



NO.SO(B)CT&AD/OFFICE Letter/2017-18/0050

GOVERNMENT OF SINDH
CULTURE, TOURISM AND
ANTIQUITIES DEPARTMENT

Karachi the dated 18th January, 2018

To,

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

SUBJECT: **TENDER NOTICE.**

I am directed to enclosed 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).

FOZIA MURSALEEN
18/01/18
(FOZIA MURSALEEN)
SECTION OFFICER (BUDGET)

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

A copy is forwarded to:-

- ✓ 1. The Director SPPRA with the request to host the Tender Notice/ Tender Documents on the website of SPPRA as per rule.
2. The Director General Culture Sindh, Culture, Tourism & Antiquities Department Government of Sindh
3. The PS to Minister Culture, Tourism & Antiquities Department Government of Sindh.
4. P.S. to P.S to Secretary, Culture Tourism & Antiquities Department, Govt. of Sindh, Karachi.

SPPRA INWARD DIARY
NO: 4762
DATED: 19-01-18



No. DGC/CT&AD/Tender/2017-18/Grants/13
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 Dated 19th January, 2018

TENDER NOTICE

Culture, Tourism & Antiquities Department, Government of Sindh invites sealed bids as per SPPRA Rules, 2010 (Amended 2013), registered with Sales Tax, Income Tax and Sindh Board of Revenue for procurement of goods/services for following activities:

S.No.	Name of Activity	Cost of Tender Document	Allocated Budget
01.	Theater Festival	Rs.1000/-	Rs.20.000 (M)
02.	Urs of Hazrat Sachal Sarmast (R.A.)	Rs.1000/-	Rs.04.000 (M)
03.	Art Festival	Rs.1000/-	Rs.10.000 (M)
04.	Holding of Fairs & Shows Activities Karachi	Rs.1000/-	Rs.02.000 (M)
05.	Adabi Conference Sindh International Festival	Rs.1000/-	Rs.02.000 (M)
06.	Sea Festival	Rs.1000/-	Rs.50.000 (M)

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 day of publication i.e. 19/01/2018.
2. Tender Documents duly filled in should be dropped in the tender box kept in the office of Director General Culture on 07/02/2018 by 12:00 noon which shall be opened on the same date at 1:00 p.m. in presence of bidders or their authorized representatives, who wish to attend.
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 (Amended 2013).
7. In case the Government announces any public holiday, then the Tender will be submitted and opened on next working day.

Deputy Director (Culture)
For Directorate General of Culture





GOVERNMENT OF SINDH / 891
CULTURE, TOURISM &
ANTIQUITIES DEPARTMENT

Karachi, dated the 8th August, 2017

NOTIFICATION

No.SO(B)/CT/Notif: In partial modification of this department's Notification of even number dated 21st July, 2017 and 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. Syed Shafi Mohammed Shah,
Special Secretary(Antiquities),
Culture, Tourism & Antiquities Department. | Chairman |
| 2. Mrs. Fouzla Mursaleen,
Section Officer (Budget)
Culture, Tourism & Antiquities Department. | Member |
| 3. Representative of AG Office/DAO ,
Office of Accountant General Sindh Karachi, | Member |
| 4. Mr. Ashraf Hussain Ansari ,
Section Officer (General),
Culture, Tourism & Antiquities Department. | Member |
| 5. Mr. Noor Ahmed Memon,
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

Fouzia Mursaleen
Drawing & Disbursing Officer
Culture, Tourism &
Antiquities Department
Government of Sindh

Noor Ahmed Memon
Private Secretary
Planning & Development Centre
Government of Sindh

Fouzia Mursaleen
Drawing & Disbursing Officer
Culture, Tourism &
Antiquities Department
Government of Sindh

Ashraf Hussain Ansari
(ASHRAF HUSSAIN ANSAR
SECTION OFFICER (General)



NO.SO(G) CT&AD/Tender/2017/ 774
GOVERNMENT OF SINDH
CULTURE, TOURISM &
ANTIQUITIES DEPARTMENT
Karachi, dated the 21th July, 2017

CORRIGENDUM

No.SO(G)/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. Mr. Abdul Aleem Lashari
Director (Culture & Tourism),
Culture, Tourism & Antiquities Department. | Chairman |
| 2. Mrs. Fouzia Mursaleen,
Section Officer (Budget)
Culture, Tourism & Antiquities Department. | Member |
| 3. Mr. Muhammad Riaz,
Private Secretary,
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.

