

**NO:AD(A&A)/TMR(SGA&CD)/01-16/2024-25**

**TENDER /BIDDING DOCUMENTS FOR HIRING OF  
SERVICES OF TOUR OPERATORS/TRAVEL AGENTS  
FOR NATIONAL STUDY TOUR (NST)**

  
Assistant Director (Admin & Finance)  
Training Management & Research Wing  
SGA&CD  
Government of Sindh

# **TENDER/ BIDDING DOCUMENTS**

## **HIRING OF SERVICES OF TOUR OPERATOR/TRAVEL AGENT FOR NATIONAL STUDY TOUR (NST)**

1. Training Management & Research (TMR) Wing, SGA&CD located at D-45 Block-1, Clifton Karachi intends to hire the services of duly registered and well reputed Tour Operator/Travel Agent for National Study Tour (NST) of the province of Punjab (Lahore and Faisalabad) during the month of August, 2024 for a group of approximately 37 officers (including 31- BS-17 trainees & 6 faculty members).

2. *The National Study Tour (NST) shall be for six days (five nights) tentatively from 18<sup>th</sup> August to 23<sup>rd</sup> August, 2024 inclusive of departure and return days. The tour shall include visits of various places/offices of Lahore and Faisalabad and nearby areas (details attached as Annexure-I).* The Tour Operator/Travel Agent selected through open competitive bidding shall be responsible for arranging the tour and allied facilities i.e. air return tickets, road transport, lodging and boarding including meals and other arrangements during the tour. *The specific services to be provided would be:*

- Return air ticket (Economy class)
- Transportation facilities by AC Bus/Coaster and two cars to and from Airport and visiting places/sites during the stay.
- Six Days (five nights) Hotel/Guest House accommodation (as per entitlement of respective officers according to existing TA/DA Rules) inclusive of meals.

3. The services of tour operators will be hired according to **Single Stage – One Envelop** procedure of open competitive bidding defined under Rule 46 (1) of SPP Rules 2010 (Amended 2019) enumerated below:-

- a. Notice Inviting Tenders and bidding documents of shall contain the following eligibility criteria;
  - i Relevant experience;
  - ii Turn-over of at least last three years;
  - iii Registration with Federal Board of Revenue (FBR) for income tax & sales tax in case of procurement of goods, and Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services, and registration with Pakistan Engineering Council (where applicable).
  - iv Any other factor deemed to be relevant subject to provision of Rule 44;
- b. Each bid shall comprise one single envelope containing the financial proposal and required information mentioned at clause (a) above;

  
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- c. All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders and bidding documents.

4. **Mandatory Requirements:-**

- a. Registration with FBR for income Tax and must be an active tax payer (proof with copy of NTN certificate required).
- b. Registration with Sindh Revenue Board (SRB) and must be an active tax payer (proof required) and a copy of SRB Registration certificate.
- c. Valid license issued by IATA/Aviation Division to function as tour operator in the country.
- d. Valid licence issued by the Directorate of Tourist Services, Culture, Tourism, Antiquities & Archives Department, Government of Sindh.
- e. Declaration on an Affidavit of Rs. 100/- that the contractor/ company/ firm is not currently on the list of blacklisted by any government /donor agency.
- f. The bidder shall provide complete company profile.
- g. Pay order / bank draft of 1% of total quoted price shall accompany the financial proposal as Bid Security.
- h. Financial Turnover in PKR minimum Rs.10 million per annum– Evidence required in the form of Last 36 months Bank Statement or Bank Certificate mentioning of Rs.10.00 million or above turnover duly stamped from concerned Bank.
- i. Minimum 5 – satisfactory tour completion certificates for the services rendered to any Government /Semi Government & national/multinational private organization (s)/institution (verifiable evidence required).
- j. The successful bidder will be required to deposit a “performance/ bank guarantee” equivalent to 5% of the total bid within one week of award of contract. If the bidder fails to deposit performance/ bank guarantee within one week of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited. The bid security of the successful contractor will be adjusted against the performance guarantee.
- k. A performance certificate by the major clients where bidder has provided services as tour operator in the last two years.
- l. Every page of this tender document should be signed and stamped by the bidder.
- m. Set up/Office in Karachi.

5. During the contract, the firm will provide Services as per terms and conditions, to be settled in the shape of contract agreement.

6. An agreement will be made between TMR Wing, SGA&CD and successful bidder on judicial paper of Rs. 100/-.

7. Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.

