

# TENDER DOCUMENT

Ref No. Tender/PCU/EMFP/AGRI/2022/03



## **Procurement of Non-Consulting Services (Single Stage-Two Envelope)**

**for**

***Hiring of Event Management Firm for Organizing of 02  
Exhibitions in February and March at Sargodha and  
Dera Ghazi Khan.***

**Project Coordinator  
(Establishment of Model Farms Project)  
Agriculture Department  
Government of the Punjab  
Lahore.**

**January-2022**

**TENDER NOTICE**  
**For Hiring of Event Management Company\Firm**

<b>Non-Consulting Service Required</b>	<b>Bid Security</b>
<i>Hiring of Event Management Firm for Organizing of 02 Exhibitions in February and March at Sargodha and Dera Ghazi Khan</i>	<b>PKR.1,000,000/- with Technical Proposal, Estimated Cost Rs.50Million</b> (Within Limit of upto 5% of Estimated Cost)

Project titled “Establishment of Model Farms linked with Improved Supply Chain and Value Addition” (EMFP) intends to hire an Event Management, Indoor/Out Door Advertising Firm & Professional Printers for organizing 02 Exhibitions at Sargodha and Dera Ghazi Khan. The interested firms having valid NTN, Registration with PRA, with active taxpayer’s status may apply.

Tender document along with Terms and Conditions (TORs) and other related information for the purpose can be obtained on written request on the company letter head after making payment in cash of Rs.2,000/- (non-refundable) between 09:00 AM to 05:00 PM working hours after the publication of the advertisement (before closing date i.e. **15 February 2022 by 02:00 PM**).

The Bids prepared in accordance with the instructions contained in the Tender documents, must reach at office address given below **latest by 15 February 2022 till 02:00 PM**. The bids will be opened on the same day at **02:30 PM**. Pre-Bid meeting shall be held on 10-02-2022 at 11:30 AM in the office of Project Coordinator (Address given) below:

## **Project Coordinator**

Establishment of Model Farms linked with improved Supply Chain and Value Addition  
Project Agriculture Department, Government of Punjab  
1<sup>st</sup> Floor, Agriculture Marketing Building, 21 Davis Road, Lahore  
Ph: 042-99205071-75  
Email: [pd.emfp@gmail.com](mailto:pd.emfp@gmail.com)

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# **Part-I**

## **Section I. Instructions to Service Providers**

### **A. Introduction**

- 1. Source of Funds**
  - 1.1 The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply a portion of the proceeds of this budget to eligible payments under the contract for which this Invitation for Bidders is issued.
  
- 2. Eligible Service Providers**
  - 2.1 This Invitation for Bidders is open to all Service Providers, except as provided hereinafter.
  - 2.2 Service Providers should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
  - 2.3 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government.
  - 2.4 Service Providers shall not be under a declaration of blacklisting by any Government Department (Federal or Provincial) or Punjab Procurement Regulatory Authority (PPRA).
  
- 3. Eligible Services**
  - 3.1 All Services (and / or/ Goods) to be supplied under the contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS)*, and all expenditures made under the contract will be limited to such Services (and / or Goods).
  - 3.2 For purposes of this clause, “origin” means the place from where the services (and / or goods) are supplied, produced, mined, or grown. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 3.3 The origin of Services (and / Goods) is distinct from the nationality of the Service Provider.
  
- 4. Cost of Bidding**
  - 4.1 The Service Provider shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Purchaser,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **B. The Pre-Qualification documents**

- 5. Content of Pre-Qualification documents**
- 5.1 The Services required, bidding procedures, and contract terms are prescribed in the Pre-Qualification documents. In addition to the Invitation for Bids, the Pre-Qualification documents include:
- (a) Instructions to Service Providers (ISP)
  - (b) Bid Data Sheet
  - (c) Schedule of Requirements
  - (d) Terms of Reference
  - (e) Bid Submission Form
  - (f) Manufacturer's Authorization Form
  - (g) Price Schedules
  - (h) Contract Form
  - (i) Performance Security Form
  - (j) General Conditions of Contract (GCC)
  - (k) Special Conditions of Contract (SCC)
  - (l) Annexures I - III
- 5.2 The Service Provider is expected to examine all instructions, forms, terms, and specifications in the Pre-Qualification documents. Failure to furnish all information required by the Pre-Qualification documents or to submit a bid not substantially responsive to the Pre-Qualification documents in every respect will be at the Service Provider's risk and may result in the rejection of its bid.
- 6. Clarification of Pre-Qualification documents**
- 6.1 A prospective Service Provider requiring any clarification of the Pre-Qualification documents may notify the Purchaser in writing or by email at the Purchaser's address indicated in ITS Clause 19.1. The Purchaser will respond in writing to any request for clarification of the Pre-Qualification documents which it receives no later than three (3) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Service Providers that have received the Pre-Qualification documents.
- 7. Amendment of Pre-Qualification documents**
- 7.1 At any time prior to the deadline for submission of Bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service Provider, may modify the Pre-Qualification documents by amendment.
- 7.2 All prospective Service Providers that have received the Pre-Qualification documents will be notified of the amendment in writing or by email, and will be bidding on them.

- 7.3 In order to allow prospective Service Providers reasonable time in which to take the amendment into account in preparing their Bids, the Purchaser, at its discretion, may extend the deadline for the submission of Bids.

### **C. Preparation of Bids**

- 8. Language of Bid** 8.1 The bid prepared by the Service Provider, as well as all correspondence and documents relating to the bid exchanged by the Service Provider and the Purchaser shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Service Provider may be in same language.
- 9. Documents Comprising the Bid** 9.1 The bid prepared by the Service Provider shall comprise the following components:
- (a) a Bid Form and a Price Schedule completed in accordance with ITS Clauses 10, 11, and 12;
  - (b) documentary evidence established in accordance with ITS Clause 13 that the Service Provider is eligible to bid and is qualified to perform the contract if its bid is accepted;
  - (c) documentary evidence established in accordance with ITS Clause 14 that the Services and ancillary Goods to be supplied by the Service Provider are eligible Services and Goods and conform to the Pre-Qualification documents; and
  - (d) Bid security furnished in accordance with ITS Clause 15.
- 10. Bid Form** 10.1 The Service Provider shall complete the Bid Form and the appropriate Price Schedule furnished in the Pre-Qualification documents, indicating the Services to be supplied, a brief description of the Services, their country of origin, quantity, and prices.
- 11. Bid Prices** 11.1 The Service Provider shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the Services it proposes to supply under the contract.
- 11.2 Prices indicated on the Price Schedule shall be **delivered duty paid (DDP) prices**.
- 11.4 The Service Provider's separation of price components in accordance with ITS Clause 11.2 above will be solely for the purpose of facilitating the comparison of Bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.
- 11.5 Prices quoted by the Service Provider shall be fixed during the Service Provider's performance of the contract and not subject to

variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an **adjustable price quotation** will be treated as nonresponsive and will be rejected, pursuant to ITS Clause 24.

- 12. Bid Currencies** 12.1 Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.
- 13. Documents Establishing Service Provider's Eligibility and Qualification**
- 13.1 Pursuant to ITS Clause 9, the Service Provider shall furnish, as part of its bid, documents establishing the Service Provider's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 13.2 The documentary evidence of the Service Provider's eligibility to bid shall establish to the Purchaser's satisfaction that the Service Provider, at the time of submission of its bid, is eligible as defined under ITS Clause 2.
- 13.3 The documentary evidence of the Service Provider's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:
- (a) that, in the case of a Service Provider offering to supply Services and ancillary Goods under the contract which the Service Provider did not produce or manufacture, the Service Provider has been duly authorized by the original Service provider or ancillary goods' Manufacturer or producer to supply the in Pakistan;
  - (b) that the Service Provider has the financial, technical, and production capability necessary to perform the contract;
  - (c) that, in the case of a Service Provider not doing business within Pakistan, the Service Provider is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Service Provider's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and / or Terms of Reference; and
  - (d) that the Service Provider meets the qualification criteria listed in the Bid Data Sheet.
- 14. Documents Establishing Services' and ancillary Goods' Eligibility and Conformity to Pre-**
- 14.1 Pursuant to ITS Clause 9, the Service Provider shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Pre-Qualification documents of all Services and ancillary goods which the Service Provider proposes to supply under the contract.
- 14.2 The documentary evidence of the eligibility of the Services and ancillary Goods shall consist of a statement in the Price Schedule of the country of origin of the Services and ancillary Goods

**Qualification documents**

offered which shall be confirmed by a **certificate of origin** issued at the time of shipment.

