlaq House)  
Sindh Secretariate-2, Shakra-e- Kamal Attaturk, Karachi  
Ph: (021) 99211754  
Karachi, the 5<sup>th</sup> April, 2017

## TENDER NOTICE

Culture, Tourism & Antiquities Department, Government of Sindh invites sealed tender for ADP Scheme titled "**Promotion of Cultural Heritage of Sindh through Telecasts, Documentaries, Dramas, Music School and National & International exchange Programs**", 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.	Visa/Air Tickets for Artisans, Musicians Singer and Members of team with Lodging Boarding(National /International)	500
02.	Instruments for Music School, Furniture & Fixture, Machinery & Equipments, office stationery, Printing & Publication.	500

### Terms & Conditions:

1. Blank Tender Documents can be obtained from the office of Section Officer (B) Room 419 3<sup>rd</sup> Floor (Tughlaq House) Sindh Secretariate-2, Shakra-e- Kamal Ataturk, Karachi from the date of publication.
2. Tender Documents duly filled in shall be received back in the office of Section Officer (B) up to 24<sup>th</sup>, April, 2017 by 02:00 PM. 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 Section officer (B), 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.

  
**(FOZIA MURSALEEN)**  
SECTION OFFICER (BUDGET)



NO.SO(B) CT&AD/P.A.C/2017 / 318  
**GOVERNMENT OF SINDH**  
**CULTURE, TOURISM &**  
**ANTIQUITIES DEPARTMENT**

Karachi, dated the ~~25th~~ 24th January, 2017  
24/1/2017


## NOTIFICATION

**No.SO(B)/ACCOUNT/tende-Notif/2016-17:** A committee is hereby constituted regarding the Procurement/Promotion of Cultural Activities in Sindh consisting on the following members for Current Financial Year 2016-17

- |  |          |
|--|----------|
| 1. <b>Mr. Aijaz Ahmed Shaikh</b><br>Director General Culture Sindh<br>Culture, Tourism & Antiquities Department. | Chairman |
| 2. <b>Mrs. Fouzia Mursaleen,</b><br>Section Officer (Budget)<br>Culture, Tourism & Antiquities Department.       | Member   |
| 3. <b>Mr. Muhammad Riaz,</b><br>Private Secretary,<br>Planning & Development Department.                         | Member   |

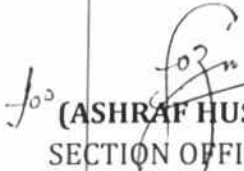
### TERMS OF REFERENCE:

- Preparing bidding documents.
- Preparing evolution report as provided in SPP Rules 45.
- Making recommendation 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 SPRA, Government of Sindh, Karachi.
- The Chairman/ members of the Committee.
- The PS to Minister Culture, Tourism & Antiquities Department Government of Sindh.
- The PS to Secretary Culture, Tourism & Antiquities Department Government of Sindh.
- P.A to Director General Culture, Government of Sindh, Karachi.
- General Order File.

  
24/1/17  
**(ASHRAF HUSSAIN ANSARI)**  
SECTION OFFICER (GENERAL)



GOVERNMENT OF SINDH  
CULTURE, TOURISM & ANTIQUITIES  
DEPARTMENT

Karachi, dated the 28<sup>th</sup> March, 2017

**C O R R I G E N D U M**

**NO.SO(G)CT&AD/ACCOUNT/TENDER-NOTIF/2016-17:** In partial modification of the department's Notification of even number dated 24<sup>th</sup> March, 2017 against Sr. No.1 is made as under:-

**SERIAL NO.1**

Mr. Aijaz Ahmed Shaikh,  
Director General, Culture, Sindh.

**READ AS**

Mr. Aijaz Ahmed Shaikh,  
Deputy Director,  
Directorate General, Culture, Sindh

All other entries of the above said notification shall remain as same.