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

Imdad
DISPATCHER
Culture Department
Government of Sindh

(ASHRAF HUSSAIN ANSARI)
SECTION OFFICER (GENERAL)

JRK
IAZ AHMED MENT
Private Secretary
Government of Sindh


**Culture, Tourism & Antiquities Department Government
of Sindh Karachi
ANNUAL PROCUREMENT PLAN
(WORKS, GOOD & SERVICES)
Financial Year 2017-18**

S.No	Description of Procurement	Quantity (where applicable)	Estimated 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	Promotion of Cultural Activities all over Pakistan	—	70.00 (M)	70.00(M)	70.00(M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services	√	√	√	√	
2	Cultural Exchange Programe	—	40.000 (M)	40.000 (M)	40.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services			√	√	
3	Lahooti Festival	—	10.000 (M)	10.000 (M)	10.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services			√	√	
4	Producation & Printing of various books on Culture, Literature & Crafts.	—	10.000 (M)	10.000 (M)	10.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
5	International Adbi Conference	—	2.000 (M)	2.000 (M)	2.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services			√	√	
6	International Sufi Conference	—	15.000 (M)	15.000 (M)	15.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services			√	√	
7	Marvi Mela	—	3.000 (M)	3.000 (M)	3.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
8	Pakistan Day Parade	—	10.000 (M)	10.000 (M)	10.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services			√	√	
9	Death Anniversary of Dr. Atta Mohammad Hami at Khairpur	—	1.000 (M)	1.000 (M)	1.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	

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

10	Annual Urs of Hazrat Qadir Bux Bedil at Rohri, Sukkur	—	2.000 (M)	2.000 (M)	2.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
11	Women Cultural Mela at Karachi	—	10.000 (M)	10.000 (M)	10.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
12	Theater Festival	—	1.000 (M)	1.000 (M)	1.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
13	Annual Urs of Hazrat Qadir Bux Bedil at Rohri, Sukkur	—	20.000 (M)	20.000 (M)	20.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
14	Film Festival	—	20.000 (M)	20.000 (M)	20.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
15	Promotion of Sindh Crafts & Design	—	20.000 (M)	20.000 (M)	20.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
16	Art Festival	—	10.000 (M)	10.000 (M)	10.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
17	Procurement of Antiquities for National Museum of Karachi	—	50.000 (M)	50.000 (M)	50.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
18	Sindh Sea Festival	—	50.000 (M)	50.000 (M)	50.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
19	Urs of Hazrat Lal Shahbaz Qalandar (R.A)	—	50.000 (M)	50.000 (M)	50.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
20	Urs of Hazrat Sachal Sarmast (R.A)	—	10.000 (M)	10.000 (M)	10.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
21	Annual Urs of Hazrat Shah Abdul Latif Bhittai (R.A)	—	20.000 (M)	20.000 (M)	20.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	
22	Holding of Fairs & Showa Activities Karachi	—	02.000 (M)	10.000 (M)	02.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services		√	√	√	

23	Adabi Conference Sindh / International Festival	—	02.000 (M)	2.000 (M)	02.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services			✓	✓	
24	Sea Festival	—	50.000 (M)	50.000 (M)	50.000 (M)	Grant-in-Aid (Non ADP)	Hiring of Goods/Services			✓	✓	


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

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



BIDDING DOCUMENT
Single Stage One Envelop Procedure

PROCUREMENT OF GOODS/SERVICES FOR
THEATER FESTIVAL

No.DGC/Tender/2017-18/Grants/

Dated: _____

M/S _____

The deadline for bid submission is 07/02/2018 at 12:00 noon
and will be opened on same date at 1:00 p.m

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. Director General Culture, Block 76-A, Pak-Secretariat, Opp. MPA Hostel 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;

15. AWARD OF CONTRACT

Post Qualification:

- a. The purchaser will determine to its satisfaction the Bidder selected as having submitted the lowest-evaluated / quality-evaluated / requirement evaluated responsive Bid is qualified to satisfactory perform the Contract.
- b. The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualification submitted by the Bidder, as well as other information as the Purchaser deems necessary and appropriate.

Award Criteria:

- a. An affirmative determination will be pre-requisite for Award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.

- b. The purchase will award the contract to the successful bidder whose bid has been determined to be the lowest evaluated responsive Bid, provided further that Bidders determine to be qualified to satisfactory perform the Contract.

Purchaser's Right to vary Quantities at time of Award:

- a. The Purchaser reserves the right at the time of award of contract to increase or decrease the quantity of Goods / Services as specified in the specifications without any change in unit prices of other terms and conditions.

Notification of Award

- a. The Purchaser will notify the successful bidder in writing to be confirmed in writing by letter that the bid has been accepted and on which basis the bid has been accepted.
- b. The notification of award will constitute the formation of a contract until the Contract has been affected.

Performance Security

- a. Within the seven (07) days of receipt of Notification of Award from the Purchaser, the Bidder shall furnish the Performance Security, in accordance with the conditions of the contract, in Performance Security form, which should be 5% of the total bid value in shape of Pay Order / Demand Draft or Bank Guarantee.

A handwritten signature or mark consisting of a stylized, cursive-like scribble followed by a long, straight diagonal line extending upwards and to the right.