14.3 The documentary evidence of conformity of the Services and ancillary Goods to the Pre-Qualification documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the Services and ancillary Goods;
- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Services and ancillary Goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the Services and ancillary Goods by the Purchaser; and
- (c) an item-by-item commentary on the Purchaser's Terms of Reference demonstrating **substantial responsiveness** of the Services and ancillary Goods to those Terms of Reference and / or specifications, or a statement of deviations and exceptions to the provisions of the Terms of Reference.

14.4 For purposes of the commentary to be furnished pursuant to ITS Clause 14.3(c) above, the Service Provider shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Purchaser in its Terms of Reference, are intended to be descriptive only and not restrictive. The Service Provider may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Terms of Reference.

**15. Bid Security**

15.1 Pursuant to ITS Clause 9, the Service Provider shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

15.2 The bid security is required to protect the Purchaser against the risk of Service Provider's conduct which would warrant the security's forfeiture, pursuant to ITS Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

- (b) Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for thirty (30) days beyond the validity of bid.

- 15.4 Any bid not secured in accordance with ITS Clauses 15.1 and 15.3 will be rejected by the Purchaser as nonresponsive, pursuant to ITS Clause 24.
- 15.5 Unsuccessful Service Providers' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to ITS Clause 16.
- 15.6 The successful Service Provider's bid security will be discharged upon the Service Provider signing the contract, pursuant to ITS Clause 32, and furnishing the performance security, pursuant to ITS Clause 33.
- 15.7 The bid security may be forfeited:
- (a) if a Service Provider withdraws its bid during the period of bid validity specified by the Service Provider on the Bid Form; or
  - (b) in the case of a successful Service Provider, if the Service Provider fails:
    - (i) to sign the contract in accordance with ITS Clause 32;  
**or**
    - (ii) to furnish performance security in accordance with ITS Clause 33.

**16. Period of  
Validity of  
Bids**

- 16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to ITS Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
- 16.2 In exceptional circumstances, the Purchaser may solicit the Service Provider's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The bid security provided under ITS Clause 15 shall also be suitably extended. A Service Provider may refuse the request without forfeiting its bid security. A Service Provider granting the request will not be required nor permitted to modify its bid, except as provided in ITS Clause 16.3.
- 16.3 In the case of fixed price contracts, if the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial bid validity, the contract price will be adjusted by a factor specified in the request for extension.

**17. Format and  
Signing of Bid**

- 17.1 The Service Provider shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

- 17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Service Provider or a person or persons duly authorized to bind the Service Provider to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 17.3 Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 17.4 The Service Provider shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Service Provider is awarded the contract.

#### **D. Submission of Bids**

#### **18. Sealing and Marking of Bids**

- 18.1 The Service Provider shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.
- 18.2 The inner and outer envelopes shall:
- (a) be addressed to the Purchaser at the address given in the Bid Data Sheet; and
  - (b) bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITS Clause 2.2.
- 18.3 The inner envelopes shall also indicate the name and address of the Service Provider to enable the bid to be returned unopened in case it is declared “late”.
- 18.4 If the outer envelope is not sealed and marked as required by ITS Clause 18.2, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.

#### **19. Deadline for Submission of Bids**

- 19.1 Bids must be received by the Purchaser at the address specified under ITS Clause 18.2 no later than the time and date specified in the Bid Data Sheet.
- 19.2 The Purchaser may, at its discretion, extend this deadline for the submission of Bids by amending the Pre-Qualification documents in accordance with ITS Clause 7, in which case all rights and obligations of the Purchaser and Service Providers previously

subject to the deadline will thereafter be subject to the deadline as extended.

- 20. Late Bids** 20.1 Any bid received by the Purchaser after the deadline for submission of Bids prescribed by the Purchaser pursuant to ITS Clause 19 will be rejected and returned unopened to the Service Provider.
- 21. Modification and Withdrawal of Bids** 21.1 The Service Provider may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.
- 21.2 The Service Provider's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITS Clause 18. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.
- 21.3 No bid may be modified after the deadline for submission of Bids.
- 21.4 No bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of bid validity specified by the Service Provider on the Bid Form. Withdrawal of a bid during this interval may result in the Service Provider's forfeiture of its bid security, pursuant to the ITS Clause 15.7.

#### **E. Opening and Evaluation of Bids**

- 22. Opening of Bids by the Purchaser** 22.1 The Purchaser will open all Bids in the presence of Service Providers' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The Service Providers' representatives who are present shall sign an attendance sheet evidencing their presence.
- 22.2 The Service Providers' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late Bids, which shall be returned unopened to the Service Provider pursuant to ITS Clause 20.
- 22.3 Bids (and modifications sent pursuant to ITS Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Service Providers.
- 22.4 The Purchaser will prepare minutes of the bid opening.
- 23. Clarification of Bids** 23.1 During evaluation of the Bids, the Purchaser may, at its discretion, ask the Service Provider for a clarification of its bid. The request

for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

## **24. Preliminary Examination**

- 24.1 The Purchaser will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- 24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 24.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Service Provider.
- 24.4 Prior to the detailed evaluation, pursuant to ITS Clause 25 the Purchaser will determine the substantial responsiveness of each bid to the Pre-Qualification documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Pre-Qualification documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITS Clause 15), **Applicable Law** (GCC Clause 30), and **Taxes and Duties** (GCC Clause 32), will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 24.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Service Provider by correction of the nonconformity.

## **25. Qualification & Evaluation of Bids**

- 25.1 In the absence of **Bids**, the Purchaser will determine to its satisfaction whether the Service Provider is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITS Clause 13.3.
- 25.2 The determination will take into account the Service Provider's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Service Provider's qualifications submitted by the Service Provider, pursuant to ITS Clause 13.3, as well as such other information as the Purchaser deems necessary and appropriate.

25.3 The Purchaser will **technically evaluate** and compare the Bids which have been determined to be substantially responsive, pursuant to ITS Clause 24, as per Terms of Reference required

25.4 The Purchaser's **financial evaluation** of a bid will be on delivered duty paid (DDP) price inclusive of prevailing taxes and duties.

**Alternate**

25.5 **Quality & Cost-based Selection:**

The following merit point system for weighing evaluation factors can be applied **if specified** in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

*[In the Bid Data Sheet, choose from the range of]*

Price of the Services and ancillary Goods	60 to 90
Quality, technology and metallurgy	0 to 20
Performance and productivity	0 to 20
Standardization	0 to 20
Projected life-cycle cost	0 to 20
Operating and maintenance costs	0 to 20
Cost of spare parts and after-sales-service	0 to 20
Total	100

The bid scoring the highest number of points will be deemed to be the lowest evaluated bid.

**26. Contacting the Purchaser**

26.1 Subject to ITS Clause 23, no Service Provider shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e. 10 days before the contract is awarded. If the Service Provider wishes to bring additional information or has grievance to the notice of the Purchaser, it should do so in writing.

26.2 Any effort by a Service Provider to influence the Purchaser during bid evaluation, or bid comparison may result in the rejection of the Service Provider's bid.

