



Sindh Technical Education &
Vocational Training Authority (STEVTA)
Government of Sindh



Bid Document

Provision of Security Guards for Sindh TEVTA, Karachi.

Bid submission: 20-01-2026 **up to 02:00 p.m.**
Bid opening: 20-01-2026 **at 02:30 p.m.**

Through
National Competitive Bidding



Sindh Technical Education & Vocational Training Authority (STEVTA) Government of Sindh



INVITATION OF BID

FOR “PROVISION OF SECURITY GUARDS FOR SINDH TEVTA, KARACHI”

Sealed bids are invited from reputed/established firms/Companies, registered with Income Tax and Sales Tax authorities, for **Provision of Security Guards for Sindh Technical Education & Vocational Training Authority, Karachi.**

Procedure of Bidding:	Single Stage – One Envelope.
Cost of Bidding Document:	Rs.2,000/- in form of PO/DD.
Bid Security in the form of PO/DD:	Rs.150,000/
Tender Document Collection (Start Date):	Hoisting/Publication of Notice.
Tender Document Collection (End Date):	20-01-2026.
Tender Document Submission Date & Time:	20-01-2026 up till 02:00 p.m.
Tender/Bid Opening Date & Time	20-01-2026 at 02:30 p.m.

DOCUMENTS COLLECTION:

Tender documents can be downloaded from SPPRA/STEVTA website or can be obtained on submission of a written request on company letterhead, during office working hours, on payment of Tender document Cost **Rs.2000/-** (non-refundable/non-transferable) in form of PO/DD in favor of “*Sindh Technical Education & Vocational Training Authority*” from the below address:

Incharge (Procurement)
Sindh Technical Education & Vocational Training Authority (STEVTA)
Street-19, Block-6, Gulshan-e-Iqbal,
Near NIPA Chowrangi, Karachi. Ph: 99244112-7.

NOTES:

Eligibility Criteria:

1	Relevant Business Experience (At least 10 Years).
2	Registration with Ministry of Interior/Provincial Home Department/Pakistan Security Agencies Association.
3	Performance & Clearance Certificate from Police, Special Branch and Investigation Bureau.
4	NTN Registration Certification & Sales Tax Registration Certificate (SRB).
5	Annual Turn Over 05 million in last three years.
6	(Client) List of Security Services provide in Public Sector Organization.
7	Income Tax Annual Returns of Last 03 Years.
8	Audited Financial Statement/Balance Sheet of Last 03 Years.

NOTES:

- Electronic Bids completed in all respects, must be submitted through EPADS <https://portalsindh.eprocure.gov.pk/> only on or before **20-01-2026 upto 02:00 pm** along with a bid security **Rs.150,000/-** in the shape of Pay Order/Demand Draft in Favor of “**SINDH TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY**”.
- Bidders are required to upload their bids (duly signed and stamped) with a copy of Earnest Money and all supporting documents) through SPPRA EPADS system (www.eprocure.gov.pk). The original bid security along with the Original Bid Document fees PO/DD and original undertaking of not black listing on Rs.200/- Stamp paper (duly signed and stamped) must be delivered to STEVTA, Karachi on below mentioned address before bid.
- Manual Bids shall not be received. The Proposals/ Bids prepared and submitted in accordance with the instructions given in bidding document will be opened on **02-01-2026 at 02:30 pm** in the presence of Committee Members and representatives of bidders with authorized letter, who wish to attend. The tender will be opened next day in case of holiday declared by Govt. of Sindh.
- STEVTA reserves the right to accept or reject any bid, subject to relevant provisions of Sindh Public Procurement Rules, 2010 (amended 2019).

Incharge (Procurement)



Sindh Technical Education &
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PART – I

BIDDING PROCEDURE



Sindh Technical Education &
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SECTION - I

INSTRUCTIONS TO BIDDERS

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INSTRUCTIONS TO BIDDERS

A. Introduction

Sindh Technical Education & Vocational Training Authority intend to procure **Provision of Security Guards for STEVTA Karachi**, for which sufficient funds are available under the relevant heads of account in the approved budget.

Bidder would be hired as per evaluation criteria of this document to provide services as mentioned in Bid document for a period of **12 MONTHS (1 YEAR)** may be renewed for next year on mutual consent of both the parties on annual basis, maximum up to three years with the annual increase of 10% subject to satisfactory performance.

01. Source of Funds

1.1 Government of Sindh.

02. Eligible Bidders

2.1 The invitation for Bids is open to all firms/ companies having Pakistani Nationality.

03. Eligible Services

3.1 The related services to be **provided under** the contracts (such services here in after referred to services).

3.2 For purpose of clause 3.1 above 'origin' shall be considered to be the place where the Services are performed.

04. Cost of Bidding / Contract

4.1 The Bidder shall bear all costs associated with the preparation and delivery of its Bid/ Contract, and the Purchaser will in no case be responsible or liable for those costs.

05. Assurance

5.1 The successful bidder will be required to give satisfactory assurance of its ability and intention to perform services pursuant of the contract, within the time set forth therein.

B. The Bidding Document

06. Contents of Bidding Documents

6.1 The Service required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the invitation for Bids, the bidding documents include.

- (a) Instructions to Bidders.
- (b) General Conditions of Contract (GCC)
- (c) Special Conditions of Contract (SCC)
- (d) Technical Specification
- (e) Sample Forms.
 - i) Bid form and Price Schedule
 - ii) Bid Security Form
 - iii) Contract form.
 - iv) Performance Security Form.
 - v) Bank Guarantee Form .
 - vi) List of Member eligible member Countries.

