

**NATIONAL ACADEMY OF PERFORMING ARTS (NAPA)**  
**A Company set up under section 42 of the Companies Ordinance, 1984**

**INVITATION TO BID**

Admin/1404/2022-03

Date 14-04-2021

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<b>S.NO</b>	<b>SERVICE REQUIRED</b>	<b>DESCRIPTION</b>
1.	Security Agency;	Well-established Security Company registered with Income Tax and Sales Tax Departments for hiring of 1 Supervisor and 5 private armed guards within the premises of NAPA, Karachi for a period of one year 2022-23 commencing from the date of the contract.
2.	Janitorial services; Cleaning and upkeep of the campus. Please submit company profile and list of key clients.	Well-established Janitorial Services Company registered with Income Tax and Sales Tax Departments for providing janitorial services at NAPA premises in Karachi.
3.	Digital Marketing Agency	Well-established Digital Marketing Agency to handle complete print and electronic media management, social media management, design and artwork, NAPA branding, image and perception management, event management, marketing and promotion, videography and photography services
<b>S.NO.</b>	<b>EQUIPMENT REQUIRED</b>	<b>Quantity</b>
1.	IP cameras with complete installation	25
2.	Laptops 11 <sup>th</sup> gen, 250 SSD, 8 GB ram, 512 GB DD)	05
3.	Desktops i5, 8 <sup>th</sup> gen, 8gb ram, 250 SSD, 1 tb HD.	15

- a. Sealed tenders are invited from the reputable Companies / Firms. Tender documents containing detailed terms & conditions of bidding can be obtained from the NAPA's Head Office, at M. R. Kiyani Road, Karachi, opposite Arts Council against payment of Rs 1,000/- Tender documents can also be obtained through mail by submitting an application along with tender fee and courier charges for Karachi Rs 300/ and from outside Karachi within

Pakistan Rs 300/ in the shape of Pay Order/ Demand Draft in favour of National Academy of Performing Arts. The tender documents, in this case will be sent to bidder through courier.

- b. The tenders / bids must reach to NAPA on or before, 11.00 hours on dated 29-04-2022 which will be opened on same day at 15.30 hours in presence of the Tenderer / Bidders or their authorized representatives who may wish to attend. The Tender must accompany 2% of the total value of the bid/ tender in shape of Demand Draft / Pay Order in favour of National Academy of Performing Arts. Tender without earnest money shall not be entertained.

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Chief Executive Officer  
National Academy of Performing Arts  
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