**F. Award of Contract**

**28. Award Criteria**

28.1 Subject to ITS Clause 30, the Purchaser will award the contract to the successful Service Provider whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Service Provider is determined to be qualified to perform the contract satisfactorily.

**29. Purchaser's Right to Vary Duration and**

29.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of Services and ancillary Goods originally

<b>Quantities at Time of Award</b>	specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
<b>30. Purchaser's Right to Accept or Reject All Bids</b>	30.1 The Purchaser reserves the right to accept or reject all Bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Service Provider or Service Providers or any obligation to inform the Service Provider or Service Providers of the grounds for the Purchaser's action.
<b>31. Notification of Award</b>	<p>31.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Service Provider in writing by registered letter or by email, to be confirmed in writing by registered letter, that its bid has been accepted.</p> <p>31.2 The notification of award will constitute the formation of the Contract.</p> <p>31.3 Upon the successful Service Provider's furnishing of the performance security pursuant to ITS Clause 33, the Purchaser will promptly notify each unsuccessful Service Provider and will discharge its bid security, pursuant to ITS Clause 15.</p>
<b>32. Signing of Contract</b>	<p>32.1 At the same time as the Purchaser notifies the successful Service Provider that its bid has been accepted, the Purchaser will send the Service Provider the Contract Form provided in the Pre-Qualification documents, incorporating all agreements between the parties.</p> <p>32.2 Within seven (07) days of receipt of the Contract Form, the successful Service Provider shall sign and date the contract and return it to the Purchaser.</p>
<b>33 Performance Security</b>	<p>33.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Service Provider shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the Pre-Qualification documents, or in another form acceptable to the Purchaser.</p> <p>33.2 Failure of the successful Service Provider to comply with the requirement of ITS Clause 32 or ITS Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Service Provider or call for new Bids.</p>
<b>34. Corrupt or Fraudulent Practices</b>	34.1 The Procuring Agency requires that Service Providers, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:

(i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency,

(iii) “collusive practice” is an arrangement among Service Providers (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive the Procuring Agency of the benefits of free and open competition;

(b) The Procuring Agency will reject a proposal for award if it determines that the Service Provider recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) The Procuring Agency will sanction a firm, in accordance with prevailing Blacklisting procedures under Punjab Procurement Rules 2014, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.

34.2 Furthermore, Service Providers shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

**Part-I**  
**Section II. Bid Data Sheet**

The following specific data for the Services and ancillary goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Service Providers (ITS) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITS.

<b>Introduction</b>	
<b>ITS 1.1</b>	Name of Procuring Agency: <b>Project Coordinator, Establishment of Model Farms Linked with Improved Supply Chain and Value Addition Project, Government of the Punjab, Agriculture Department, 21-Davis Road, Lahore.</b>
<b>ITS 1.1</b>	Name of Contract: <i>Hiring of Event Management Firm for Organizing of 02 Exhibitions in February and March at Sargodha and Dera Ghazi Khan.</i>
<b>ITS 6.1</b>	For clarification purposes, the Employer's address is: <b>Project Coordinator, 1<sup>st</sup> Floor, Agriculture Marketing Building, 21-Davis Road, Lahore.</b>  Requests for clarification shall be received by the Employer no Later than <b>10<sup>th</sup> February, 2022.</b>
<b>ITS 8.1</b>	Language of the bid is: <b>English</b>

<b>Bid Price and Currency</b>	
<b>ITS 11.2</b>	The price quoted shall be <b>Delivered Duty Paid</b> at the following locations in accordance with the Terms of Reference / Schedule of Requirements including the delivery charges: <b>On locations as mentioned in TOR's.</b>
<b>ITS 11.5</b>	The price shall be in <b>Pak Rupees</b> and shall be <b>fixed.</b>

## Preparation and Submission of Bids

**ITS 13.2**

**Mandatory Requirement / Eligibility Criteria**

- a. Certificate of registration Service Provider's Firm with relevant Authority showing its location and the date of registration etc.
- b. National Tax Number (NTN), PST / PRA Registration Certificate.
- c. The Service Provider must be in the relevant business as **Owner /Service Provider, Manufacturer** or as or an **Authorized Agent / Dealer** for at least last 05-year including 3 mega events of similar nature organized (provide evidence).
- d. The **average annual sale** for the years (2017-18, 2018-19 i.e., from July 2017- Dec2019) shall not be less than **PKR 10 Million** (Source of verification: Work Order / Contract/Bank Statement by the Chartered Accountant Firm etc.) excluding Covid-19 period.
- e. **Authority Letter** on firm / company letterhead authorizing the relevant person to represent the company (format of Authority Letter is placed at Annexure-I).
- f. **Undertaking** on Rs.100/- stamp paper for **correctness of Information and Eligibility** on judicial paper that the Company / Firm is not blacklisted (format of Undertaking is placed at Annexure-II). Failure to provide this Undertaking will result into **REJECTION** of the bidder.
- g. A detailed Presentation related to your previous work in form of USB and hard copy is required for submission.

**ITS 13.3 (d)**

In addition ITS 13.2, and ITS 13.3 (b), the potential Service Provider may provide the following information:-

- a) Profile of the firm / company including details of registered office, branch offices, and other relevant information.
- b) Successful bidder is required to furnish an **Integrity Pact** before signing the Contract (format of Integrity Pact is placed at Annexure-III).

**ITS 15.1**

**Amount of Bid Security**

Sr. #	Non-Consulting Services Required	Bid Security
01	Hiring of Event Management Company	<b>PKR.1,000,000/- with Technical Proposal</b>  (Within Limit of up to 5% of Estimated Cost)

The Bid shall be in the prescribed format, sealed and accompanied by the Bid Security in the form of Call Deposit Receipt or Pay Order attached with the technical proposal in favor of Project Coordinator (Establishment of Model Farms Project).

**ITS 16.1**

**Bid Validity Period: 90 days** after the date of opening of bid.

<b>ITS 17.1</b>	The Technical & Financial Proposals shall be enclosed in 2 separate envelopes sealed and clearly marked (i) Technical Proposal (ii) Financial Proposal. The Bid Security along with the mandatory documents shall be placed with the Technical Proposal. Both the envelopes / proposal ( Marked Original) shall be placed in the one envelope containing name of the bidding Company / Firm with the following line as subject: <b><i>Hiring of Event Management Firm for Organizing of 02 Exhibitions in February and March at Sargodha and Dera Ghazi Khan.</i></b>
<b>ITS 18.2 (a)</b>	<b>Address for Bid Submission:</b> Project Coordinator (Establishment of Model Farms Project), Agriculture House, 1 <sup>st</sup> Floor Agriculture Marketing Building, 21-Davis Road, Lahore.
<b>ITS 18.2 (b)</b>	<b>ITB Title and Number:</b> <b><i>Hiring of Event Management Firm for Organizing of 02 Exhibitions in February and March at Sargodha and Dera Ghazi Khan.</i></b>  <u>Tender/PCU/EMFP/AGRI/2022/03</u>
<b>ITS 19.1</b>	Deadline for <b>Bid Submission: 15<sup>th</sup> February, 2022, 02:00 PM</b>
<b>ITS 22.1</b>	<b>Time, Date, and Place for Bid Opening:</b> Project Coordinator (Establishment of Model Farms Project), Agriculture House, 1 <sup>st</sup> Floor Agriculture Marketing Building 21-Davis Road, Lahore. On <b>15<sup>th</sup> February, 2022 At 02:30 PM.</b>

## Bid Evaluation

**ITS  
25.3**

Criteria for bid evaluation: **Single stage two envelopes Bidding Procedure.**

The successful bidder shall be the firm who has quoted the lowest price and has been declared technically qualified / responsive according to the criteria provided in this bidding document.