**GHULAM AKBAR LAGHARI**

Secretary to Govt. of Sindh

**NO.SO(G)CT&AD/ACCOUNT/TENDER-NOTIF/2016-17:** Karachi dated 28<sup>th</sup> March, 2017.

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

1. The Managing Director, SPRA, Government of Sindh, Karachi.
2. The Chairman/Members of the Committee.
3. PS to Minister for Culture, Tourism & Antiquities Sindh.
4. PS to Secretary to Govt. of Sindh, Culture, Tourism & Antiquities Department, Karachi.
5. PA to Special Secretary, Culture, Tourism & Antiquities Department Govt. of Sindh, Karachi.
6. PA to Addl. Secretary, Culture, Tourism & Antiquities Department Govt. of Sindh, Karachi.
7. Notification File.

  
**(ASHRAF HUSSAIN ANSARI)**  
**SECTION OFFICER (GEN)**  
for Secretary to Govt. Sindh



NO.SO(B) CT&AD/P.A.C/2017 / 315  
**GOVERNMENT OF SINDH**  
**CULTURE, TOURISM &**  
**ANTIQUITIES DEPARTMENT**

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

## **NOTIFICATION**

**No.SO(B)/CT/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 Constitute Redressal Committee to address the grievances and settlements of disputes consisting on the following members:-

- |   |                  |
|---|------------------|
| 1. <b>Mr. Zakir Hussain</b><br>Deputy Secretary,<br>Culture, Tourism & Antiquities Department.                    | Chairman         |
| 2. <b>Mrs. Fouzia Mursaleen,</b><br>Section Officer (Budget)<br>Culture, Tourism & Antiquities Department.        | Member           |
| 3. <b>Representative of AG Office/DAO ,</b><br>Office of Accountant General Sindh Karachi,                        | Member           |
| 4. <b>Mr. Ashraf Hussain Ansari ,</b><br>Section officer (General),<br>Culture, Tourism & Antiquities Department. | Member           |
| 5. <b>Mr. Noor Ahmed Memon,</b><br>Sindhika Academy Karachi   | Member/Secretary |

### **TERMS OF REFERENCE:**

- Board as per procedure of SPRA Rule.
- Address the compliant of bidders.
- Prohibit or annual the process 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 Accountant General Sindh, Karachi.
- The Managing Directors SPRA, Government of Sindh.
- The PS to Secretary Culture, Tourism & Antiquities Department Government of Sindh.
- P.A to Director General Culture, Government of Sindh, Karachi.
- All Members of Committee.
- Notification File

  
**(ASHRAF HUSSAIN ANSARI)**  
SECTION OFFICER (General)

S. No.	Description of Procurement
1	PROMOTION OF CULTURAL HERITAGE, OF SINDH THROUGH TELECASTS, DOCUMENTARIES, DRAMAS, MUSIC SCHOOL AND NATIONAL & INTERNATIONAL EXCHANGE PROGRAMES.

# CULTURE, TOURISM & ANTIQUITIES DEPARTMENT



## BIDDING DOCUMENT

Single Stage On Envelop Procedure

Tender No.01

No.SO(B)/ACCOUNTS/TENDER/CUL/2016/17

PROMOTION OF CULTURAL HERITAGE, OF SINDH THROUGH  
TELECASTS, DOCUMENTARIES, DRAMAS, MUSIC SCHOOL AND  
NATIONAL & INTERNATIONAL EXCHANGE PROGRAMES.

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

**The deadline for bid submission is 20/04/2017 at 01:00 PM**  
**The Bids will be opened on 20/04/2017 at 2:00 PM**

No.SO(B)/Tender/ADP Scheme/Int.Festival/2016-17/  
**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH**

Block 76 Section Officer (B) Room 419 3<sup>rd</sup> Floor (Tughlaq House)  
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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.