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

1. PRINTING OF INVITATION CARDS & PANAFLEX			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
1.1	PRINTING OF INVITATION CARDS (FOUR COLOR) Size 10' x 8', 360 grams, Front Back Printing (4) Colors, Matte-lamination, Four color envelopes.	20,000	Rate per card:
1.2	MATTE LAMINATION PANAFLEX WITH FITTING ON WOODEN FRAME (VARIOUS SIZES)	15,000 SQ. FT	Rate per feet:
2. PROVIDING SOUND SYSTEM WITH TRANSPORT			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
2.1	<u>SOUND SYSTEM WITH TRANSPORT FOR EACH DRAMA</u> Hi-Fi Speakers (with stand, Audio Mixer 32 Ch, Power Amplifiers, 12 - Lead & Wireless Microphones with stand, CD Player and other accessories)	08 PAIRS SPEAKERS FOR EACH DRAMA	Rate per Pair per day:

3. PROVIDING GENERATORS WITH FUEL & TRANSPORT

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
3.1	GENERATORS WITH FUEL & TRANSPORT		Rate per generator per day:
	i. 60KVA	02	_____
	ii. 100KVA	02	_____

4. STAGE LIGHTS

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
4.1	IN-DOOR STAGE LIGHTING WITH TRANSPORT FOR EACH DRAMA (8-Par cans)	08 Par cans for each drama	Rate per day:

5. SMDs

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
5.1	SMD (Size: 10X10) WITH TRANSPORT	02	Rate per SMD per day:

6. ILLUMINATION

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
6.1	ILLUMINATION WITH TRANSPORT FOR VENUE.	01 Night for each drama	Rate per night:

7. DECORATION

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
7.1	DECORATION WITH TRANSPORT FOR EACH DRAMA Specification: Leather Sofas (Qty 10), Center tables with covers (Qty 05), Floor Carpets (Qty 25), Red Runner Carpets (Qty 40), Jumbo Carpets (Qty 20)	01 DAY FOR EACH DRAMA	Rate per day:

3. FABRICATION & SET DESIGNING

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
8.1	FABRICATION & SET DESIGNING FOR EACH DRAMA	01 DAY FOR EACH DRAMA	Rate in Rs.

9. COSTUMES FOR ARTISTS

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
9.1	COSTUMES FOR ARTISTS OF EACH DRAMA:	Lumpsum for each drama	Rate of costumes for each drama:

10. TRANSPORTATION WITH FUEL

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
10.1	Corolla Xli	02	Rent per day per vehicle:
10.2	Hi-Ace Van (Dom)	02	Rent per day per vehicle:
10.3	AC Coaster	04	Rent per day per vehicle:
10.4	Shahzore	03	Rent per day per vehicle:

11. FOOD

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
11.1	LUNCH WITH CROCKERY & DECORATION WITH TRANSPORTATION Menu: Chicken Qorma, Mutton Biryani, Vegetable, Naan / Chapati, Raita, Sweet Dish, Salad & Cold Drink	500 PERSONS	Rate per person per day:
11.2	DINNER WITH CROCKERY & DECORATION WITH TRANSPORTATION Menu: Mutton Qorma, Chicken Biryani, Chicken Tikka, Daal, Sweet Dish, Naan / Chapati, Raita, Salad & Cold Drink	500 PERSONS	Rate per person per day:
11.3	HIGH-TEA: Spring Rolls, Sandwiches, Samosa, Biscuits, Pastry, Tea & Coffee	500 PERSONS	Rate per person 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)
DEPUTY DIRECTOR
Directorate General Culture, Sindh

Seal & Signature Company/Firm:-

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



BIDDING DOCUMENT

Single Stage One Envelop Procedure

PROCUREMENT OF GOODS/SERVICES FOR
URS OF HAZRAT SACHAL SARMAST

No.DGC/Tender/2017-18/ Grants/

Dated: _____

M/S _____

The deadline for bid submission is 07/02/2018 at 12:00 noon
and will be opened on same date at 1:00 p.m

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. Director General Culture, Block 76-A, Pak-Secretariat, Opp. MPA Hostel 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;

15. AWARD OF CONTRACT

Post Qualification:

- a. The purchaser will determine to its satisfaction the Bidder selected as having submitted the lowest-evaluated / quality-evaluated / requirement evaluated responsive Bid is qualified to satisfactory perform the Contract.
- b. The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualification submitted by the Bidder, as well as other information as the Purchaser deems necessary and appropriate.

Award Criteria:

- a. An affirmative determination will be pre-requisite for Award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.

- b. The purchase will award the contract to the successful bidder whose bid has been determined to be the lowest evaluated responsive Bid, provided further that Bidders determine to be qualified to satisfactory perform the Contract.

Purchaser's Right to vary Quantities at time of Award:

- a. The Purchaser reserves the right at the time of award of contract to increase or decrease the quantity of Goods / Services as specified in the specifications without any change in unit prices of other terms and conditions.

Notification of Award

- a. The Purchaser will notify the successful bidder in writing to be confirmed in writing by letter that the bid has been accepted and on which basis the bid has been accepted.
- b. The notification of award will constitute the formation of a contract until the Contract has been affected.

Performance Security

- a. Within the seven (07) days of receipt of Notification of Award from the Purchaser, the Bidder shall furnish the Performance Security, in accordance with the conditions of the contract, in Performance Security form, which should be 5% of the total bid value in shape of Pay Order / Demand Draft or Bank Guarantee.

A handwritten signature in black ink, consisting of a stylized, cursive script that appears to be the initials 'JL' followed by a vertical line extending downwards.

