



**GOVERNMENT OF PAKISTAN**  
**TRADE DEVELOPMENT AUTHORITY OF PAKISTAN**

# **BIDDING DOCUMENTS**

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**EXHIBITION MANAGER FOR**  
**Pakistan Dates Show**  
**(October 9-10,2018)**

**PART ONE**

# Table of Contents

<b>SECTION I: Invitation for Bids</b> .....	<b>3</b>
<b>SECTION II: Instructions to Bidders</b> .....	<b>4</b>
<i>A. Introduction</i> .....	<i>4</i>
1. Source of Funds.....	4
2. Eligible Bidders.....	4
3. Eligible Goods and Services.....	4
4. Cost of Bidding .....	5
<i>B. The Bidding Documents</i> .....	<i>5</i>
5. Content of Bidding Documents.....	5
6. Clarification of Bidding Documents .....	5
7. Amendment of Bidding Documents.....	6
<i>C. Preparation of Bids</i> .....	<i>6</i>
8. Language of Bid.....	6
9. Documents Comprising the Bid.....	7
10. Bid Form .....	7
11. Bid Prices.....	7
12. Bid Currencies .....	8
13. Documents Establishing Bidder’s Eligibility and Qualification .....	8
14. Documents Establishing Goods’ and services Eligibility and Conformity to Bidding Documents .....	9
15. Bid Security .....	10
16. Period of Validity of Bids.....	11
17. Format and Signing of Bid .....	11
<i>D. Submission of Bids</i> .....	<i>12</i>
18. Sealing and Marking of Bids.....	12
19. Deadline for Submission of Bids .....	13
20. Late Bids.....	13
21. Modification and Withdrawal of Bids .....	14
<i>E. Opening and Evaluation of Bids</i> .....	<i>14</i>
22. Opening of Bids by the Procuring agency .....	14
23. Clarification of Bids .....	15
24. Preliminary Examination .....	15
25. Evaluation and Comparison of Bids .....	16
26. Contacting the Procuring agency .....	18
<i>F. Award of Contract</i> .....	<i>19</i>
27. Post qualification .....	19
28. Award Criteria .....	19

29. Procuring agency’s Right to Vary Quantities at Time of Award .....	20
30. Procuring agency’s Right to Accept any Bid and to Reject any or All Bids .....	20
31. Notification of Award.....	20
32. Signing of Contract.....	21
33. Performance Security.....	21
34. Corrupt or Fraudulent Practices.....	21
<b>SECTION III: Bid Data Sheet.....</b>	<b>23</b>
<b>SECTION IV: Schedule of Requirements/ Terms of Reference .....</b>	<b>25</b>
<b>SECTION V: Technical Specifications .....</b>	<b>27</b>
<b>SECTION VI: Sample Forms .....</b>	<b>28</b>
Notes on the Sample Forms.....	28
1. <i>Bid Form and Price Schedules</i> .....	29
Price Schedule in Pak. Rupees/ Financial Bid .....	29
2. <i>Bid Security Form</i> .....	35
3. <i>Contract Form</i> .....	36
4. <i>Performance Security Form</i> .....	37
5. <i>Bank Guarantee for Advance Payment</i> .....	38
<b>Annexure I to Part One .....</b>	<b>Error! Bookmark not defined.</b>

## SECTION I: Invitation for Bids

ITB #: TDAP-

**SUBJECT: TENDER FOR SERVICES OF EXHIBITION MANAGER FOR PAKISTAN DATES SHOW(PDS) 2018 (OCTOBER 9-10th)**

Trade development authority of Pakistan (TDAP), an authority established for promotion of trade and business, under the Ministry of Commerce, invites sealed bids from Event Management Firms registered with Income Tax and Sales Tax Departments for Exhibition Management Services for Pakistan Dates Show 2018.

2. Bidding documents which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at the Office of the Assistant Manager (RDS), Trade Development Authority of Pakistan (TDAP), 3<sup>rd</sup> Floor, Block-A, FTC Building, Shahryar-e-Faisal, Karachi, free of cost. The bidding documents can also be downloaded from [www.tdap.gov.pk](http://www.tdap.gov.pk) free of cost.

3. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. In the first stage only the technical proposals will be opened. Later, the financial proposals of only the technically qualified firms will be opened. Financial proposals should accompany a bid security equivalent to two per cent (2%) of the bid amount in the form specified in the Bidding documents. Both the technical and the financial proposals must be sealed separately. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with the Procurement Rules.

4. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the Assistant Manager (RDS), Trade Development Authority of Pakistan (TDAP), 3<sup>rd</sup> Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi on or before 11 A.M. on-----  
-----, 2018. Bids will be opened the same day at 11.30 A.M. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.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 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 Public Procurement Rules, 2004 and its 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 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 one of the following forms:

**(a) Each bidder shall furnish, as part of his bid, at the option of the bidder, a Bid Security in the amount stipulated in Bidding Data in Pak. Rupees in the form of Deposit at Call or a Bank Guarantee issued by a Scheduled Bank in Pakistan or an insurance company having at least AA rating from PACRA/JCR in favour of the Employer valid for a period up to twenty eight (28) days beyond the bid validity date.**

(b) irrevocable encashable on-demand Bank call-deposit.

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 initialed by the person or persons signing the bid.

17.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed 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 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 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:

(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 Public Procurement Rules 2004.

## **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 three (03) 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 three (03) 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 Pakistan 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, PRRA and TDAP:

(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 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, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Procuring agency of the benefits of free and open competition;

(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>	Trade Development Authority of Pakistan, Government of Pakistan
<b>ITB 1.1</b>	Pakistan Dates Show (October 9-10th 2018)
<b>ITB 1.1</b>	Services of an Exhibition Manager for PDS 2018
<b>ITB 4.1</b>	Trade Development Authority of Pakistan
<b>ITB 19</b>	
<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 15.1 &amp; 15.3 (a)</b>	2% of the bid price in favor of Accounts Officer, EMDF, TDAP, Karachi and sealed inside the envelope carrying financial proposal
<b>ITB 16.1</b>	60 days from the last date of submission of bids
<b>ITB 17.1</b>	Three copies
<b>ITB 18.2 (a)</b>	Assistant Manager( PDS 2018), TDAP, Karachi
<b>ITB 18.2 (b)</b>	Services of exhibition managers for PDS 2018
<b>ITB 19.1</b>	-----, Office of Assistant Manager (PDS) TDAP, FTC Building, Karachi at 11:00 A.M
<b>ITB 22.1</b>	-----, Office of Assistant Manager (PDS) TDAP, FTC Building, Karachi at 11:00 A.M

<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 by 20%, 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

- TDAP is reserving Hall 4 of Expo Centre for organization of Pakistan Dates Show for two days and seminar on dates . There will be around 50 stalls and the Event Manager will develop a floor plan for holding the show for two days and seminar for one day . Once the companies are selected TDAP shall refer the exhibitor to the Exhibition Manager who shall hereinafter, for the purpose of this section, be referred to as the “Manager”.
- Manager shall station a Client manager at his office who shall be the focal person for TDAP regarding all coordination.
- The floor plan as developed by Event Manager is not final and it may change by TDAP to accommodate thematic displays either through a single composite industry/ product specific display or through industry specific props spread across the product pavilion.
- The Event Manager shall arrange for Shell scheme, upgraded to match the product at display in cost effective but elegant manner. There will be 50 stalls of 9 square mtr each along with one customized composite.
- The Manager will be responsible to create and execute the entire branding at the Venue in an elegant manner. TDAP Designer shall provide the Managers with basic logos, however, further refinement; creation of branding material, fit to each space, along with its installation is Managers responsibility.
- 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.
- The Manager shall also create Media centre, business centre and an elegant reception.
- During the Dates Show, TDAP will organize Seminars at the 2<sup>nd</sup> Floor of Congress Center at KEC. The managers shall arrange for all conference arrangements, like backdrop, stage, audio system, top quality furniture for 100 persons. **Lunch arrangement for 150 persons after the Seminar**

- Signage for different hall, paths along with large floor plans shall be created in good quality material to guide the visiting guests.
- The Manager 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 PDS printed neckbands in similar colors shall be provided. The details of card holders along with barcode shall be generated/ printed on each card so as to register to movements in and out of the Expo Centre and control traffic. The system to be installed and card designs shall be approved by TDAP. Cards for exhibitors shall be coordinated and distributed by Manager themselves. Cards for foreign guest and local invitees shall be printed and delivered to TDAP's for further distribution.
- The Manager shall also arrange for opening ceremony of the show at Expo Centre on 9TH October 2018.

