



# BIDDING DOCUMENTS

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EVENT MANAGERS FOR THE LIVESTOCK, DAIRY,  
FISHERIES, POULTRY & AGRICULTURE  
SEMINAR/EXHIBITION 2015 AT KARACHI EXPO  
CENTRE  
(May-2015)

To,  
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**SECTION I: Invitation for Bids**

ITB#NO.LDF-2015(1)/ (SBI)

**Tender Notice**  
**FOR HIRING OF EVENT MANAGERS AT**  
**KARACHI EXPO CENTRE FOR Livestock, Dairy, Fisheries, Poultry & Agriculture**  
**Exhibition & Seminar 2015**  
**(MAY, 2015)**

After the overwhelming success of Livestock, Dairy, Fisheries, Poultry & Agriculture Exhibition/ Seminar & Horse, Cattle & Flower Show at Karachi Expo Centre from 2011 to 2014, Sindh Board of Investment, Government of Sindh is organizing 5<sup>th</sup> edition of Livestock, Dairy, Fisheries, Poultry Exhibition/Seminar (LDF-2015) from 30<sup>th</sup> to 31<sup>st</sup> May, 2015, promising more rewarding opportunities for its visitors and exhibitors.

This event will be organized at The Karachi Expo Centre. The exhibition would be set up in three halls at the premises. SBI invites bids from reputed and experienced event management agencies to supply as well as provide related services including management of the event on a turnkey basis. The Event Manager would be required to undertake the job as per Bill of Quantity mentioned in Tender Documents.

Tender Documents along with Terms of Reference (TOR) and other related information for the purpose can be obtained on written request on the company letter head along with valid NTN and GST certificates and a pay order of Rs.2000/- (non-refundable) in favour of "DDO SBI" on any working day between 9:00 am to 4:00 pm from the office of the undersigned from 22<sup>nd</sup> April, 2015 to 7<sup>th</sup> May, 2015 at below mentioned address. Tender document can be downloaded from SPPRA website.

Single Stage-Two Envelop Method would be used for Open Competitive bidding. The tender document must be submitted in sealed envelope clearly marked with "Tender for Event Management of LDF 2015" with Technical and Financial proposal in separate envelopes clearly marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters to avoid any confusion. One envelope shall contain the financial bid, whereas the other envelope shall contain technical proposal containing technical details, company profile and list of similar projects handled.

Financial proposals should accompany two and half per cent (2.5%) earnest money of the total bid amount value in the form of a Pay Order/Bank Draft issued by a Scheduled Bank in Pakistan, in favour of "DDO SBI".

Sealed tender documents will be submitted till 8<sup>th</sup> May, 2015 at 1400 hrs in the office of the undersigned and will be opened on the same day at 1500 hrs in the presence of representatives of the participating firms. Financial bid opening date shall be communicated to the technically qualified bidders at a later date. Sealed envelopes of financial proposals will be opened of only those companies, which will be short listed in technical proposal

Sindh Board of Investment, Government of Sindh reserves the right to annul the bidding process at any time in accordance to SPPRA Rules 2010.

**DIRECTOR (ADMINISTRATION)**  
**Sindh Board of Investment**

1<sup>st</sup> Floor, Block – B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi  
Tel: 99207512-4 Fax: 99207515

[www.sbi.gos.pk](http://www.sbi.gos.pk)

## **SECTION II: Instructions to Bidders**

### **A. Introduction**

#### **1. Source of Funds**

1.1 The Procuring Agency (as given in the Bid Data Sheet) has arranged funds from its own sources towards the cost of organising the event (as given in the Bid Data Sheet) and it is intended that part of the proceeds of these funds will be applied to eligible payments under the contract (as given in the Bid Data Sheet) for which these bidding documents are issued.

1.2 Payment from the Funds will be made only at the orders of the Procuring Agency and shall be subject in all respect to the terms and conditions of the agreement. No party other than the Procuring Agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.

#### **2. Eligible Bidders**

2.1 This Invitation for Bids is open to all firms providing exhibition build up and management services in Pakistan.

2.2 Bidder(s) should be registered with Sindh Revenue Board

2.3 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization in accordance with sub clause 34.1

#### **3. Eligible Goods and Services**

3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPPRA Rules, 2010 and it's Bidding Documents, and all expenditures made under the contract will be limited to such goods and services.