**Technical Evaluation as under:**

To qualify as responsive in technical evaluation it is mandatory to meet all mandatory requirements as well as scoring at least 30 marks in the below

Sr. No.	Evaluation Criteria Reference	Total Marks	Marks Obtained
1	<b>Methodology (25+25) (a+b)</b>	<b>50</b>	
(a)	<b>Conceptualization</b>	<b>25</b>	
	Innovative & Practical	25	
	Feasible & Promising	20	
	Moderate but considerate	15	
(b)	<b>Designing &amp; Planning (Venue management e.g. Building up of stalls, flooring, lighting &amp; sound system, any other as planned / proposed designs ) (a) the scoring will be assessed from any of the three below mentioned categories.</b>	<b>25</b>	
	Innovative & Practical	25	
	Feasible & Promising	20	
	Moderate but considerate	15	
	<b>Total</b>	<b>50</b>	-

**Criteria for evaluation of Financial Proposals:**

The lowest evaluated financial proposal shall be qualified for contract.  
( Only those Firms who have been declared Technically responsive will be eligible for the opening of their Financial proposals)

<b>Contract Award</b>	
<b>ITS 29.1</b>	Percentage for quantity increase. Maximum 15 % of total contract value as per PPRA rules.
<b>ITS 33</b>	<b><u>NOTE:</u></b> The amount of <b><u>Performance Security after award letter is 10 %</u></b> of the Contract Price awarded must be provided by the successful bidder before signing of the contract.

**Part-I**  
**Section III. Schedule of Requirements**  
**For SARGODHA (Part-A)**

Description	Unit & Qty.	Days
<b>Marquee Setup Requirements</b>		
<b>Marquee Setup (100 Ft. x 200 Ft.) Internal Measurement after Installation.</b> Marquee Should be weather proof (Water Proof & Fire Proof) with Water Proofing around the sides of Marquee to Prevent water from coming in the Marquee. Water Proofing to be Insured in case of Joining of two Marquees. <b>(The Setup should be ready two days prior to the Event)</b>	03	04
<b>Chiller System ( Air Conditioning) (1000HP tentative with generator and Fuel)</b>	-	02
<b>Generators Sound Proof with Fuel (sufficient to meet the electricity requirement of the Event)</b>	-	04
<b>Lighting System in the Marquee's</b> Tentative requirements hanging with Truss ; COP Lights (100W) (60 Nos) Face Lights (200 W) (75 Nos) SMD Lights (50 W) (150 Nos) SOGO Lights (150 Nos) <b>NOTE: All the Lighting System should be connected with Generators and Installed in Marquees to meet the Requirement of the Exhibition. To make the Marquee Bright.</b>	-	04
Washrooms Portable (10 Nos ) Normal and (05 Nos) VVIPs	-	03
Sound System: Line ray two pair sound		03
<b>Arrangements for Inaugural and Closing Ceremonies</b>		02
Seating arrangements of 500 people ( 300 ordinary chair ) and (200 Sofa sets) Including Tables		
Stage (60 x 20 Ft. ) 03 Feet Height and Laminated Floor with Executive Tables and Chairs (10) and Rostrum		
Stage with truss and lights		
Sound System with 07 Podium Mic and 05 wireless Mic		
Back Stage SMD (10 x 50 ft.) with fitting and all accessories		
<b>Human Resource Requirement</b>		
Ushers with approved Uniform	50	2
<b>Stall Fabrication &amp; Designing of Hall</b>		
Shell Scheme (Facia, 3 lights, 2 chairs & Front counter) with necessary furniture and lighting on Rental)	150	2
Electrification (To meet necessary requirements of the Area)	-	2
SMDs 20 feet x 10 feet with Hanging Truss	-	2
Floor Marking, Settling and Dismantling of Stalls	Lump sum	1
Carpet brand new On Rental Basis	70,000 Sq Ft Approx.	-
<b>Branding and Promotion (Rates to be quoted on Per Square Feet basis)</b>		
Total Event Branding with Pena flex (Designing and Branding of EXPO - Branding of all the major branding points to be discussed and decided according to the Venue. Complete branding on Iron/ wooden Frames – (frames on rental basis)	35,000 Sq. ft. Approx.	-
Pole Streamers 6feet x 3feet (with designing, Printing, fitting & Installation with agreed ) PHA Tax paid by Govt.	1,000 Nos Approx.	
<b>Designing &amp; Printing</b>		
Designing of Print Material, Invitation Cards, Flyers etc. as needed ( as per sample)	1000	

Information Flyer / Folder (As per sample)	1000	
Badges (For all types of staff, participants, visitors, exhibitors, Guests) (Designing & Printing and Provision) (As per sample)- 8 Designs	1000	-
<b>Misc Requirements</b>		
Videography (05 minutes video shoots with time lapse on hard drives), Photography (4 sets of albums for VIPs)	-	2
Event Management & Marketing Support Charges (with Post Expo Report, Total Data Provision of All categories etc.) (As per template)	Lump sum	04
Floral décor (main stage & registration desk) & Bouquets for Inauguration	Lump sum	04

\*The quantities mentioned above are tentative. The exact quantities will be decided at the time of signing of contract without increasing the unit cost.

**NOTE:**

1. The venue of exhibition is **Sargodha**; the successful bidder / contractor will be required to finalize all arrangements there.
2. Contractor shall complete all arrangements at the venue to the satisfaction of Client and hand-over the site to Client 4 hours before the start of the Event.
3. This Schedule of Requirements shall be read in conjunction with the TORs given below.

**Schedule of Requirements  
For DERA GHAZI KHAN (Part-B)**

Description	Unit & Qty.	Days
<b>Marquee Setup Requirements</b>		
<b>Marquee Setup (100 Ft. x 200 Ft.) Internal Measurement after Installation.</b> Marquee Should be weather proof (Water Proof & Fire Proof) with Water Proofing around the sides of Marquee to Prevent water from coming in the Marquee. Water Proofing to be Insured in case of Joining of two Marquees. <b>(The Setup should be ready two days prior to the Event)</b>	03	04
<b>Chiller System ( Air Conditioning) (1000HP tentative with generator and Fuel)</b>	-	02
<b>Generators Sound Proof with Fuel (sufficient to meet the electricity requirement of the Event)</b>	-	04
<b>Lighting System in the Marquee's</b> Tentative requirements hanging with Truss ; COP Lights (100W) (60 Nos) Face Lights (200 W) (75 Nos) SMD Lights (50 W) (150 Nos) SOGO Lights (150 Nos) <b>NOTE: All the Lighting System should be connected with Generators and Installed in Marquees to meet the Requirement of the Exhibition. To make the Marquee Bright.</b>	-	04
Washrooms Portable (10 Nos ) Normal and (05 Nos) VVIPs	-	03
Sound System: Line ray two pair sound		03
<b>Arrangements for Inaugural and Closing Ceremonies</b>		02
Seating arrangements of 500 people ( 300 ordinary chair ) and (200 Sofa sets) Including Tables		
Stage (60 x 20 Ft. ) 03 Feet Height and Laminated Floor with Executive Tables and Chairs (10) and Rostrum		
Stage with truss and lights		
Sound System with 07 Podium Mic and 05 wireless Mic		
Back Stage SMD (10 x 50 ft.) with fitting and all accessories		
<b>Human Resource Requirement</b>		
Ushers with approved Uniform	50	2
<b>Stall Fabrication &amp; Designing of Hall</b>		
Shell Scheme (Facia, 3 lights, 2 chairs & Front counter) with necessary furniture and lighting on Rental)	150	2
Electrification (To meet necessary requirements of the Area)	-	2
SMDs 20 feet x 10 feet with Hanging Truss	-	2
Floor Marking, Settling and Dismantling of Stalls	Lump sum	1
Carpet brand new On Rental Basis	70,000 Sq Ft Approx.	-
<b>Branding and Promotion (Rates to be quoted on Per Square Feet basis)</b>		
Total Event Branding with Pena flex (Designing and Branding of EXPO - Branding of all the major branding points to be discussed and decided according to the Venue. Complete branding on Iron/ wooden Frames – (frames on rental basis)	35,000 Sq. ft. Approx.	-
Pole Streamers 6feet x 3feet (with designing, Printing, fitting & Installation with agreed ) PHA Tax paid by Govt.	1,000 Nos Approx.	
<b>Designing &amp; Printing</b>		
Designing of Print Material, Invitation Cards, Flyers etc. as needed ( as per sample)	1000	