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

1. PRINTING OF INVITATION CARDS & PANAFLEX			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
1.1	PRINTING OF INVITATION CARDS (FOUR COLOR) Size 10' x 8', 350 grams, Front Back Printing (4) Colors, Matte-lamination, Spotted UV, Four color envelopes.	5,000	Rate per card:
1.2	MATTE LAMINATION PANAFLEX WITH FITTING ON WOODEN FRAME (VARIOUS SIZES)	7,000 SQ. FT	Rate per feet:
2. PROVIDING SOUND SYSTEM WITH TRANSPORT			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
2.1	<u>SOUND SYSTEM WITH TRANSPORT FOR CONFERENCE / MUSHAIRO</u> Hi-Fi Speakers (with stand, Audio Mixer 32 Ch, Power Amplifiers, 12 - Lead & Wireless Microphones with stand, CD Player and other accessories)	06 PAIRS SPEAKERS	Rate per Pair per day:
2.2	<u>SOUND SYSTEM WITH TRANSPORT FOR MUSICAL NIGHT</u> Hi-Fi Speakers (with stand, Audio Mixer 64 Ch, Power Amplifiers, 40 - Lead & Wireless Microphones with stand, CD Player and other accessories)	20 PAIRS SPEAKERS	Rate per Pair per day:

3. PROVIDING GENERATORS WITH FUEL & TRANSPORT

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
3.1	GENERATORS WITH FUEL & TRANSPORT		Rate per generator per day:
	i. 60KVA	02	_____
	ii. 100KVA	02	_____

4. STAGE LIGHTS

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
4.1	IN-DOOR STAGE LIGHTING WITH TRANSPORT CONFERENCE / MUSHAIRO (8-Par cans)	01 dayS	Rate per day:
4.2	OUT-DOOR STAGE LIGHTING WITH TRANSPORT FOR MUSICAL NIGHT (30-Par Cans, 01-Follow Spot, 01-Light Mixer, 02-Smoke Machine, 10-Durbi Light, 02-Trussing Tower, 20-Color Lights, 10-Moving Spot)	01 days	Rate per day:

5. SMDs

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
5.1	SMD (Size: 10X10) WITH TRANSPORT	03	Rate per SMD per day:

6. ILLUMINATION

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
6.1	ILLUMINATION WITH TRANSPORT FOR VENUE.	02 Nights	Rate per night:

7. DECORATION

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
7.1	DECORATION WITH TRANSPORT Specification: Leather Sofas (Qty 200), Foam Chairs with cover (Qty 1800), Center tables with covers (Qty 20), Floor Carpets (Qty 150), Red Runner Carpets (Qty 40), Jumbo Carpets (Qty 50)	01 Day	Rate per day:

8. CONSTRUCTION & FABRICATION OF STALLS & STAGE

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
8.1	FABRICATION & DESINGING OF STAGE FOR MUSICAL NIGHT (Stage Size 24"x40"x4")	Stage Size: 24"x40"x4"	Rate in Rs.
8.2	FABRICATION & DESINGING OF STAGE FOR CONFERENCE / MUSHAIRO (Stage Size 24"x40"x4")	Stage Size: 24"x40"x4"	Rate in Rs.

9. FOOD

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
9.1	SEHRI WITH CROCKERY & DECORATION WITH TRANSPORTATION Menu: Paratha, Omlette, Vegetable, Rice, Daal, Sheer Khorma, Tea, Coffee & Mineral Water	1000 PERSONS	Rate per person per day:
9.2	AFTAR & DINNER WITH CROCKERY & DECORATION WITH TRANSPORTATION Menu: Dates, Samosa, Seasonal Fruits, Soft Drink, Mutton Qorma, Chicken Biryani, Daal / vegetable, Sweet Dish, Naan / Chapati, Raita, Salad & Mineral Water Note: Any minor change in menu can be made.	1000 PERSONS	Rate per person per day:

10. TRANSPORTATION WITH FUEL

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
10.1	Corolla Xli	10	Rent per day per vehicle:
10.2	Hi-Ace Van (Dom)	06	Rent per day per vehicle:
10.3	AC Coaster	02	Rent per day per vehicle:
10.4	Shahzore	04	Rent per day per vehicle:

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)
DEPUTY DIRECTOR
Directorate General Culture, Sindh

Seal & Signature Company/Firm:-

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



BIDDING DOCUMENT

Single Stage One Envelop Procedure

PROCUREMENT OF GOODS/SERVICES FOR
ART FESTIVAL

No.DGC/Tender/2017-18/Grants/

Dated: _____

M/S _____

The deadline for bid submission is 07/02/2018 at 12:00 noon
and will be opened on same date at 1:00 p.m

INSTRUCTIONS TO BIDDER

INTRODUCTION

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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.

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Each bid shall comprise one Single Envelope containing the financial proposal and required the information given as in above NIT;

15. AWARD OF CONTRACT

Post Qualification:

- a. The purchaser will determine to its satisfaction the Bidder selected as having submitted the lowest-evaluated / quality-evaluated / requirement evaluated responsive Bid is qualified to satisfactory perform the Contract.
- b. The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualification submitted by the Bidder, as well as other information as the Purchaser deems necessary and appropriate.

