



NO. DWD /WDD/ DCC-3 /2017/  
**GOVERNMENT OF SINDH**  
**DIRECTORATE OF WOMEN DEVELOPMENT**

**NOTICE INVITING TENDER (NIT)**

Women Development Department, Government of Sindh, invites sealed tender under SPPRA Rules 2010 from interested owners/their representatives having requisite premises for acquiring accommodation on rental basis for establishment of two (02) Day Care Centres under the ADP Project “**Establishment of Day Care Centre 3 in Karachi & one each at Div. Hq in Sindh.**”

The basic requirements are as under

Preferred Location	<ul style="list-style-type: none"><li>- Sindhi Muslim Housing Society, Gulshan-e-Iqbal, Clifton, PECHS</li></ul>
Area/Space	<ul style="list-style-type: none"><li>- Preferably 1 to 2 halls/ two large rooms with attached baths, lounge, kitchen</li><li>- furnished with all fixtures and fittings</li><li>- Proper electricity, Gas supply, Water supply and drainage system</li><li>- Parking space for 2-3 vehicles</li></ul>
Necessities	<ul style="list-style-type: none"><li>- The premises must be vacant and free of all encumbrances, claims and disputes.</li><li>- The documentary evidences of ownership, copy of approved lay out plan as well as up to date copies of duly paid utility bills/ taxes including electricity, telephone, Water &amp; Sewerage and Sui gas should be made available.</li><li>- The rate/rent quoted should be inclusive of all taxes/levied by FBR &amp; SRB.</li></ul>
Condition	<ul style="list-style-type: none"><li>- The premises must be neat and clean and freshly white washed</li></ul>

Tender documents can be obtained from the office of the Director, Women Development, as mentioned below, on making written request to the **Director, Directorate of Women Development**, to the address **9<sup>th</sup> floor, State Life Building No. 11, Abdullah Haroon Road, near Zainab Market, Saddar Karachi** on payment of Rs. 1000/- (one thousand) in cash (non-refundable) as cost of document on any working day from 10:00am to 3:00pm from the date of publication of this notice till 9th August 2017 as per SPPRA Rules.

Tenders in sealed envelope along with 1% security money in shape of pay order/ demand draft from any scheduled bank in favor of "Director, Women Development Department" should be dropped in the Box placed for this purpose at the address mentioned below.

Proposal (Technical & Financial) shall be received on 10<sup>th</sup> August 2017, till 02:00 pm and shall be opened on same date at 03:00 pm in presence of bidder or their authorized representative who care to be present. The interested parties may submit their sealed envelopes in the " **Committee Room**", **Directorate of Women Development, 9<sup>th</sup> floor, State Life Building No. 11, Abdullah Haroon Road, near Zainab Market, Saddar Karachi.** In case the tender is not opened on scheduled date, due to any force de majeure then the same shall be submitted and opened on next working day as per schedule mentioned above. Financial proposals pertaining to bids found technically non-responsive shall be returned un-opened to the respective bidders.



PROJECT COORDINATOR

Establishment of Day Care Centre 3 in Karachi & one each at Div. HQ in Sindh  
**Directorate of Women Development, 9<sup>th</sup> floor, State Life Building No. 11  
Abdullah Haroon Road, near Zainab Market, Saddar  
Karachi.**



NO. SO (WD)/WDD/ 2-4 /2017  
GOVERNMENT OF SINDH  
WOMEN DEVELOPMENT DEPARTMENT  
Karachi, dated 28<sup>th</sup> April, 2017

### OFFICE ORDER

With the approval of the Competent Authority, a Committee comprising of following officers is hereby constituted regarding hiring of accommodation/space for the establishment of offices of Directorate of Women Development at Karachi.

