

ISSUED ON: _____

ISSUED TO: _____



SINDH HIGHER EDUCATION COMMISSION

BID DOCUMENTS

AD(ADMIN)/SHEC/SR&T(4)/6-5/2024-25





GOVERNMENT OF SINDH
SINDH HIGHER EDUCATION COMMISSION

F-60/I, Near Abdullah Shah Ghazi Shrine, Shahrah-e-Attar,
Clifton, Block-4 Karachi, Ph: 021-99332669-71
info@sindhhec.gov.pk, www.sindhhec.gov.pk



No.AD (ADMIN)/SHEC/SR&T(4)/6-5/2024-25

Karachi, dated: 09th December, 2024

NOTICE INVITING TENDER

Sindh Higher Education Commission (Sindh HEC) invites bids **electronically** on - **Single Stage One Envelope** - procedure from the well reputed and experienced Event Management Companies registered with SRB & FBR to arrange two-day 04th Sindh Research & Technology Showcase-2025 to be held on 22-23 January, 2025 at Hall No. 06 at Expo Center, Karachi.

S#	Tender		Tender Schedule-Date and Time				Tender Fee
	Number	Work	Issue/sale		Submission	opening	
			From	To			
1.	AD(ADMIN)/SH C/SR&T(4)/6-5/2024-25	Hiring of Services of Event Management Company	09-12-2024	26-12-2024	26.12.2024 at 11:00 AM	26.12.2024 11:30 AM	2,000/-

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 bidders may seek further information by obtaining bidding document upon submitting the written application along with a pay order / demand draft amounting to Rs.2000/- in favor of Sindh Higher Education Commission, Government of Sindh from the office of the Assistant Director (Admin), Sindh HEC, or downloading it from the websites <http://sindhhec.gov.pk/> and <http://portalsindh.eprocure.gov.pk/>.
- Bidders are required to submit their bids, including all requisite information or supporting information, **electronically** on or before **11:00 am** on **26th December, 2024** through designated e-procurement system i.e. E-Pak Acquisition and Disposal System (E-PADS) of Sindh Public Procurement Regulatory Authority by registering their company in advance at <http://portalsindh.eprocure.gov.pk/> prior to the bid opening date.
- Physical bids shall neither be allowed nor accepted. Bid submitted after the specified date & time will not be considered.
- Bidders are requested to be given their Best and Final Price as "No" negotiation is permitted.
- Bid Security of an amount equivalent to 5% of the total quoted bid amount must be attached with the bid(s) in the shape of Pay Order/Demand draft/Call deposit in the name of Sindh Higher Education Commission, Government of Sindh. However, the original bid security instrument shall be required physically in separate sealed envelope from all the prospective bidders on or before bid opening date and a copy of the same instrument without disclose the bid security amount, to be required electronically. Non-compliance will cause the rejection of the bid(s).
- The bids submitted electronically will be opened on **26.12.2024** in the presence of the bidders or their authorized representative who intend to be present.
- In case, 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.
- The procuring agency reserves the right to reject all or any bid or cancel the bidding process, in whole or in part, at any time prior to the acceptance a proposal, subject to the relevant provisions of SPP Rules, 2010 (Amended from time to time).

-Sd/-

Assistant Director (ADMIN)
Sindh Higher Education Commission





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No.AD(ADMIN)/SHEC/SR&T(4)/6-5/2024-25

Karachi, dated: 09th December, 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 two days Sindh Research & Technology Showcase-2025 on 22-23 January, 2025 at Hall No. 6, 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. before 22 nd January 2025.
f) Period of commencement from	Immediately after issuance of the work order
g) Performance Bond	05%
h) Deadline for Submission of Bids along with time	As notified in the NIT
i) Liquidity 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.
j) Eligibility criteria	<u>The bidder must have:</u> <ul style="list-style-type: none">• 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.• At least 5 years of experience in the field of event management.• At least three years turnover details including amount & award that average turnover of last three years should not be less than Rs. 100 million, as per online annual returns submitted to FBR.• Affiliations with Exhibition Management associations/ bodies and certifications related to the field showing recognition of expertise in the field.• Work Experience with Federal / Provincial Government / Federation and chambers as "Event Manager" at Karachi and Lahore.• Bidders are advised that before filling the bidding documents all pages of bidding documents should carefully be rechecked.• Bid(s) with incomplete bidding documents will straightaway be rejected.

