

**SINDH EDUCATION FOUNDATION  
GOVT. OF SINDH**

(HEAD OFFICE)

SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society,  
Ameer Khusro Road) Karachi. 021-34169182 & 184

E-mail: procurement@sef.org.pk



**Pre-qualification of Firms for Events' Management of SEF all over Sindh**

Ref#: SEF/NP/16-17/

Sindh Education Foundation (SEF), Government of Sindh (GoS) invites sealed proposals from the interested bidders for Shortlisting of Firms for Recruitment and Selection of Employees. The eligible bidders must meet the following eligibility criteria duly substantiated with documentary evidence:

<b>Preparation and Submission of Bids</b>	
S.No	IMPORTANT PRE-QUALIFICATION / ASSESSMENT POINTS.
1	The Firm/Organization / consortium should be a nationally registered entity with MUST have 5 years in successfully carrying out assignments of similar nature.
2	The Firm/Organization / consortium MUST have successfully completed at least 3 projects of similar nature (especially in Education Sector & social sector) in last five years. (Evidence required: project completion certificate with project summary).
3	Minimum Turnover is Rs.5 Million per annum in the same field for supply of <b><u>Hiring of firm for Event Management Services for SEF</u></b> evidence documents required : <ul style="list-style-type: none"><li>• Latest twelve months Bank Statement duly stamp from concerned bank/ bank certificate/ Audit Report required.</li></ul>
4	List of litigations with the clients (If any) and nature of Litigations & Affidavit @ 200/- rupees stamp/Bond paper that the firm has never been blacklisted duly verified from notary public/ oath commissioner.
5	Have registration with relevant Tax & Sale Tax Departments of the Govt. of Pakistan or Govt. of Sindh. Following evidence documents are required: <ul style="list-style-type: none"><li>• Copy of Sales/Services Tax return required for last three months duly acknowledge by SRB/ITD(must)</li><li>• Income tax return for last three years (must).</li><li>• Copy of sales/Services tax Registration Certificate required (must)</li><li>• Copy of National Tax Registration Certificate required (must)</li><li>• Copy of Tax Exemption Certificate required (if applicable)</li></ul>

Further details and guidelines are available in the Prequalification documents. The interested firms can either obtain the Prequalification document(s) from **2<sup>nd</sup> February 2017 to 20<sup>th</sup> February 2017** from **Procurement Department, SEF (Karachi) during office hours** on production of a pay order of Rs.500/-(non-refundable) in favor of 'SINDH EDUCATION FOUNDATION' along with the request on the firms letter head for obtaining Prequalification document(s) from the **Procurement Department, SEF (Karachi) till 4:00 pm 17<sup>th</sup> February 2017** OR download it from SPPRA and SEF Websites, [www.pprasindh.govt.pk](http://www.pprasindh.govt.pk) and [www.sef.org.pk](http://www.sef.org.pk) respectively and submit the document along with the pay order of Rs.500/-(non-refundable) in favor of 'SINDH EDUCATION FOUNDATION'.

**Last date of submission of Prequalification document(s) is February 20<sup>th</sup> 2017 03:00 p.m. The proposal(s) shall be opened on the same date at 3:30 p.m., at SEF HEAD OFFICE, Karachi in the presence of bidders/ their representatives. The envelope should be marked to the Procurement Department, SEF.**

The Procuring Agency may reject any proposal subject to provisions of SPP Rules 2010 and may cancel process at any time prior to acceptance as per Rule 25(i) of said SPP Rules.

S/d

**Acting Deputy Director  
Procurement Department**