Award Criteria:

- a. An affirmative determination will be pre-requisite for Award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.

- b. The purchase will award the contract to the successful bidder whose bid has been determined to be the lowest evaluated responsive Bid, provided further that Bidders determine to be qualified to satisfactory perform the Contract.

Purchaser's Right to vary Quantities at time of Award:

- a. The Purchaser reserves the right at the time of award of contract to increase or decrease the quantity of Goods / Services as specified in the specifications without any change in unit prices of other terms and conditions.

Notification of Award

- a. The Purchaser will notify the successful bidder in writing to be confirmed in writing by letter that the bid has been accepted and on which basis the bid has been accepted.
- b. The notification of award will constitute the formation of a contract until the Contract has been affected.

Performance Security

- a. Within the seven (07) days of receipt of Notification of Award from the Purchaser, the Bidder shall furnish the Performance Security, in accordance with the conditions of the contract, in Performance Security form, which should be 5% of the total bid value in shape of Pay Order / Demand Draft or Bank Guarantee.

A handwritten signature or mark consisting of a stylized, cursive-like scribble followed by a long, straight diagonal line extending upwards and to the right.

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

1. PRINTING OF INVITATION CARDS & PANAFLEX			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
1.1	PRINTING OF INVITATION CARDS (FOUR COLOR) Size 10' x 8', 350 grams, Front Back Printing (4) Colors, Matte-lamination, Spotted UV, Four color envelopes.	5,000	Rate per card:
1.2	MATTE LAMINATION PANAFLEX WITH FITTING ON WOODEN FRAME (VARIOUS SIZES)	10,000 SQ. FT	Rate per feet:
1.3	PRINTING OF BROCHURES Four color printing, Half Register size, 150-gram paper.	1000 copies	Rate per page per brochure:
1.4	PRINTING OF PAMPHLETS Four color printing, A3 size, 85-gram paper.	5000 copies	Rate per Pamphlet:
2. PROVIDING SOUND SYSTEM WITH TRANSPORT			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
2.1	SOUND SYSTEM WITH TRANSPORT Hi-Fi Speakers (with stand, Audio Mixer 32 Ch, Power Amplifiers, 12 - Lead & Wireless Microphones with stand, CD Player and other accessories)	10 PAIRS SPEAKERS	Rate per Pair per day:

3. PROVIDING GENERATORS WITH FUEL & TRANSPORT

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
3.1	GENERATORS WITH FUEL & TRANSPORT		Rate per generator per day:
	i. 60KVA	01	_____
	ii. 100KVA	01	_____

4. STAGE LIGHTS

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
4.1	IN-DOOR STAGE LIGHTING WITH TRANSPORT (8-Par cans)	01 days	Rate per day:

5. ILLUMINATION

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
5.1	ILLUMINATION OF THE VENUE.	03 Nights	Rate per night:

6. FOOD

6.1	LUNCH WITH CROCKERY & DECORATION WITH TRANSPORTATION Menu: Chicken Qorma, Mutton Biryani, Vegetable, Naan / Chapati, Raita, Sweet Dish, Salad & Cold Drink	500 PERSONS	Rate per person per day:
6.2	DINNER WITH CROCKERY & DECORATION WITH TRANSPORTATION Menu: Mutton Qorma, Chicken Biryani, Chicken Tikka, Daal, Sweet Dish, Naan / Chapati, Raita, Salad & Cold Drink	500 PERSONS	Rate per person per day:
6.3	HIGH-TEA WITH CROCKERY & DECORATION WITH TRANSPORTATION Menu: Vegetable Roll, Sandwich, Biscuits, Pastry, Patties, Tea & Coffee	500 PERSONS	Rate per person per day:

7. TRANSPORTATION WITH FUEL

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
7.1	Corolla Xli	02	Rent per day per vehicle:
7.2	Hi-Ace Van (Dom)	03	Rent per day per vehicle:
7.3	AC Coaster	03	Rent per day per vehicle:
7.4	Shahzore	03	Rent per day per vehicle:



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)
DEPUTY DIRECTOR
Directorate General Culture, Sindh

Seal & Signature Company/Firm:-

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



BIDDING DOCUMENT
Single Stage One Envelop Procedure

**PROCUREMENT OF GOODS/SERVICES FOR
HOLDING OF FAIRS & SHOWS ACTIVITIES
KARACHI**

No.DGC/Tender/2017-18/Grants/

Dated: _____

M/S _____

The deadline for bid submission is 07/02/2018 at 12:00 noon
and will be opened on same date at 1:00 p.m

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INTRODUCTION

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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

3. BID SECURITY

3. 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
 3. 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.

3. BID VALIDITY

3. 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. Director General Culture, Block 76-A, Pak-Secretariat, Opp. MPA Hostel 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.

3. DEADLINE FOR SUBMISSION OF BIDS

3. 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.

3. LATE BID

3. 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.