Information Flyer / Folder (As per sample)	1000	
Badges (For all types of staff, participants, visitors, exhibitors, Guests) (Designing & Printing and Provision) (As per sample)- 8 Designs	1000	-
<b>Misc Requirements</b>		
Videography (05 minutes video shoots with time lapse on hard drives), Photography (4 sets of albums for VIPs)	-	2
Event Management & Marketing Support Charges (with Post Expo Report, Total Data Provision of All categories etc.) (As per template)	Lump sum	04
Floral décor (main stage & registration desk) & Bouquets for Inauguration	Lump sum	04

\*The quantities mentioned above are tentative. The exact quantities will be decided at the time of signing of contract without increasing the unit cost.

**NOTE:**

1. The venue of exhibition is **Dera Ghazi Khan**; the successful bidder / contractor will be required to finalize all arrangements there.
2. Contractor shall complete all arrangements at the venue to the satisfaction of Client and hand-over the site to Client 4 hours before the start of the Event.
3. This Schedule of Requirements shall be read in conjunction with the TORs given below.

# **Terms of Reference (TOR's)**

## **BACKGROUND/ THEME OF EVENT**

Establishment of Model farms Project, Agriculture Department organizes international exhibitions to promote Pakistani Horticulture/Agriculture Products.

The event will provide an opportunity for the growers / processors / exporters / input suppliers of the horticulture sector to exhibit their product before an International and National audience. The exhibitors would have a chance to meet officials from large chain stores and will have firsthand knowledge of the market requirements.

For the purpose the Establishment of Model Farms Project intends to hire services of Event Management Company that shall provide one stop solution and provide complete services from theme design to event execution.

## **DELIVERABLES**

- The company shall be responsible for organizing and Buildup a state-of-the-art business expo for an expected crowd of between 15,000-20,000 visitors and 150 exhibitors+ (International and Local)
- Conceptualization, Presentation & execution of the event.
- Designing, printing and delivery and execution of the promotional/publicity material along with invitation cards etc.
- Design, prepare and buildup of exhibition Marquee and Inaugural and Closing Ceremonies for Expo as per approved theme & design.
- Make all necessary arrangements to make event a success.
- Provide necessary/adequate human resource, machinery & equipment, stalls /hall /conference setup, venue management, lightning and electricity setup, audio video setup, outdoor publicity, marketing & branding of event and other decorative items etc. necessary for the event.
- Provide necessary data in hard and soft form including video and still photography
- Manage onsite registration of participants and visitors
- Management & Execution of the event
- Any other as proposed and agreed with Client i.e. Establishment of Model Farms Project

# Part-I

## Section V. Bidding Forms

### 1. Bid Submission Form

Date: \_\_\_\_\_  
No: \_\_\_\_\_

To  
**Project Coordinator,  
Establishment of Model Farms Project,  
Agriculture House, 21-Davis Road,  
Lahore.**

Having examined the tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver event management services for Conducting Two exhibitions one at Sargodha and Other in Dera Ghazi Khan in conformity with the said Pre-Qualification documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services & goods as required for expo in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the **guarantee of a bank in a sum equivalent to 10% percent of the Contract Price** for the due performance of the Contract, in the form prescribed by the Purchaser.

**We agree to abide by this Bid during the bid validity period starting from the date fixed for Bid opening** under Clause 22 of the Instructions to Service Providers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Part-I**  
**Section V. Bidding Forms**  
**1. Schedule of Prices for SARGODHA**

Description	Unit & Qty.	Days	Per Unit Price	Total Price
<b>Marquee Setup Requirements</b>				
<b>Marquee Setup (100 Ft. x 200 Ft.) Internal Measurement after Installation.</b> Marquee Should be weather proof (Water Proof & Fire Proof) with Water Proofing around the sides of Marquee to Prevent water from coming in the Marquee. Water Proofing to be Insured in case of Joining of two Marquees. <b>(The Setup should be ready two days prior to the Event)</b>	03	04		
<b>Chiller System ( Air Conditioning) (1000HP tentative with generator and Fuel)</b>	-	02		
<b>Generators Sound Proof with Fuel (sufficient to meet the electricity requirement of the Event)</b>	-	04		
<b>Lighting System in the Marquee's</b> Tentative requirements hanging with Truss ; COP Lights (100W) (60 Nos) Face Lights (200 W) (75 Nos) SMD Lights (50 W) (150 Nos) SOGO Lights (150 Nos) <b>NOTE: All the Lighting System should be connected with Generators and Installed in Marquees to meet the Requirement of the Exhibition. To make the Marquee Bright.</b>	-	04		
Washrooms Portable (10 Nos ) Normal and (05 Nos) VVIPs	-	03		
Sound System: Line ray two pair sound		03		
<b>Arrangements for Inaugural and Closing Ceremonies</b>				
Seating arrangements of 500 people ( 300 ordinary chair ) and (200 Sofa sets) Including Tables		02		
Stage (60 x 20 Ft. ) 03 Feet Height and Laminated Floor with Executive Tables and Chairs (10) and Rostrum				
Stage with truss and lights				
Sound System with 07 Podium Mic and 05 wireless Mic				
Back Stage SMD (10 x 50 ft.) with fitting and all accessories				
<b>Human Resource Requirement</b>				
Ushers with approved Uniform	50	2		
<b>Stall Fabrication &amp; Designing of Hall</b>				
Shell Scheme (Facia, 3 lights, 2 chairs & Front counter) with necessary furniture and lighting on Rental)	150	2		
Electrification (To meet necessary requirements of the Area)	-	2		
SMDs 20 feet x 10 feet with Hanging Truss	-	2		
Floor Marking, Settling and Dismantling of Stalls	Lump sum	1		
Carpet brand new On Rental Basis	70,000 Sq Ft Approx.	-		
<b>Branding and Promotion (Rates to be quoted on Per Square Feet basis)</b>				
Total Event Branding with Pena flex (Designing and Branding of EXPO - Branding of all the major branding points to be discussed and decided according to the Venue. Complete branding on Iron/ wooden Frames – (frames on rental basis)	35,000 Sq. ft. Approx.	-		
Pole Streamers 6feet x 3feet (with designing, Printing, fitting & Installation with agreed ) PHA Tax paid by Govt.	1,000 Nos Approx.			
<b>Designing &amp; Printing</b>				

Designing of Print Material, Invitation Cards, Flyers etc. as needed ( as per sample)	1000			
Information Flyer / Folder (As per sample)	1000			
Badges (For all types of staff, participants, visitors, exhibitors, Guests) (Designing & Printing and Provision) (As per sample)- 8 Designs	1000	-		
<b>Misc Requirements</b>				
Videography (05 minutes video shoots with time lapse on hard drives), Photography (4 sets of albums for VIPs)	-	2		
Event Management & Marketing Support Charges (with Post Expo Report, Total Data Provision of All categories etc.) (As per template)	Lump sum	04		
Floral décor (main stage & registration desk) & Bouquets for Inauguration	Lump sum	04		
<b>Sub Total SARGODHA</b>				