- |                              |   |
|------------------------------|---|
| 1. Mr. Wali Muhammad Qureshi | Deputy Director, WDD                    |
| 2. Mr. Tariq Waheed Baloch   | District Women Development Officer, WDD |
| 3. Dr. Sadia Farnaz          | Incharge Day Care Center, Karachi       |
| 4. Ms. Tehmina Rehman        | Incharge Women Complaint Cell, Karachi  |
| 5. Assistant Engineer        | Works & Services Department, Karachi    |

MUDASSIR IQBAL  
SECRETARY TO GOVT. OF SINDH

NO. SO(G)/WDD/ 2-4 /2017

Karachi dated 28<sup>th</sup> April, 2017

A copy is forwarded for information:

1. MD SPPRA, Karachi.
2. The Director, Women Development Sindh, Karachi.
3. PS to Secretary, Women Development Department, Govt. of Sindh.
4. PA to Additional Secretary, Women Development Department, Govt. of Sindh.
5. Officer Concerned.
6. Master File.

  
(M. BAKASH JOKHIO)  
SECTION OFFICER (GENERAL)



GOVERNMENT OF SINDH  
WOMEN DEVELOPMENT DEPARTMENT

Karachi dated the 21<sup>st</sup> November, 2016  
G/T De.

**NOTIFICATION**

No. SO (G)/WDD/CRC/2-18/2016: In pursuance of Rule 31(1) of SPPRA Rules 2010 (amended 2013), a Complaint Redressal Committee (CRC) is hereby constituted to address the complains of bidders that may occur during the procurement proceedings:

- |   |          |
|---|----------|
| 1. Secretary, Women Development Department  | Chairman |
| 2. Representative of Accountant General Sindh, Karachi  | Member   |
| 3. An independent professional from the field concerning to the procurement / Consultancy to be nominated by head of the procurement agency | Member   |

**TERMS OF REFERENCE (TOR)**

The CRC will act as contained in Rule 31 sub-rule (3), (4), (5), (6) and (7) of the SPPRA Rules 2010.

**MUDASSIR IQBAL**  
**SECRETARY TO GOVERNMENT OF SINDH**

No. SO(G)/WDD/CRC/2-18/2015/809

Karachi, dated 21<sup>st</sup> November, 2016

A Copy is forwarded for information and necessary action to:

1. The Accountant General Sindh, Karachi.
2. The Managing Director, SPPRA, Sindh, Karachi.
3. The Director, Women Development, Karachi.
4. The PS to Special Assistant to CM Sindh for Women Development Department.
5. All Members.
6. Officer Order File.

  
(MUHAMMAD BUX JOKHIO)  
SECTION OFFICER (GENERAL)



DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH

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DIRECTORATE OF WOMEN DEVELOPMENT  
WOMEN DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH

**STANDARD BIDDING DOCUMENT**

**FOR HIRING OF TWO (02) PREMISES IN KARACHI FOR  
ESTABLISHMENT OF DAY CARE CENTRES UNDER ADP  
SCHEME "ESTABLISHMENT OF DAY CARE CENTRE 3 IN  
KARACHI AND ONE EACH AT DIV. HQ. IN SINDH"**

*Amf*

9<sup>th</sup> floor, State Life Building No. 11  
Abdullah Haroon Road, Saddar  
Karachi

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**DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH**

NO. DWD /WDD/ DCC-3 /2017/01/698

Title of Tender

Hiring of two (02) Premises in Karachi for establishment of Day Care Centres under ADP Scheme "Establishment of Day Care Centre 3 In Karachi and one each at Div. Hq. in Sindh"

Official Address

Directorate of Women Development, 9<sup>th</sup> floor, State Life Building No.11, near Zainab Market, Abdullah Haroon Road, Saddar, Karachi

Date of Issuance of bidding document:

With effect from date of publication to 9<sup>th</sup> of August, 2017.

Submission Date and time:

10<sup>th</sup> of August, 2017 at 2:00 P.M

Opening Date and Time:

10<sup>th</sup> of August, 2017 at 3:00 P.M

Bidding Process

Single Stage - One Envelope

Bid Validity

90 days

Bid Security:

1% of the total sum of one year's rent demanded

Cost of Bidding Document

Rs. 1,000/- (Rupees: One Thousand) Only



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**IMPORTANT NOTE:**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny. It is intimated that no objection shall be entertained regarding the terms and conditions of the Bidding Documents at the later stages during Tender process.