**(FOZIA MURSALEEN)**  
SECTION OFFICER (BUDGET)

# **INSTRUCTIONS TO BIDDER**

## **INTRODUCTION**

### **1. ELIGIBLE BIDDERS**

- a. This Invitation for Bids is open to all original Manufacturers/Suppliers/Services Providers 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;

1	<b>Name of Scheme</b>	PROMOTION OF CULTURAL HERITAGE, OF SINDH THROUGH TELECASTS, DOCUMENTARIES, DRAMAS, MUSIC SCHOOL AND NATIONAL & INTERNATIONAL EXCHANGE PROGRAMES.
2	<b>Tender No.</b>	<b>01</b>
3	<b>Date of receipt of Tender</b>	<b>24-04-2017</b>
4	<b>Date of Opening of Tender</b>	<b>24-04-2017</b>

## INTERNATIONAL PROGRAM AT

1. England (London)
2. Canada (Toronto )
3. Belarus (Minsk)
4. Malaysia
5. Singapore

Sr. No	Description	Specification	Qty/Job Required	Unit/Job Price	Total
01	International Travelling	<p><b>1. <u>ENGLAND (London)</u></b></p> <p>Visa/Air Tickets for Artisans, Musicians Singer and Members of team with (National /International).</p> <p>a. <b>Folk Female Singers</b> (A&amp;B Category), (06 Persons) 1 Job</p> <p>b. <b>Folk Male Singers</b> (A&amp;B Category), (06 Persons) 1 Job</p> <p>c. <b>Sufi Singer Group</b> (06 Persons) 1 Job</p> <p>d. <b>Musicians</b> (Dholak, Tabla, Benjo, Harmonium, Keyboard, Dhol) (10 Persons) 1 Job</p> <p>e. <b>Instrumental Players with Traditional Dance group etc.</b> (10 Persons) 1 Job</p> <p>f. <b>Member of team</b> (08 Persons) 1 Job</p> <p><b>2. <u>CANADA (Toronto)</u></b></p> <p>Visa/Air Tickets for Artisans, Musicians Singer and Members of team with (National /International).</p> <p>a. <b>Folk Female Singers</b> (A&amp;B Category), (06 Persons) 1 Job</p> <p>b. <b>Folk Male Singers</b> (A&amp;B Category), (06 Persons) 1 Job</p>			

	<p>c. <b>Sufi Singer Group</b> (06 Persons)</p>	1 Job		
	<p>d. <b>Musicians</b> (Dholak, Tabla, Benjo, Harmonium, Keyboard, Dhol) (10 Persons)</p>	1 Job		
	<p>e. <b>Instrumental Players with Traditional Dance group etc.</b> (10 Persons)</p>	1 Job		
	<p>f. <b>Member of team</b> (08 Persons)</p>	1 Job		
	<p><b>3. <u>BELARUS (Minsk)</u></b></p> <p>Visa/Air Tickets for Artisans, Musicians Singer and Members of team with (National /International).</p>			
	<p>a. <b>Folk Female Singers</b> (A&amp;B Category), (06 Persons)</p>	1 Job		
	<p>b. <b>Folk Male Singers</b> (A&amp;B Category), (06 Persons)</p>	1 Job		
	<p>c. <b>Sufi Singer Group</b> (06 Persons)</p>	1 Job		
	<p>d. <b>Musicians</b> (Dholak, Tabla, Benjo, Harmonium, Keyboard, Dhol) (10 Persons)</p>	1 Job		
	<p>e. <b>Instrumental Players with Traditional Dance group etc.</b> (10 Persons)</p>	1 Job		
	<p>f. <b>Member of team</b> (08 Persons)</p>	1 Job		
	<p><b>4. <u>SINGAPORE</u></b></p> <p>Visa/Air Tickets for Artisans, Musicians Singer and Members of team with (National /International).</p>			
	<p>a. <b>Folk Female Singers</b> (A&amp;B Category), (06 Persons)</p>	1 Job		
	<p>b. <b>Folk Male Singers</b> (A&amp;B Category), (06 Persons)</p>	1 Job		
	<p>c. <b>Sufi Singer Group</b> (06 Persons)</p>	1 Job		