3. WITHDRAWAL OF BIDS

3. 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

3. 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

3. 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

3. 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.

3. 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;

15. AWARD OF CONTRACT

Post Qualification:

- a. The purchaser will determine to its satisfaction the Bidder selected as having submitted the lowest-evaluated / quality-evaluated / requirement evaluated responsive Bid is qualified to satisfactory perform the Contract.
- b. The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualification submitted by the Bidder, as well as other information as the Purchaser deems necessary and appropriate.

Award Criteria:

- a. An affirmative determination will be pre-requisite for Award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.

- b. The purchase will award the contract to the successful bidder whose bid has been determined to be the lowest evaluated responsive Bid, provided further that Bidders determine to be qualified to satisfactory perform the Contract.

Purchaser's Right to vary Quantities at time of Award:

- a. The Purchaser reserves the right at the time of award of contract to increase or decrease the quantity of Goods / Services as specified in the specifications without any change in unit prices of other terms and conditions.

Notification of Award

- a. The Purchaser will notify the successful bidder in writing to be confirmed in writing by letter that the bid has been accepted and on which basis the bid has been accepted.
- b. The notification of award will constitute the formation of a contract until the Contract has been affected.

Performance Security

- a. Within the seven (07) days of receipt of Notification of Award from the Purchaser, the Bidder shall furnish the Performance Security, in accordance with the conditions of the contract, in Performance Security form, which should be 5% of the total bid value in shape of Pay Order / Demand Draft or Bank Guarantee.



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

1. PROVIDING SOUND SYSTEM WITH TRANSPORT			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
1.1	<u>SOUND SYSTEM WITH TRANSPORT</u> Hi-Fi Speakers (with stand, Audio Mixer 32 Ch, Power Amplifiers, 12 – Lead & Wireless Microphones with stand, CD Player and other accessories)	08 PAIRS SPEAKERS	Rate per Pair per day:
2. PROVIDING GENERATORS WITH FUEL & TRANSPORT			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
2.1	GENERATORS WITH FUEL & TRANSPORT		Rate per generator per day:
	i. 60KVA	01	_____
	ii. 100KVA	01	_____
3. STAGE LIGHTS			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
3.1	OUT-DOOR STAGE LIGHTING WITH TRANSPORT FOR 01-DAY MUSICAL NIGHT (30-Par Cans, 01-Follow Spot, 01-Light Mixer, 02-Smoke Machine, 10-Durbi Light, 02-Trussing Tower, 20-Color Lights, 10-Moving Spot)	01 days	Rate per day:

3.2	IN-DOOR STAGE LIGHTING WITH TRANSPORT (8-Par cans)	01 days	Rate per day:
4. ILLUMINATION			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
4.1	ILLUMINATION OF VENUE WITH TRANSPORT	01 Night	Rate per night:
5. DECORATION			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
5.1	DECORATION WITH TRANSPORT Specification: Canopy (A Class) to cover 2000 audiences, Leather Sofas (Qty 200), Foam Chairs with cover (Qty 1800), Center tables with covers (Qty 20), Floor Carpets (Qty 150), Red Runner Carpets (Qty 40), Jumbo Carpets (Qty 50)	01 Day	Rate per day:
6. CONSTRUCTION & FABRICATION OF STALLS & STAGE			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
6.1	CONSTRUCTION & DECORATION OF STALLS: Specification: Stall size 9 sq.meters includes 04 Chairs, 04 Tables with cover, Power socket, 03 savers)	10 stalls	Rate per stal:
6.2	FABRICATION & DESINGING OF STAGE	Stage Size: 24"x30"x4"	Rate in Rs.
7. FOOD			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
7.1	LUNCH WITH CROCKERY & DECORATION WITH TRANSPORTATION FOR 01 DAY Menu: Chicken Qorma, Chicken Biryani, Vegetable, Naan / Chapati, Raita, Sweet Dish, Salad & Tea	300 PERSONS	Rate per person per day:

7.2	DINNER WITH CROCKERY & DECORATION WITH TRANSPORTATION FOR 01 DAY Menu: Mutton Qorma, Chicken Biryani, Daal, Sweet Dish, Naan / Chapati, Raita, Salad & Tea	300 PERSONS	Rate per person per day:
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8. TRANSPORTATION WITH FUEL

S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
8.1	Corolla Xli	02	Rent per day per vehicle:
8.2	Hi-Ace Van (Dom)	02	Rent per day per vehicle:



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)
DEPUTY DIRECTOR
Directorate General Culture, Sindh

Seal & Signature Company/Firm:-

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



BIDDING DOCUMENT
Single Stage One Envelop Procedure

PROCUREMENT OF GOODS/SERVICES FOR
ADABI CONFERENCE SINDH INTERNATIONAL FESTIVAL

No.DGC/Tender/2017-18/Grants/

Dated: _____

M/S _____

The deadline for bid submission is 07/02/2018 at 12:00 noon
and will be opened on same date at 1:00 p.m

INSTRUCTIONS TO BIDDER

INTRODUCTION

1. ELIGIBLE BIDDERS

3. 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

3. 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

3. 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

3. BID SECURITY

3. 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
 3. 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.