**APPLICABILITY OF SINDH PUBLIC PROCUREMENT RULES-2010  
(AMENDED-2013):**

This Bidding Process will be governed under Sindh Public Procurement Rules-2010, as amended from time to time. Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules 2010 issued there under ("SPPRA") which can be found at [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk). For the purposes of this document, the any reference to the term "Act" shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010 (Amended-2013).



**DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH**

**1. INVITATION FOR BIDS (IFB):**

The Directorate of Development, Government of Sindh invites sealed proposal for hiring of premises for establishment of two Day Care Centres in Karachi preferably in the locations described in NIT, for a period of (11) Eleven Months, extendable (with mutual consent / terms & conditions as per mentioned in agreement) in the independent building/portion/Commercial building (free from all encumbrances). Details of the specifications of related services to be provided are given in the scope of service in Section [3] hereto. Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules, 2010 issued thereunder ("SPPRA") which can be found at website [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) For the purposes of this document, any reference to the term "Act" shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010.

This TD includes the following Sections:

- ⇒ Instructions to Bidders (ITB)
- ⇒ Eligibility Criteria
- ⇒ Scope of Work
- ⇒ Financial Proposal
- ⇒ Conditions of Contract

Proposals must be submitted at the below mentioned address;

Yours sincerely,

Project Coordinator

Committee Room  
Women Development Department,  
Sindh Secretariat No.3, 1<sup>st</sup> Floor, Old KDA Building,  
Shahrah-e-Kamal Attaturk Road, Karachi





**DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH**

## 2. INSTRUCTION TO BIDDERS (ITB)

### 2.1 Corresponding Address

The contact number and the correspondence address for submitting the proposals are as follow:

Project Coordinator  
Estt. of Day Care Centre 3 in Karachi & one each at Div. HQ in Sindh  
Directorate of Women Development  
9<sup>th</sup> floor, State Life Building No. 11  
Abdullah Haroon Road, Saddar  
Karachi

### 2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan Governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

### 2.3 Preparation of Bids 2.3.1 Bidding Process

This is the Single Stage - One Envelope Procedure; the bid shall comprise a Single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL**. [SPPRA Rule 46(1-a & b)]

#### 2.3.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, the Directorate of Women Development, Government of Sindh will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### 2.3.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and the Directorate must be written in English. [SPPRA Rule 6 (1)]



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**2.3.4 Financial Proposal**

The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Forms for Financial Proposal are available in Section [4].

**2.3.5 Bid Currencies**

All prices quoted must be in Pak Rupees.

**2.3.6 Bid Security**

The Directorate of Women Development, Government of Sindh shall require the bidders to furnish the Earnest Money of 1% of one year rent demanded of the premises, in shape of Pay Order or Irrevocable Bank Guarantee acceptable to the Directorate, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the Directorate time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with the bidding document.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the Directorate as non - responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- ⇒ If a Bidder withdraws its bid during the period of its validity specified by the bidder on the Bid Form;
- or
- ⇒ In the case of a successful Bidder, if the Bidder fails to;
  - Sign the contract in accordance with ITB Section [2.6.4]; or
  - Does not abide by the terms of Contract Agreement.

**2.3.7 Bid Validity**

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening described by the Directorate. [SPPRA Rule 38 (1)]



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**2.4 Submission of Bids**

**2.4.1 Sealing and Marking of Bids**

This is the Single Stage - One Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL** [SPPRA Rule 46(1-a & b)]

**2.4.2 Clarification of Bidding Documents**

Interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and the Directorate of Women Development, Government of Sindh shall respond to such queries in writing with three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23(1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

**2.4.3 Withdrawal of Bids**

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and / or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of withdrawal, shall be received by the Directorate of Women Development, Government of Sindh, prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB Section [2.4.8].

**2.4.4 Cancellation of Bidding Process**

1. The Directorate of Women Development, Government of Sindh may cancel the bidding process at any time prior to the acceptance of bid or proposal; [SPPRA Rule 25(1)]
2. the Directorate of Women Development, Government of Sindh shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 - 1); [SPPRA Rule 25 (2)]



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3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security returned along with such intimation; [SPPRA Rule 25(3)]
4. The Directorate of Women Development, Government of Sindh shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

**2.5 Opening and Evaluation of Bids**

**2.5.1 Opening of Bids**

The opening of bids shall be as per the procedure set down in Section 2.3.1 dealing with Bidding Process.

**2.5.2 Clarification of Bids**

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, Directorate of Women Development, Government of Sindh may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule 43]

**2.5.3 Eligibility Criteria**

All bids shall be evaluated as per the criteria given in para 2.5.4.



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**2.5.4 Eligibility / Evaluation Criteria**

**PRELIMINARY REQUIREMENTS:**

This form will be used by Procuring Agency for Preliminary Screening. Tenders which do not pass the Preliminary Screening requirements shall be eliminated from Tender Process. Bidders should be advised to provide all the below requirements in its Technical proposals of each section:

Sr. #.	Required Documents
1	Valid NTN / all other relevant taxes
2	Bid Security 1% of the total sum of one year's rent demanded
3	Tender Fee Rs.1000/=
4.	Undertaking should be on the Letter Head of the Bidder/Firm/Nominated State Agent and should be signed by a person competent (Attached)

**EVALUATION CRITERIA & COMPARISON OF BIDS:**

The bids shall be evaluated the offers using the following eligibility criteria

Sr. No	Requirements	Max Marks	Marks Obtained as per Documentary Evidence	Marks Obtained After Due Visit by the Premises Committee	Marking Criteria	Documents/Information to be Enclosed
1.	Location	40			Preferably located in Sindhi Muslim Housing Society, Gulshan-e-Iqbal, Clifton, PECHS	Site Plan
		20			Away/ Stride the main Location	
2.	Approach to the Building	20			Easy Approach	Evidence
		10			Crowded Approach	
3.	Area	20			240 Sq. yards and above, Preferably 1 to 2 halls/ two large rooms with attached baths, lounge/Common Room, one Store Room, kitchen fully equipped with Cabinet, Sink, Gas and Water connection, Boundary Wall around the premises furnished with all fixtures	Title document of the Property



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					and fittings Proper electricity, Gas supply, Water supply and drainage system	
		10			Between 150 to 240 Sq.yd..	
		0			Below 150Sq.yd.	
4.	Parking Space (Dedicated to the)	20			Parking area for 2 vehicle	Numbers
		10			Parking area for 1 vehicle	
<b>TOTAL MARKS:</b>		<b>100</b>				<b>Qualified/ Disqualified</b>

**Note:**

1. Acquiring of 70% marks (on the information given by the Bidder) will make a bidder qualify for visit of the Property by Procurement Committee.
2. Subsequently the property will be visited by the Procurement Committee for Physical verification of the information given by the Bidder. Location which acquires minimum of 70% marks after due inspection as per the criteria given above will be considered as "Qualified Premises / Bid".
3. Attachment of relevant evidence in each of the above requisite is mandatory. In case of non-provision of evidence to any of the demand, no marks will be awarded.

*Handwritten signature*



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**2.5.5 Discussions Prior Evaluation**

If required, prior to evaluation of the bid, the Directorate of Women Development, Government of Sindh may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document.

**2.6 Award of Contract**

**2.6.1 Award Criteria**

Subject to ITB Section [2.6.2], the Directorate of Women Development, Government of Sindh will award the contract to the successful Bidder, whose bid has been determined to be the substantially responsive and has been determined to be the lowest evaluated bid, provided the information given in the bidding document is on ground verified by the Procurement Committee of the Directorate of Women Development, Government of Sindh.