		<p>d. <b>Musicians</b> (Dholak, Tabla, Benjo, Harmonium, Keyboard, Dhol) (10 Persons)</p> <p>e. <b>Instrumental Players with Traditional Dance group etc.</b> (10 Persons)</p> <p>f. <b>Member of team</b> (08 Persons)</p> <p><b>5. MALAYSIA</b></p> <p>Visa/Air Tickets for Artisans, Musicians Singer and Members of team with (National /International).</p> <p>a. <b>Folk Female Singers</b> (A&amp;B Category), (06 Persons)</p> <p>b. <b>Folk Male Singers</b> (A&amp;B Category), (06 Persons)</p> <p>c. <b>Sufi Singer Group</b> (06 Persons)</p> <p>d. <b>Musicians</b> (Dholak, Tabla, Benjo, Harmonium, Keyboard, Dhol) (10 Persons)</p> <p>e. <b>Instrumental Players with Traditional Dance group etc.</b> (10 Persons)</p> <p>f. <b>Member of team</b> (08 Persons)</p>	1 Job		
02	Lodging & Boarding	<p>1. England (London), (46 Persons)</p> <p>2. Canada (Toronto ), (46 Persons)</p> <p>3. Belarus (Minsk), (46 Persons)</p> <p>4. Malaysia , (46 Persons)</p> <p>5. Singapore , (46 Persons)</p>	One Job One Job One Job One Job One Job		
03	Stage, Sound, Lighting	<p><b>Stage:</b> Size: 30x15 min</p> <p><b>Stage height:</b> 3 ft. min Stage Light, Back Drop, Panaflex, Backstage setup, sitting arrangement, Carpets, with Transportation etc</p> <p><b>Sound:</b> Dolby Stereo Sound, Prolog, Surround Sound, Cables, Speakers, Microphone, Woofers, Cordless Microphone, Monitors, Equalizers,</p>	One job		

		Mixer, Power Amp; with Transportation etc  <b>Lighting:</b> Perkin Lights, Halogen Lights, Moving Head Lights, I follow Spot, 55"LED /LCD Screen with Transportation etc.			
04	Performers/ fee	Local Artists of Sindh Province. With Travel, transportation & Logistic ,honorarium/fee for each person etc.	One job		
05	Full Service Crew	Vetted Technical Team etc.	One job		
06	TV Airing	On any famous TV channel	One job		
07	Master Copy	DVD & DV Cam etc.	One job		
08	Venue Setup	Stage size: 80x48 min Stage height: 3ft. min Floral work, Stage Light, Back Drop, Panaflex, Side wings, Backstage setup, Prop, Stage Plate from, Mobile Washrooms (with towel, Liquid soap, tissue, sweeper), Master control room 20x20 ft, waiting rooms 20x30 ft, changing room 4x4 ft Carpets, red Carpet, fancy Entrance, Aluminum Truss 12 inch x 18 in, for stage 20 meter x20 meter height 8 meter, 1000 Seating, Marquee for Guests, waiters, Drivers, Car Parking area, Decoration. Carpeting, Lights, Props & Fancy Linen Wall, Acrylic Chairs, New Carpet, Floral Works, Main Entrance gate with Conceptual Basant Theme.	One job		
09	Ambiance	Banners, postage, T-shirts	One job		
10	Master Decoration	Thematic MMT paneling in Full event in boundary, Panels Horizontal, would be going to be 300, Electrification at panels at panels along with production, Erection and dismantling, Fabrication and maintenance staff during whole Exhibition, Front side and Back Public entry side would be fully covered by Horizontal and Vertical panel, Graphics that shows Cultural Heritage printed on digital medium in	One job		

		300 gms PVC MMT material in stretched form. 3 Walk through gates by 3-4 and metal detector Operators-35 Officers for all three gates, Scanners 2 units with transportation etc.			
11	Sound System / P.A System	<b>High Quality</b> Dolby Stereo, Prolog, Surrounded Sound, Cables, Speakers, Microphones, woofers, Cordless Microphones, Monitors Speaker, Equalizers, Mixer, Power Amp; cables for TV Airing and Ambiance etc. (Note: Covering area form entry to car parking.) with Transportation etc for three days.	One Job		
12	Generator	100 KVA, including fuel & Transportation etc for three days.	One Job		
13	Auditorium Charges & Decoration (for Three Days.)	200 seating, Marquee for Guests, waiters, Drivers, Car Parking are, VVIP Decoration with Tables Set-Up, Carpeting Props, Crockery, Cutlery with Buffet, Fancy Entrance with Candle, Lighting for Ambiance Crockery, Cutlery with Buffet Arrangement, Chair, New Carpet, Floral Works, Wooden Floor Walk Way, Wooden Lounges, Complete Lights for Ambiance with transportation etc for three days.	One Job		
14	Exhibition shows (for three days.)	<b>Stalls for:-</b> a. Ajrak Stall b. Lungi Stall c. Construction & decoration of Sindhi Otaq (15x10 ft) includes Cultural Sofa set with Table Bed, Carpet, 08 savers.	One Job One Job One Job		



