

# **SINDH TESTING SERVICES PAKISTAN (STS)**

Registered under Section 32 of the Companies Ordinance, 1984 (now Companies Act, 2017)



**BIDDING DOCUMENT**

**FOR**

**Event Management Services for Testing/Examination Centers**

# **NOTICE INVITING TENDER**

**Sindh Testing Services Pakistan (STS)** invites sealed quotations/bids from reputable firms, companies, distributors, and event management service providers registered with relevant tax authorities (where applicable) for the provision of event management services for various recruitment, admission, and assessment activities conducted by STS across Sindh. Details are as under:

Description	Center	Approx. candidates
<b>Scope of Services</b> Provision of event management facilities including, but not limited to: <ul style="list-style-type: none"><li>• Tentage / Kanats</li><li>• Chairs with covers for candidates and guests</li><li>• Waiting area arrangements for parents/guardians</li><li>• Water counters and drinking water facilities</li><li>• CCTV Camera with complete setup</li><li>• Sound system for examination and waiting areas</li><li>• Carpets / Runners</li><li>• Pedestal Fans</li><li>• Stage setup with sofa arrangements</li><li>• Generator</li><li>• Walk-through gates Any other related facilities required for smooth conduct of entry tests, recruitment tests, examinations, and admission programs.</li><li>• Drinking water bottle 330 ml (small)</li></ul>	Karachi	3000
	Hyderabad	5500
	Sukkur	4500

The above items/arrangement will be required as above number of candidates and 1/3 parents arrangement for open areas test centers. Bidders shall be submitted rates before 23-06-2026 COB.

## **GENERAL TERMS AND CONDITIONS:**

The following General Term and Conditions apply to all the equipment/works under this tender.

1. The last date of receipt of Bids is as mentioned on face sheet of this document.
2. Documents/Details Required.
3. Documents should be properly signed and stamped by competent authority.
4. Detail of repair & maintenance facilities
5. Affidavit to the effect that the firm has not been blacklisted by any Government/Semi Government Organization.
6. The Bidder indemnify STS against all third-party claims of infringement of patent, trademark industrial design rights arising from use of the goods or any part thereof in Pakistan.
7. STS or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the contract specifications.

8. The Technical Specifications shall specify what inspections and tests STS requires and where they are to be conducted. STS shall notify the contractor, in writing, of the identity of any representatives entrusted for this purpose.
9. It is mandatory that the Bidders provide the following documents and information with respect to its relationship with Principal.
10. Name and contact details of Principal/Manufacturer representative who is authorized to verify Vendor's local partnership
11. The Bidder/Vendor shall provide the following information with respect to its set up in above mentioned cites
12. Number of Vendors offices and addresses, thereof, phone and fax numbers and email address as well as names and designations of responsible person.
13. Number of technical staff in Vendor's office
14. Profile of technical staff with relevant experience, resume and number of Customers and sites looked after /supported by each.
15. Problem reporting procedure and fault response time in hours for fault rectification, escalation procedures with respect to response or turnaround time in hours.
16. The Bidder shall provide following information with respect to its Company Profile
17. Head Office address.
18. Management structure & Organization Chart
19. Name, Address with Telephone/Telex and Fax numbers of the contact Person
20. Provide a certificate from your bank certifying your sound financial position and credit limit from the bank.
21. List of clients and their Acceptance of deliverables, showing separately the items provided and value thereof
22. STS reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at any time.
23. STS reserves the right to increase/decrease the quantity of items/scope of the work. Bidder has no right to challenge the decision in Court.
24. Documentary evidence of claims made in proposal regarding experience, relationship with principal etc.

**TECHNICAL SPECIFICATIONS & QUANTITY**

**Bidding Data**

a)	<b>Name of Procuring Agency</b>	Sindh Testing Services
b)	<b>Brief Description of Work:</b>	Making Arrangements for Conduct of pre entry Test for BSN at Karachi, Hyderabad & Sukkur Centers as and when required, which include but not limited to the following: 1. Walkthrough Security Gates 2. Supplying/Arrangements of Tent (Shamyana & Kanat) 3. Iron Foam/Sofa Chairs with Cover 4. Pedestal Fans as per requirement 5. Sound System with Speaker as per capacity of Pindal 6. Standby Generator 7. Mineral Water Bottles (330 MI) 8. Any other relevant accessories including transportation & service charges
c	<b>Procuring Agency Address</b>	STS Karachi
d	<b>Period of Bid Validity:</b>	180 Days from the date of opening of tenders.
e	<b>Security deposit i/c Bid Security:</b>	NA
f	<b>Percentage if any to be deducted from the bills</b>	Income Tax & SRB as applicable as per Rate of FBR & Sindh Board of Revenue
g	<b>Type of Contract</b>	Framework Contract- Quoted rates must be valid for at least six months.

**Important Notes:**

- Rates must be quoted on per item per day basis, the items will be ordered on the need basis.
- The number of candidates at the center will be around 5,000 per day
- The contract award to a successful bidder(s) will be a Framework Contract therefore quoted rates must be valid for at least six months
- Quoted Rates must be inclusive of all taxes, freight and fitting/installation charges.

**OPTION # 1****Bid Sheet/ Quotation**

<b>S. N</b>	<b>Item</b>	<b>Rate per Day Per Unit including all taxes, freight and fitting/installation charges</b>	<b>Location Karachi, Hyderabad and Sukkur</b>	<b>Remarks</b>
1	Supplying, Fitting, Arrangements of Tent Shamyana size 30x15			Quoted rate should be per Shamyana per day
2	Supplying, Fitting, Arrangements of Kanaat size 15x7			Quoted rate should be per Kanaat per day
3	Supplying/Arrangements of Chair with Cover			Quoted rate should be per Chair per day
4	Walkthrough Security Gates			Quoted rate Should be per gate per day
5	Iron Foam/Sofa Chairs			Quoted rate Should be per sofa chair per day
6	Pedestal Fans as per requirement			Quoted rate should be per fan per day
7	Sound System with Speaker as per capacity of Pindal			Quoted rate should be per pindal sound system per day
8	Standby Generator			Quoted rate should be per generator per day
9	Mineral Water Bottles (330 Ml)			Quoted rate should be per bottle per day
10	Stage (for 10 person)			Quoted rate should be per stage per day

Please mention any other item separately with unit rate per day

**OPTION # 2**

Please quote rate per candidate in case of one shift in a day and per two candidates in case of two shifts in a day:

(A)

S. N	Item	Rate per Day including all items mentioned in option # 1 with taxes, freight and fitting/installation charges	Location <b>Karachi, Hyderabad and Sukkur</b>	Remarks
1	Per Candidate (including complete)			
2	Mineral Water Bottles (330 Ml)	Quoted rate should be per bottle		

(B)

1	Per Candidate (Only Chair with cover) (if required)		If required at any center	
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**CLARIFICATION AND AMENDMENT IN RFP DOCUMENT**

A bidder requiring any clarification of the proposal document may so notify to contact given below in writing or via email.

**SECRETARY  
STS, Karachi**

**0300-2336616, 021-34761617  
(Secretary@sts.org.pk)**