#### **4. Cost of Bidding**

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **B. The Bidding Documents**

#### **5. Content of Bidding Documents**

5.1 the bidding documents include:

- (a) Instructions to Bidders (ITB)
- (b) Bid Data Sheet
- (c) Schedule of Requirements
- (d) Technical Specifications
- (e) Bid Form and Price Schedules
- (f) Bid Security Form
- (g) Contract Form
- (h) Performance Security Form
- (i) General Conditions of Contract (GCC)
- (j) Special Conditions of Contract (SCC)

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

#### **6. Clarification of Bidding Documents**

6.1 An interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents

## **7. Amendment of Bidding Documents**

7.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment.

7.2 All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.

7.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, 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 Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

### **9. Documents Comprising the Bid**

9.1 The bid prepared by the Bidder shall comprise the following components:

(a) A Technical Proposal

- Comprising of Cover letter, Company Profile, Exhibits of work experience & Financial Strength and a proposal on work plan based on the Schedule of Requirements/ TORs. The Bidder



should take into consideration the parameters listed in Technical Evaluation Criteria for submission of Technical Proposal in the Bid Data Sheet and its Annexure.

(b) A Financial Bid

- A Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
- Bid security furnished in accordance with ITB Clause 15.

## **10. Bid Form**

10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, quantity, and prices.

## **11. Bid Prices**

11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the services & goods it proposes to supply under the contract.

11.2 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the Contract and not subject to variation on any account. The price of other (incidental) services, if any, listed in the Bid Data Sheet, will be entered separately.

11.3 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Procuring agency and will not in any way limit the Procuring agency's right to contract on any of the terms offered.

11.4 Prices quoted by the Bidder shall be fixed during the Bidder'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 ITB Clause 24.

## **12. Bid Currencies**

12.1 Prices shall be quoted in Pak Rupees.

## **13. Documents Establishing Bidder's Eligibility and Qualification**

13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is legally established in Pakistan.

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:

(a) Bidder/Manufacturer must possess and provide evidence of its capability, experience and qualification criteria as stipulated in Bidding Documents and Bid Data Sheet

(b) that, the Bidder has the financial, technical, and production capability necessary to perform the contract;

## **14. Documents Establishing Goods' and services Eligibility and Conformity to Bidding Documents**

14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

14.2 The documentary evidence of conformity of the goods and services to the bidding 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 goods and services;

(b) an item-by-item commentary on the Procuring agency's Technical Specifications/ TORs demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

14.3 For purposes of the commentary to be furnished pursuant to ITB Clause 14.2(b) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **15. Bid Security**

15.1 Pursuant to ITB Clause 9, the Bidder 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 Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in the form of Pay Order or Demand Draft in favour of **"DDO SBI"**

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as nonresponsive, pursuant to ITB Clause 24.

15.5 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.

15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

15.7 The bid security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or

(b) in the case of a successful Bidder, if the Bidder fails:

(i) to sign the contract in accordance with ITB Clause 32;

**or**

(ii) to furnish performance security in accordance with ITB 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 Procuring agency, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

16.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

## **17. Format and Signing of Bid**

17.1 The Bidder 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 Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.

17.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

17.4 The Bidder 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 Bidder is awarded the contract.

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

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

18.1 The Bidder 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 Procuring agency at the address given in the Bid Data Sheet; and

(b) bear the Project name 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 ITB Clause 2.2.

18.3 The inner envelopes shall also indicate the name and address of the Bidder 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 ITB Clause 18.2, the Procuring agency will assume no responsibility for the bid's misplacement or premature opening.

18.5 Bids submitted through telegraph, telex, fax or e-mail shall not be considered

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

19.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **20. Late Bids**

20.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

#### **21. Modification and Withdrawal of Bids**

21.1 The Bidder 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 Procuring agency prior to the deadline prescribed for submission of bids.

21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. by a signed confirmation copy, postmarked no 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 Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

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

### **22. Opening of Bids by the Procuring agency**

22.1 The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign attendance sheet evidencing their attendance.

22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, 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 Bidder pursuant to ITB Clause 20.

22.3 Bids (and modifications sent pursuant to ITB 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 bidders.

22.4 The Procuring agency will prepare minutes of the bid opening.

### **23. Clarification of Bids**

23.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder 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 Procuring agency 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 Supplier 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 Procuring agency 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 Bidder.

24.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 30), and Taxes and Duties (GCC Clause 32), will be deemed to be a material deviation. The Procuring agency'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 Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.



## 25. Evaluation and Comparison of Bids

25.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24.

25.2 Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to following:

(a) Technical Evaluation It will be examined in detail whether the Services and Products offered by the bidder comply with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted in the Technical Proposal will be compared with the Schedule of Requirements/ TORs. The proposal which does not conform to the specified requirements will be rejected. During the technical evaluation no amendments in the technical proposal shall be permitted; Minimum passing score is 60.