		d. Construction & decoration of Thari Choro (15x10 ft).  (03 Days program Marquee for Drivers & Staff for three days).	One Job		
15	Culture Shows (for three days)	<b><u>Culture Show:-</u></b> a. Folk Music b. Sughran Ji Kachehri c. Mach Kachehri	One Job One Job One Job		
16	Cultural Dress For Artists	<b><u>Cultural Dress For Artists:-</u></b> a. Stitched Shalwar Kameez b. Ajrak c. Sindhi Topi d. Colored Clothed Belt e. Boots with socks	Lum Sum  40 40 40 40 40		
17	SMDs With Transport	a. SMD 10x20 b. SMD30x10	02 01		
18	Gifts	a. Ajrak (Best Quality) b. Sindhi Topi (Traditional)	100 100		
19	Video Recording	Video Recording & Photography of Full event.	One Job		
20	Awards	Shields	30		

  
**(FOZIA MURSALEEN)**  
 SECTION OFFICER (BUDGET)

# CULTURE, TOURISM & ANTIQUITIES DEPARTMENT



## BIDDING DOCUMENT

Single Stage On Envelop Procedure

Tender No.02

No.SO(B)/ACCOUNTS/TENDER/CUL/2016/17

PROMOTION OF CULTURAL HERITAGE, OF SINDH THROUGH  
TELECASTS, DOCUMENTARIES, DRAMAS, MUSIC SCHOOL AND  
NATIONAL & INTERNATIONAL EXCHANGE PROGRAMES.  
(Procurement of Machinery & Equipments, Music Instruments,  
office Stationary, printing & publication, Furniture & Fixture,  
Repair of Machinery).

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

**The deadline for bid submission is 20/04/2017 at 01:00 PM**  
**The Bids will be opened on 20/04/2017 at 2:00 PM**

No.DGC/Tender/Grant-in-Aid/Festival/2016-17/  
**DIRECTORATE GENERAL CULTURE**  
 CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
 GOVERNMENT OF SINDH  
 Room 419 3<sup>rd</sup> Floor (Tughlaq House) Sindh Secretariate-2,  
 Shakra-e- Kamal Ataturk, Karachi  
 Karachi, the 05<sup>th</sup> April, 2017

## TENDER NOTICE

Culture, Tourism & Antiquities Department, Government of Sindh invites sealed tender Promotion of Cultural Heritage of Sindh through Telecasts, Documentaries, Dramas, Music School and National & International exchange Programs, 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.	Visa/Air Tickets for Artisans, Musicians Singer and Members of team with Lodging Boarding(National /International)	500
02.	Instruments for Music School, Furniture & Fixture, Machinery & Equipments, office stationery, Printing & Publication.	500

### Terms & Conditions:

- Blank Tender Documents can be obtained from the office of Section Officer (B) Room 419 3<sup>rd</sup> Floor (Tughlaq House) Sindh Secretariate-2, Shakra-e- Kamal Ataturk, Karachi from the date of publication.
- Tender Documents duly filled in shall be received back in the office of Section Officer (B) up to 24<sup>th</sup>, April, 2017 by 02:00 PM. 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.
- 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.
- Bid scrutiny / earnest money @ 2.5% of the total bid in shape of pay order in favor of Section officer (B), 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.
- Rate quoted must be inclusive of all prevalent taxes.
- 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.
- In case the Government announces any public holiday, then the Tender will be opened on next working day.