-Sd/-

ASSISTANT DIRECTOR (ADMIN)





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Karachi, dated: 09th December, 2024

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 two days of Sindh Research & Technology Showcase-2025.

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**





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NO.AD(ADMIN)/SHEC/SR&T/6-5(4)/2024-25

Karachi dated: 09th December, 2024

INSTRUCTIONS TO TENDERERS

- a) Assistant Director (Admin) Sindh Higher Education Commission, calls tender for the "Arrangement of two days 4th Sindh Research & Technology Showcase-2025 to be held on 22-23 January 2025 at Hall No. 6 Expo Center Karachi." in accordance with the Bill of Quantities attached here to be submitted on or before **11.00 am** on **26.12.2024**. 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 / 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 **26.12.2024** 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 Assistant 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 15% more or less than those entered in the B.O.Q.
3. Inspection: ***Nominated Inspection Committee will make Inspection of 4th Sindh Research & Technology Showcase-2025 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.

Sd/-

ASSISTANT DIRECTOR (ADMIN)





No.AD(ADMIN)/SHEC/SR&T(4)/6-5/2024-25

Karachi, dated: 09th December, 2024

**ARRANGEMENT OF TWO DAY SR&T SHOWCASE-2025 AT EXPO CENTER
 KARACHI.**

SUMMARY OF BID COST AS PER BILL OF QUANTITY

S.No	Description	Qty.
	Sindh Research & Technological Showcase-2025 at Hall # 6, Expo Center Karachi	Hall 6
1	Audio Visual	
a)	SMD with Trussing - 30 x 12 (to be hanged on Trussing) LIVE SIZE	1
b)	SMD - 10 x 12	1
c)	Sound System for inaugural Session * 4 Pair Sp4 * 1 Hand Cordless Mic * 1 Collar Mic * 1 Headgear Mic * 1 Rostrum Mic * 1 Mixer	1
d)	Sound System for Exhibition Area * 4 Pair Sp4 * 1 Hand Cordless Mic * 1 Mixer	1
e)	Laptops (Lenovo, HP or Dell) i5, 8 Ram, 500GB Hard disk	3
f)	Event Photography, Videography & Post Production Management (Printed album not included)	1
2	Shell Scheme	
a)	German Octomom Shell (3x3) * Spot Light 3 * Counter 2 * Glass Round Table 1 * Chairs 4 * Company Fascia Name * 220V Power Point * Dustbin	120
b)	Shell Counter	30
c)	Shell Chairs	60



3	Carpeting	
a)	Carpet (New & 1 time used) - HALL 6 * Laying and Removing	36000 Sqft
b)	Carpet (New & 1 time used) - HALL 6 Foyer Area * Laying and Removing	11500 Sqft
c)	Carpet for Outer Area (Optional) Red Carpet	1200 Sqft
4	Generator	
a)	Standby / Supplementary Generators for air-conditioning backup including operator: 500KVA * for AC Backup without Fuel	1
b)	Standby / Supplementary Generators for air-conditioning backup including operator: 150 KVA * for lighting without Fuel	1
c)	Fuel for Expo & Standby Generators	700 Ltr
d)	Transportation for Generators (Up & Down)	
5	Electrical	
a)	Electrical Work * 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)	Lighting: * General light outers * Lighting with pole * Light Tango * Plant Arranges Entrance	6 Tower
6	Branding	
a)	Branded Entrance Gate - Foyer Area & Hall 6	2
b)	Main Gate with Backdrop (whole middle gate structure & branding)	1
c)	Backdrop 10 x 5 (Outer Grill)	20
d)	Welcome Wall	20x10
e)	Media Wall / Acknowledgement Wall	20x10
f)	Pledge Wall / Comment Wall	10x10
g)	Floor plan Wall	10x10