**The expected work plan:**

- This is a time bound assignment. TDAP shall handover Hall 4 to the Manager by 7th October 2018. The tear down set up has been sent to all Exhibitors. The Vendor shall have to mark the space accordingly very after getting the approval.
- Manager is expected to plan and execute all jobs as listed in Schedule of Requirements. The Manager shall work out their plans in reverse order from the date of exhibition i.e. 9th October, and create all designs and dummies for TDAP's approval well before time to ensure that no last minute delays occur.
- The Manager shall work with TDAP on the floor plan and accommodate changes for any late reservations/ adjustments.
- TDAP requires an international quality for the event; hence, there will be no compromise on the quality of service. TDAP also reserves the right to blacklist the firm for 5 years if the required quality service is not provided.

\*\*\*\*\*

## **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: Sample Forms

### Notes on the Sample 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).

# 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 \_\_\_\_\_

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

Name of Bidder \_\_\_\_\_ IFB Number \_\_\_\_\_ Page of \_\_\_\_\_

S#	Description of Items	Quantity	Unit Rate (Rs)	Total Amount (Rs)
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<b>PART - I (Professional Fee)</b>				
1	<b>Professional Fees:</b> Professional fees include all charges related to creation of floor plan adjustment designs, props and composite arrangements. Venue management including managing exhibition areas, seminar coordination, management of reception area at main reception and Foyer area reception, managing designing of upgraded shell scheme, designing of branding material and other ancillary services required at Exhibition complex.	Lump Sum		

<b>PART - II (Stall Fabrication)</b>				
2	<b>Shell Scheme Stalls (9 sqm) with following:-</b> - Back/Side Walls - Fascia Board with Company Name - Carpeting - 10 Amp Power-point (01) - Information Counter (01) - 100W Spot Lights (03) - Chairs (02) (Standard - Good quality portable exhibition meeting Chair/Preferably similar color Chairs) - Round Table (01) (round/glass & iron tube) - Waste Basket (01)	50 Nos.  (Work Order will be issued on the basis of actual booking)	Per Set	

3	<p><b>Composite Stall ( 36 sqm) with following:-</b>  - lower platform of around 36 square ft  With laminated or matt finished with 20 moving head lights,30 parkens light and 20 SMDS light. Complete design will be shared</p>	01  (Work Order will be issued on the basis of actual booking)		
4	<p><b>Carpeting (600 Grams) for booked Halls and</b> gangways of booked halls and the corridors) New carpet as per color approved by TDAP).</p> <p>TDAP will approve color scheme .There will be no compromise on Grams of carpet and its quality.</p>	<p>On the basis of Actual include Hall 3-4 link cooridor carpet measuring: 3000 sqr ft and hall 4 measuring 40,000 sqr ft</p> <div data-bbox="824 688 1091 886" style="border: 1px solid black; height: 94px; width: 164px; margin: 10px auto;"></div>	Per Sq Ft	
5	<p><b>Electric work and Cabling with distribution panels</b> inside hall and for corridor, rooftop, hall gates, grill paneling and main gates (High Quality Pakistani Cables/Imported Only)</p> <p>It includes supply of electricity and wire connections to the customized vendors.</p> <p>All the wiring must be inside the trenches of each hall. DBs (clip set/3M) must be of high qualities and will be placed on safe covered area. There will be no open wiring inside the halls.</p> <p><i>Note: Event Manger will be responsible for the work done and any mishap / incident if occurred due to faulty wiring.</i></p>	Hall 4 complete(Any deficiency in this items must be catered for by the bidder in the price quoted).As per the requirement of Hall 4 of KEC).		