6.2 The Bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications. Failure to furnish all information required by the Bidding



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Documents or submission of a Bid Not substantially responsive to the Bidding Documents in every respect will result in the rejection of Bid.

07. Clarification of Bidding Documents

7.1 Prospective Bidders requiring any further information or clarifications of the Bidding Documents may Notify the Purchaser in writing or by Telex or by Cable at the Purchaser's mailing Address indicated in the Bidding Documents prior to the deadline for the submission of Bid prescribed by the Purchaser. The Purchaser's response (including an explanation for the query) will be sent in writing to all prospective Bidders who have received the Bidding Documents.

08. Amendment of Bidding Documents

8.1 At any time prior to the deadline for submission of Bids, the Purchaser 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 amendments.

8.2 The amendment shall be the part of the Bidding Documents, pursuant to clause 8.1 will be notified in writing to all prospective Bidders who have received the Bid Documents, and will be binding on them. The Bidders will be required to acknowledge receipt of any such amendment to the Bid Documents.

8.3 In order to afford prospective Bidders reasonable time in which to take amendment into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of Bids.

09. Language of Bid

9.1 The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English Language. Any printed literature furnished by the Bidder may be written in Urdu, Sindhi and English languages, provide that Urdu and Sindhi literature is accompanied by an English translation, in which case, for purpose of interpretation of the Bids, the English translation shall govern.

C. Preparation of Bids

10. Documents Comprising the Bid

10.1 The Bid prepared by the Bidder shall comprise the following components.

- (a) A bid form and price schedules completed in accordance with clause 11,12 and 13
- (b) Documentary evidence establishing in accordance with clause 14 that the Bidders is eligible to Bid and that the articles to be supplied and the Services to be provided by the Bidder are eligible under Contract.
- (c) Documentary evidence establishing in accordance with clause 15, that the Bidder is qualified to perform the Contract if it's Bid is accepted.
- (d) Documentary evidence establishing, in accordance with clause 16, that the articles to be Supplied by the Bidder confirms to the Bidding Documents.
- (e) Bid Security furnished in accordance with clause 17 of this Document.



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11. Bid Form

11.1 Bidder shall complete the Bid Form and the appropriate price schedules furnished in the Bidding Documents.

12. Bid Prices

12.1 The bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount of Services to be supplied under the Contract.

12.2 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on any account except as provided for the General Conditions of Contract or if applicable, adjustments authorized in accordance with the price adjustment provisions specified in the Special Conditions of Contract.

13. Bid Currencies

13.1 Prices shall be quoted in Pak Rupees.

14. Documents Establishing Eligibility of the Bidder, (Services)

14.1 The bidder shall furnish, as part of its Bid, certification establishing both the bidder's eligibility to bid.

15. Documents Establishing the Bidders Qualification to Perform the Contract

15.1 The documentary evidence of the bidder's qualifications to perform the Contract, if its Bid is accepted, shall establish to the Purchaser's satisfaction prior to award of Contract:

(a) that the bidder has the financial, technical, capability necessary to perform the Contract.

16. Documents Establishing Eligibility & Conformity to the Bidding Documents

16.1 The Documentary evidence of conformity of Services to the Bidding Documents may be in the form of literature, drawings and data and shall consist of:

17. Earnest Money

17.1 Pursuant to Clause 12, the bidder shall furnish, as part of its Bid, a bid security in the amount of Rs. 150,000/- of the bid price.

17.2 The Bid security shall be denominated in the currency of the Bid. It shall be valid for a period of Twenty-Eight (28) days beyond the validity of the Bid and shall be in form of Pay Order/Demand Draft/Bank Guarantee.

17.3 Any Bid not secured in accordance with clauses 17.1 and 17.2 above will be rejected by the Purchaser as non-responsive, pursuant to Clause 18.

17.4 An unsuccessful Bidder's bid security will be discharged /returned as promptly as possible upon award of Contract, but in any event not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser, pursuant to Clause-20.

17.5 The successful bidder's bid security will be discharged/returned upon the bidder's executing the Contract, and furnishing the performance security, pursuant to Clause 36.



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17.6 The bid security may be forfeited:

- (a) if a bidder withdraws its Bid during the period of bid validity specified by the bidder on the Bid Form; or
- (b) in the case of a successful bidder, if the bidder fails
 - (i) to sign the Contract in accordance with Clause-35; or
 - (ii) to furnish the performance security in accordance with Clause-36

18. Period of Validity of Bid and alternative Bids

18.1 Bids shall remain valid for a period not less than 90 days after the date of Bid closing prescribed by the Purchaser pursuant to clause-21

18.2 Notwithstanding clause-18.1 above, the Purchaser may solicit Bidder's consent to extend of the period of Bid validity. The request and the responses thereto shall be made in writing (or by Cable or Telex). If the Bidder agrees to extend request, the validity of the Earnest Money provided under clause-17 shall also be suitably extended. A Bidder may refuse the request without forfeiting his Earnest Money. A Bidder granting the request will not be required or permitted to modify its Bid.

19. Format and Signing of Bid

19.1 The original Bid Form and accompanying Documents (as specified in clause-11) must be received by the Purchaser at the date, time and space specified pursuant to clauses 20 & 21.

19.2 The Bid shall be typed or written and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. Such authorization shall be indicated by written power-of-attorney accompanying the Bid. All pages of the Bid, except for un-amended printing literature, shall be initialed by the person or persons signing the Bid. The name and position held by each person's signing must be typed or printed below the signature.

19.3 The Bid shall contain no. interlineations, erasures or overwriting except as necessary to correct errors made by the Bidders, in which case such correction shall be initiated by the person or persons signing the Bid.

D. Submission of Bids

20. Sealing and Marking of Bid

20.1 The Bidder shall be sealing the Bid envelope duly marking the envelope(s).

20.2 The envelope(s) shall be addressed to the Deputy Director (Procurement) STEVTA at following address:

**Incharge (Procurement),
Sindh Technical Education &
Vocational Training Authority (STEVTA) Headquarter,
St-19, Block-06, Gulshan-e-Iqbal, Karachi
Tel. # 99243894, 99243818, Fax: 99243895.**

20.3 The Envelope should contain at the left corner:

Tender No. STEVTA/Pro/Tender/SG/1(18)/2023-2024.



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DO NOT OPEN BEFORE (date & time of opening of Bids given in Bid Notice)

20.4 In addition to the information required in clause-22 the inner envelopes shall indicate the name and address of the Tenderer to enable the Purchaser to return the un-opened Bid in case it is declared “**Late**” pursuant to clause-23

21. Deadline for Submission of Bids

21.1 The Original Bid together with the Duplicate must be received by the Purchaser at the address specified in clause-20.2 not later than the time specified for submission of Bid as in the Bid Notice.

21.2 The Purchaser may, at its discretion, extend the deadline for the submission of Bid by amending the Bidding Documents in accordance with clause-08, in which all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

22. One Bid per Bidder

22.1 Each bidder shall submit only one Bid. A bidder who submits or participates in more than one Bid will be disqualified.

23. Late Bids

23.1 Any Bid received by the Purchaser after the deadline for submission of Bids prescribed by the Purchaser, pursuant to clause-21 will be declared “**Late**” and rejected and may be returned unopened to the Bidder.

24. Modification and withdrawal of Bids

24.1 The Bidder may modify or withdraw its Bid after the Bids submission provided that written Notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of Bids.

24.2 The Bidders modification or withdrawal Notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of clause-20. A withdrawal Notice may also be sent by Telex or Cable but must be followed by a signed confirmation copy.

24.3 No Bid may be modified subsequent to the deadline for submission of Bids.

24.4 No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder of the Bid Form.

E. Bid opening and Evaluation

25. Opening of Bids

25.1 The Purchase Committee will open Bids in the presence of Bidder’s authorized representatives who choose to attend, at the day, time and place of opening of Bids (as prescribed in the invitation for Bids).

25.2 The Bidder’s name, prices of main and alternative bids, all discounts offered, modifications and withdrawals, and the presence or absence of the requisite Earnest Money, and such other details as the Purchaser, at its discretion, may consider appropriate will be announced and recorded at the time of opening.



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25.3 Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a bidder to influence the Purchaser's processing of Bids or award decisions may result in the rejection of the bidder's Bid.

26. Clarification of Bids

26.1 To assist in the examination, evaluation, and comparison of Bids, the Purchaser may, at its discretion, ask the Bidder for clarification of its Bid, if any. All responses to request for such clarification shall be in writing and no change in the price of substance of the Bid shall be sought, offered or permitted.

27. Preliminary examination

27.1 The Purchaser or his nominee will examine the Bids to determine whether:

- (a) They are complete in all respect;
- (b) Computational errors, if any have been made;
- (c) Required Sureties have been furnished;
- (d) Documents have been properly signed; and
- (e) Bids are generally in order.

27.2 Arithmetical errors will be rectified on the following basis. If there is any discrepancy between the unit Price and the total cost that is obtained by multiplying the unit price and quantity, unit price shall prevail and the cost will be corrected. If there is a discrepancy between the total bid amount and the sum of total costs for each package, the total cost shall prevail and the total bid amount will be corrected.

27.3 Prior to the detailed evaluation, pursuant to clause-28, the Purchaser will determine the substantial responsiveness of each Bid to the Bidding.

27.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

28. Evaluation and Comparison of Bids

28.1 The Purchaser will evaluate and compare the Bids previously determined to be substantially responsive pursuant to clause-27:

28.2 The Purchaser's evaluation of a Bid will exclude and not take into account:

a) the Purchaser's evaluation of a Bid will take into account, in addition to the bid price, the following factors, in the manner and to the extent indicated in this clause:

i) **Contractual and Commercial Deviations:**

The cost of all quantifiable deviations and omissions from the contractual and commercial conditions shall be evaluated. The Purchaser will make its own assessment of the cost of any deviations for the purpose of ensuring fair comparison of Bid.

ii) **Work Schedule:**

The Services covered by this bidding are required to be delivered with Schedule specified in the Special Conditions of Contract. Bidders are required to base their prices on the specified Work Schedule. No. credit will be given to earlier completion.



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F. AWARD OF CONTRACT/(S)

29. Contacting the Purchaser

29.1 Subject to clause-20, no Bidder shall contact the Purchaser on any matter relating to its Bid, in between Bid Opening and Contract Award period.

29.2 Any effort by a Bidder to influence the Purchaser in the Purchaser's decisions in respect of Bid Evaluation, or Contract Award will result in the rejection of that Bidder's Bid.

30. Purchaser's Right to Accept any Bid and to Reject any or all Bids

30.1 The Purchaser reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any Liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder of the grounds for the Purchaser's action, subject to provisions of SPP Rules 2010 (amended 2019).

31. Post Qualification

31.1 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 satisfactorily perform the Contract.

32. Award Criteria

32.1 An affirmative determination will be prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.

32.2 The Purchaser will award the Contract to the successful Bidder / Bidders whose Bid / Bids has / have been determined to be the lowest evaluated / quality-evaluated / requirement-evaluated responsive Bid, provided further that Bidders determine to be qualified to satisfactorily perform the Contract.

33. Purchaser's Right to Vary Quantities at Time of Award

33.1 The purchaser reserves the right at the time of award of Contract to increase or decrease the quantity as specified in the specifications without any change in unit prices or other terms and conditions.

34. Notification of Award

34.1 The Purchaser will Notify the successful Bidder in writing by registered letter, or by Cable to be confirmed in writing by registered letter that his Bid has been accepted and on which basis the Bid has been accepted.

34.2 The Notification of Award will constitute the formation of a Contract until the Contract has been affected pursuant to clause-35.

35. Singing of Contract

35.1 Subject to the fulfillment of all codal formalities, the STEVTA will award the contract to successful bidder whose bid has determined to be qualified to perform the contract



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satisfactorily. Both parties i.e. STEVTA and Bidder will sign the Contract Agreement on the stamp paper.

35.2 STEVTA reserves the right to cancel the agreement with or without giving notice (depending on nature of violation of contract agreement) and forfeit Security Deposit / Performance Bond and any amount due to the Contractor/Agency. The Contractor / Agency shall reproduce draft contract agreement provided by STEVTA on stamp paper with stamps affixed of the value equals to the prevailing Government rules / rates.

35.3 The Contractor / Agency shall not alter/add/delete any article, clause or chapter of the draft contract agreement. However, the Service Provider may rephrase any clause, article or chapter with the consent of the STEVTA for the purpose of clarity, legality, or otherwise except where scope of work, terms & conditions, and service charges is not adversely affected against the STEVTA.

35.4 Within fifteen (15) days of receipt of such Contract Form, the successful Bidder shall sign and date the Contract and return it to the Purchaser.

36. Performance Security

36.1 Within the Fifteen (15) days of the receipt of Notification of award from the Bidder shall furnish the performance Security, in accordance with the conditions of Contract, in the Performance Security Form provided in the Bidding Documents or any other form acceptable to the Purchaser.

36.2 In the event of failure to provide services as per Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.

36.3 In that event, acquiring of the said services may be taken from the next lowest bidder vide the same Work Order at contractors' risk and cost without any farther reference, so that the loss incurred would be recoverable from the Performance Security of the said contractor or from sum due of which may become due to the contractors.

36.4 If any equipment / instrument or property of STEVTA is damaged by the representative of approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.



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SECTION-II

BID DATA SHEET (BDS)

The following specific data for the Services to be procured shall complement, supplement, or amend the provision in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction		
ITB 1.1	Name of Contract.	“Provision of Security Guards for Sindh TEVTA, Karachi.
ITB 22.2	Name of Purchaser.	Managing Director, Sindh Technical Education & Vocational Training Authority (STEVTA).
ITB 22.2	Purchaser' address, Telephone & Fax #.	St-19, Block-06, Gulshan-e-Iqbal, University Road, Karachi-47. Telephone No. 99243894-99243818, Fax: 99243895.
ITB 1.1	Language of Bid	The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English language.
Bid Price & Currency		
ITB 12.2	Price Quoted:	Delivered Duty Paid (DDP) at Consignee End.
ITB 12.3	Bid Price:	Fixed.
ITB 13.1	Bid Currency:	Pak Rupees (PKR).
Bid Submission		
ITB 19.1	Bid Security	Rs. 150,000/-.
ITB 18	Bid Validity Period	90 Days.
ITB 20	Number of Copies	One (Original).
ITB 20.2	Address for Bid Submission	Sindh Technical Education & Vocational Training Authority, St-19, Block-6, Gulshan-e-Iqbal, Karachi.
ITB-20.0	ITB Title Number	STEVTA/Pro/SG/1(34)/2023-2024.
ITB 21	Deadline for Bid Submission	20-01-2026 up to 02:00 p.m. at STEVTA H.Qs.
ITB 21.1	Date, Time & Place for Bid Opening	20-01-2026 at 02:30 p.m. in the Committee room of STEVTA, St-19, Block-6, Gulshan-e-Iqbal, Karachi.
Contract Award		
ITB 33	Purchaser's right to increase or decrease the quantities.	The Purchaser reserves the right to increase or decrease the number of Security Guards to deployed, at the time of award of Contract.

1. All offers be made on Price Schedule of this document. Additional Pages may be used, if needed. ***In order to facilitate Bidders, a price schedule (containing the specifications & quantities of required stores) has been provided at Annex-A.***
2. Prices quoted to cover all expenses including Taxes, and Insurance etc.
3. Services will be required to be provided as per schedule and at Consignee End.



SECTION-III

EVALUATION & QUALIFICATION CRITERIA

Bid Evaluation		
ITB	Criteria for Bid Evaluation:	i) The criteria for Bid Evaluation will be based on the conditions as laid down in this Section, furnishing of sample according to specifications and the Bidding price. Marks for evaluation shall be determined by the respective Committee.