h)	Wooden Stage - 20x10	1
i)	Rostrum with Branding	1
j)	Backdrop - 20x10	1
k)	Stage Scurting - 20x2	1
l)	Branding NOC's Gate & Grill	
m)	Backdrop Registration Desk / Reception (20x10) (3D Required) Counter, Pillars, Vinyl pasting on Counters Spot Lights, Electrical Work, System Networking for Registration Desk	1
n)	Heavy wooden wall for Walkway & Seminar Area Separation with lights 12x 10 @ 7 Walls 1x1 @ 9 Pillar	1
q)	Branded Walkway - wooden wall with Penalfex & Pillars with Lights 20 x 10 @ 4 Walls 1x1 @ 5 Pillar	1
o)	Heavy wooden wall for Seminar Area & VIP Sitting Separation 8 x 10 @ 3 Walls 1x1 @ 4 Pillar	1
p)	Branding Panels - 120 x 4 Cafeteria Grills	1
Z	Decor	
a)	Sofa Seating for 60 persons - 2 Seater	30
b)	Chairs with Cover	100
c)	Crockery / lineb / cutlery / Buffet Station / Waiters / Floral glass bowls / Tissue Box etc (for 100 persons)	1 job
d)	Table (2.5x4) for Water Dispenser & Other work	20
e)	Coffee Table for Front Rows	6
f)	Water Bottle with Glass (Big) Floral glass bowls / Tissue Box etc for Coffee Table	6
g	Others	
a)	Water Dispenser (Water Bottles not included)	10
b)	Lunch Boxes (for SHEC staff only)	50
c)	Hi - Tea for VIPs (1 Bite Samosa, Sandwich, Mint Cheese Roll, Cookies, Tea & Coffee)	150
d)	Bouncers for VIP Area & Other Activities	6
e)	Security guards	6
f)	Walkthrough Gates (1 for Gents & 1 for Ladies)	2
g)	Hand metal detector	2
h)	Valet parking services	10



i)	Janitorial Services	6
j)	Ambulance - (if required)	1
k)	Fire Fighting - (if required)	1
l)	Bomb Disposal Squad	1
n)	SMD lights for the brandings	30
o)	Disposable Glasses	500
p)	Water Bottles for Dispenser & refilling (as per requirement)	
q)	Tissue Box for Janitorial	100
r)	Volunteers	10
9	Labor & Transportation	1
10	Registration Desk	
a	Laptops (Lenovo, HP or Dell) i5, 8 Ram, 500GB Hard disk	5
b	Printers for Registration desk (Laser Printer)	1
c	Registration Desk Operations Trained Staff Material Management	1
11	On shell	
a	Water Bottles (1.5 liter) (120 on each day)	240
b	Disposable glasses (250 per day)	500
g	Cookies (in plates)	
h	Soft mints (in bowls)	10 Pack
12	Flower	
a	Flower bouquet for GOH (on second day)	5
13	Advertising & Marketing	
a	Bridge panel	3

Signature of Contractor with seal



Experience of Similar SERVICES

S. No	Assignment Description	Name /Contact Details of Client	Cost	Start Date	End Date	Remarks



INTEGRITY PACT
DECLARATION OF FEES COMMISSION AND BROKERAGE ETS
PAYABLE BY THE SUPPLIERS/ CONTRACTORS/ CONSULTANTS

Contact Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

[Name of Supplier/Contractor/Consultant] hereby declares that is has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or an 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 is 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 affiliate, agent associate, broker, consultant, director, promoter, shareholder, sponsor of subsidiary 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 thereto.

[Name of Supplier/Contractor/Consultant] certifies that it has been made and will make full disclosure of all agreements and arrangements with all persons 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, presentation or warranty.

[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresentating 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 obligations 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 time 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)

(Supplies/Contractor/Consultant)





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No.AD(ADMIN)/SHEC/SR&T(4)/6-5/2024-25

Karachi, dated: 09th December, 2024

The Assistant Director (Admin)
Sindh Higher Education Commission
Karachi

SUBJECT: - ARRANGEMENT OF TWO DAYS 4th SINDH RESEARCH & TECHNOLOGICAL SHOWCASE-2025 AT HALL NO. 6 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 as and when work order received.
3. We agree to abide by this tender for a period of 90 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 90 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