<p><b>PART - III</b>  <b>(Sound Management)</b></p>				
7	<p><b>Sound system link in Hall 4 &amp; Side Corridor complete in all aspects (i.e. Audio Mixing, Hi - Fi Speakers, Box Speakers, Power Amplifiers, Graphic</b></p>	Hall 4	Lumsum	



	<b>Equalizer, Lead Microphone, etc) and as per international standard.</b>			
9	<b>Sound System in Reception area/ Corridors</b> for the public address system	1 No. x 2 days	Lump sum	
10	<b>SMD Screens (Back Projection) in halls:</b> - Multi Media Projector / DVD Player - Live streamer set up	2 SMDs As per the requirement	Per screen set	
11	<b>Electronic kiosk machines</b> with interactive software to guide the visitors on Expo layout as per international standard	1 Nos. x 2 days	Per machine/ day	
13	<b>Standby / Supplementary generators</b> with fuel & operations :  - 500 KVA - 1 Nos. (Aprox.) - 250 KVA - 1 Nos. (Aprox.)	Work order will be issued on the basis of actual requirement	Per generator	
14	<b>Wireless Internet Connectivity</b> in hall 4 with Wi-Fi equipment, complete networking & switches ensuring strong signal strength for: - Media Centre - Business Centre - All booked halls and connecting corridors <i>Note: Strong signal strength to be ensured</i>	Complete job	Lump sum	

**PART - V  
(Media Wall)**

15	<b>Media Wall at the reception</b>  Size would be 18x18	One number	Lump sum	
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**PART - VI  
(Venue Branding)**

16	<b>Expo Centre Monument</b> both Side branding (35' x 17') Front Lit type, both sides panaflex (320gm)solvent printing	01 No.	Lump sum	
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17	<b>Directional signs</b> (inside) in expo branding (5'x4') whit soft wood, mdf 17mm,water paint, solvent vinyl printing	5 Nos.	Per No.	
18	<b>Branding in Corridors</b> leading to link corridor of 3-4, MDF panels (20' x 8') & Round branding in 6'x6' whit soft wood, mdf 17mm,water paint, solvent vinyl printing	Around 20	Per No.	
19	<b>Hall Gates branding</b> (24'9"/20' x 9') whit soft wood, mdf 17mm,water paint, solvent vinyl printing	2 Nos.	Per No.	
20	<b>Reception display with backdrop</b> whit soft wood, mdf 17mm,water paint, solvent vinyl printing	1 No.	Lump sum	
21	<b>Building Panel Branding (10' x16') with MS Pipe structure panaflex 320gm solvent printing, MS PIPE 14GAGE</b>	2 Nos.	Per No.	
22	<b>Main Gate Branding (67' x 16')</b> (University Road & Sui Southern Gas Road) whit soft wood , mdf 17mm,water paint ICI, solvent vinyl printing	02 Nos.	Lump sum	
23	<b>Pole banners</b> (Scrolls) 8'x 4'(white soft wood 2"x1.5"x8' panaflex (300gm) solvent printing	40 Nos.	Per unit	
24	<b>Material handling:</b> The Manger will manage material handling at the venue. The Manager will also be responsible for the safety of material at the venue.	50 exhibitors  (work order will be issued on the basis of actual booking)	Per exhibitor	
25	<b>Steamers</b> Panaflex Printing and Installation road side streamers 3' x 6' with frame at least 300gm	1000 for city branding	Per No.	
26	Hall Buntings (3' x 6')	4	Per No.	

<b>PART - VII</b> <b>(Badges/Passes/Tickets)</b>				
27	Exhibitors' directory-50 exhibitors, their brief profiles and color ads. Of sponsors	100	Per Directory	

<b>Part - VIII (Seminar)</b>			
28	Seminars at the 2 <sup>nd</sup> Floor of Congress Center at KEC. The managers shall arrange for all conference arrangements, like backdrop, stage, audio system, top quality furniture for 100-150 persons. Lunch arrangement for 150 persons after the Seminar. Menu include one main course, one BBQ, one rice, one dessert and drink		Lumsum cost
<b>Total Bid Amount</b>			

- Note:**
- i. In case of discrepancy between unit price and total, the unit price shall prevail.**
  - ii. The quantities mentioned in the bidding documents are approximate, however, Work Order will be issued as per the bookings of stall in the exhibition i.e. on the basis of actual. Therefore, there is not any binding on TDAP to issue the work order as per the quantities mentioned in the bidding documents.**
  - iii. TDAP may remove item (s) from the work order, if not required. The firm will not claim any amount of removed items.**

Signature of Bidder \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Official Stamp \_\_\_\_\_

Date \_\_\_\_\_

## 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.

---

*[signature of the bank]*

### 3. Contract Form

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ 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 \_\_\_\_\_ 20\_\_\_\_ 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 / Insurance 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 / insurance 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 I to Part One**