After the evaluation and approval of the technical proposal SBI will publicly open the financial proposals of the technically accepted bids only.

(b) Evaluation of Financial Bid

The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders.

The Procuring agency's evaluation of a bid will be on delivered duties/ taxes paid, and the bid found to be the lowest evaluated bid will be accepted.

25.3 The Procuring agency's evaluation of a financial bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, the following factors:

(a) incidental costs, any correction for arithmetic errors, making an appropriate price adjustment for any other acceptable variation or deviation and discount, if any, offered by the bidders as also read out and recorded at the time of bid opening..

(b) deviations in payment schedule from that specified in the Special Conditions of Contract; (if any and acceptable to the Employer).

(c) other specific criteria indicated in the Bid Data Sheet.

25.4 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, the following quantification methods will be applied:

(a) Price Adjustment for Technical Compliance

The cost of making good any deficiency resulting from technical non compliance will be added to the Corrected Total Bid Price for comparison purposes only. The adjustments will be applied taking the highest price quoted by other bidders being evaluated in detail in their original Bids for corresponding item. In case of non availability of price from other bidders, the price will be estimated by the Procuring Agency.

(b) Price Adjustment for Commercial Compliance

The cost of making good any deficiency resulting from any quantifiable variations and deviations from the Bid Schedules and Conditions of Contract, as determined by the Procuring Agency will be added to the Corrected Total Bid Price for comparison purpose only. Adjustment for commercial compliance will be added to the Corrected Total Bid Prices.

(c) Price Adjustment for Deviation in Terms of Payments

Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in

bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder.

## **26. Contacting the Procuring agency**

26.1 Subject to ITB Clause 23, no Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

26.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

## **F. Award of Contract**

### **27. Post qualification**

27.1 In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.

27.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.

27.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily

## **28. Award Criteria**

28.1 Subject to ITB Clause 30, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

## **29. Procuring agency's Right to Vary Quantities at Time of Award**

29.1 The Procuring agency 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 goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions

## **30. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**

30.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders and in accordance with provisions of SPPRA Rules 2010.

## **31. Notification of Award**

31.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

31.2 The notification of award will constitute the formation of the Contract.

31.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.

## **32. Signing of Contract**

32.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring

agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

32.2 Within ten (10) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

### **33. Performance Security**

33.1 Within twenty (10) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, provided in the bidding documents, or in another form acceptable to the Procuring agency.

33.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

### **34. Corrupt or Fraudulent Practices**

34.1 The Government of Sindh requires that Procuring agency as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy and Rules made there under, SPPRA and SBI:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "Corrupt Practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain; and

(ii) "Fraudulent Practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

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

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

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

### **SECTION III: Bid Data Sheet**

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

<b>Introduction</b>	
<b>ITB 1.1</b>	Sindh Board of Investment, Government of Sindh
<b>ITB 1.1</b>	Livestock, Dairy, Fisheries , Poultry & Agriculture Seminar & Exhibition 2015 (May, 2015)
<b>ITB 1.1</b>	Event Manager for LDF Seminar/Exhibition 2015
<b>ITB 4.1</b>	Sindh Board of Investment, Finance Department, Government of Sindh
<b>ITB 6.1</b>	4 <sup>th</sup> May, 2015
<b>ITB 8.1</b>	English

<b>Bid Price and Currency</b>	
<b>ITB 11.2</b>	The Price quoted shall be inclusive of all costs, duties and taxes related to delivery of services and materials/ products as defined in the TORs/ Technical Specification and Financial Bid
<b>ITB 11.4</b>	Price shall be fixed

<b>Preparation and Submission of Bids</b>	
<b>ITB 13.3 (a)</b>	<p><b>Qualification Requirements for Single Stage - Two envelope Procedure:</b></p> <p><i>For details on how the technical proposals shall be scored/ evaluated against above parameters, please see Annexure - I to Part One</i></p> <p><i>Note: In case of a joint bid, the technical proposal shall clearly specify as to who shall be the lead Event Manager, his credentials based on above criteria and then each of other associates in a similar manner.</i></p> <p><i>The joint bid shall also accompany an undertaking on the stamp paper of Rs. 1,000/- that such partnership shall not be dissolved till the completion of job otherwise SBI shall exercise its right to reject the bid and in case of dissolution after award of contract then terminate the contract.</i></p>
<b>ITB 15.1 &amp; 15.3 (a)</b>	2.5 % of the bid price
<b>ITB 16.1</b>	45 days from the last date of submission of bids
<b>ITB 17.1</b>	Three copies
<b>ITB 18.2 (a)</b>	Director (Administration), SBI, GoS, FTC Building, Karachi
<b>ITB 18.2 (b)</b>	Event Managers for LDF 2015 <b>ITB # NO. LDF-2015(1)/(SBI)</b>
<b>ITB 19.1</b>	1400 hrs, 8 <sup>th</sup> May, 2015
<b>ITB 22.1</b>	1500 hrs, 8 <sup>th</sup> May noon in the Committee Room, 1 <sup>st</sup> Floor, Block B, SBI, FTC Building, Karachi.

