



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

BIDDING DOCUMENTS

Single Stage Two Envelope Procedure

**PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS &
MANUSCRIPTS, CONSERVATION & PRESERVATION OF OLD NEWSPAPERS &
RECORDS, COMPREHENSIVE DIGITALIZATION OF ARCHIVAL RECORD &
ESTABLISHING AN ORAL HISTORY & ARCHIVAL GALLERY**

3. Procurement of Others

M/S _____

**Cost of Tender Documents Rs. 3000/-
(in Shape of Pay Order/ Demand Draft)**

The deadline for bid submission is 10th March, 2026 at 11:00 am

and will be opened on the same date at 12:00 pm.



Instructions to Bidders

Introduction

- 1.1 The Procuring agency is Intended to hire Procurement of Printing & Publication of Rare Books & Manuscripts, Conservation & Preservation of Old Newspapers & Records, Comprehensive Digitalization of Archival Records & Establishing and Oral History & Archival Gallery.

2. Eligible Bidders

- 2.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPPRA Rules 2010 and its Bidding Documents except as provided hereinafter.
- 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
- 2.3 Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.
- 2.4 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization in accordance with sub clause 34.1 3.

3. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Clarification of Bidding Documents

A interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.

5. Amendment of Bidding Documents

- 5.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by a interested Bidder, may modify the bidding documents by amendment.
- 5.2 All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- 5.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the



deadline for the submission of bids.

6. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

7. Documents Comprising the Bid

7.1 The bid prepared by the Bidder shall comprise the following components:

- (a) Bid Form and a Price Schedule
- (b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
- (c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
- (d) bid security.

8. Bid Form

8.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

9. Bid Prices

9.1 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

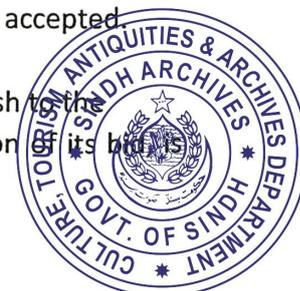
10. Bid Currencies

10.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

11. Documents Establishing Bidder's

11.1 The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

11.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission



from an eligible country.

12. Bid Security

- 12.1 The Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
- 12.2 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture.
- 12.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (30) days beyond the validity of the bid; or
 - (b) Irrevocable encashable on-demand Bank call-deposit.
- 12.4 Any bid not secured will be rejected by the Procuring agency as nonresponsive.
- 12.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring agency.
- 12.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract and furnishing the performance security.
- 12.7 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 or
- (ii) to furnish performance security.

13. Period of Validity Bids

- 13.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.
- 13.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

14. Format and Signing of Bid

- 14.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "**ORIGINAL BID**" and "**COPY OF BID**," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 14.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to



- bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 14.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 14.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

15. Sealing and Marking of Bids

- 15.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

16. Deadline for Submission of Bids

- 16.1 Bids must be received by the Procuring agency at the address no later than the time in the Bid Data Sheet.
- 16.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

17. Late Bids

- 17.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency will be rejected and returned unopened to the Bidder

18. Modification and Withdrawal of Bids

- 18.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 18.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched by a signed confirmation copy, postmarked no later than the deadline for submission of bids.
- 18.3 No bid may be modified after the deadline for submission of bids.
- 18.4 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 on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

19. Opening of Bids by the Procuring agency

- 19.1 The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall



- sign a register evidencing their attendance.
- 19.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.
- 19.3 Bids (and modifications sent) that are not opened and read out at bid opening shall not be considered further for evaluation irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 19.4 The Procuring agency will prepare minutes of the bid opening.

20. Clarification of Bids

- 20.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

21. Evaluation and Comparison of Bids

- 21.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.
- 21.2 The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted one or more of the following factors as specified in the Bid Data Sheet.
- (a) incidental costs
 - (b) delivery schedule offered in the bid;
 - (c) deviations in payment schedule
 - (d) the cost of components and service;

22. Contacting the Procuring agency

- 22.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
- 22.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

23. Award Criteria

- 23.1 The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.