**(FOZIA MURSALEEN)**  
 SECTION OFFICER (BUDGET)

## **INSTRUCTIONS TO BIDDER**

### **INTRODUCTION**

#### **1. ELIGIBLE BIDDERS**

- a. This Invitation for Bids is open to all original Manufacturers/Suppliers/Services Providers 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;

1	<b>Name of Scheme</b>	PROMOTION OF CULTURAL HERITAGE, OF SINDH THROUGH TELECASTS, DOCUMENTARIES, DRAMAS, MUSIC SCHOOL AND NATIONAL & INTERNATIONAL EXCHANGE PROGRAMES. (Procurement of Machinery & Equipments, Music Instruments, office Stationary, printing & publication, Furniture & Fixture, Repair of Machinery).
2	<b>Tender No.</b>	02
3	<b>Date of receipt of Tender</b>	20-04-2017
4	<b>Date of Opening of Tender</b>	20-04-2017

Sr. No	Description	Specification	Qty/Job Required	Unit/Job Price	Total
01	<b>Others</b>	<ul style="list-style-type: none"> <li>• Rice Dish ceramic (Standard Size) Best Quality.</li> <li>• Dinner Plates ceramic (Full Size) Best Quality.</li> <li>• Quarter Plates ceramic (Standard Size) Best Quality.</li> <li>• Tea Cups &amp; Saucers ceramic (Standard Size) Best Quality.</li> <li>• Table Spoon Stainless Steel (Standard Size) Best Quality.</li> <li>• Tea Spoon Stainless Steel (Standard Size) Best Quality.</li> <li>• Fork Stainless Steel (Standard Size).</li> <li>• Table Knives Stainless Steel (Standard Size) Best Quality.</li> <li>• Curry Bowl ceramic (Standard Size) Best Quality.</li> <li>• Service Spoon Stainless Steel (Standard Size) Best Quality.</li> <li>• Water Jug Stainless Steel (Standard</li> </ul>	<p>4 Sets.</p> <p>5 Sets.</p> <p>4 Sets.</p> <p>10 Sets.</p> <p>10 Sets.</p> <p>10 Sets.</p> <p>4 Sets.</p> <p>4 Sets.</p> <p>4 Sets.</p> <p>4 Sets.</p> <p>5 Set.</p>		



		<p>Size) Best Quality.</p> <ul style="list-style-type: none"> <li>• Tea Pot ceramic (Standard Size) Best Quality.</li> <li>• Sweeping Material</li> <li>• Milk Pot ceramic (Standard Size) Best Quality.</li> <li>• Sweet Bowl ceramic (Standard Size) Best Quality.</li> <li>• Water Glass (Standard Size) Best Quality.</li> <li>• Sugar Pot ceramic (Standard Size) Best Quality.</li> <li>• Bed Sheet Double Pure Cotton (Standard Size) multi-Color.</li> <li>• Bed sheet Single Pure Cotton (Standard Size) multi-Color.</li> <li>• Mattress for extra Bed 78"x36"x6" Molty Foam or Equivalent.</li> <li>• Towel Pure Cotton (Bath Size) multi-Color.</li> <li>• Dust Bin (Medium Size) Best Quality.</li> <li>• Blanket for Double Bed 2 ply Best Quality.</li> <li>• Blanket Single Bed 2 ply Best Quality.</li> <li>• Pillow of Molty Foam or Equivalent (Standard Size including cover).</li> <li>• Table Lamp (Standard Size) Best Quality.</li> <li>• Curtain.</li> </ul>	<p>1 Set.</p> <p>1 Job</p> <p>5 Sets.</p> <p>5 Sets.</p> <p>5 Sets.</p> <p>5 Sets.</p> <p>5 Sets.</p> <p>2 Sets.</p> <p>4 Sets.</p> <p>10 Nos.</p> <p>10 Nos.</p> <p>4 Sets.</p> <p>4 Sets.</p> <p>2 Sets.</p> <p>10 Nos.</p> <p>4 Nos.</p> <p>1 Job</p>		
02	<b><u>Office Stationary</u></b>	<p>PAPER REAM</p> <p>Specification:</p> <ul style="list-style-type: none"> <li>• Size Legal</li> <li>• Best Quality</li> </ul>	10 Cotton		