## 2. Schedule of Prices for DERA GHAZI KHAN

Description	Unit & Qty.	Days	Per Unit Price	Total Price
<b>Marquee Setup Requirements</b>				
<b>Marquee Setup (100 Ft. x 200 Ft.) Internal Measurement after Installation.</b> Marquee Should be weather proof (Water Proof & Fire Proof) with Water Proofing around the sides of Marquee to Prevent water from coming in the Marquee. Water Proofing to be Insured in case of Joining of two Marquees. <b>(The Setup should be ready two days prior to the Event)</b>	03	04		
<b>Chiller System ( Air Conditioning) (1000HP tentative with generator and Fuel)</b>	-	02		
<b>Generators Sound Proof with Fuel (sufficient to meet the electricity requirement of the Event)</b>	-	04		
<b>Lighting System in the Marquee's</b> Tentative requirements hanging with Truss ; COP Lights (100W) (60 Nos) Face Lights (200 W) (75 Nos) SMD Lights (50 W) (150 Nos) SOGO Lights (150 Nos) <b>NOTE: All the Lighting System should be connected with Generators and Installed in Marquees to meet the Requirement of the Exhibition. To make the Marquee Bright.</b>	-	04		
Washrooms Portable (10 Nos ) Normal and (05 Nos) VVIPs	-	03		
Sound System: Line ray two pair sound		03		
<b>Arrangements for Inaugural and Closing Ceremonies</b>				
Seating arrangements of 500 people ( 300 ordinary chair ) and (200 Sofa sets) Including Tables				
Stage (60 x 20 Ft. ) 03 Feet Height and Laminated Floor with Executive Tables and Chairs (10) and Rostrum				
Stage with truss and lights				
Sound System with 07 Podium Mic and 05 wireless Mic				
Back Stage SMD (10 x 50 ft.) with fitting and all accessories				
<b>Human Resource Requirement</b>				
Ushers with approved Uniform	50	2		
<b>Stall Fabrication &amp; Designing of Hall</b>				
Shell Scheme (Facia, 3 lights, 2 chairs & Front counter) with necessary furniture and lighting on Rental)	150	2		

Electrification (To meet necessary requirements of the Area)	-	2		
SMDs 20 feet x 10 feet with Hanging Truss	-	2		
Floor Marking, Settling and Dismantling of Stalls	Lump sum	1		
Carpet brand new On Rental Basis	70,000 Sq Ft Approx.	-		
<b>Branding and Promotion (Rates to be quoted on Per Square Feet basis)</b>				
Total Event Branding with Pena flex (Designing and Branding of EXPO - Branding of all the major branding points to be discussed and decided according to the Venue. Complete branding on Iron/ wooden Frames – (frames on rental basis)	35,000 Sq. ft. Approx.	-		
Pole Streamers 6feet x 3feet (with designing, Printing, fitting & Installation with agreed ) PHA Tax paid by Govt.	1,000 Nos Approx.			
<b>Designing &amp; Printing</b>				
Designing of Print Material, Invitation Cards, Flyers etc. as needed ( as per sample)	1000			
Information Flyer / Folder (As per sample)	1000			
Badges (For all types of staff, participants, visitors, exhibitors, Guests) (Designing & Printing and Provision) (As per sample)- 8 Designs	1000	-		
<b>Misc Requirements</b>				
Videography (05 minutes video shoots with time lapse on hard drives), Photography (4 sets of albums for VIPs)	-	2		
Event Management & Marketing Support Charges (with Post Expo Report, Total Data Provision of All categories etc.) (As per template)	Lump sum	04		
Floral décor (main stage & registration desk) & Bouquets for Inauguration	Lump sum	04		
<b>Sub Total DERA GHAZI KHAN</b>				

1. Sub Total <b>SARGODHA</b> (1)				
2. Sub Total <b>DERA GHAZI KHAN</b> (2)				
3. Total <b>SARGODHA &amp; DERA GHZAI KHAN</b> (1+2)				
<b>PRA (On Services)</b>		<b>16 %</b>		
<b>Grand Total</b>				

**\*\*The quantities mentioned above are tentative. The exact quantities will be decided at the time of signing of contract without increasing the unit cost.**

**Part-II**  
**Section I. Contract Forms**  
**1. Contract Form**  
**AGREEMENT FOR EVENT MANAGEMENT**  
**SERVICES**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2022 between:

**Governor of the Punjab**, acting through the Project Coordinator, Project Coordination Unit, Establishment of Model Farms linked with Improved Supply Chain and Value Addition Project, Agriculture Department, Government of the Punjab, (for brief the “**Client**” or the “**Client**”), which expression shall, wherever the context so requires or permits, include the successors, legal representatives and permitted assigns Client of the one part

And

*[name of Service Provider]* of (hereinafter called “the Service Provider”) of the other part, which expression shall, where the context permits, include its successors-in-interest and permitted assigns) of the other Part (hereinafter called “the Service Provider”) of the other part:

WHEREAS the Client invited bids for Hiring of Event Management Company for Organizing Exhibitions at Sargodha & Dera Ghazi Khan and opened on ----- and has accepted a bid by the Service Provider for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”) including all prevailing taxes (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Service Provider;
  - (b) the Schedule of Requirements;
  - (c) the Terms of Reference;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Client’s Notification of Award.
  - (g) Annexures I-III
3. In consideration of the payments to be made by the Client to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Client to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Client hereby covenants to pay the Service Provider in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

FOR AND ON BEHALF OF  
THE CLIENT

FOR AND ON BEHALF OF THE  
SERVICE PROVIDER

Witness:

Witness:

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

Full Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

CNIC#: \_\_\_\_\_

CNIC#: \_\_\_\_\_

## 2. Performance Security Form

To:

**Project Coordinator Agriculture,  
Establishment of Model Farms Project,  
Agriculture House, 21-Davis Road,  
Lahore.**

WHEREAS *[name of Service Provider]* (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 2022 to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Service Provider’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

## **Part-II**

### **Section II. General Conditions of Contract**

#### **1. Definitions**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Client and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means those Goods ancillary to the provision of Services such as equipment, plant, machinery, consumable Goods and/or other incidental materials which the Service Provider is required to supply to the Client during provision of Services under the Contract.
- (c) “The Services” means all those Services which the Service Provider agrees to provide to the Client under this Contract.
- (e) “GCC” means the General Conditions of Contract contained in this section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Client” means the organization purchasing the Services and ancillary Goods, as named in SCC.
- (h) “The Client’s country” is Islamic Republic of Pakistan.
- (i) “The Service Provider” means the individual or firm or company supplying the Services and ancillary Goods under this Contract.
- (j) “The Project Site,” where applicable, means the place or places named in SCC.
- (k) “Day” means calendar day.

#### **2. Application**

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

- 3. Country of Origin**
- 3.2 For purposes of this Clause, “origin” means the place from where the Services are supplied and / or the ancillary Goods were mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of Services and / or ancillary Goods are distinct from nationality of the Service Provider.
- 4. Standards**
- 4.1 The Services and ancillary Goods provided under this Contract shall conform to the standards mentioned in the Terms of Reference, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Services and ancillary Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.
- 5. Use of Contract Documents and Information; Inspection and Audit by the Bank**
- 5.1 The Service Provider shall not, without the Client’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Client in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2 The Service Provider shall not, without the Client’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Client and shall be returned (all copies) to the Client on completion of the Service Provider’s performance under the Contract if so required by the Client.
- 5.4 The Service Provider shall permit the Procuring Agency to inspect the Service Provider’s accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the Procuring Agency, if so required by the Procuring Agency.
- 6. Patent Rights**
- 6.1 The Service Provider shall indemnify the Client against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Services and ancillary Goods or any part thereof.
- 7. Performance Security**
- 7.1 Within ten (10) days of receipt of the notification of Contract award, the successful Service Provider shall furnish to the Client the performance security in the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the Client as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Client and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Pakistan, in the form provided in the bidding documents or another form acceptable to the Client; or
  - (b) a cashier's or certified check.
- 7.4 The performance security will be discharged by the Client and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