<b>Bid Evaluation</b>	
<b>ITB 25.3</b>	25.3 (a), (b) and (c)

<b>Contract Award</b>	
<b>ITB 29.1</b>	<p><u>Percentage for quantity increase or decrease.</u></p> <p>The Procuring agency reserves the right at the time of contract award to increase or decrease, by 20%-25%, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.</p> <p>The Procuring agency also reserves the right at the time of contract award to not order or exclude any items, as deemed appropriate, the goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions</p>



## **SECTION IV: Schedule of Requirements/ Terms of Reference**

- SBI is planning to organize a two days seminar/exhibition at the Karachi Expo Centre in the month of May 2015. The seminar/exhibition is expected to attract a wide variety of participants specifically from the Livestock, Dairy and Fisheries sector as well as from the diplomatic missions, multilateral agencies and academia.
- The first day shall comprise of Seminar & Exhibition both whereas the second day will showcase cattle show and exhibitors. The Event manager shall be required to organize both the above events.
- Manager need to arrange animal parade and prize distribution ceremony on the second day of event.
- The manager shall also design the identified space by SBI for flower show and Exhibition for both days.
- SBI is booking exhibition space itself on the basis of a floor plan developed in-house. For the LDF 2015 Event, SBI has booked 3 halls i.e. Halls 1,2 & 3, once the sale is concluded SBI shall refer the exhibitors to the Event Managers who shall hereinafter, for the purpose of this section, be referred to as the “Managers”.
- Level 1 for Seminar, Hall 1,2,3 for Exhibition (i.e. Stalls), Foyer Area for Reception, Registration and Meeting and Display Area for Farms in outer area in front of Hall 1, 2 & 3
- Managers shall station a Client manager at the SBI office who shall be the focal person for SBI regarding all coordination.
- The Managers shall establish contact with SBI referred exhibitors and coordinate all logistical arrangements for the exhibitors including transport of exhibits from the exhibitors’ premises and storage/ safe keeping at Expo Centre. The charges for transport shall be borne by the exhibitors. The Managers shall also arrange for the security clearance of at least two persons per exhibitor on the format specified by Special branch/ Security agencies, collect photo, IDs and get passes ready.

- The floor plan as developed by SBI is not final and it may change depending on the space reservations made till the time of exhibition. Changes in floor layout may be made by SBI to accommodate thematic displays
- SBI has divided the three halls amongst different categories: Hall 4 for Seminar & Hall 1,2,3, for Exhibition/Stalls and the Display Area for Farms, Pet show, Flower exhibition. The props or displays/stands/stalls are expected to tell the entire industrial background/history of each product at display in the pavilion/hall. The Managers are expected to come up with different thematic designs for such props, seek SBI's approval and create, erect and maintain such props in the most elegant manner as per international standards. Simple props made out of normal advertising material like panaflex etc. shall not be acceptable.
- The Managers shall arrange for standby generators, cabling, carpeting and provide electricity to stands/stalls, as per requirement of the exhibitors, and also as required by SBI for lighting purposes at the halls and corridors. They shall arrange for high quality sound systems in the halls and in the parking areas for calling service. They shall also arrange for all security related equipment and machinery like scanner gates, X-Ray machines and hand held scanners etc.
- Manager shall arrange for Shell scheme, upgraded to match the product at display in cost effective but elegant manner, for exhibitors who are not putting up their own customized stands. SBI understands that the options to upgrade a standard shell scheme are limited and cost effective and therefore price for such up-gradation shall be included in the bid price for shell scheme. The upgraded designs/scheme shall be subject to SBI's approval.
- The Managers shall create and execute the entire branding at the Expo Centre in an elegant manner. SBI & the Exhibitors shall provide the Managers with basic logos and thematic designs, however, further refinement; creation of branding material, fit to each space, along with its installation is Managers responsibility. Flags of different countries along with pole banners etc. are inclusive, *if required*.
- The Managers shall arrange for display & printing of outdoor publicity/hoarding/banners/bridge panels in the city of Karachi. The Managers shall identify the locations to display the publicity material for LDF 2015 and get them approved by SBI. The theme, design and write up for the publicity will be provided by the exhibitors/SBI to the Exhibition/Event Managers. SBI shall take permission from CDGK (KMC), KPT, DHA etc. for the identified locations (of the Hoarding, Bridge Panels, Poles etc) provided by the Managers so the publicity material can be installed.