Preparation & Submission of Bids & Other Documents			Yes/No	
ITB 15.1	Qualifications Requirement:	1	Relevant Business Experience (At least 10 Years).	
		2	Registration with Ministry of Interior/Provincial Home Department/Pakistan Security Agencies Association.	
		3	Performance & Clearance Certificate from Police, Special Branch and Investigation Bureau.	
		4	NTN Registration Certification & Sales Tax Registration Certificate (SRB).	
		5	Annual Turn Over 05 million in last three years.	
		6	(Client) List of Security Services provide in Public Sector Organization.	
		7	Income Tax Annual Returns of Last 03 Years.	
		8	Audited Financial Statement/Balance Sheet of Last 03 Years.	



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PART – II
CONTRACT



Sindh Technical Education &
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SECTION – VI

GENERAL CONDITIONS OF CONTRACT (G.C.C)

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GENERAL CONDITIONS OF CONTRACT (G.C.C)

01. Use of Contract Documents and Information

1.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract or any provision thereof, or any specification, pattern sample or information furnished by or on behalf of Purchaser in connection herewith to any person other than employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purpose of such performance.

1.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any Document or information specified in clause 1.1 above, except for the purpose of performing the Contract.

1.3 Any Documents / Literatures / Catalogues if Supplied by the Purchaser, other than the Contract itself, specified in clause 1.1 above, shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser, on completion or prior to the completion of the Supplier's performance under the Contract, if so required by the Purchaser.

02. Change Order

2.1 The Purchaser may at any time, by written Notice to the Supplier, make changes within the general scope of the contract in any one or more of the following.

- (a) drawings, designs or specifications, where Services to be furnished under the Contract are to be specifically manufactured for the Purchaser; or
- (b) the method of shipment or packing; or
- (c) the method of installation; or
- (d) the place of delivery.

2.2 Upon Notification by the Purchaser of such change, the Supplier shall submit to the Purchaser an estimate of costs for the proposed change (hereinafter referred to as the Change or Changes) including any change in the schedule of Payments, within ten (10) calendar days of receipt of Notice of change, and shall include an estimate of the impact (if any) of the Change on the delivery dates under the Contract, as well as a detailed schedule for the execution of the Change, if applicable.

2.3 The Supplier shall Not perform change in accordance with clause 2.1 above until the purchaser has authorized a change order in writing on the basis of the estimate provided by the Supplier as described in clause 2.2 above.

2.4 Changes mutually agreed upon as a change shall constitute a part of work under this Contract, and the provisions and conditions of the Contract shall apply to said change.



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03 Contract Amendments

3.1 Subject to clause 2, No. variation in or modification of the conditions and terms of the Contract shall be made except by written amendment signed by the parties.

04 Sub-Contracts

4.1 The Supplier shall not subcontract all or any part of the contract without first obtaining the Purchaser's approval in writing of the sub-contracting and the sub-contractor.

4.2 The Supplier guarantees that any and all subcontractors of the Supplier for performance of part of work under the Contract will comply fully with the terms of the Contract applicable to such part of the work under the Contract.

Inspection and Test

6.1 The Purchaser or its representative shall have the right to inspect the services under this Contract to confirm their conformity to the Specifications. The Specifications, Conditions of Contract or Specifications or both shall specify what inspections the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing of identity of any representative retained for these purposes.

6.2 The inspections and test may be conducted by the "INSPECTION COMMITTEE" of STEVTA on the premises of the Supplier at the final destination. Where conducted on the premises the Supplier all reasonable facilities and assistance, and production data, shall be furnished to the Inspection Committee at No. charges to the Purchaser.

6.3 Should any inspected tested Services fail to conform to the Specifications, the Purchaser may reject them, and the Supplier shall replace the rejected service.

(A) Transportation

(a) The Supplier shall at its own risk and expense transport all the Services and the Supplier's Services to the Site by the mode of transport which the supplier judges most suitable under all the circumstances.

(a) The Supplier shall be responsible for obtaining, if necessary, approvals from the authorities for transportation of the Supplier's Services to the Site. The Purchaser shall use its best endeavors in a timely and expeditious manner to assist the Supplier in obtaining such approvals, if requested by the Supplier.



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08. Performance Security

9.1 The Supplier shall cause performance security to be furnished to the Purchaser in the amount of **Five percent (5%)** of the Contract price. Such performance Security shall be provided in form as is acceptable to the Purchaser, within twenty (20) days after the Supplier's receipt of the Notification of award of Contract.

9.2 The proceeds of the performance security shall be Payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its work under the Contract. The Supplier shall cause the validity period of the performance security to be extended for such period (s) as the Work Schedule may be extended pursuant to Clause 16.2.

9.3 The performance Security shall be denominated in a Currency of the Contract, or in a freely convertible Currency acceptable to the Purchaser, and shall be in one of the following forms:

(a) A Bank Guarantee for the balance amount after conversion of Earnest Money in to Performance Security / Security Deposit, issued by the Bank acceptable to the Purchaser, or in such other form as is acceptable to the Purchaser; or

(b) A Pay Order or Bank Draft of the amount as in clause-a, in favor of Purchaser.

10. Indemnity

10.1 The Supplier and the Purchaser shall indemnify and hold harmless each other from and against such claims and liabilities as provided in the Special conditions of Contract.

10.2 Not-with-standing anything in this Contract to the contrary, it is agreed that neither the Supplier nor the Purchaser shall be held liable to the other party for loss of production, loss of profit, loss of use or any other indirect or consequential damage.

11. Insurance

11.1 All Services supplied under the Contract shall be fully insured in a freely convertible Currency against loss or damage incidental to manufacture or acquisition, transportation, Storage delivery, and installation, in the manner specified in the special Conditions of Contract.

12. Acceptance

13.1 Upon completion of the work under the Contract, a final inspection at site carried out by the Inspection Committee for the purpose and accepting the Services (hereinafter called the final Acceptance). Such inspection shall constitute the Final Acceptance of the Services and Services under the contract, unless the Inspection (during the Inspection) shows defects or shortcomings or both. In case of defect or shortcomings or both which in the Purchaser's opinion are considered essential, a re-inspection shall be convened when the Supplier has given Notice of completion of the corrective work carried out with regard hereto otherwise the Purchaser may accept the Services if the defects or shortcomings or both are Not considered essential, and the Supplier has agreed to carry out the repairs in conformity with this Contract.



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15. Payment

- Due payment will be made after completion of each month.
- Bidder required to submit the following documents along with bill:
- Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.
- Original attendance sheet of the Security guards daily and monthly duly verified by the Incharge.
- Any other details/documents, if required by STEVTA.
- Evidence / support of all claims in bills.
- Bidder shall Submit / close the attendance on 25th day of the month and shall submit invoices to concern offices by 27th day of each month.

15.1 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the services performed.

15.2 Payments shall be made by the Purchaser on Monthly basis on receipt of invoice, but in no case later than Sixty (60) days after submission of an invoice or claim by the Supplier.

15.3 The currency or currencies in which payment is made to the Supplier under this Contract will be made in the currency or currencies specified in the Bid Form.

16. Prices

16.1 Prices charged by the Supplier for Services delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with Clause 3, or if applicable, adjustments authorized in accordance with the price adjustment provisions specified in the Special Conditions of Contract.

17. Extensions in the Supplier's Performance

17.1 Services shall be provided by the Supplier in accordance with the Time/ Work Schedule, pursuant to the Special Conditions of Contract.

18. Liquidated Damages

18.1 Subject to Clause 22, Force Majeure, if the Supplier fails to deliver any or all of the Services or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the Special Conditions of Contract of the delivered price of the delayed Services or unperformed Services for each week or part thereof of delay until actual delivery or performance, upto a maximum deduction of the percentage specified in the Special Conditions of Contract. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to Clause 17, Termination for Default.



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19. Termination for Default

19.1 The Purchaser may, without prejudice to any remedy for breach of Contract written Notice of default sent to the Supplier, terminate the Contract in whole or in part:

(a) If the Supplier fails to deliver any or all of the Services within the time period(s) specified in the Contract, or any extension thereof granted by the Purchaser, pursuant to Clause-15

(b) If the Supplier fails to perform any other obligations(s) under the Contract; and if the Supplier, in either of the above circumstances, does not cure its failure within a period of the (10) calendar days (or such longer period as the Purchaser may authorize in writing after receipt of a Notice of default from the Purchaser specifying nature of the default (s).

19.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 17.1 above, the Purchaser may procure, upon such terms and in such manner as it deems appropriate Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Services Not-with-standing the above, the Supplier shall continue performance of the Contract to the extent Not terminated.

20. Termination for insolvency

20.1 The Purchaser may at any time terminate the Contract by giving written Notice to the Supplier without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. Not-with-standing the above, such termination will Not prejudice or affect any right of action of remedy which has occurred or will accrue hereafter to the Purchaser.

21. Termination for Convenience

21.1 The Purchaser may, by written Notice to the Supplier, terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of Supply of Services under the Contract is terminated, and the date upon which such termination becomes effective.

21.2 The Services that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of Notice of termination shall be purchased by the Purchaser at the Contract prices and on the other Contract terms. For the remaining Services, the Purchaser may elect:

(a) to have any portion thereof completed and delivered at the Contract prices and on the other Contract terms; and / or

(b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Services and for materials & parts previously procured by Supplier for the purpose of Contract, together with a reasonable allowance for overhead and profit.



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22. Resolution of Disputes

22.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

22.2 If after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either part, may require that the dispute be referred for resolution by arbitration by the mechanism described in the Special Conditions of Contract. The award shall be final and binding on the parties.

23. Applicable Law:

23.1 The Contract shall be governed by and interpreted in accordance with the laws of the Islamic Republic of Pakistan.

24. Force Majeure:

24.1 In the event that the Supplier or any of its sub-Contractors, or the Purchaser is delayed in performance of any of its respective obligations under the Contract, and such delay is caused by Force Majeure, including but not limited to war, civil insurrection, fires, floods, epidemics, earth quakes, quarantine restrictions, and freight embargoes, such delay may be executed as provided in Clause-16, and the period of such delay may be added at the time of performance of the obligation delayed.

24.2 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such Condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance Not prevented by the Force Majeure event.

25. Assignment

25.1 The supplier shall Not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

26. Contract Language

26.1 The Supplier hereby represents that he has sufficient knowledge of English Language to understand fully the Contract. The Contract shall be in the English Language, except if otherwise specifically agreed in writing between the parties.

26.2 The Supplier shall bear all costs of translation to English and all risks of the accuracy of such translation.

27. Taxes and Duties

27.1 The Supplier shall be entirely responsible for all Taxes, Stamps duties and all other such levies imposed outside the Purchaser's Country.



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28. Headings

28.1 Headings, whether of Clauses or of other parts of the Contract, are for reference only and are not be construed as part of the Contract.

29. Waiver

29.1 Failure of either party to insist upon stories performance by the other party of any provision of the Contract shall in No. way be deemed or construed to effect in any way the right of that party to require such performance.

30. Deduction of Income/Sales Tax at Source

30.1 Income/Sales Tax will be deducted from the payment made to the Contractor at source as per the Income/Sales Tax laws amended to date.