  
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8. Authority Letter, National Tax Number Certificate, photocopy of the CNIC of proprietor of company / Principal Company must be attached.
9. The tender must be filled on prescribed form without any alteration/over writing.
10. Conditional tenders/bids will not be accepted.
11. The Procuring Agency has the right to cancel the bidding process at any time as provided under Rule-25 of SPP Rules, 2010 (Amended 2019) and right to increase or decrease the scope of work / number of items as per SPP Rules (Amended 2019).
12. Interested tour Operators/ travel agents may forward their proposals as per above instructions before the closing date. i. e 29.07.2024 (11:00 am).
13. **Bid Validity:** Bids shall remain valid for 90 days after the date of tender opening.
14. **Communication:** Enquiries regarding this Tender shall be submitted in writing to:  
**ASSISTANT DIRECTOR (ADMIN & FINANCE)**  
Training Management & Research Wing, SGA&CD,  
Bungalow # D-45, Clifton Block – 1, Karachi.  
Phone: 021-99250451-2
15. **Mode of Delivery and Address:** The bids/ proposals shall be submitted at the address given above by hand or courier so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**
16. **Submission of Proposal/ bid:** The complete proposals shall be submitted latest by 11:00 AM, 29<sup>th</sup> July, 2024 at the address given above.
17. **Opening of Proposals:** The proposals submitted against the subject Tender will be opened on 29<sup>th</sup> July, 2024 at 11:30 AM in front of the Procurement Committee of Training Management & Research Wing, SGA&CD, Karachi and available bidders.
18. **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
19. **Withholding Tax, Sales Tax and other Taxes:** The responding organization is hereby informed that the Government shall deduct tax at the rate, as prescribed under the tax laws of Government of Pakistan and Government of Sindh, from all payments for services rendered by any Service providing organization/firm who signs a contract with the Government. The Bidder will be responsible for all taxes on transactions and/or income, which may be levied by government. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.


  
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20. In case Government announces any public holiday on schedule dates, the tender will be submitted and opened on the next working day as per usual schedule in accordance with SPPRA Rules.

21. **Mode of Payment:** All payment will be made through AG Sindh.

22. **Financial Proposal (inclusive of all applicable taxes) shall include the following as a whole package:**

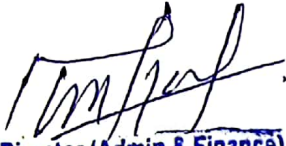
PARTICULARS	PER PERSON COST/RATE (RS.)	TOTAL AMOUNT (RS.)
A. <u>Return air ticket: Economy Class</u>		
B. <u>Transportation facilities by AC Bus/Coaster and two cars to and from Airport and visiting places/sites during the stay (For full day):</u> Proposed places & offices of visit are mentioned at Annexure-I.		
C. <u>Hotel /Guest House accommodation for Five Nights &amp; Six Days in main city area with complimentary breakfast:</u> i. AC rooms for 31 trainee officers (BS-17) on twin sharing basis, and ii. AC rooms for six Faculty Members (BS-18,19, 20 & 21) - rates shall be quoted on both single & twin sharing basis		
D. <u>Meals, Lunch &amp; Dinner:</u> A two-course meal i.e. either a soup/salad followed by a main course and finishes with a dessert.		

  
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**Tentative National Study Tour (NST) Schedule of 7<sup>th</sup> CSTP**  
**(18<sup>th</sup> August, 2024 to 23<sup>rd</sup> August, 2024)**

- Departure by Air from Jinnah International Airport Karachi on 18<sup>th</sup> August
- Travel from Allama Iqbal International (AII) Airport, Lahore to the Hotel
- Meetings with various Government functionaries at Lahore
- Visit to Punjab Safe Cities Authority
- Visit to Kartarpur Corridor
- Visit to Urban Unit, Punjab
- Visit to Punjab IT Board (PITB)
- Visit to Wagah Border
- Visit to Lahore walled City of Lahore Authority (WCLA) Head Office
- Visit to Badshahi Mosque, Lahore Fort & Masjid Wazir Khan
- Travel to & from Faisalabad
- One night stay at Faisalabad
- Visit to University of Agriculture, Faisalabad
- Visit to Faisalabad Chamber of Commerce & Industries
- Departure by air from AII Airport Lahore to Karachi

  
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# INTEGRITY PACT:

(This Integrity Pact Form should be on the stamp Paper valuing Rs. 100/- submitted by the successful Bidder with attestation of Notary Public.)

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

Dated: \_\_\_\_\_

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

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

1. M/s. \_\_\_\_\_ hereby declares that it has no 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.

2. Without limiting the generality of the foregoing, M/s. \_\_\_\_\_ 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 including 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.

3. M/s. \_\_\_\_\_ 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 \_\_\_\_\_ [Procuring Agency] \_\_\_\_\_ and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

4. M/s. \_\_\_\_\_ 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 \_\_\_\_\_ [Procuring Agency] \_\_\_\_\_ under any law, contract or other instrument, be voidable at the option of \_\_\_\_\_ [Procuring Agency] \_\_\_\_\_.

5. Notwithstanding any rights and remedies exercised by \_\_\_\_\_ [Procuring Agency] \_\_\_\_\_ in this regard, M/s. \_\_\_\_\_ 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 Time the sum of any commission, Gratification, Bribe, Finder's Fee or Kickback given by M/s. \_\_\_\_\_ 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)



\_\_\_\_\_  
(Bidders Authorized Signatures with Official Stamp)