- The Managers shall also provide services for printing of invitation cards and envelopes for the LDF 2015. The Managers shall provide SBI with designs and format of the cards and once approved the Managers shall ensure prompt dispatch and delivery to the guests.
- The Managers shall be responsible to send out the invitations to the participants and visitors of the LDF Seminar/Exhibition 2015. The list of the participants/exhibitors/visitors shall be provided by SBI to the Managers.
- The Managers shall arrange for janitorial and security services. The toiletries of good quality shall be arranged and it shall be ensured that the rest areas are clean at all times.
- The Managers shall design, create and distribute all different kinds of passes like for exhibitors, officials, Managers, foreign delegates, sponsors, diplomats, service providers etc. in good quality hard lamination with neckbands. They shall also be required to print tickets for the local visitors and arrange sale of same as per plan finally decided by SBI. Those required by SBI shall be given to SBI however the rest shall be distributed by Managers themselves.
- The Managers shall also create Media centre, business centre and an elegant reception.
- Sign gate for different hall, paths along with large floor plans shall be created in good quality material to guide the visiting guests.
- The managers shall arrange for good quality food i.e. Lunch & Tea during the first day of the Exhibition for Seminar Attendees, SBI staff, Guest Relations Officers and other support staff working at the Expo Centre.
- If it is required by the Security agencies that special branch passes be arranged for all exhibitors then the Managers shall coordinate with all exhibitors and security agencies for provision of special passes to the exhibition centre including those for SBI officers and other support staff.
- The Managers shall also create a Food Court in a marquee at an appropriate place with the Area made available to SBI for LDF 2015 which should be a very good quality with international standard food at sale for foreign delegates and exhibitors. In addition appropriate refreshment and meeting areas should be created, where exhibitors and trade visitors could hold meetings. These meeting

areas should have proper refreshment arrangements along with service in elegant manner. This should be done on self finance basis.

- The Managers shall rent out NSTCC or any other nearby ground for parking purposes, if so required. Charges for this rental shall be reimbursed by SBI on actual basis. Manager shall also arrange for temperature controlled marquees at the parking ground and security clearance area at Expo Centre.
- The Managers would devise an appropriate registration system for exhibitors and visitors. The registration cards shall be in different colors suited to each category. These shall be pre-printed paper cards with necessary event details on the back and cardholders details on the front. Transparent plastic pouches, open from top, along with LDFA printed neckbands in similar colours shall be provided. The details of card holders along with barcode shall be generated/ printed on each card so as to register movements in and out of the Expo Centre and control traffic. The system to be installed and card designs shall be approved by SBI. Cards for exhibitors shall be coordinated and distributed by Managers themselves. Cards for foreign guest and local invitees shall be printed and delivered to SBI or the focal person of the Event Manager posted at SBI (for the Event) in close coordination with and as decided by SBI for further distribution.

**The expected work plan:**

- This is a time bound assignment. TDAP/SBI shall handover Karachi Expo Centre to the Managers on 3-4 days before the event dates
- Managers are expected to plan and execute all jobs as listed in Schedule of Requirements and the Financial Bid form. The Managers shall work out their plans in reverse order from the date of exhibition .Must create all designs and dummies for SBI's approval well before time to ensure that no last minute delays occur.
- The Managers shall also station a client manager at SBI who shall be the focal person for SBI to coordinate all matters.
- The Managers shall cooperate with all security agencies and ensure fool proof arrangements for the visiting guests.
- The Managers shall work with SBI on the floor plan and accommodate changes for any late reservations/ adjustments.

\*\*\*\*\*

## **SECTION V: Technical Specifications**

The technical specifications have been listed in the Financial Bid form. The Bidder should correlate the listed technical specification with Schedule of Requirements/ TORs given in Section IV.

## SECTION VI: Forms

### Notes on the Forms

The Bidder shall complete and submit with its bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 9 and in accordance with the requirements included in the bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring agency, pursuant to ITB Clause 15.3.

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 16, 25 and GCC Clause 17, acceptable deviations (e.g., payment schedule pursuant to ITB Clause 25.4, or quantity variations pursuant to ITB Clause 29. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security** and **Bank Guarantee for Advance Payment** forms should not be completed by the bidders at the time of their bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring agency and pursuant to GCC Clause 7.3 and SCC 11, respectively.

The **Manufacturer's/ Service Providers Authorization** form should be completed by the Service Provider, as appropriate, pursuant to ITB Clause 13.3 (a).

To,  
M./S \_\_\_\_\_  
\_\_\_\_\_

## 1. Bid Form and Price Schedules

Date:

IFB No:

To: *[name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding 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 goods and services 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 \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, 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:

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 \_\_\_\_\_



## Bill of Quantity(BoQ)

### Price Schedule in Pak. Rupees/ Financial Bid

S#	Description of Items	Quantity	Unit Rate (Rs)	Amount (Rs)
1	<b>Professional Fee:</b> it includes all charges related to coordination with exhibitors and their security clearance arrangements including SBI plus other staff as given in schedule of requirements, floor plan adjustment designs, stalls, thematic designing, designing of upgraded shell scheme, designing of branding material, outdoor and expo publicity and other ancillary services required at Expo Centre. This shall also include placement of a client Manager at SBI Office.	Job	Lump Sum	
2	<b>Outdoor Publicity (Designing, Printing, mounting and fixing of hoarding skins - Pole Banners/ Streamers to be mounted en route between Airport to hotels and Expo Centre)</b> Hoardings (Sizes range from 20'x60', 15'x45' & 20'x10') with installing and de-installing from the Hoarding boards	a(i) 15` x 45`=5  a(ii) 20` x 60`=5  a(iii) 20` x 10`=20	Per Set  Per Set  Per Set	
a				
b	Stemmers (i.e. Pole Signs) (Standard Size of 3' x 6') with installing and de-installing from the poles	1000	Per Set	
c	Bridge Panels (Sizes range from 72'x10' & 8'x80') with installing and de-installing from the bridge panels	20	Per Set	
d	Hall Standees (Standard Size of 2' x 5') inside the expo Hall Areas (All Halls & Foyer Area)	100	Per Set	
3	<b>Shell Scheme Stalls (Flooring 3x3 Metre) including Up-gradation</b> and at least the following: - Structure Covered with Wood & aluminum	100 Nos	Per set	

	<ul style="list-style-type: none"> <li>- Pillar in centre</li> <li>- Wooden counter</li> <li>- Hydraulic Stool (01)</li> <li>- Meeting Table (01)</li> <li>- Meeting Chair (03)</li> <li>- Back/Side Walls</li> <li>- Fascia Board with Company Name</li> <li>- Carpeting</li> <li>- 5 Amp Power point (01)</li> <li>- 100W Spot Lights (02)</li> <li>- Waste Basket (01)</li> </ul>			
4	<p><b>Shell Scheme Stalls (Flooring 6x3 Metre) including Up-gradation</b> and at least the following:</p> <ul style="list-style-type: none"> <li>- Structure Covered with Wood &amp; aluminum</li> <li>- Pillar in centre</li> <li>- Wooden counter</li> <li>- Hydraulic Stool (02)</li> <li>- Meeting Table (01)</li> <li>- Meeting Chair (05)</li> <li>- Back/Side Walls</li> <li>- Fascia Board with Company Name</li> <li>- Carpeting</li> <li>- 5 Amp Power point (01)</li> <li>- 100W Spot Lights (02)</li> <li>- Waste Basket (01)</li> </ul>	50 Nos	Per set	
5	<p><b>Shell Scheme Stalls (Flooring 6x6 Metre) including Up-gradation</b> and at least the following:</p> <ul style="list-style-type: none"> <li>- Structure Covered with Wood &amp; aluminum</li> <li>- Pillar in centre</li> <li>- Wooden counter</li> <li>- Hydraulic Stool (03)</li> <li>- Meeting Table (02)</li> <li>- Meeting Chair (06)</li> <li>- Back/Side Walls</li> <li>- Fascia Board with Company Name</li> <li>- Carpeting</li> <li>- 5 Amp Power point (01)</li> <li>- 100W Spot Lights (02)</li> <li>- Waste Basket (01)</li> </ul>	40 Nos	Per set  Per set  Per set	
6	<p><b>Stage &amp; Conference Setup:</b>  Stage 40`  Rostrum (01)  Head Table (01)  Backdrop (01) (30` x 8`)  Wall Branding for conference area  (Keeping in view the sitting arrangement of 250 people in Class Room style at level 1)</p>	Job	Lump Sum	