	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
<b>1</b>	<b><u>Company Profile</u></b>		<b><u>25</u></b>
1.1	<u>No. of years in Exhibition management business:</u>		<u>8</u>
	≤ 2 year	2	
	≥ 3 ≤ 4 years	4	
	≥ 5 ≤ 7 years	6	
	≥ 7 years	8	
1.2	<u>International affiliations &amp; certifications:</u>		<u>7</u>
	No affiliations or certifications with international associations in the field and certifying agencies	0	
	General affiliations and certifications only which are not related to exhibition management like ISO etc.	3	
	Affiliations with Exhibition management associations/ bodies and certifications related to the field showing recognition of expertise in the field	5	
	General and Exhibition Management related affiliations and certifications showing recognition of expertise in the field	7	
1.3	<u>No. of employees, Relevant Qualifications and experience of team assigned</u>		<u>10</u>
1.3.1	Number of permanent employees		5
	Number of employees ≤ 15	2	
	Number of employees >16	5	
1.3.2	Relevant Qualifications and experience of team assigned for event		5
	Not related to exhibition management but experienced	1	
	Relevant to exhibition management with ≤3 years experience in the field	3	
	Relevant to exhibition management with ≥ 4 years experience in the field	5	
<b>2</b>	<b><u>Relevant Experience</u></b>		<b><u>45</u></b>
2.1	<u>B2B /Product Specific exhibitions so far, as organizers/ event or exhibition managers</u>		<u>15</u>
	≤ 3	2	
	≥4 ≤ 10	7	
	≥11≤ 14	10	
	≥ 15	15	
2.2	<u>B2B /Product Specific exhibitions at Karachi Expo Centre as organizers/event or exhibition managers</u>		<u>15</u>
	≤ 2	1	



	≥3≤5	5	
	≥6 ≤ 9	10	
	≥ 10	15	
2.3	<u>Profile and experience of team associated with this event</u>		<u>15</u>
2.3.1	Number of team members		5
	Number of team members who are employees of bidders ≤ 5	3	
	Number of team members who are employees bidders >5	5	
2.3.2	Relevant Qualifications and experience of team		10
	Not related to exhibition management but experienced	5	
	Relevant to exhibition management with ≤3 years experience in the field	7	
	Relevant to exhibition management with ≥ 4 years experience in the field	10	
<b>3</b>	<b><u>Proposed Work Plan</u></b>		<b><u>15</u></b>
3.1	<u>Conformity to schedule of requirements/ TORs, expected work plan, and creative works</u>		<u>15</u>
	Proposed work plan not relevant to Schedule of Requirements/ TORs, items at Financial Bid and expected work plan	0	
	<b>Proposed work plan partially conforming to requirements given in Bidding documents</b>	<b>07</b>	
	Proposed work plan fully conforming to requirements given in Bidding documents	15	
<b>4</b>	<b><u>Financial Strength of the Firm</u></b>		<b><u>10</u></b>
	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	5	
	Audited/certified accounts or statements showing cash balances of more than Rs. 5 million in the relevant year	10	
<b>5</b>	<b><u>Registration With Income Tax And GST (Mandatory)</u></b>		<b><u>05</u></b>
	<b>TOTAL</b>		<b><u>100</u></b>

Minimum Passing Marks are 70

Technical evaluation will be done on the basis of profiles and presentation given by firms with 3D pics of all setup to be provided.



**GOVERNMENT OF PAKISTAN  
TRADE DEVELOPMENT AUTHORITY OF PAKISTAN**

# **BIDDING DOCUMENTS**

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**EXHIBITION MANAGERS FOR  
PAKISTAN DATES SHOW 2018  
(OCTOBER 9-10, 2018)**