	<p>PAPER REAM</p> <p>Specification:</p> <ul style="list-style-type: none"> <li>• Size A3</li> <li>• 80gm</li> <li>• Best Quality</li> </ul> <p>PAPER REAM</p> <p>Specification:</p> <ul style="list-style-type: none"> <li>• Size A4</li> <li>• 80gm</li> <li>• Best Quality</li> </ul>	40 Cotton		
	<ul style="list-style-type: none"> <li>• Laser Jet Printer HP 1102 Cartridge (Original).</li> </ul>	10 Nos.		
	<ul style="list-style-type: none"> <li>• Ball Pen (Picaso Standard Size) Blue.</li> </ul>	10 dozen		
	<ul style="list-style-type: none"> <li>• Uni-Ball (Eye Fine 0.7 m/m Ink Color Blue) 1x12 Mitsubishi Co. Ltd..</li> </ul>	10 Dozen		
	<ul style="list-style-type: none"> <li>• UHU Glue Stick (Large Size) 1x12.</li> </ul>	10 Dozen		
	<ul style="list-style-type: none"> <li>• UHU Glue Stick (Small Size) 1x12.</li> </ul>	10 Dozen		
	<ul style="list-style-type: none"> <li>• Pencil (Faber Castell) Standard Size 1x12.</li> </ul>	20 Dozen		
	<ul style="list-style-type: none"> <li>• Eraser (Pelikan Redier) 30 Stuck Pcs.</li> </ul>	10 Pkts.		
	<ul style="list-style-type: none"> <li>• Staple Remover KW-TRIO (508 B) 1x12.</li> </ul>	10 Pkts.		
	<ul style="list-style-type: none"> <li>• Correction Pen / Whitton (Tux).</li> </ul>	10 Pkts.		
	<ul style="list-style-type: none"> <li>• Paper Clip Small Size.</li> </ul>	10 Pkts.		
	<ul style="list-style-type: none"> <li>• Paper Clip Medium Size.</li> </ul>	10 Pkts.		
	<ul style="list-style-type: none"> <li>• Paper Clip Large Size.</li> </ul>	10 Pkts.		
	<ul style="list-style-type: none"> <li>• Sticky Notes (Multi Color Size 3"x3") Post-it Pad.</li> </ul>	10 Pkts.		
	<ul style="list-style-type: none"> <li>• Sticky Notes (Multi Color Size 2"x2") Post-it Pad.</li> </ul>	10 Pkts.		