	Multimedia with two Projections Standard Sound System for Conference. <b>Note: All sitting with Class Room Style</b> <b>Backdrop design shall be approved by SBI</b>			
7	<b>Help desks/Reception Area</b> in Foyer Area including software, hardware and technical support comprising: - Registration Desk - Plasma TV - Laptops (02) - Laser jet Printer (02)	Job	Lump Sum	
8	<b>Farm Stall</b> 15 x 15 Meter  <b>Structures:</b> Livestock/poultry/fisheries/dairy farm house covered with Wooden stick gate (01) Fascia (01) Tent marquee (01) <b>Electrical Works:</b> Electrical point (01) <b>Graphics and Branding:</b> Graphic & Branding ( CD to be provided by Exhibitor for their own stall(s)) <b>Whole Farm Area Shall be covered with Climate Control Marque and Soil Carpeting</b>	40		
09	<b>Hall Carpeting(1,2,3 &amp; Level One</b> (new carpet as per color approved by SBI, on rental basis)	Square Ft. 112,000	Per Sft.	
10	• Hanging Screen 10'x 12'; 02 each in each hall(Plasma)	3 Halls (1,2,3)	Per Hall	
11	• <b>Hall Gates branding (Designing and Printing as per approved LDFA-2015 (20' x 9')</b> with list of participating companies outside hall	03 Nos.		
12	• <b>Corridor Branding ( 8' x 20') panels with backlit and spotlights</b>	30 Nos.	Per Unit	

13	<b>Electric work and Cabling with distribution panels</b> inside halls and for corridor, rooftop, hall gates, grill paneling and main gates it includes supply of electricity and wire connections to the customized vendors. All the wiring must be inside the trenches of each hall	03 Halls and outer area	Separately for, foyer area, corridors, rooftop, and branding areas	
14	<b>Security equipment</b> - X- ray machines for luggage scanning - Hand held metal detectors - Mirrors	2 machines x 2 days 6 Nos. x 2 days 6 mirrors x 2 days	Per unit/day	
15	<b>Sound System in Halls and other areas</b> , comprising: - Mixer (01) - Amplifier (01) - Microphone (02) - Speakers (04 pairs) - Echo unit (01) - CD Player (02) - Live Projection System & Projection Screens - I.T System (Laptops - Video Coverage System (DVD of the event both days) - Digital Photography (Unlimited pics with printing and album of 200 pics) - Lighting System - Technical Services - Plasma TV's for stalls (on order) - Plasma TV's for Conference hall (05) - Video Conferencing System - Cordless mics (05) and collar mics (03)	4 Halls/Display Area/Foyer Area	Per hall & other area specified	
16	<b>Sound System in Reception area/ Corridors</b> comprising: - Mixer (01) - Amplifier (01) - Microphone (01) - Box Speakers (06) - CD Player (02)	1 No. x 2 days	Lump sum	
17	Prize Distribution Stage with Backdrop VIP Sitting arrangement for 20-25 persons Sitting arrangement ( in steps) for 50 persons parade arrangement for animals Stitting area shall be covered with marquee	job		

18	<b>Food court</b> and refreshments area with climate control marquee	1	20 stalls each	
19	<b>Standby/ Supplementary Generators</b> including fuel and operations	(6 Generators 500 KVA) (6 Generators 300 KVA) (2 Generators 250 KVA)	Per generator /day	
20	<b>Directional signs</b> (inside) in expo branding (5'x4')	10 Nos.	Per No.	
21	<b>Reception display with backdrop</b>	01 No.	Lump sum	
22	<b>Main Gate Branding (67' x 16')</b> (University Road & Sui Southern Gas Road)	02 Nos.	Lump sum	
23	<b>Preprinted Paper card passes, in different colour</b> specific to each category, for the registration purposes to be issued at Expo Centre on Event date with flexible top open soft plastic transparent pouches and LDFA branded neckbands	4,000 Nos.	Per Pass	
24	<b>Expo branded hard laminated cards</b> for security, officials and other functionaries with neckbands	60	Per card	
25	<b>Lunch for 300 heads with following menu</b> <b>Chicken Biryani</b> <b>Chicken Quorma</b> <b>Fired Chicken</b> <b>Mix salad</b> <b>Naan</b> <b>Drinks</b>	500	job	
26	<b>Refreshment for 300 heads</b> <b>Tea</b> <b>Green Tea</b> <b>Coffee</b> <b>Cookies</b>	500	job	
27	<b>Orchid Farm</b> <b>20 x 20 meter</b> <b>Back Drop</b> <b>Wooden Gates</b> <b>Area shall be covered with climate control marquee</b> <b>Marquee Inside wall paneling with panaflex size 18' x 8` (10)</b>	Job	Job	