## **8. Inspections and Tests**

- 8.1 The Client or its representative shall have the right to inspect and/or to test the Services and ancillary Goods to confirm their conformity to the Contract specifications at no extra cost to the Client. SCC and the Terms of Reference shall specify what inspections and tests the Client requires and where they are to be conducted. The Client shall notify the Service Provider in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the Service Provider or its subcontractor(s), at point of delivery, and/or at the Services and ancillary Goods' final destination. If conducted on the premises of the Service Provider or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Client.
- 8.3 Should any inspected or tested Service or ancillary Goods fail to conform to the Specifications, the Client may reject the Services and ancillary Goods, and the Service Provider shall either replace the rejected Service and ancillary Goods or make alterations necessary to meet specification requirements free of cost to the Client.
- 8.4 The Client's right to inspect, test and, where necessary, reject the Services and ancillary Goods after the Services and ancillary Goods' arrival in Pakistan shall in no way be limited or waived by reason of the Services and ancillary Goods having previously been inspected, tested, and passed by the Client or its representative

prior to the Services and ancillary Goods' shipment from the country of origin.

8.5 Nothing in GCC Clause 8 shall in any way release the Service Provider from any warranty or other obligations under this Contract.

## **9. Packing**

9.1 Where applicable, the Service Provider shall provide such packing of the ancillary Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the ancillary Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 Where applicable, the packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Client.

## **10. Delivery and Documents**

10.1 Delivery of the Services and ancillary Goods shall be made by the Service Provider in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Service Provider are specified in SCC.

10.2 Documents to be submitted by the Service Provider are specified in SCC.

## **11. Insurance**

11.1 The Services and ancillary Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is Service Providers responsibility.

## **12. Transportation**

12.1 The Service Provider is required under the Contact to transport the ancillary Goods to a specified place of destination within the Client's country, transport to such place of destination in the Client's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Service Provider, and related costs shall be included in the Contract Price.

## **13. Incidental Services**

13.1 The Service Provider may be required to provide any or all of the following additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and / or start-up of the supplied ancillary Goods;

- (b) furnishing of tools required for assembly and / or maintenance of the supplied ancillary Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied ancillary Goods;
- (d) performance or supervision or maintenance and / or repair of the supplied ancillary Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Service Provider of any warranty obligations under this Contract; and
- (e) training of the Client's personnel, at the Service Provider's plant and / or on-site, in assembly, start-up, operation, maintenance, and / or repair of the supplied ancillary Goods.

13.2 Prices charged by the Service Provider for incidental Services and or Goods, if not included in the Contract Price for the Services, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Service Provider for similar Services / Goods.

#### **14. Spare Parts**

14.1 As specified in SCC, the Service Provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts distributed or manufactured by the Service Provider:

- (a) such spare parts as the Client may elect to purchase from the Service Provider, provided that this election shall not relieve the Service Provider of any warranty obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) advance notification to the Client of the pending termination, in sufficient time to permit the Client to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the Client, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1 The Service Provider warrants that the Services and ancillary Goods (if any) supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Service Provider further warrants that all Services and ancillary Goods (if any) supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and / or material is required by the Client's specifications) or from any act or omission of the Service Provider, that may develop under normal use of the

supplied Services and ancillary Goods (if any) in the conditions prevailing in the country of final destination.

- 15.2 This warranty shall remain valid for twelve (12) months after the Services and ancillary Goods (if any), or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The Client shall promptly notify the Service Provider in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Service Provider shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Services and ancillary Goods or parts thereof (if any), without costs to the Client.
- 15.5 If the Service Provider, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Client may proceed to take such remedial action as may be necessary, at the Service Provider's risk and expense and without prejudice to any other rights which the Client may have against the Service Provider under the Contract.

## **16. Payment**

- 16.1 The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.
- 16.2 The Service Provider's request(s) for payment shall be made to the Client in writing, accompanied by an invoice describing, as appropriate, the Services performed and ancillary Goods (if any) delivered, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.
- 16.3 Payments shall be made promptly by the Client, but in no case later than thirty (30) days after submission of an invoice or claim by the Service Provider.
- 16.4 The currency of payment is Pak. Rupees.

## **17. Prices**

- 17.1 Prices charged by the Service Provider for Services performed and ancillary Goods (if any) delivered under the Contract shall not vary from the prices quoted by the Service Provider in its bid, with the exception of any price adjustments authorized in SCC or in the Client's request for bid validity extension, as the case may be.

## **18. Change Orders**

- 18.1 The Client may at any time, by a written order given to the Service Provider pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

- (a) the Services to be provided by the Service Provider and / or
- (b) drawings, designs, or specifications, where ancillary Goods to be furnished under the Contract are to be specifically manufactured for the Client;
- (b) the method of shipment or packing;
- (c) the place of delivery.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Client's change order.

**19. Contract Amendments**

19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**20. Assignment**

20.1 The Service Provider shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Client's prior written consent.

**21. Subcontracts**

21.1 The Service Provider shall notify the Client in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Service Provider from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

**22. Delays in the Service Provider's Performance**

22.1 Performance of the Services and delivery of ancillary Goods (if any) shall be made by the Service Provider in accordance with the time schedule prescribed by the Client in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Service Provider or its subcontractor(s) should encounter conditions impeding timely performance of Services and delivery of the ancillary Goods (if any), the Service Provider shall promptly notify the Client in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Client shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3 Except as provided under GCC Clause 25, a delay by the Service Provider in the performance of its delivery obligations shall render

the Service Provider liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

**23. Liquidated Damages**

23.1 Subject to GCC Clause 25, if the Service Provider fails to perform the Services or to deliver any or all of the ancillary Goods/Services (if any) within the period(s) specified in the Contract, the Client shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage or fixed amount specified in SCC of the unperformed Services or delivered price of the delayed ancillary Goods (if any) for each week or part thereof of delay until actual performance or delivery, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Client may consider termination of the Contract pursuant to GCC Clause 24.

**24. Termination for Default**

24.1 The Client, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

- (a) if the Service Provider fails to perform any or all of Services and / or provide any or all of ancillary Goods (if any) within the period(s) specified in the Contract, or within any extension thereof granted by the Client pursuant to GCC Clause 22; or
- (b) if the Service Provider fails to perform any other obligation(s) under the Contract.
- (c) if the Service Provider, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency, and includes collusive practice among Service Providers (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition.

24.2 In the event the Client terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Client may procure, upon such

terms and in such manner as it deems appropriate, Services and ancillary Goods (if any) similar to those undelivered, and the Service Provider shall be liable to the Client for any excess costs for such similar Services and ancillary Goods (if any). However, the Service Provider shall continue performance of the Contract to the extent not terminated.

**25. Force Majeure** 25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Service Provider shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**26. Termination for Insolvency** 26.1 The Client may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Client.

**27. Termination for Convenience** 27.1 The Client, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Client’s convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Services and ancillary Goods (if any) that are complete and ready for shipment within thirty (30) days after the Service Provider’s receipt of notice of termination shall be accepted by the Client at the Contract terms and prices. For the remaining Services and ancillary Goods (if any), the Client may elect:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Service Provider an agreed amount for partially completed Services and ancillary Goods (if any) and for materials and parts previously procured by the Service Provider.

**28. Resolution of Disputes**

- 28.1 The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Client and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and / or arbitration.

**29. Governing Language**

- 29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**30. Applicable Law**

- 30.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

**31. Notices**

- 31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax and confirmed in writing to the other party's address specified in SCC.
- 31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**32. Taxes and Duties**

- 32.1 Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services and ancillary Goods (if any) to the Client.