	<ul style="list-style-type: none"> <li>• Steel Seizer (Size 12 Inch) Heavy Duty.</li> <li>• Foot Scale Steel (Size 12 Inch) Best Quality.</li> <li>• Plastic File Cover (Size Legal) Best Quality.</li> <li>• Plastic File Cover (Size A4) Best Quality.</li> <li>• Highlighter Yellow.</li> <li>• Ball Pen (Picaso Standard Size) Blue, Black, Red &amp; Green.</li> <li>• Uni-Ball (Eye Fine 0.7 m/m Ink Color Blue, Black, Green &amp; Red) 1x12 Mitsubishi Co. Ltd.</li> <li>• Binding Tape 2" Size 10 Meter.</li> <li>• Color Printer 7610 Cartridge 933XL set (4 Color).</li> <li>• Color Printer 1225 Laser Jet Cartridge set (4 Color).</li> <li>• Calculator Citizen / Casio 12 Digit (Imported Quality) Standard Size.</li> <li>• Cutter Knife (SDI Corporation # 0426) 1x12.</li> <li>• Transparent Neon Indexer (Sticking Notes) Multi Color Box.</li> <li>• Marker Standard Size Best Quality Blue,Black, Green Red 1x12 Box.</li> <li>• Stapler Machine Heavy Duty (Size 923/8mm to 923/23mm) Best Quality.</li> <li>• Staples Pin (Heavy Duty) 23/8.</li> <li>• Staples Pin (Heavy Duty) 23/10.</li> <li>• Staples Pin (Heavy Duty) 23/13.</li> <li>• Staples Pin (Heavy Duty) 23/17.</li> </ul>	<p>12 Dozen</p> <p>1000 Nos.</p> <p>500 Nos.</p> <p>10 Dozen</p> <p>10 Dozen Each.</p> <p>10 Dozen</p> <p>10 Dozen</p> <p>12 Dozen</p> <p>10 Nos.</p> <p>10 Nos.</p> <p>12 Nos.</p> <p>12 Nos.</p> <p>12 Nos.</p> <p>12 Nos.</p> <p>12 Pkts.</p> <p>12 Pkts.</p> <p>12 Pkts.</p> <p>12 Pkts.</p>		
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		<ul style="list-style-type: none"> <li>• Laser Jet Printer Pro 400 HP Cartridge Branded.</li> <li>• Laser Jet Printer HP 1355 Cartridge Branded (A-80).</li> <li>• Green Color Paper (Legal Size) Ream best Quality.</li> <li>• Multi Color Paper (A4 Size) Ream best Quality 80gm.</li> <li>• Note Pad (Medium Size) Best Quality.</li> <li>• Note Pad (Large Size) Best Quality.</li> <li>• Note Pad (Small Size) Best Quality.</li> <li>• Register (Full Size / Legal Size) Best Quality 300 Page.</li> <li>• Register (Full Size / Legal Size) Best Quality 200 Page.</li> <li>• 2 Hole Punch Machine (Heavy Duty Best Quality).</li> <li>• HP Laser Jet Printer 1102 Cartridge Original.</li> </ul>	<p>12 Pkts. 10 Nos. 12 Dozen. 2 Pkts. 12 Dozen. 12 Dozen. 12 Dozen. 10 Dozen. 05 Dozen. 12 Nos. 12 Nos. 12 Nos.</p>		
03	<b>Furniture &amp; Fixtures</b>	<p><b><u>Knitting of Chair</u></b> Plastic Knitting, with Back &amp; Polish.</p> <p><b><u>Repair of Reading Table</u></b> Height 2'-5" Length 6' Width 3' Pati Size <math>4 \times 1 \frac{1}{2}</math> <math>2 \times 2 \frac{1}{2}</math> Shesham, Wood Top Lamination Sprit Polish.</p> <p><b><u>Wall Mounted Cabinet</u></b> Height 3' Length 11' Width 12" Lamination Lasani Sheet Sprit Polish, with Steel Handle.</p> <p><b><u>Wall Mounted Computer Cabinet</u></b> Height 5' Length 3'-5" Width 24" Lamination Lasani Sheet, Steel</p>	<p>500 200 One Job One Job</p>		

		<p>Handle Split Polish.</p> <p><b><u>Partition</u></b> Height 10'-6" Length 11'-6" Kale Wood, Lasani Lamination Sheet Sprit Polish With Partition Door Steel Locks.</p> <p><b><u>Replacement of Doors.</u></b></p> <p><b><u>Doors</u></b> Height 7' Length 3'-5" Dayar Wood Chowkhat Size 11*2 <math>\frac{1}{2}</math> 2</p> <p>Complete Door, Sprit Polish, Anjees 4" .</p> <p><b><u>Divider</u></b> Size 7' Width 4' Length 3' Lamination Lasani Sheet, Sprit Polish, Mirror On Top.</p>	<p>One Job</p> <p>One JOB</p> <p>10</p> <p>One Job</p>		
04	<b>Machinery &amp; Equipment</b>	<p>a) Repair of Split Air Conditioner with replacement of parts.</p> <p>b) Repair of Photocopier Machine with replacement of parts.</p>	<p>10</p> <p>05</p>		
05	<b>Music Instruments</b>	<p>Harmonium</p> <p>Tanpura</p> <p>Tabla</p> <p>Dholak</p> <p>Dillo/Ghagar/Talyoon</p> <p>Shah-Jo-Dambooro</p> <p>Banjo</p> <p>Borrindo</p> <p>Alghozo</p> <p>Shehnai/Shernai/Mutto</p>	<p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>2 set</p>		

	Naghro	2		
	Surrendo	2		
	Chang	5		
	Yaktaro/Chapriyan	5		
	DVD Player	2		
	Digital Camcorder	2		
	Audio/Video CDs, Cassettes	500		
	CD Player (Best Quality)	10		

  
**(FOZIA MURSALEEN)**  
SECTION OFFICER (BUDGET)