	<b>Marquee Inner Lining</b>			
28	<b>Expo Grill Paneling (6`x10`) with designing printing installation and removal. Art work shall be approved by SBI</b>	25		
29	<b>Designing and Printing of invitation cards for seminar and exhibition with envelopes</b>	2000	Job	
30	<b>Designing and Printing of appreciation certificates to Exhibitors with Envelopes with lamination</b>	1000	Job	
31	<b>a:Standard Shields for Seminar Speakers with box b: Standard Trophies for animal Show</b>	a) 30 b) 100		
<b>TOTAL COST</b>				

## 2. Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its bid dated *[date of submission of bid]* for the supply of *[name and/or description of the goods]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring agency]* (hereinafter called "the Procuring agency") in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

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*[signature of the bank]*

### 3. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called "the Procuring agency") of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (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 Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring agency's Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier 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.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)



#### 4. Performance Security Form

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 19\_\_\_\_ 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 Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, 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 Supplier 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]*

---

*[date]*

## 5. Bank Guarantee for Advance Payment

To: *[name of Procuring agency]*

*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called "the Supplier") shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*

## ANNEXURE-1

\* Bidder(s) should be registered with Sindh Revenue Board as per rule 46 of Sindh Public Procurement Rules 2010

S.No.	Parameters against which technical evaluation shall be done	Scoring brackets
<b>1</b>	<b><u>Company Profile</u></b>	
1.1	<b><u>Years of experience</u></b> in conducting events / exhibition at national level (all over Pakistan)	<b>(5)</b>
	≤ 2 year	1
	≥ 3 ≤ 4 years	2
	≥ 5 ≤ 7 years	3
	≥ 8 years	5
1.2	<b><u>Employees, Relevant Qualifications (Professional Degrees pertaining to position holding in event manager company.</u></b>	<b>(5)</b>
	Not related to but experienced and associated with current event management companies for more then 5 years	1
	Relevant to with < 3 Years experience in the field	2
	Relevant to with > 3 but < 5 Years experience in the field	3
	Relevant to with > 5 Years experience in the field	5
1.3	<b>Relevant Experience (Public Sector)</b> Events pertaining to <b>Govt.(Federal/ Provincial</b> - all over Pakistan) conducted for WORK ORDERS of PKR 10 Millions and above in last (02) two years as contractor/ event or exhibition manager  <b>Documentation evidence are also mandatory to attached</b>	<b>(20)</b>
	1 Event	10
	02- 03 Nos. Event	15
	04 and More Nos. or more events	20
	<b>Relevant Experience (Private Sector)</b> Events pertaining to Private Sector conducted in last (02) two years as contractor/ event or exhibition manager worth more than PKR 4-5 million	<b>(20)</b>

	Less than 10 Events	5
	10 to 14 Events	10
	15 to 19 Events	15
	20 and more Events	20
1.4	Experience of Holding LDFA like events Events pertaining to Livestock, Dairy, Fisheries Agriculture conducted in the last 3 years as an event and or exhibition manager	<b>(15)</b>
	None	0
	1 or 2	10
	More than 2	15
<b>2</b>	<b><u>Proposed Work Plan</u></b>	
2.1	<u>Conformity to schedule of requirements/TORs, expected work plan, and creative works</u>	
	Proposed work plan not relevant to Schedule of Requirements/ TORs, items at Financial Bid and expected work plan	<b>(15)</b>
2.2	<u>Justification of the thematic pavilion and stalls, farms and designs</u>	<b>(10)</b>
<b>3</b>	<b><u>Financial Strength of the Firm</u></b>	<b>(5)</b>
3.1	Audited/certified accounts or statements showing cash balances of less than Rs. 5 million in the relevant year but supported with evidence and justification that the bidder will be able to meet urgent requirements of the contract through other means possible	2
	Audited/certified accounts or statements showing cash balances of more than Rs. 5 million in the relevant year	5
<b>4</b>	<b>Own and stock capability of number of Stalls and Warehouse &gt; 500</b>	<b>5</b>
	<b>Total</b>	

*Minimum Score to Qualify 70 Marks*

*Member Name & Signature* \_\_\_\_\_ & \_\_\_\_\_