## **Part-II**

### **Section III. Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

#### **1. Definitions (GCC Clause 1)**

GCC 1.1 (g)—The Purchaser/Services Acquirer is: **Establishment of Model Farms Project, Government of the Punjab, Agriculture Department**

GCC 1.1 (h)—The Purchaser's country is: Islamic Republic of Pakistan

GCC 1.1 (i)—The Service Provider is: [Detail]

GCC 1.1 (j)—The Project Site is: **Expo Centre Lahore**

#### **2. Country of Origin (GCC Clause 3)**

#### **3. Performance Security (GCC Clause 7)**

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be 10% (Ten per cent of the contract price) in the shape of CDR/ Pay Order.

#### **4. Inspections and Tests (GCC Clause 8)**

GCC 8.6—

Inspection and tests prior to delivery of ancillary Goods (if any) and at final acceptance are:-

- i) For being relatively New (in case of shell scheme) (Certificate from Service Provider)
- ii) For being brand new in case of carpet.
- iii) For being brand new in case of printing material, innovative designing and other related goods.
- iv) For Physical Fitness having No Damages (Certificate from Service Provider)
- v) For the Country of Origin as quoted by the Service Provider.
- vi) For conformance to specifications and performance parameters, through Prior to delivery inspection.
- vii) For successful operation at site after complete installation, testing and commissioning of the equipment.

#### **5. Delivery and Documents (GCC Clause 10)**

GCC 10.3— Upon performance, the Service Provider shall notify the Purchaser the full details of the Services performed and upon shipment, full details of the ancillary

Goods (if any) including Contract number, description of Services and ancillary Goods (if any), quantity and usual transport document. The Service Provider shall mail the following documents to the Purchaser:

- (i) Copies of the Service Provider's invoice showing Services performed and ancillary Goods' (if any) description, quantity, unit price, and total amount;
- (ii) Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the ancillary Goods;
- (iii) Copies of the packing list identifying contents of each package;
- (iv) Insurance Certificate;
- (v) Manufacturer's or Service Provider's Valid Warranty Certificate;
- (vi) Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Service Provider's Factory Inspection Report; and
- (vii) Certificate of Origin.
- (viii) The above documents would be required even if the equipment has already been imported and is available with the Service Provider ex-stock

#### **6. Insurance (GCC Clause 11)**

GCC 11.1— The Services performed and ancillary Goods (if any) supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the Buyer after having been delivered. Hence, insurance coverage is seller's responsibility. Since the Insurance is seller's responsibility, they may arrange appropriate coverage.

#### **7. Incidental Services (GCC Clause 13)**

GCC 13.1—Incidental services to be provided are:

- A) At site complete training of Purchaser's nominated staff regarding maintenance and operation of Goods.
- B) At site preventive maintenance on quarterly basis by the Service Provider's qualified staff for expo period.

The rate must include cost for all kinds of labor, inputs and material required for above, and all applicable government taxes and levies. In case a separate rate is not provided by the Service Provider for the above items, it shall be deemed to have been covered in the overall quoted cost.

#### **8. Payment (GCC Clause 16)**

GCC 16.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:

##### **Payment:**

Payment shall be made in Pak. Rupees in the following manner:

**Billing Cycle:** The billing shall be as per the payment schedule agreed in the Contract.

- (i) **Payment against Delivered Goods:** as per schedule of requirement agreed and in compliance with the contract agreement in SCC 4.

**9. Prices (GCC Clause 17)**

GCC 17.1—Prices shall be: Fixed.

**13. Liquidated Damages (GCC Clause 23)**

GCC 23.1—Applicable rate: 0.1 % of contract price per day

Maximum deduction: 5 % of contract price

**14. Resolution of Disputes (GCC Clause 28)**

GCC 28.3—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Purchaser and the Service Provider, the dispute shall be referred to arbitration in accordance with the Pakistan Arbitration Act, 1940 and after failure of arbitration, to adjudication in accordance to the laws of Pakistan.

**15. Governing Language (GCC Clause 29)**

GCC 29.1—The Governing Language shall be: English.

**16. Applicable Law (GCC Clause 30)**

GCC 30.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

The Employment of Children (ECA) Act 1991

The Bonded Labour System (Abolition) Act of 1992

The Factories Act 1934

**17. Notices (GCC Clause 31)**

GCC 31.1—Purchaser's address for notice purposes –

**Project Coordinator, Establishment of Model Farms Project, Government of the Punjab, 1<sup>st</sup> Floor, Agriculture Marketing Building, Agriculture Department, 21-Davis Road, Lahore.**

—Service Provider's address for notice purposes:

**ANNEXURE-I**  
**Authority Letter**  
**(For signatory of Tender document)**  
(On Letterhead of the Firm / Company)

It is certified that [*Insert name of firm / Company*] having its registered office at [----- ], does hereby nominate, appoint and authorize Mr.-----, having CNIC No.-----hereinafter referred to as the “**Signatory of Application**”, to do in our name and on our behalf the following:

- i. Sign and submit to **Project Coordinator, Establishment of Model Farms Project, Government of the Punjab, 1st Floor, Agriculture Marketing Building, Agriculture Department, 21-Davis Road, Lahore** or its authorized nominee, the Bid for Non-Consultancy Services for ***Hiring of Event Management Company***, in response to the advertisement dated [---] issued by The Procuring Agency and all other documents and instruments required to submit the Bid.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by the Procuring Agency in connection with the Bidding process as a whole;
- iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Authority Letter.
- v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid in response to the above referred Pre-Qualification including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-bid conference meetings and bid opening meetings) and providing information/responses to the Procuring Agency in all matters in connection with our Bid.

We, [*Insert name of Firm / Company*], do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Authority Letter shall be binding on us.

Furthermore, each provision of this Authority Letter is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Authority Letter at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

**FOR: [INSERT NAME OF FIRM / COMPANY]**

Signature and Thumb impression:

Name: -----

Title:-----

CNIC No.-----

**FOR SIGNATORY OF THE APPLICATION (Attorney)**

Signature:-----

Name:-----

Title:-----

CNIC/Passport No.-----

**Note:**

- i. In case of Firm, to be executed by all Partners
- ii. In case of Company, to be executed by Chairman Board of Directors

**ANNEXURE-II**

**Undertaking for Correctness of Information and Eligibility**

*(To be printed on PKR 50 Stamp Paper)*

I, the undersigned, do hereby certify that all the statements made in the Pre-Qualification documents and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Procuring Agency at any time, if it deems necessary.

The undersigned hereby authorize all concerned to furnish any additional information requested by the Procuring Agency to verify this statement regarding credentials of my firm / company.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Procuring Agency.

Moreover, the undersigned certify that my firm / company has not been declared ineligible / blacklisted by any of the Federal / Provincial Government or any other entity due to any reason whatsoever and is eligible to carry out the business for which this bid is being made.

*Signed by an authorized representative*

Name & Designation

CNIC No.-----

Name of the firm / company

Date:-----

**Witness No.1**

Signature:

Name:

CNIC No.

**Witness No. 2**

Signature:

Name:

CNIC No.

**Notarized by the Notary Public**

**ANNEXURE-III**

**(INTEGRITY PACT)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.**

**PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN**

**CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_

Dated \_\_\_\_\_

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

Contract Title:

\_\_\_\_\_

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoPb) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoPb through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoPb, except that which has been expressly declared pursuant hereto.

[name of Supplier] 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 GoPb and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] 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 rights and remedies available to GoPb under any law, contract or other instrument, be voidable at the option of GoPb.

Notwithstanding any rights and remedies exercised by GoPb in this regard, [name of Supplier] agrees to **indemnify GoPb** for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoPb in an **amount equivalent to ten time** the sum of any commission, gratification, bribe, finde's fee or kickback given by [name of Supplier] 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 GoPb.

Name of Buyer: .....

Name of Seller/Supplier: .....

Signature: .....

Signature: .....

[Seal]

[Seal]