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

INVITATION TO BID
Admin/1410/2021-02
Date 14-10-2021
Page 1 of 1

S.no	Description	Quantity
1.	PEARL 2010 DMX CONTROLLER WITH FLIGHT CASE	01
2.	ACCOUNTING SOFTWARE	01
3.	SECURITY GUARD COMPANY	01
	Note: For further details, please visit our website: www.napa.org.pk	

a. Sealed tenders are invited from 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 the mail by submitting an application along with tender fee and courier charges for Karachi Rs 200/ and from outside Karachi within Pakistan Rs 500/ 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 the bidder through courier.

b. The tenders/bids must reach NAPA on or before 01.00 pm on October 29, 2021, which will be opened on the same day at 15.30 hours in the 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 the shape of a Demand Draft / Pay Order in favour of the National Academy of Performing Arts. Tenders without earnest money shall not be entertained. NAPA reserves the right to accept or reject the tender.

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National Academy of Performing Arts
M. R. Kiyani Road, Opposite Arts Council
Karachi
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1.   PEARL 2010 DMX CONTROLLER WITH FLIGHT CASE

DMX512 / 1990 standard, 512 control channels, photoelectric isolation signal output.

It can control up to 30 computer lights at the same time, and each light has up to 32 control channels, using a dynamic light address setting.

Built-in shape track generator (shape) is convenient for users to control the graphics track of computer lights, such as drawing circles, gradual circles, lines, eight characters, waves, and other effects. Graphic parameters (such as speed, size, expansion, and direction) can be set independently.

30 light walking procedures, with a maximum of 100 steps per procedure. Optional automatic speed control, intelligent manual beat control (swing).

It can run 6 light walking programs and 30 preset scenes at the same time, and can carry out light lifting operation on 30 computer lights at the same time.

It is equipped with a double isolated drive output port to ensure that the other port can output normally when the user's single port is burnt out.

LCD with backlight displays operating parameters.

Shutdown data is maintained.

Power supply: AC90-250V / 50-60Hz high-performance green switching power supply.

Volume / weight: 485mm x 267mm x 85mm

2.   Accounting Software

The software can be upgraded as a business grows, and allow customization options, Simple Start meets, and allow Multi-users, which can be used to receive payments, make payments, create journal vouchers, debit/credit notes, etc., generate instant & periodical reports, capture an image of a receipt/supports which can be attached with the payment /receipts vouchers, fee challan, etc.

Preferably, integrate with payroll, students management, and HR management, etc.

Offers more advanced features like inventory management, time tracking, and budgeting, The Advanced subscription and provides robust financial reporting and analysis tools.

Can generate financial statements compared with the last period and Budget and variances. Provide a drill-down feature etc.

Security Guard Job Description: Top Duties and Qualifications

3.   Security Guard Company

Security Guards work in a range of settings. Some work for large companies and are sent out to various locations on a daily or weekly basis. Others work at the same business, office building, or school every day. To excel at their job, Security Guards will need to fulfill the following

Duties and responsibilities:

Carrying out security checks on visitors on arrival and exit using security scanners and other equipment

Performing luggage checks as required

Keeping a record of all visitors, including the time of arrival and departure

Monitoring surveillance cameras

Responding to alarms within the premises

Patrolling the premises regularly to ensure nothing is out of place

Liaising with law enforcement in the case of suspected or reported criminal activity

Performing scheduled and random checks of designated areas throughout the facility to check for any security breaches

Assisting the maintenance staff in securing an area during a maintenance emergency

A Security Guard or Security Officer is responsible for safeguarding a person, building, or valuable items. Their primary duties include checking and admitting visitors into a building, patrolling the premises at regular intervals, and responding to any distress calls and alarms.