**PART TWO**

# Table of Contents

<b>SECTION I: General Conditions of Contract .....</b>	<b>44</b>
1. Definitions .....	44
2. Application .....	45
3. Country of Origin.....	45
4. Technical Specifications .....	45
5. Use of Contract Documents and Information; Inspection and Audit by the Government .....	45
6. Patent Rights.....	46
7. Performance Security.....	46
8. Inspections and Tests.....	46
9. Packing .....	47
10. Delivery and Documents .....	48
11. Insurance.....	48
12. Transportation .....	48
13. Incidental Services .....	48
14. Spare Parts .....	49
15. Warranty .....	50
16. Payment .....	51
17. Prices.....	51
18. Change Orders .....	51
19. Contract Amendments.....	52
20. Assignment .....	52
21. Subcontracts .....	52
22. Delays in the Supplier's Performance .....	52
23. Liquidated Damages.....	53
24. Termination for Default .....	53
25. Force Majeure.....	54
26. Termination for Insolvency .....	55
27. Termination for Convenience .....	55
28. Resolution of Disputes .....	56
29. Governing Language .....	56
30. Applicable Law .....	56
31. Notices .....	56
32. Taxes and Duties .....	57
<b>SECTION II: Special Conditions of Contract.....</b>	<b>57</b>
1. Definitions (GCC Clause 1).....	57
2. Country of Origin (GCC Clause 3) .....	57
3. Performance Security (GCC Clause 7) .....	57
4. Inspections and Tests (GCC Clause 8) .....	58
6. Delivery and Documents (GCC Clause 10) .....	58

7. Insurance (GCC Clause 11) .....	58
8. Incidental Services (GCC Clause 13) .....	58
9. Spare Parts (GCC Clause 14).....	59
10. Warranty (GCC Clause 15).....	59
11. Payment (GCC Clause 16).....	59
12. Prices (GCC Clause 17) .....	60
13. Liquidated Damages (GCC Clause 23) .....	60
14. Resolution of Disputes (GCC Clause 28).....	60
15. Governing Language (GCC Clause 29) .....	60
16. Applicable Law (GCC Clause 30).....	60
17. Notices (GCC Clause 31).....	60

## **SECTION I: 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 Procuring agency and the Supplier, 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 Supplier under the Contract for the full and proper performance of its contractual obligations.

(c) "The Goods" means all of the services, products, and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.

(d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

(e) "GCC" means the General Conditions of Contract contained in this section.

(f) "SCC" means the Special Conditions of Contract.

(g) "The Procuring agency" means the organization purchasing the Goods, as named in SCC.

(h) "The Procuring agency's country" is the country named in SCC.

(i) "The Supplier" means the individual or firm supplying the Goods and Services 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**

3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and law

## **4. Technical Specifications**

4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the 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 Government**

5.1 The Supplier shall not, without the Procuring agency'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 Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The Supplier shall not, without the Procuring agency'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 Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier's performance under the Contract if so required by the Procuring agency.

5.4 The Supplier shall permit the Procuring agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.

## **6. Patent Rights**

6.1 The Supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.

## **7. Performance Security**

7.1 The Contractor shall furnish to the Employer within fourteen (14) days after receipt of Letter of Acceptance a Performance Security at the option of the bidder, in the form of Bank Draft or Bank Guarantee or an insurance company having atleast AA rating from PACRA/JCR for the amount and validity specified in Contract Data.

7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

## **8. Inspections and Tests**

8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring agency requires and where they are to be conducted. The Procuring agency shall notify the Supplier 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 Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier 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 Procuring agency.

8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.

8.4 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.

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

## **9. Packing**

9.1 The Supplier shall provide such packing of the 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 Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 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 Procuring agency.

## **10. Delivery and Documents**

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

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

## **11. Insurance**

11.1 The 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 sellers responsibility.

## **12. Transportation**

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

## **13. Incidental Services**

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

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

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

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

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

- (a) such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier 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 Procuring agency of the pending termination, in sufficient time to permit the

Procuring agency to procure needed requirements;  
and

(ii) following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.

## 15. Warranty

15.1 The Supplier warrants that the Goods 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 Supplier further warrants that all Goods 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 Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the Goods, 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 Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.

15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

## **16. Payment**

16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

16.2 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, 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 Procuring agency, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

16.4 The currency of payment is Pak. Rupees.

## **17. Prices**

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

## **18. Change Orders**

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

(a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;

(b) the method of shipment or packing;

(c) the place of delivery; and/or

(d) the Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier'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 Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency'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 Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent.

## **21. Subcontracts**

21.1 The Supplier shall notify the Procuring agency 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 Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3

## **22. Delays in the Supplier's Performance**

22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier'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 Supplier in the performance of its delivery obligations shall render the Supplier 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 Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

### **24. Termination for Default**

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any

extension thereof granted by the Procuring agency pursuant to GCC Clause 22; or

(b) if the Supplier fails to perform any other obligation(s) under the Contract.