3. BID VALIDITY

3. 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. Director General Culture, Block 76-A, Pak-Secretariat, Opp. MPA Hostel 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.

3. DEADLINE FOR SUBMISSION OF BIDS

3. 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.

3. LATE BID

3. 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.

3. WITHDRAWAL OF BIDS

3. 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

3. 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

3. 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

3. 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.
3. 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;

15. AWARD OF CONTRACT

Post Qualification:

- a. The purchaser will determine to its satisfaction the Bidder selected as having submitted the lowest-evaluated / quality-evaluated / requirement evaluated responsive Bid is qualified to satisfactory perform the Contract.
- b. The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualification submitted by the Bidder, as well as other information as the Purchaser deems necessary and appropriate.

Award Criteria:

- a. An affirmative determination will be pre-requisite for Award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.
- b. The purchase will award the contract to the successful bidder whose bid has been determined to be the lowest evaluated responsive Bid, provided further that Bidders determine to be qualified to satisfactory perform the Contract.

Purchaser's Right to vary Quantities at time of Award:

- a. The Purchaser reserves the right at the time of award of contract to increase or decrease the quantity of Goods / Services as specified in the specifications without any change in unit prices of other terms and conditions.

Notification of Award

- a. The Purchaser will notify the successful bidder in writing to be confirmed in writing by letter that the bid has been accepted and on which basis the bid has been accepted.
- b. The notification of award will constitute the formation of a contract until the Contract has been affected.

Performance Security

- a. Within the seven (07) days of receipt of Notification of Award from the Purchaser, the Bidder shall furnish the Performance Security, in accordance with the conditions of the contract, in Performance Security form, which should be 5% of the total bid value in shape of Pay Order / Demand Draft or Bank Guarantee.

A handwritten signature in black ink, consisting of a stylized, cursive script that is difficult to decipher. It appears to be a personal or official signature.

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

1. PROVIDING SOUND SYSTEM WITH TRANSPORT			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
1.1	<u>SOUND SYSTEM WITH TRANSPORT</u> Hi-Fi Speakers (with stand, Audio Mixer 32 Ch, Power Amplifiers, 12 – Lead & Wireless Microphones with stand, CD Player and other accessories)	08 PAIRS SPEAKERS	Rate per Pair per day:
2. PROVIDING GENERATORS WITH FUEL & TRANSPORT			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
2.1	GENERATORS WITH FUEL & TRANSPORT		Rate per generator per day:
	i. 60KVA	01	
	ii. 100KVA	01	
3. STAGE LIGHTS			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
3.1	IN-DOOR STAGE LIGHTING WITH TRANSPORT (08- Par Cans)	01 days	Rate per day:

4. ILLUMINATION			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
4.1	ILLUMINATION OF VENUE WITH TRANSPORT	01 Night	Rate per night:
5. FOOD			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
5.1	LUNCH WITH CROCKERY & DECORATION WITH TRANSPORTATION FOR 01 DAY Menu: Chicken Qorma, Chicken Biryani, Vegetable, Naan / Chapati, Raita, Sweet Dish, Salad & Tea	300 PERSONS	Rate per person per day:
5.2	DINNER WITH CROCKERY & DECORATION WITH TRANSPORTATION FOR 01 DAY Menu: Mutton Qorma, Chicken Biryani, Daal, Sweet Dish, Naan / Chapati, Raita, Salad & Tea	300 PERSONS	Rate per person per day:
6. TRANSPORTATION WITH FUEL			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
6.1	Corolla Xli	02	Rent per day per vehicle:
6.2	Hi-Ace Van (Dom)	02	Rent per day per vehicle:

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)
DEPUTY DIRECTOR
Directorate General Culture, Sindh

Seal & Signature Company/Firm:-

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



BIDDING DOCUMENT

Single Stage One Envelop Procedure

**PROCUREMENT OF GOODS/SERVICES FOR
SEA FESTIVAL**

For 03 days

No.DGC/Tender/2017-18/Grants/

Dated: _____

M/S _____

The deadline for bid submission is 07/02/2018 at 12:00 noon
and will be opened on same date at 1:00 p.m

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.

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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

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- (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. Director General Culture, Block 76-A, Pak-Secretariat, Opp. MPA Hostel 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;

15. AWARD OF CONTRACT

Post Qualification:

- a. The purchaser will determine to its satisfaction the Bidder selected as having submitted the lowest-evaluated / quality-evaluated / requirement evaluated responsive Bid is qualified to satisfactory perform the Contract.
- b. The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualification submitted by the Bidder, as well as other information as the Purchaser deems necessary and appropriate.

Award Criteria:

- a. An affirmative determination will be pre-requisite for Award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.

- b. The purchase will award the contract to the successful bidder whose bid has been determined to be the lowest evaluated responsive Bid, provided further that Bidders determine to be qualified to satisfactory perform the Contract.

Purchaser's Right to vary Quantities at time of Award:

- a. The Purchaser reserves the right at the time of award of contract to increase or decrease the quantity of Goods / Services as specified in the specifications without any change in unit prices of other terms and conditions.