24. Procuring agency's Right to Vary Quantities at Time of Award

- 24.1 The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

25. Procuring agency's Right to accept any Bid and to reject any or All Bids

- 25.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

26. Notification of Award

- 26.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.
- 26.2 The notification of award will constitute the formation of the Contract.
- 26.3 Upon the successful Bidder's furnishing of the performance security, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security.

27. Signing of Contract

- 27.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties
- 27.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

28. Performance Security

- 28.1 Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.

29. Corrupt or Fraudulent Practices

- 29.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made there under



- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring agency of the benefits of free and open competition;
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.



Altaf Qureshi

CHAIRMAN PROCUREMENT COMMITTEE

Deputy Director
Culture Tourism Antiquities & Archives Department
Government of Sindh
Karachi.

ELIGIBILITY AND EVALUATION CRITERIA
FINANCIAL YEAR 2025-26

Sr.#	ELIGIBILITY & EVALUATION CRITERIA	YES	NO
1	Technical Proposals must Contain Company Profile with the following information:		
2	Copy of CNIC – Owners / Proprietors		
3	Minimum 10 years working experience of firms / bidder in the field of Conservation & Preservation and 3 to 5 years working experience in Archival Gallery & Printing & Publication.		
4	Firm NTN		
5	Minimum 03 work orders in Government Sector 02 in Sindh Province and 01 out of Sindh Province in Archival Field.		
6	Firm STRN		
7	SRB Registration Certificate (Where applicable)		
8	Audited annual financial statements of last three years form required Audited Firms.		
9	Minimum average annual Financial turnover of PKR 60.000 Million during last 3 years.		
10	Original Brochure, Catalog, Company Profile, Literature and Proofs of all Records		

Important Note:

1. Above information / Criteria is mandatory.
2. In case of failure to provide any information stated in Sr. # 1-10, the bid will straightaway be rejected.
3. Bidders are advised that before filling the bidding document, all the pages of bidding document should carefully be checked. If any page(s) / papers(s) of the bidding documents is left unchecked / signed / stamped / missing / incomplete bidding document will straightaway be rejected.
4. Bidders are advised to quote their bid in the bidding document after signing each paper of the document, the bidding document shall be stamped properly.
5. The procuring agency reserves the right enhance / reduce the quantity without assigning any reason.
6. Prospective Firm(s) must provide valid evidence against each above criteria, the Procuring Agency reserve rights to cross verify or call any information / documents, if deemed necessary in original, in order to ensure reliability of information and capability of the bidder.

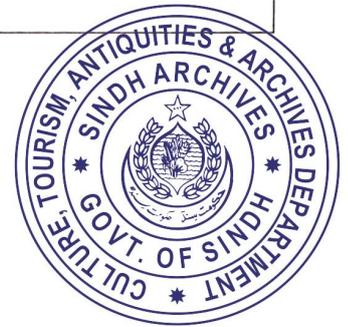


Attaf Qureshi
CHAIRMAN PROCUREMENT COMMITTEE

Deputy Director
Culture Tourism Antiquities & Archives Department
Government of Sindh
Karachi.

BIDDING DATA SHEET

ITB- 1.1	Procuring Agency	Director Archives Sindh Culture, Tourism, Antiquities & Archives Department
ITB- 16.1	Address	ST-26/A, Block-5, Scheme No.5, Main Clifton, Karachi.
ITB- 1.1	Name of Item	Others
ITB- 13	Bid Validity	90 day (As per SPP Rules-2010) Amended 2019
ITB- 12	Amount of Bid Security	3.0%
ITB- 16	Date of Submission	10-03-2026 at 11.00 am
ITB- 20	Date of Opening	10-03-2026 at 12.00 pm
ITB- 29	Performance Security	3.0%
ITB- 6	Language of Bid	English
ITB- 22	Bidding Procedure	Single Stage – Two Envelope Procedure
ITB- 22	Eligibility Criteria / Technical Evaluation Criteria	As per Annexure – A
ITB- 25	Variation of Quantity	Less or above not more than 15%



TENDER # 2025-26 (3)

PROCUREMENT OF OTHERS

TENDER FOR THE FINANCIAL YEAR 2025-26



**“PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS & MANUSCRIPTS,
CONSERVATION & PRESERVATION OF OLD NEWSPAPERS & RECORDS, COMPREHENSIVE
DIGITALIZATION OF ARCHIVAL RECORDS & ESTABLISHING AN ORAL HISTORY &
ARCHIVAL GALLERY”**

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

1. Tender No. DIR/SA/ /2025

2. Name & Address of Bidder

3. Indenters Name and Address

**CHAIRMAN PROCURMENT COMMITTEE
SINDH ARCHIVES KARACHI
CULTURE, TOURISM, ANTIQUITIES &
ARCHIVES DEPARTMENT
GOVERNMENT OF SINDH – KARACHI**

4. Tender Terms and Conditions

1. All bids must be submitted in one best option under Rule-46(2) Single Stage – Two Envelopes Procedure specified under SPP Rules 2010 (amended upto date). Technical Proposal and Financial Proposal comprise a single package containing two separate envelopes, each envelope shall contain separately sealed with the mark “Financial Proposal and Technical Proposal” and both envelopes sealed in another envelope marked the “Tender No., Name of Work, Firm’s Name and Contact No.” will be received back as per above mentioned schedule.
2. The Technical Proposals opened shall be evaluated for technical acceptance as per provided information of bidder. Financial Proposals of the



**“PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS & MANUSCRIPTS,
CONSERVATION & PRESERVATION OF OLD NEWSPAPERS & RECORDS, COMPREHENSIVE
DIGITALIZATION OF ARCHIVAL RECORDS & ESTABLISHING AN ORAL HISTORY &
ARCHIVAL GALLERY”**

firms whose technical proposals to be opened and publicly announced date & time will be communicated in writing to all the qualified firms. Whereas, Financial Proposals of firms whose Technical Proposals to be not found as per criteria will be returned to them unopened.

3. Rates quoted must be inclusive of all prevalent taxes.
4. Financial proposal must contain original copy of pay order / demand draft i.e. 3% bid security (refundable) of bid amount in favour of **Director Sindh Archives, CTA&AD, Government of Sindh** (bids found without bid security or less than 3% of bid amount will be rejected). Bid validity period is 90 days.
5. No tender shall be issued on the date of opening.
6. Tender notice is also available at SPPRA Website (www.sppra.gov.pk).
7. In case, the tender is not opened on the scheduled date due to any unavoidable circumstances, then the same shall be opened on next working day at the same time.
8. Undertaking on affidavit that the firm is not involved in any litigation or has not abandoned any work in any government department.
9. A representative must have authority on stamp paper from his firm/company's owner including details of owner along with CNIC.
10. Conditional / telegraphic tenders will not be entertained.
11. The firms providing unsustainable or incorrect information are liable to disqualification or legal action.
12. The Procurement Agency may reject all or any bid subject to the relevant provision of SPP Rules 2010 (As Amended in 2019) and may cancel the bidding process.

5. Particulars of the stores

As below:

6. Particulars of the stores



**“PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS & MANUSCRIPTS,
CONSERVATION & PRESERVATION OF OLD NEWSPAPERS & RECORDS, COMPREHENSIVE
DIGITALIZATION OF ARCHIVAL RECORDS & ESTABLISHING AN ORAL HISTORY &
ARCHIVAL GALLERY”**

SERIAL#.	DESCRIPTION OF STORES	RATE PER ITEM	
		IN FIGURE	IN WORDS
OTHERS			
1.	<p>Comprehensive Digitalization of Archival Record Manuscripts:- QTY. Lump Sum</p> <p>➤ Record Size 20 x30 Inch</p> <p>Specifications:-</p> <ul style="list-style-type: none"> The firm's responsibility will be to scan the archival records on the premises of the Sindh Archives department. Special care must be taken for fragile and delicate records to prevent damage during handling and scanning. High resolution scanning (minimum to 300 to 600 DPI as per record required) to ensure clarity and detail. Multiple types of records to be scanned, including photographs, documents, maps, and large format records. Firm shall use its own high resolution scanners, overhead scanners, printers, any electrical equipment, workstations, and any other necessary tools. The department will not be responsible for providing or supporting these digitalization assets. Development of an easy to use application for record viewing and management of the digitize record. Firm is responsible for properly indexing and entering all records into the application, including attaching digitized records. Application should allow attaching digital files to respective records and enable search and view functionalities. The application source code must be handed over to the department at the end of the job. Training for department staff on using the application and managing the digital records. The firm must provide a secure and reliable storage server for the digitized records. The storage capacity of the server should be at least 20 TB, an additional 20 TB must be allocated for backup and redundancy purposes. 	Each	Each



**“PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS & MANUSCRIPTS,
CONSERVATION & PRESERVATION OF OLD NEWSPAPERS & RECORDS, COMPREHENSIVE
DIGITALIZATION OF ARCHIVAL RECORDS & ESTABLISHING AN ORAL HISTORY &
ARCHIVAL GALLERY”**

2.	<p>Manuscripts QTY. Lump Sum</p> <p>➤ Record Size 9 x 14 Inch</p> <p>Specifications:-</p> <ul style="list-style-type: none"> • The firm's responsibility will be to scan the archival records on the premises of the Sindh Archives department. • Special care must be taken for fragile and delicate records to prevent damage during handling and scanning. • High resolution scanning (minimum to 300 to 600 DPI as per record required) to ensure clarity and detail. • Multiple types of records to be scanned, including photographs, documents, maps, and large format records. • Firm shall use its own high resolution scanners, overhead scanners, printers, any electrical equipment, workstations, and any other necessary tools. The department will not be responsible for providing or supporting these digitalization assets. • Development of an easy to use application for record viewing and management of the digitize record. • Firm is responsible for properly indexing and entering all records into the application, including attaching digitized records. • Application should allow attaching digital files to respective records and enable search and view functionalities. • The application source code must be handed over to the department at the end of the job. • Training for department staff on using the application and managing the digital records. • The firm must provide a secure and reliable storage server for the digitized records. • The storage capacity of the server should be at least 20 TB, an additional 20 TB must be allocated for backup and redundancy purposes. 		
3.	<p>Manuscripts QTY. Lump Sum</p> <p>➤ Record Size 7 x 9 Inch</p> <p>Specifications:-</p> <ul style="list-style-type: none"> • The firm's responsibility will be to scan the archival records on the premises of the Sindh Archives department. 		



**“PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS & MANUSCRIPTS,
CONSERVATION & PRESERVATION OF OLD NEWSPAPERS & RECORDS, COMPREHENSIVE
DIGITALIZATION OF ARCHIVAL RECORDS & ESTABLISHING AN ORAL HISTORY &
ARCHIVAL GALLERY”**

	<ul style="list-style-type: none"> • Special care must be taken for fragile and delicate records to prevent damage during handling and scanning. • High resolution scanning (minimum to 300 to 600 DPI as per record required) to ensure clarity and detail. • Multiple types of records to be scanned, including photographs, documents, maps, and large format records. • Firm shall use its own high resolution scanners, overhead scanners, printers, any electrical equipment, workstations, and any other necessary tools. The department will not be responsible for providing or supporting these digitalization assets. • Development of an easy to use application for record viewing and management of the digitize record. • Firm is responsible for properly indexing and entering all records into the application, including attaching digitized records. • Application should allow attaching digital files to respective records and enable search and view functionalities. • The application source code must be handed over to the department at the end of the job. • Training for department staff on using the application and managing the digital records. • The firm must provide a secure and reliable storage server for the digitized records. • The storage capacity of the server should be at least 20 TB, an additional 20 TB must be allocated for backup and redundancy purposes. 		
4.	<p>Gazette QTY. Lump Sum</p> <p>➤ Record Size 9 x 14 Inch</p> <p>Specifications:-</p> <ul style="list-style-type: none"> • The firm's responsibility will be to scan the archival records on the premises of the Sindh Archives department. • Special care must be taken for fragile and delicate records to prevent damage during handling and scanning. • High resolution scanning (minimum to 300 to 600 DPI as per record required) to ensure clarity and detail. • Multiple types of records to be scanned, including photographs, documents, maps, and large format records. • Firm shall use its own high resolution scanners, overhead scanners, printers, any electrical 	Each	Each



**“PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS & MANUSCRIPTS,
CONSERVATION & PRESERVATION OF OLD NEWSPAPERS & RECORDS, COMPREHENSIVE
DIGITALIZATION OF ARCHIVAL RECORDS & ESTABLISHING AN ORAL HISTORY &
ARCHIVAL GALLERY”**

	<p>equipment, workstations, and any other necessary tools. The department will not be responsible for providing or supporting these digitalization assets.</p> <ul style="list-style-type: none"> • Development of an easy to use application for record viewing and management of the digitize record. • Firm is responsible for properly indexing and entering all records into the application, including attaching digitized records. • Application should allow attaching digital files to respective records and enable search and view functionalities. • The application source code must be handed over to the department at the end of the job. • Training for department staff on using the application and managing the digital records. • The firm must provide a secure and reliable storage server for the digitized records. • The storage capacity of the server should be at least 20 TB, an additional 20 TB must be allocated for backup and redundancy purposes. 		
5.	<p>Newspapers QTY. Lump Sum</p> <p>➤ Record Size 26 x 20 Inch</p> <p>Specifications:-</p> <ul style="list-style-type: none"> • The firm's responsibility will be to scan the archival records on the premises of the Sindh Archives department. • Special care must be taken for fragile and delicate records to prevent damage during handling and scanning. • High resolution scanning (minimum to 300 to 600 DPI as per record required) to ensure clarity and detail. • Multiple types of records to be scanned, including photographs, documents, maps, and large format records. • Firm shall use its own high resolution scanners, overhead scanners, printers, any electrical equipment, workstations, and any other necessary tools. The department will not be responsible for providing or supporting these digitalization assets. • Development of an easy to use application for record viewing and management of the digitize record. • Firm is responsible for properly indexing and entering all records into the application, including attaching digitized records. 	Each	Each



**“PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS & MANUSCRIPTS,
CONSERVATION & PRESERVATION OF OLD NEWSPAPERS & RECORDS, COMPREHENSIVE
DIGITALIZATION OF ARCHIVAL RECORDS & ESTABLISHING AN ORAL HISTORY &
ARCHIVAL GALLERY”**

	<ul style="list-style-type: none"> Application should allow attaching digital files to respective records and enable search and view functionalities. The application source code must be handed over to the department at the end of the job. Training for department staff on using the application and managing the digital records. The firm must provide a secure and reliable storage server for the digitized records. The storage capacity of the server should be at least 20 TB, an additional 20 TB must be allocated for backup and redundancy purposes. 		
6.	<p>Maps QTY. Lump Sum</p> <p>➤ Record Size 8 x 8 Fit</p> <p>Specifications:-</p> <ul style="list-style-type: none"> The firm's responsibility will be to scan the archival records on the premises of the Sindh Archives department. Special care must be taken for fragile and delicate records to prevent damage during handling and scanning. High resolution scanning (minimum to 300 to 600 DPI as per record required) to ensure clarity and detail. Multiple types of records to be scanned, including photographs, documents, maps, and large format records. Firm shall use its own high resolution scanners, overhead scanners, printers, any electrical equipment, workstations, and any other necessary tools. The department will not be responsible for providing or supporting these digitalization assets. Development of an easy to use application for record viewing and management of the digitize record. Firm is responsible for properly indexing and entering all records into the application, including attaching digitized records. Application should allow attaching digital files to respective records and enable search and view functionalities. The application source code must be handed over to the department at the end of the job. Training for department staff on using the application and managing the digital records. The firm must provide a secure and reliable storage server for the digitized records. 	Each	Each



**“PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS & MANUSCRIPTS,
CONSERVATION & PRESERVATION OF OLD NEWSPAPERS & RECORDS, COMPREHENSIVE
DIGITALIZATION OF ARCHIVAL RECORDS & ESTABLISHING AN ORAL HISTORY &
ARCHIVAL GALLERY”**

	<ul style="list-style-type: none">The storage capacity of the server should be at least 20 TB, an additional 20 TB must be allocated for backup and redundancy purposes.		
--	--	--	--

Delivery Time:

Will be Completed end of June 2026 after issuance Work Order.

6. Place of Delivery:

Sindh Archives Complex,
ST. No. 26-A, Block-5, Main Clifton – Karachi

6. Dispatch Instructions:

Firm is responsible for Digitized Archival Records in the Sindh Archives Premises. The task must be completed within the stipulated period, which is specified in the tender documents.