(c) if the Supplier, in the judgment of the Procuring agency 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 Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier 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 Supplier 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 Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier 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 Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.

## **27. Termination for Convenience**

27.1 The Procuring agency, by written notice sent to the Supplier, 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 Procuring agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the Contract terms and prices. For the remaining Goods, the Procuring agency 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 Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

## **28. Resolution of Disputes**

28.1 The Procuring agency and the Supplier 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 Procuring agency and the Supplier 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 manner 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 the Procuring agency's country, unless otherwise specified in SCC.

## **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 cable, telex, or facsimile 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 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.

## **SECTION II: 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 Procuring agency is: **Trade Development Authority of Pakistan, Government of Pakistan**

GCC 1.1 (h) – The Procuring agency's country is: **Pakistan**

GCC 1.1 (i) – The Supplier is:

GCC 1.1 (j) – The Project Site is: **Karachi Expo Centre**

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

All countries and territories as eligible under rules and law of Islamic Republic of Pakistan

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

GCC 7.1 – The amount of performance security, as a percentage of the Contract Price, shall be: 10% of the Contract Price.

GCC 7.4 – The Performance Security shall be valid for 90 days after the event to evaluate the performance and conformity of services and products supplied under the contract.

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

GCC 8.6 – Not Applicable

**5. Packing (GCC Clause 9)**

GCC 9.3 – Not Applicable

**6. Delivery and Documents (GCC Clause 10)**

GCC 10.3 – Upon delivery / installation at the Project Site, the Supplier shall notify the Procuring agency the full details of the product, description of Goods and quantity. The Supplier shall mail the following documents to the Procuring agency:

- (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Manufacturer's or Supplier's warranty certificate; in case the subject good is of another origin or a third party manufacture.
- (iii) inspection certificate, issued by the Fund Managers appointed by TDAP

**7. Insurance (GCC Clause 11)**

GCC 11.1 – The 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 seller's responsibility. Since the Insurance is seller's responsibility they may arrange appropriate coverage.

**8. Incidental Services (GCC Clause 13)**

GCC 13.1 – Incidental services to be provided are:

- (a) on-site assembly and fixing of supplied Goods;

(d) maintenance and repair of the supplied Goods, for a till the conclusion of the event, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

**13.2 Prices charged by the Supplier for incidental services, are included in the Contract Price for the Goods.**

**9. Spare Parts (GCC Clause 14)**

GCC 14.1 – Not applicable

**10. Warranty (GCC Clause 15)**

GCC 15.2 – Not applicable

**11. Payment (GCC Clause 16)**

GCC 16.1 – The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

**Payment for Services & Goods supplied:**

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

(i) **Advance Payment:** Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank / insurance guarantee for equivalent amount valid until the conclusion of event and in the form provided in the bidding documents or another form acceptable to the Procuring agency.

(ii) **Part Payments on issuance of work orders:** Forty (40) percent of the total amount, as advance, against each item wise work order issued by TDAP for execution/ procurement/ implementation of works, services & goods listed in Financial Bid form, upon submission of claim and a bank / insurance guarantee for equivalent amount valid until the conclusion of event and in the form provided in the bidding documents.

(iii) **Remaining Payment:** Remaining entire amount against the work orders issued shall be paid within thirty

(30) days of complete supply and conclusion of event upon claim supported by the quality/ conformity certificate issued by the Fund Managers appointed by TDAP.

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

GCC 17.1 – Prices shall be fixed.

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

GCC 23.1 – Applicable rate: 0.5% percent per week  
Maximum deduction: 10% of the 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:

A dispute which has been the subject of a notice of dissatisfaction shall be finally settled as per provisions of Arbitration Act 1940 (Act No. X of 1940) and Rules made there under and any statutory modifications thereto. Any hearing shall be held at the place specified in the Contract Data and in the English language

**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 – Procuring agency's address for notice purposes:

Director (Facilitation/ Expo Pakistan Cell)  
Trade Development Authority of Pakistan  
3<sup>rd</sup> Floor, Block A, Finance and Trade Center  
Sharah-e-Faisal, Karachi

– Supplier's address for notice purposes: