

ISSUED ON: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_



# SINDH HIGHER EDUCATION COMMISSION

## BID DOCUMENTS

DG.CIEC-SHEC/316/2024(1)



GOVERNMENT OF SINDH  
SINDH HIGHER EDUCATION COMMISSION



NO. DG.CIEC-SHEC/316/2024

Karachi, dated 02.04. 2024

**NOTICE INVITING TENDER**

Sindh Higher Education Commission (Sindh HEC) invites sealed bids on single stage one envelope procedure from the well reputed Event Management Companies registered with SRB & FBR to arrange one day career connect / Job Fair-2024 at Expo Center Karachi.

S#	Tender		Tender Schedule – Date and Time				Tender Fee
	Number	Work	Issue / Sale		Submission	Opening	
			From	To			
1	<u>NO. DG(CIEC-SHEC)/316/2024</u>	Hiring of Services of Event Management Company	05-04-2024	22-04-2024	22-04-2024 11:00 A.M	22-04-2024 11:30 A.M	2000/-

**Eligibility Criteria**

- The bidder must have at least 5 years of experience in the field of event management.
- The Firm must be Registered with FBR and SRB.
- Interested parties can obtain Bid Document including eligibility criteria from the office of **Director (Admin)**, Sindh Higher Education Commission, Government of Sindh during office hours. Alternatively the documents may also be downloaded from the website <http://ppms.pprasinhd.gov.pk/PPMS> or <https://sindhhec.gov.pk/>.
- Bidders are requested to give their Best and Final Price as “No” negotiation is permitted.
- Bid Security of amount equivalent to 5% of the total quoted bid amount must be attached with the bids in the shape of Pay Order / Demand draft / Call deposit in the name of Sindh Higher Education Commission, Government of Sindh.
- The Bids must be in sealed envelope and must clearly state **tender description**.
- The bids will be opened 22.04.2023 in the presence of bidders or their authorized representative who intend to be present.
- Bidding documents will be issued, submitted and opened on the address mentioned underneath.
- The procuring agency may reject all or any tender at any time prior to the acceptance of the proposal subject to the relevant provisions of SPP Rules, 2010 (Amended 2019).
- In case, the date of opening of bids is declared as a public holiday or non-working day due to force Majeure, the next official working day shall be deemed to be date for issuance, submission and opening of tenders. The time and venue shall remain unchanged.
- Sindh Higher Education Commission, Government of Sindh** shall not be responsible for any cost or expenses incurred by bidding firms and reserves the right to terminate the procurement process at any time subject to relevant provision of SPP Rules, 2010 (Amended 2019).

**DIRECTOR (ADMIN)**

Sindh Higher Education Commission  
Bungalow # F-60/1, Clifton Block-4, Karachi  
Ph # 021-99332669, Email Address: [mail@sindhhec.gov.pk](mailto:mail@sindhhec.gov.pk)



**GOVERNMENT OF SINDH  
SINDH HIGHER EDUCATION COMMISSION**



NO. DG.CIEC-SHEC/316/2024

Karachi, dated 05.04. 2024

**BIDDING DATA**

a) Name & Address of Procuring Agency	Sindh Higher Education Commission, F-60, Shahrah-e-Attar, Clifton Block-4, Karachi
b) Brief Description of Works	Arrangement of one day Career Connect / Job Fair-2024 at Expo Center Karachi.
c) Amount of Bid Security	5 % in shape of Pay order in favor of Sindh Higher Education Commission
d) Period of Bid Validity (days)	90 days
e) Time of Completion	Whole arrangement should be ready in all respect on or before the event day i.e. 9 <sup>th</sup> May, 2024.
f) Period of commencement from	Immediately after issuance of the work order
g) Performance Bond	<b>05%</b>
h) Deadline for Submission of Bids along with time	As notified in the NIT
i) Liquidity damages:	<ul style="list-style-type: none"><li>- If the supply and performing of the work is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision which is not more than 10% amount of work order.</li></ul>
j) Eligibility	<ul style="list-style-type: none"><li>- Registration with FBR for Income Tax, Sales Tax in case of procurement of goods, registration with the Sindh Revenue Board (SRB) in case of Procurement of Works and Services as the case may and are not black listed in any procuring agency or authority.</li><li>- At least three years relevant experience</li><li>- At least three years turnover details including amount &amp; award that average turnover of last three years should not be less than Rs. 3 million, as per online annual returns submitted to FBR.</li><li>- Bidders are advised that before filling the bidding documents all pages of bidding documents should carefully be rechecked. If any page(s) / paper(s) of</li><li>- bidding documents can be downloaded from the official website of this office and SPPRA, and also can be obtained from the office of the Sindh HEC. Bid(s) with incomplete bidding documents will straightaway be rejected.</li></ul>

DIRECTOR (ADMIN)



**GOVERNMENT OF SINDH  
SINDH HIGHER EDUCATION COMMISSION**



NO. DG.CIEC-SHEC/316/2024

Karachi, dated 05.04. 2022

**APPENDIX TO FORM OF TENDER**

5% of the bid price pay order. ....

Period of commencement from receipt of letter of intent **Immediately after issuance of the work order**

Time completion Whole arrangement should be ready in all respect on or before one day career connect / Job Fair-2024

Amount of liquidated damages  
If the supply and performing of the work is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision which is not more than 10% amount of work order.

Contractor's address for serving the notice (Duly registered with concerned tax authorities) .....  
.....

Persons or bodies corporate forming Partnership or Company N/A

**Signature of Contractor/Seal of Firm  
Authorised Representative of Firm**



**GOVERNMENT OF SINDH  
SINDH HIGHER EDUCATION COMMISSION**



**NO. DG.CIEC-SHEC/316/2024**

**dated 05.04. 2024**

**Karachi,**

**INSTRUCTIONS TO TENDERERS**

- a) Director (Admin) Sindh Higher Education Commission, calls tender for the “Arrangement of one day Career Connect / Job Fair-2024 at Expo Center Karachi.” in accordance with the Bill of Quantities attached here to be submitted on or before **11.00 am** on **22.04.2024**. Tenders cost will not be reimbursed, for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.
- b) Any tender/tenders without call deposit will not be entertained. Call deposit of the awarding firm may be returned after successful completion of work. If the firm fails to commence or complete the awarded work within the stipulated time their work order will be cancelled as per rule vide clause # 10 of terms & conditions and call deposit shall be forfeited.
- c) The actual sum to be paid to the contractor whose tender is accepted shall be determined by measuring/counting the work actually done or supplying the actual number of items in accordance with the work order and valuing it at the rates or prices by the contractor in the tender.
- d) All prices quoted shall be deemed to include all costs of performing the works, i.e. labour, materials, transportation, income tax, GST, duties, octroi charges, royalties permit etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in B.O.Q.
- e) All tenderers or their representative are invited to present for the opening of the tender on **22.04.2024** at **11.30 am**. The name of each firm submitting tender and only the total contract price will be read aloud and recorded.
- f) The completed forms should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the tenderer, person(s) signing the tender shall initial them. Conditional tenders will not be accepted.
- g) “In case of a discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined”.
- h) The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time shall not be considered.
- i) Tenders shall be made in the form supplied thereof, with all items and blanks properly filled. All data, figures and the signature of persons signing the tender shall be in ink.

- j) All unit rate filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.
- k) Detailed particulars of the work can be seen in the office of Director (Admin) on any working day during the office hours.
- l) Bids are to be submitted against all works as mentioned in BOQ. Earnest money should be submitted accordingly.
- m) The tender must be signed on each and every page by a person(s) authorized to do so.

### **TERMS & CONDITION**

1. If the supply is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision **or** the firm will be black listed.
2. Quantities shown in the B.O.Q. are approximate and no claim shall be entertained for quantities of executed being 30% more or less than those entered in the B.O.Q.
3. Inspection: ***Nominated Inspection Committee will make Inspection Career Connect / Job Fair-2024 arrangements in case of any unsatisfactory report, the penalty should be imposed.***
4. The qualified firm should arrange sample of approval for refreshment and lunch as per menu of B.O.Q at their own cost.
5. No subletting of all or any part of work will be allowed at any cost / reasons.
6. Payments: -
  - 6.1 The actual sum to be paid shall be determined by quantify/measurements of items actually supplied valuing it at the rates/prices quoted in the approved quotations.

***Director (Admin)***



GOVERNMENT OF SINDH  
SINDH HIGHER EDUCATION COMMISSION



NO. DG(CIEC-SHEC)/316/2024

Karachi, dated 05.04. 2024

**ARRANGEMENT OF ONE DAY CAREER CONNECT / JOB FAIR-2024 AT EXPO  
CENTER KARACHI.**

**SUMMARY OF BID COST AS PER BILL OF QUANTITY**

S.No	Description	Qty.	Unit Cost in PKR	Total Cost in PKR
	<b>Career Connect 2024 at Hall # 6, Expo Centre Karachi</b>			
<b><u>1</u></b>	<b>Audio Visual</b>			
a)	<b>SMD with Trussing - 30 x 12 (to be hanged on Trussing) LIVE SIZE</b>	1		
b)	<b>SMD - 10 x 12</b>	1		
c)	<b>Sound System for Exhibition Area</b> * 4 Pair Sp4 * 1 Hand Cordless Mic * 1 Mixer	1		
d)	<b>Laptops (Lenovo, HP or Dell)</b> i5, 8 Ram, 500GB Hard disk	2		
e)	<b>Event Photography, Videography &amp; Post Production Management (Printed album not included)</b>	1		
<b><u>2</u></b>	<b>Shell Scheme</b>			
a)	<b>German Octomom Shell (3x3)</b> * Spot Light 3 * Counter 1 * Glass Round Table 1 * Chairs 3 * Company Fascia Name * 220V Power Point * Dustbin	120		
b)	<b>Shell Counter</b>	30		
c)	<b>Shell Chairs</b>	60		
<b><u>3</u></b>	<b>Carpeting</b>			
a)	<b>Carpet (New &amp; 1 time used) - HALL 6</b> * Laying and Removing	36000 Sqft		
b)	<b>Carpet for Outer Area (Optional) Red Carpet</b>	1200 Sqft		
<b><u>4</u></b>	<b>Generator</b>			

a)	<b>Standby / Supplementary Generators for airconditioning backup including operator: 500KVA</b> * for AC Backup without Fuel	1		
b)	<b>Standby / Supplementary Generators for airconditioning backup including operator: 150 KVA</b> * for lighting without Fuel	1		
c)	<b>Fuel for Expo &amp; Standby Generators</b>	700 Ltr		
d)	<b>Transportation for Generators (Up &amp; Down)</b>			
<b><u>5</u></b>	<b>Electrical</b>			
a)	<b>Electrical Work</b> * Lighting on in Each Stall 10 Ampere Maximum Load * Power Supply * Main-Power Supply * Sub Main-Power Supply * Circuits-Plug with box, wire & top pin, 10 Amp. * Circuit Breakers in each shop * Panel Boards * Main Panel * Chamber Boxes * Electrical Service	1		
b)	<b>Lighting:</b> * General light outers * Lighting with pole * Light Tango * Plant Arranges Entrance	6 Tower		
<b><u>6</u></b>	<b>Branding</b>			
a)	<b>Branded Entrance Gate - Fover Area &amp; Hall 6</b>	2		
b)	<b>Main Gate with Backdrop (whole middle gate structure &amp; branding)</b>	1		
c)	<b>Backdrop 10 x 5 (Outer Grill)</b>	50		
d)	<b>Welcome Wall ( 20 x 10 )</b>	01		
e)	<b>Media Wall / Aknowledgement Wall (20x10)</b>	01		
f)	<b>Pledge Wall / Comment Wall (10 x 10 )</b>	01		
g)	<b>Floor plan Wall (10 x 10)</b>	01		
h)	<b>Branding NOC's Gate &amp; Grill</b>			
i)	<b>Backdrop Registration Desk / Reception (20x10) (3D Required)</b> Counter, Pillars, Vinyle pasting on Counters Spot Lights, Electrical Work, System Networking for Registration Desk	1		
j)	<b>Branded Walkway - wooden wall with Penalfex &amp; Pillars with Lights</b> 16 x 8	40		
k)	<b>Branding Panels - 8 x 4 Cafeteria Grills</b>	30		



l)	<b>Bridge Panel</b>	5		
m)	<b>Mobile Vans</b>	10		
<u>7</u>	<b>Others</b>			
a)	<b>Water Dispenser</b> (Water Bottles not included)	10		
b)	<b>Lunch for all security forces</b> (Biryani or Pulao Boxes)	200		
c)	<b>Lunch for staff members</b>	150		
d)	<b>Bouncers for VIP Area &amp; Other Activities</b>	6		
e)	<b>Security guards</b>	6		
f)	<b>Walkthrough Gates</b> (1 for Gents & 1 for Ladies)	2		
g)	<b>Hand metal detector</b>	2		
h)	<b>Valet parking services</b>	10		
i)	<b>Janitorial Services</b>	6		
j)	<b>Ambulance</b> - (if required)	1		
k)	<b>Fire Fighting</b> - (if required)	1		
l)	<b>Bomb Disposal Squad</b>	1		
m)	<b>Parking light</b>	10		
n)	<b>SMD lights for the brandings</b>	30		
o)	<b>Disposable Glasses</b>	500		
p)	<b>Water Bottles for Dispenser &amp; refilling</b> (as per requirement)			
q)	<b>Tissue Box for Janitorial</b>	200		
<u>8</u>	<b>Labour &amp; Transportation</b>	1		
<u>9</u>	<b>Registration Desk</b>			
<u>a</u>	<b>Laptops (Lenovo, HP or Dell) i5, 8 Ram, 500GB Hard disk</b>	1		
<u>b</u>	<b>Printers for Registration desk (Laser Printer)</b>	1		
<u>10</u>	<b>Printing &amp; Publication</b>			
<u>a</u>	<b>Leaflets</b>	1000		
<u>b</u>	<b>Posters A3</b>	1000		
<u>C</u>	<b>Roll-up Standees (for pre-event)</b>	75		
<u>D</u>	<b>Company Lanyards</b>	360		
<u>E</u>	<b>Company Entry Cards</b>	360		
<u>F</u>	<b>Volunteers Lanyards</b>	150		
<u>G</u>	<b>Volunteers Entry Cards</b>	150		
<u>H</u>	<b>Plastic Pouches</b>	500		
<u>11</u>	<b>Souvenirs</b>			
<u>a</u>	<b>Shields for Guest of Honors</b>	15		
<u>b</u>	<b>Flower bouquet for GOH</b>	15		
<u>12</u>	<b>Souvenir bag items:</b>			
<u>a</u>	<b>Notebook</b>	500		
<u>b</u>	<b>Pen</b>	500		
<u>c</u>	<b>Mug</b>	500		
<u>d)</u>	<b>Laptop bags</b>	500		
<u>e)</u>	<b>Bag Packs</b>	500		

<u>f)</u>	Portable USB	500		
<u>13</u>	Social Media (with over all reach face book 200k +)			
<u>a</u>	Face book	Complete	Lump sump	
<u>b</u>	Twitter			
<u>c</u>	Linked in			
<u>d</u>	Multiple interviews			
<u>e</u>	Live coverage			
	Total			

*Signature of Contractor with Seal*



## Integrity Pact

### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

\_\_\_\_\_  
[Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, \_\_\_\_\_  
[Name of Supplier/Contractor/Consultant] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliates, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or providing any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

\_\_\_\_\_  
[Name of Supplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with any person in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_  
[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, \_\_\_\_\_  
[Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by \_\_\_\_\_  
[Name of Supplier/Contractor/Consultant] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

\_\_\_\_\_  
[Procuring Agency]

\_\_\_\_\_  
[Supplier /Contractor/Consultant]



**GOVERNMENT OF SINDH  
SINDH HIGHER EDUCATION COMMISSION**



NO. DG(CIEC-SHEC)/316/2024

Karachi, dated 05.04. 2024

To,

The Director (Admin)  
Sindh Higher Education Commission  
Karachi

**SUBJECT: - ARRANGEMENT OF ONE DAY CAREER CONNECT / JOB FAIR-2024 AT EXPO CENTER KARACHI.**

1. Having examined the instructions to the tenders, drawings, conditions of contract (General conditions and the conditions of particular application), and specifications, bill of quantities and having visited and inspected the site of the above-named works. I/We the undersigned offer to carryout, complete the above works/supplies in conformity with the said instructions to tenders; conditions of work order/contract, specifications, Bill of Quantities, for the following sums or such other sum as may be ascertained in I accordance with said conditions.

Rs-\_\_\_\_\_/- (Rupees \_\_\_\_\_)

2. We under take if my/our tender is accepted to commence the works immediately or within one week of recognized of the work order.
3. We agree to abide by this tender for a period of 60 days from the date of opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of the said period of 60 days.
4. I/We understand that you are not bound to accept the lowest or any tender you may receive and you may reject any or all tenders without assigning any reason.

**Signature of Contractor/Seal of Firm  
Authorized Representative of Firm**