**2.6.2 Procuring Agency may reject any or all Bids.**

The Directorate of Women Development, Government of Sindh may annul the bidding process and reject any or all Bids at any time prior to Contract award, subject to provision of SPP Rules.

**2.6.3 Notification of Award**

Prior to the expiration of the period of bid validity, the Directorate of Women Development, Government of Sindh will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by the letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

The Directorate of Women Development, Government of Sindh will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

**2.6.4 Signing of Contract**

Within 5 Days from the date of notification of the award, the successful bidder shall furnish to the Directorate of Women Development,



**DIRECTORATE OF WOMEN DEVELOPMENT,  
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Government of Sindh particulars as may be asked by the Directorate of Women Development, Government of Sindh.

The Contract shall be signed by the parties at the Directorate of Women Development, Government of Sindh Office, Karachi, within 15 Days of award of contract.

**2.6.5 General Conditions of Contract**

For detailed General Conditions of Contract refer to Section [5.1] of the TD.

**2.6.6 Special Conditions of Contract**

(Same as General Condition of the Contract)

**3. SCOPE OF WORK**

Hiring of office by the Directorate of Women Development, Government of Sindh as per the locations given in the advertisement.





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**4. FINANCIAL PROPOSAL**

**PRICE SCHEDULE**

Name of Bidder \_\_\_\_\_

Monthly Rent (Lump Sum) \_\_\_\_\_ (Including all applicable Taxes)

(In word Rupees) \_\_\_\_\_

Rent in Advance (If any) \_\_\_\_\_

Security Deposit (If any) \_\_\_\_\_

**NOTE**

1. Owner will be liable to pay all municipal, government, non-government and other rates, taxes, stamp duty ( as applicable under Stamp Act 1989) duly stamped on the contract agreement and assessment which may be levied in respect of the Demised Premises.
2. For each property separate pay order has to be enclosed as per the amount mentioned in the advertisement given in the newspaper.
3. Earnest money of 1% of one year rent demanded of the premises, in shape of pay order or irrecoverable Bank Guarantee acceptable to the Directorate of Women Development, Government of Sindh is to be attached with Financial Proposal.

Signature & Stamp of the Bidder \_\_\_\_\_

Date \_\_\_\_\_



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**UNDERTAKING:**

*(This undertaking should be on the Letter Head of the Bidder/Firm/Nominated State Agent and should be signed by a person competent. It should be included by the Bidder in its Technical Bids)*

It is certified that the information furnished here in and as per the Document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of Tender and are liable to any punitive action for furnishing false information / Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

Signature

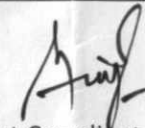
\_\_\_\_\_  
In the capacity of

(Bidder/Company/Nominated State Agent Seal)

Duly authorized to sign Bids for and on behalf of:

ANNUAL PROCUREMENT PLAN  
HIRING OF PREMISIS  
FINANCIAL YEAR 2017-18

S.No	Description of Procurement	Qty	Estimated proposed unit cost	estimated total cost	Funds Allocated	Source of funds (ADP/Non ADP)	Proposed Procurement method	Timing of procurement				Remark
								1st Qtr.	2nd Qtr	3rd Qtr	4th Qtr	
1	Hiring of two (02) Premises in Karachi for establishment of Day Care Centres under ADP Scheme "Establishment of Day Care Centre 3 In Karachi and one each at Div. Hq. in Sindh"	2	70,000/ per month	1680000	1680000	ADP	Single Stage one envelop	--	--	--	--	for establishment of two new Day Care Centres in Karachi under ADP Scheme "Establishment of Day Care Centre 3 In Karachi and one each at Div. Hq. in Sindh.



Project Coordinator

Estt. of Day care Centre 3 in Karachi & one Each at Div. HQ. in Sindh  
Directorate of Women Development  
Government of Sindh