Notification of Award

- a. The Purchaser will notify the successful bidder in writing to be confirmed in writing by letter that the bid has been accepted and on which basis the bid has been accepted.
- b. The notification of award will constitute the formation of a contract until the Contract has been affected.

Performance Security

- a. Within the seven (07) days of receipt of Notification of Award from the Purchaser, the Bidder shall furnish the Performance Security, in accordance with the conditions of the contract, in Performance Security form, which should be 5% of the total bid value in shape of Pay Order / Demand Draft or Bank Guarantee.

A handwritten signature or mark consisting of a stylized, cursive-like scribble followed by a long, straight diagonal line extending upwards and to the right.

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

1. PRINTING OF INVITATION CARDS & PANAFLEX			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
1.1	PRINTING OF INVITATION CARDS (FOUR COLOR) Size 10' x 8', 350 grams, Front Back Printing (4) Colors, Matte-lamination, Spotted UV, Four color envelopes.	5,000	Rate per card:
1.2	MATTE LAMINATION PANAFLEX WITH FITTING ON WOODEN FRAME (VARIOUS SIZES)	15,000 SQ. FT	Rate per feet:
2. PROVIDING SOUND SYSTEM WITH TRANSPORT			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
2.1	<u>SOUND SYSTEM WITH TRANSPORT FOR MUSIC AT EXHIBITION VENUE</u> Hi-Fi Speakers (with stand, Audio Mixer 32 Ch, Power Amplifiers, 12 - Lead & Wireless Microphones with stand, CD Player and other accessories)	12 PAIRS SPEAKERS	Rate per Pair per day:
2.2	<u>SOUND SYSTEM WITH TRANSPORT FOR MUSICAL NIGHTS</u> Hi-Fi Speakers (with stand, Audio Mixer 64 Ch, Power Amplifiers, 40 - Lead & Wireless Microphones with stand, CD Player and other accessories)	20 PAIRS SPEAKERS	Rate per Pair per day:

3. PROVIDING GENERATORS WITH FUEL & TRANSPORT			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
3.1	GENERATORS WITH FUEL & TRANSPORT i. 60KVA ii. 100KVA	02 02	Rate per generator per day: _____ _____
4. STAGE LIGHTS			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
4.2	OUT-DOOR STAGE LIGHTING WITH TRANSPORT FOR MUSICAL NIGHTS (30-Par Cans, 01-Follow Spot, 01-Light Mixer, 02-Smoke Machine, 10-Durbi Light, 02-Trussing Tower, 20-Color Lights, 10-Moving Spot)	02 days	Rate per day:
5. SMDs			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
5.1	SMD (Size: 10X10) WITH TRANSPORT	04	Rate per SMD per day:
6. ILLUMINATION			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
6.1	ILLUMINATION WITH TRANSPORT FOR CULTURAL EXHIBITION VENUE & MUSICAL NIGHT VENUE.	03 Nights	Rate per night:
7. DECORATION			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
7.1	DECORATION WITH TRANSPORT FOR MUSICAL NIGHTS Specification: Decoration for 2000 audiences, Leather Sofas (Qty 200), Foam Chairs with cover (Qty 1800), Center tables with covers (Qty 20), Floor Carpets (Qty 150), Red Runner Carpets (Qty 40), Jumbo Carpets (Qty 50)	03 Days	Rate per day:

8. CONSTRUCTION & FABRICATION OF STALLS & STAGE			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
8.1	CONSTRUCTION & DECORATION OF STALLS: Specification: Stall size 9 sq.meters includes 04 Chairs, 04 Tables with cover, Power socket, 03 savers)	30 stalls	Rate per stall:
8.2	FABRICATION & DESINGING OF STAGE FOR MUSIC AL NIGHTS (Stage Size 24"x40"x4")	Stage Size: 24"x40"x4"	Rate in Rs.
9. FOOD			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
9.1	LUNCH WITH CROCKERY & DECORATION WITH TRANSPORTATION FOR 02 DAYS Menu: Chicken Qorma, Mutton Biryani, Vegetable, Naan / Chapati, Raita, Sweet Dish, Salad & Cold Drink	500 PERSONS	Rate per person per day:
9.2	DINNER WITH CROCKERY & DECORATION WITH TRANSPORTATION FOR 02 DAYS Menu: Mutton Qorma, Chicken Biryani, Chicken Tikka, Daal, Sweet Dish, Naan / Chapati, Raita, Salad & Cold Drink	500 PERSONS	Rate per person per day:
10. TRANSPORTATION WITH FUEL			
S.No.	NAME & SPECIFICATION OF ITEMS	QTY	Rate Quoted in Rs.
9.1	Corolla Xli	06	Rent per day per vehicle:
9.2	Hi-Ace Van (Dom)	05	Rent per day per vehicle:
9.3	AC Coaster	05	Rent per day per vehicle:
9.4	Shahzore	05	Rent per day per vehicle:

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)
DEPUTY DIRECTOR
Directorate General Culture, Sindh

Seal & Signature Company/Firm:-