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SECTION - VII

SPECIAL CONDITIONS OF CONTRACT (S.C.C)

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SECTION – VII

SPECIAL CONDITIONS OF CONTRACT (S.C.C)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provision herein shall prevail over those in the General Conditions of Contract (GCC). The corresponding clause number of the GCC is indicated in parentheses.

1. Definition

- 1.1 The Purchaser is **Managing Director STEVTA.**
- 1.2 The purchaser country is **Pakistan.**
- 1.3 Eligible countries as notified by **Government of Pakistan.**

2. Inspection and Tests (GCC Clause 06)

- 2.1 The following inspection and tests from time to time may be required by the Purchaser.
 - (a) Technical Specifications.
 - (b) Performance of Services
 - (c) All legal documents should be available on site/work place.

3. Indemnity (GCC Clause 10)

- 3.1 The indemnity provisions shall take into consideration the risks that apply during the various stages of execution of the Contract such as:
 - i. Supplier's facilities and Services;
 - ii. Supplier's personnel (including its subcontractors);
 - iii. Purchaser's facilities and Services, including the Services.
 - iv. Purchaser's personnel.

4. Documents (Instruction to bidder Clause 16) (if applicable)

- 4.1 For imported supplies, immediately upon shipment of the Contract items from the port of shipment the documents listed below, must be mailed/faxed to the Purchaser:
 - i) One original and eight copies of detailed commercial invoices;
 - ii) Two original and eight copies of clean, on-board bill of lading;
 - iii) One original and eight copies of Packing Lists;
 - iv) One original and eight copies of Marine Insurance Policy;
 - v) Manufacturers or Supplier's warranty certificate;
 - vi) One original and eight copies of Inspection Certificate, issued by the inspection agency so nominated by the purchaser, and the Supplier's factory inspection report;
 - vii) One original and eight copies of Certificate of Origin;
 - viii) Eight copies of shipping advice; and
 - ix) One original and eight copies of Consular Invoices.

Note: It is required that all copies of documents shall be legible; otherwise, photocopies of the original shall be furnished.



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5. Work Schedule (if applicable)

5.1 Work schedule will be drawn in consultation and attached with Contract documents.

6. Payments (GCC Clause 15) (N/A).

7. Training of Staff: (if applicable)

The Supplier shall arrange training on operation and routine Services.

14. Resolution of Disputes (GCC Clause-22)

In the case of dispute between the Purchaser and a Supplier, the dispute shall be referred to adjudication / arbitration in accordance with the laws of Islamic Republic of Pakistan.

15. Liquidated Damages (GCC Clause-18)

15.1 Liquidated damages shall be levied at the uniform rate of 2% per month or part thereof, which will be calculated on the basis of calendar month.

15.2 The penalty shall be only for the undelivered stores, except where the undelivered part hold-up the use of the delivered part.

15.3 The maximum penalty would be up to 10% of the Contract (Package) price.

15.4 The Purchaser may waive liquidated damages provide.

(a) there is No. physical or potential loss to the Purchaser.

(b) Rate of the stores have not gone down, Supplier is not responsible for delay in the supply of the Services.

16. License & Permits (if applicable)

Any License / Permit required shall be arranged by the Contractor / Supplier.

17. PPRA

In addition to all conditions laid down in this document, all Purchase Contracts shall also be governed as per PPRA Rules.

18. Notices

For the purpose of all notices, the following shall be addresses of the Purchaser and Supplier(s):

(a) **PURCHASER:** **The Managing Director,**
Sindh Technical Education
Vocational Training Authority (STEVTA),
Government of Sindh,

St-19, Block-06, Gulshan-e-Iqbal, Karachi.

Tel. # 99201005-021-99201006, Fax: 021-99201004.

(b) **SUPPLIER(S)** *(Addresses provided while submission of Bid)*



PART – III

SUPPLY REQUIREMENT

SECTION – IX

LIST OF CONSIGNEES

1. STEVTA Headquarters, Street-19, Block-6, Gulshan-e-Iqbal, Karachi.
2. Staff Training Academy, North Karachi.

SECTION – X

SCHEDULE OF SUPPLY

Item No.	Specifications	Quantity	Unit
Providing Security Guards Services: Security Guard (Ex-Army Personnel's) Retired from Infantry/Artillery/EME/Ordinance (Security Guards with Licensed Weapon for shift of 12 hours.			
01	STEVTA Headquarters, Street-19, Block-6, Gulshan-e-Iqbal, Karachi.	04 Nos	
02	Staff Training Academy, North Karachi.	03 Nos	
Total		07 Nos	

SECTION – XI

TECHNICAL SPECIFICATIONS

Item No.	Name of Article	Specifications
01	Security Guards.	(Ex-Army Personnel's) Retired from Infantry/ Artillery/EME/Ordinance (Security Guards with Licensed Weapon for shift of 12 hours.



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Item No.	Name of Article	Specifications



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Annexure – A

PRICE SCHEDULE
(Facilitated Format - Optional)

Item No.	Description	Numbers of Guards	Rate for 01 Guard Per Month (in PKR)	Rate for 08 Guards Per Month (in PKR)	Rate for 12 Months for 08 Guards
01	Security Guards (Ex-Army Personnel's) Retired from Infantry/ Artillery/EME/ Ordinance (Security Guards with Licensed Weapon for shift of 12 hours.	07			

Rupees in Words: _____

- 1) The rates and discounts quoted for the items mentioned above shall be valid for 90 days from the date of opening of tender.
- 2) The services should be permitted at specified consignees at risk and cost of contracting firm.
- 3) The payment shall be subject to deduction of Income Sindh/Sales Tax at source, attendance satisfactory delivery of services.
- 4) The rates quoted in this schedule are inclusive of all the applicable taxes and written against each item with fountain pen in figures and words without any cutting/error.
- 5) In case of discrepancy between unit price and total, the unit price shall prevail.

Dated: _____ Signature: _____

Name: _____

Address: _____

CNIC # _____





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INTEGRITY PACT

**DECLARATION OF FEES, COMMISSION AND BROKERAGE PAYABLE BY THE
SERVICE PROVIDER**

Contract Number: _____ **Dated:** _____ **Contract Value:** _____
Contract Title: _____

[Name of Service Provider] 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 Service Provider] 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 affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or 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, except that which has been expressly declared pursuant hereto.

[Name of Service Provider] certifies that it has 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, representation or warranty.

[Name of Service Provider] 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 procuring agency.

Notwithstanding any rights and remedies exercised by procuring agency in this regard, [Name of Service Provider] agrees to indemnify procuring agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to procuring agency in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Service Provider] 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 procuring agency.

[Procuring Agency]

[Service Provider]



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NOTIFICATION

In supersession of all previous notifications/Orders, with approval of Competent Authority i.e Secretary Universities & Boards in accordance to Rule-31 of Sindh Public Procurement Rules-2010, (amended-2019) a 'Complaint Redressal Committee (CRC) STEVT A' comprising the following officers, is hereby constituted to redress the complaints of bidders against the procurement of all wings/sections of STEVT A (except Works & Services Wing):

- | | | |
|----|---|-----------|
| 1. | Managing Director,
STEVT A Headquarter, Karachi. | Convener. |
| 2. | Representative of Accountant General Sindh,
Karachi. | Member. |
| 3. | Independent Professional,
to be nominated by the Procurement Agency. | Member. |

Terms of Reference:

On receipt of complaint from an aggrieved bidder may, if satisfied:

- Prohibit the Procurement Committee from acting or deciding in a manner, inconsistent with SPPRA Rules and Regulations.
- annual in whole or in part, any unauthorized act or decision of the Procurement Committee;
- Reverse any decision of the Procurement Committee or substitute its own decision for such a decision;
- may ask to provide any record relevant to the complaint or bidding.
- shall announce its decision within seven days after receipt of a complaint.

(Munawar Ali Mithani)
Managing Director

Karachi, Dated: 08th Jan, 2024.

Endst.No. STEVT A/Proc/CRC/QEC/TEC/1(15)/2023-24/007

Copy forwarded for information and necessary action to:-

1. PS to Chairman STEVT A, Karachi.
2. PS to Managing Director, STEVT A Headquarter, Karachi.
3. All Members of Committee.
4. Office order file.

(Zulfiqar Ali Jatoi)
Director (HR) STEVT A



Employment through Skill
**Sindh Technical Education &
Vocational Training Authority (STEVTA)**
St-19, Block-06, Gulshan-e-Iqbal, Near Nipa, Karachi
Website: <http://www.stevta.gos.pk>



No. STEVTA/Proc/CRC/QEC/TEC/1(15)/2023-24/HR/ /2025 Karachi, Dated _____

NOTIFICATION

In supersession of all previous orders/Notification and in pursuance with the earlier approved formation of the procurement committee by the competent authority i.e Secretary, Universities & Boards Department in accordance of rule-7 of SPPRA Rules-2010 (Amended 2019), the Procurement Committee comprising of the following officers is hereby constituted to evaluate and finalize the bids for procurements of goods and services for all the wings/sections of STEVTA (excluding the works & Services) and recommend successful bidders/ firms to the competent authority for award of contract:

1. Mr. Muhammad Saleem Shaikh
Joint Director, (Apprenticeship)
STEVTA Headquarter, Karachi. Convener
2. Mr. Wajeeh Iqbal Ansari
Deputy Director (HR)
STEVTA Headquarter, Karachi. Member
3. Mr. Syed Mujtaba Ameer
Deputy Director (Admin & Accounts)
Mines & Mineral Department, GoS, Karachi. Member
4. Mr. Nadeem Ansari
Inspection Officer
Industries Department, GoS, Karachi. Member
5. Mr. Adnan Ali Khan Zai
Deputy Director/Incharge Procurement
STEVTA HQ Karachi. Member/ Secretary

The Procurement Committee shall perform functions, maintain record and ensure transparency in accordance with Rule 8,9 & 10 of SPRRA Rules.

Functions & Responsibilities:

- 1) Prepare bidding document
- 2) Carrying out technical as well as financial evaluation of the bids
- 3) Prepare evaluation report as provided in Rule 45 of SPPRA Rules
- 4) Make recommendations for the award of contract to the competent authority
- 5) Perform any other functions ancillary and incidental to the above

Endt. No. STEVTA/Proc/CRC/QEC/TEC/1(15)/2023-24/HR/1422 /2025 Karachi, Dated 22-05-2025

Copy for information to:-

1. The Secretary, Industries, GoS, Karachi
2. The Secretary, Mines & Mineral, GoS, Karachi
3. PS to Special Assistant to Chief Minister/Chairman, STEVTA
4. Director (all), STEVTA HQ Karachi
5. All Members of Committee
6. Master File.

TARIQUE MANZOOR (PAS)
MANAGING DIRECTOR

Karachi, Dated 22-05-2025


(MEHWISH JILLANI)
DIRECTOR (HR)