7. Inspection Authority:

The Procurement Committee constituted by the Secretary, Culture, Tourism, Antiquities & Archives Department.

8. Place at which stores to be inspected:

Sindh Archives Complex,
ST. No. 26-A, Block-5, Main Clifton – Karachi

9. Payment:

- i. Part payment against part supply is allowed.
- ii. 100% payment to be made on the proof of inspection & consignee’s receipt certificate by Accountant General – Sindh, Karachi, during the fiscal year 2025-2026.
- iii. Less 0.25% as service charges and 0.35% stamp duty of the value of the contract by Accountant General Sindh – Karachi, while making payment to the contractor.



Attaf Omers

CHAIRMAN PROCUREMENT COMMITTEE
Culture Tourism Antiquities & Archives Department
Government of Sindh
Karachi.



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

NOTICE INVITING TENDER (N.I.T)

PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS & MANUSCRIPTS, CONSERVATION & PRESERVATION OF OLD NEWSPAPERS & RECORDS, COMPREHENSIVE DIGITALIZATION OF ARCHIVAL RECORDS & ESTABLISHING AN ORAL HISTORY & ARCHIVAL GALLERY

Sindh Archives, Culture, Tourism, Antiquities & Archives Department, Government of Sindh, invites E-Bids through E-Pak Acquisition and Disposal System (EPADS) from well established, experienced and reputed firms having Technical Experience, Company Profile for the acquisition of "PROCUREMENT OF PRINTING & PUBLICATION OF RARE BOOKS & MANUSCRIPTS, CONSERVATION & PRESERVATION OF OLD NEWSPAPERS & RECORDS, COMPREHENSIVE DIGITALIZATION OF ARCHIVAL RECORDS & ESTABLISHING AN ORAL HISTORY & ARCHIVAL GALLERY" for the Financial Year 2025-2026 as per provision of SPPRA Rules, 2010 (Amended 2019) (Single Stage – Two Envelope Procedure).

Compulsory Eligibility / Evaluation Criteria:

Eligibility conditions are as per SPPRA Rules, 2010, for tender participants are as under:

Technical Proposals must Contain Company Profile with the following information:

1. Copy of CNIC – Owners / Proprietors.
2. Copy of ISO Certification in ISO 9001: 2015, ISO 14001:2015 & ISO 45001:2018 only for Preservation & Digitalization.
3. At least 10 years working experience of firm / bidder must in the field of Archival Sector, having minimum 03 work orders (documentary proof must be share) in Government Sector (02 in Sindh Province) and (01 out of Sindh Province) in Archival Field for Conservation, Preservation and Digitalization and 3 to 5 year working Experience in Archival Gallery & Printing & Publication. (Procuring Agency reserves the rights to cross-verify any document(s) and / or conduct site visit, if deemed necessary, in order to ensure reliability of information and capability of firm, Documents received without concrete evidence(s) will be marked as disqualified during preliminary evaluation of technical & financial proposals).
4. Original Brochure, Catalog, Company Profile, Literature and Proofs of all Records one by one enclosed envelopes.
5. Audit Copy last 3 years – certified by Government Financial Institutional acknowledged Chartered Accountant.
6. Minimum average annual financial turnover of PKR 60.000 Million during last 3 years.
7. Registration with Income Tax Department (NTN) Certificate.
8. Registration with Sales Tax Department (GST) Certificate.
9. Registration of Sindh Revenue Board (SRB) Certificate (where applicable).

Terms & Conditions:

1. All bids must be submitted in one best option under Rule-46(2) Single Stage – Two Envelopes Procedure specified under SPPRA Rules 2010 (amended up to date). Technical Proposal and Financial Proposal comprise a single package containing two separate envelopes, each envelope shall contain separately sealed with the mark "Financial Proposal and Technical Proposal" and both envelopes sealed in another envelope marked the "Tender No., Name of Work, Firm's Name and Contact No." will be received back as per above mentioned schedule.
2. The Technical Proposals opened shall be evaluated for technical acceptance as per provided information of bidder. Financial Proposals of the firms whose technical proposals to be opened and publicly announced date & time will be communicated in writing to all the qualified firms. Whereas, Financial Proposals of firms whose Technical Proposals to be not found as per criteria will be returned to them unopened.
3. Rates quoted must be inclusive all prevalent taxes, providing, transportation and fixing/ installation.
4. Financial proposal must contain original copy of pay order / demand draft i.e. 3% bid security (refundable) of bid amount in favor of **Director Sindh Archives, Culture, Tourism, Antiquities & Archives Department, Government of Sindh, Karachi** (bids found without bid security or less than 3% of bid amount will be rejected). Bid validity period is 90 days.
5. No tender shall be issued on the date of opening.
6. Bidders shall quote their final prices clearly in figures. Any cutting overwriting and correction in the Tender Form shall not be accepted.
7. Tender notice is also available at SPPRA EPAD Website (www.portalsindh.eprocure.gov.pk).
8. In case, the tender is not opened on the scheduled date due to any unavoidable circumstances, then the same shall be opened on next working day at the same time.
9. Undertaking on affidavit that the firm is not involved in any litigation or has not abandoned any work in any government department.
10. A representative must have authority on stamp paper from his firm/company's owner including details of owner along with CNIC.
11. Conditional / telegraphic tenders will not be entertained.
12. The firms providing unsustainable or incorrect information are liable to disqualification or legal action.
13. The Procurement Agency may reject all or any bid subject to the relevant provision of SPP Rules 2010 (As Amended in 2019) and may cancel the bidding process.
14. For further assistance, please contact Assistant Director Accounts – Phone: 021-99251277 - 99251285 during office hours.

SCHEDULE FOR ISSUING AND OPENING

Tender documents can be obtained from the office of the Tender Clerk of Sindh Archives, after payment of Rs. 3000/- (non-refundable) in shape of Pay Order in favor of Director Sindh Archives. However, in case the tender documents are downloaded from the website of SPPRA, the amount Rs. 3000/- (non-refundable) for each document in shape of Pay Order by the bidders would be submitted in the office at the time of submission separately.

Date of Issue from 19-03-2026 to 9-03-2026 (during office hours)	Date of Time of Submission of Tenders & Opening of Tender
	Bid Submission: 10-03-2026 – Time: 11:00 Am Bid Opening: 10-03-2026 – Time: 12:00 pm



ASSISTANT DIRECTOR ACCOUNTS
Directorate of Sindh Archives
Culture, Tourism, Antiquities & Archives Department,
Government of Sindh
Street 26-A, Scheme No.5, Block-5, Near Park Tower, Karachi
Phone No. 021-99251277 – 99251285
Email: sindharchives.pk@gmail.com



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

NOTIFICATION

No. SO(G)/CTA&AD/2-223/2020: A Procurement Committee is hereby constituted under Rule-7 of Sindh Public Procurement Rules, 2010 (Amended 2019) for the Directorate of Sindh Archives, Culture, Tourism, Antiquities & Archives Department, Government of Sindh, for Goods and Services for the year 2025-2026. The Committee shall consist of the following officers:-

- | | |
|---|---------------------------|
| 1. Mr. Altaf Qureshi
Deputy Director (BS-18)
CTA&AD, Govt. of Sindh | Chairman |
| 2. Mr. Nasiruddin
Section Officer (Archives)
CTA&AD, Govt. of Sindh | Member |
| 3. Mr. Arif Hussain Yousufi
Assistant Director Accounts (BS-17)
CTA&AD, Govt. of Sindh | Member / Secretary |

Terms of Reference:-

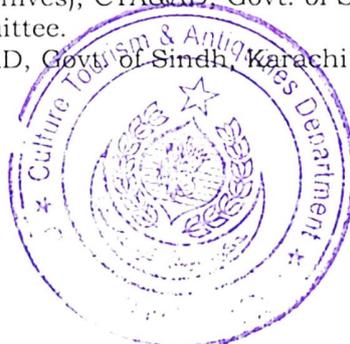
- Preparing of Bidding Documents.*
- Carrying out technical as well as financial evaluation of bids.*
- Preparing evaluation report as provided in SPP Rules 45.*
- Making recommendations for the award of contract to the Competent Authority.*
- Perform any other function ancillary and incidental to the above.*

KHAIR MUHAMMAD KALWAR
Secretary to Govt. of Sindh

No. SO(G)/CTA&AD/2-223/2020 / 8760 Karachi, dated the 12th February, 2026

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

1. The Accountant General Sindh, Karachi.
2. The Secretary, Finance Department, Government of Sindh, Karachi.
3. The Managing Director, SPPRA, Government of Sindh, Karachi
4. The Director (Sindh Archives), CTA&AD, Govt. of Sindh, Karachi.
5. Member(s) of the Committee.
6. PS to Secretary, CTA&AD, Govt. of Sindh, Karachi.
7. Notification File.



MA 12/02/2026.
(SECTION OFFICER - GEN)



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

NOTIFICATION

No. SO(G)/CTA&AD/2-223/2020:- In pursuance Of Rules-31 and 32 of Sindh Public Procurement Rules 2010, the Sindh Archives Government of Sindh, Culture, Tourism, Antiquities & Archives Department constitutes Complaint Redressal Committee (CRC) comprising of the following officers for scrutinizing of aggrieved bidders for the year 2025-26:-

- | | |
|---|---------------------------|
| 1. Mr. Zahid Abbas Akhund
Director (Sindh Archives)
CTA&AD, Govt. of Sindh | Chairman |
| 2. Representative of Accountant General Sindh
Office of the Accountant General Sindh | Member |
| 3. Mr. Shoukat Mari
Section Officer
Auqaf, Zakat and Ushr Department, Govt. of Sindh | Member |
| 4. Mr. Rizwan Nasir Khan
Assistant Director (BS-17)
CTA&AD, Govt. of Sindh | Member / Secretary |
| 5. Mr. Hassan Jamil Abbasi
Microfilming Officer (BS-17)
CTA&AD, Govt. of Sindh | Member |

Terms of Reference:-

- a) Prohibit the Procurement Committee from acting or deciding in a manner, inconsistent with these rules and regulations.
- b) Annual in whole or in part, any unauthorized act or decision of the Procurement Committee; and [Provided while re-issuing tenders the procuring agency may change the specifications and other contents of bidding documents, as deemed appropriate].
- c) Recommend to the Head of Department that the case be declared a mis-procurement if material violation of Act, Rules Regulations, Orders, Instructions or any other law relating to public procurement, has been established.
- d) Reverse any decision of the procurement committee or substitute its own decision for such a decision; [provided that the complaint redressal committee shall not make any decision to award the contract.]

KHAIR MUHAMMAD KALWAR
Secretary to Govt. of Sindh

No. SO(G)/CTA&AD/2-223/2020

Karachi, dated the 12th February, 2026.

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

1. The Accountant General Sindh, Karachi with request to nominate your representative for the above Complaint Redressal Committee
2. The Director (Sindh Archives), CTA&AD, Govt. of Sindh, Karachi
3. Members (All)
4. The PS to Secretary CTA&AD, Govt. of Sindh, Karachi
5. Notification File.



(SECTION OFFICER - GEN)

ANNUAL PROCUREMENT PLAN
DIRECTORATE OF SINDH ARCHIVES
CULTURE, TOURISM, ANTIQUITIES & ARCHIVES DEPARTMENT
GOVERNMENT OF SINDH
FINANCIAL YEAR 2026-27

Sr. No.	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (Where applicable)	Estimated Total Cost	Funds Allocation			Source of Funds (ADP/Non ADP)	Proposed Procurement Method	Timing of Procurement				Remarks
					Cap	Rev	Total			1 st Qtr:	2 nd Qtr:	3 rd Qtr:	4 th Qtr:	
1	Printing & Publication of Rare Books and Manuscripts	---	---	20,000	0.00	20,000	20,000	Regular	Single Stage Two Envelope	---	---	---	---	
2	Cost of Other Stores (Conservation & Preservation of Old Newspapers and Records) (Establishing an oral History and Archival Gallery)	---	---	50,000	0.00	50,000	50,000	Regular	Single Stage Two Envelope	---	---	---	---	
3	Others (Comprehensive Digitalization of Archival Records)	---	---	30,000	0.00	30,000	30,000	Regular	Single Stage Two Envelope	---	---	---	---	



Abdul Qadir
CHAIRMAN PROCUREMENT COMMITTEE
Deputy Director
 Culture Tourism Antiquities & Archives Department
 Government of Sindh
 Karachi.

