

Tender No. TDAP/PSH/5WETF/2017-18

# **TENDER DOCUMENTS**

**Services of  
“Event Manager/Service Provider/Vendors etc”**

**For**

**“5<sup>th</sup> Women Entrepreneurs Trade Fair”**

*at*

***Palm Marquee, University Road, Peshawar***

*By:*

***Trade Development Authority of Pakistan, Peshawar***

*In Collaboration with*

***Women Chamber of Commerce & Industry Peshawar  
Division***

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**Holding of “5th Women Entrepreneurs Trade Fair”  
at  
Palm Marquee, University Road, Peshawar**

**1. INTRODUCTION**

Trade Development Authority of Pakistan (TDAP) is a Trade Promotion Organization working under the Ministry of Commerce. The Authority is responsible for providing marketing support services to the business industry of Pakistan. Its main functions include managing participation of Pakistani exporting firms in international trade fairs, organizing local exhibitions, B2B match making meetings of buyers and sellers, trade policy implementation and trade facilitation services.

Women Chamber of Commerce & Industry Peshawar Division is a registered trade body working for the women entrepreneurs’ development, in the region.

TDAP and WCCIPD is organizing a local exhibition under the title “5<sup>th</sup> Women Entrepreneurs Trade Fair” at Palm Marquee, University Road, Peshawar in August, 2018 for women entrepreneurship development in KP.

**2. SCOPE OF WORK**

a) The scope of work includes:

- (1) Design and construction of stalls and preparation of floor plans including provision of required equipment and accessories as per Bill of Quantities (BOQ)
- (2) Arrangements on inaugural session and on Seminar as per Bill of Quantities (BOQ)
- (3) Publicity of the event as per Bill of Quantities (BOQ)
- (4) Stay arrangement of exhibitors as per Bill of Quantities (BOQ)
- (5) Printing work as per Bill of Quantities (BOQ)
- (6) Photography of the event as per Bill of Quantities (BOQ)
- (7) Miscellaneous works as per Bill of Quantities (BOQ)
- (8) Bill of Quantities (BOQs) and technical specifications are given at Annex “B”.

### 3. TERMS AND CONDITIONS

#### a. **Submission of Bids**

- (1) The bids shall be submitted in single package containing two separate envelopes. Open competitive bidding i-e single stage two envelope procedure. Each envelope shall contain the technical bid and financial bid separately. The bids must be submitted in such a manner that the contents are fully enclosed and cannot be known until duly opened. The outer cover should indicate the name of addressee, tender number, date of opening and the name of the firm.
- (2) The envelopes must be properly sealed.
- (3) The inner envelopes must contain the name of the firm, tender number and shall be marked as "**Financial proposal for "5<sup>th</sup> Women Entrepreneurs Trade Fair**" and "**Technical proposal for "5<sup>th</sup> Women Entrepreneurs Trade Fair**" as the case may be.

#### b. **Bid Security / Earnest Money**

- (1) The bidder will furnish a "Call Deposit receipt / Pay Order in favour of "**Director TDAP, Peshawar**" equivalent to **2%** of the total tender amount (after including all payable taxes) as Bid Security.
- (2) Partial earnest money or crossed cheque as bid security is not acceptable.
- (3) If acceptance of tender is issued during validity period of offer and is not accepted by the tenderer, earnest money shall be forfeited and the work will be completed at his risk and expense.
- (4) In case offer is withdrawn, amended or revised by bidder during validity period of the offer, earnest money is liable to be forfeited.

#### c. **Bid Validity**

- (1) Offer shall remain valid for 60 days from the date of opening of tender and in case of acceptance of offer within validity period, bidder is bound to complete the said work on the quoted rates and terms; failing which bid money will be forfeited in favor of TDAP.
- (2) After communication of acceptance of offer of bidder / firm by the procuring agency (TDAP) within validity period, the firm shall be bound to accept all supply orders issued during the currency of financial year 2017-2018, 2018-19 on the tendered rates for completion of work of the said item(s), within required time period after the receipt of the supply order(s). In this connection, a formal agreement shall be signed by the successful bidder with the procuring agency (TDAP).

#### d. **Opening of Bids**

- (1) Envelopes marked "**Technical Proposal**" and "**Financial Proposal**" shall be opened at the specified time and venue in presence of bidders or their representatives who may choose to be present.

**e. Rejection of the Bid**

- (1) Any offer not received as per terms & conditions of the tender is liable to be rejected.
- (2) No offer shall be considered if:
  - (a) It is received without earnest money.
  - (b) A cash receipt (original) for purchase of Tender is not attached with the offer.
  - (c) It is received after the time and date fixed for its receipt.
  - (d) The tender is un-signed.
  - (e) The offer is ambiguous.
  - (f) The offer is conditional.
  - (g) The offer is from the firms who are black listed / suspended by any Government Department.
  - (h) The offer is received by telegram.
  - (i) The offer is received with shorter validity than required in the tender.
  - (j) The offer is for stores which do not conform to the specifications indicated in the list given in the BOQ.
- (3) TDAP further reserves the rights to accept or reject any or all tenders prior to acceptance of the bid.

**f. Performance Guarantee**

- (1) The successful bidder / firm will be required to furnish 10% performance guarantee of the total bid value / supply order in the shape of CDR / Bank Guarantee in favor of the Director TDAP, Peshawar at the time of signing of the contract which will be released after satisfactory completion of the warranty / guarantee period.
- (2) The Bank Guarantee must be issued by a scheduled bank.
- (3) In case the supplier / contractor fails to complete the warranty / guarantee period successfully, the performance guarantee will be forfeited in favor of TDAP.

**g. Warranty / Guarantee**

- (1) The successful bidder shall provide warranty / guarantee undertaking that the work shall be completed as per terms and conditions of the agreement and that the bidder shall be responsible to execute all given tasks with specified quality in a given time frame.
- (2) The validity of the warranty. Guarantee shall start from the day of award of work and signing of the contract with procuring agency (TDAP) and shall remain valid for a period of 60 days there-from.
- (3) Technical support must remain available on site throughout out the event. Any problem must be attended and rectified by the competent staff of the Bidder right away.
- (4) The bidder shall further warrant that the service and goods provided during the event shall be free from defects arising from any act or omissions of the bidder or arising from design, materials and workmanship under normal use in the conditions prevailing at the final destination.

- (5) During the time of event, if successful bidder fails to rectify the problem, due to any reason, the procuring agency (TDAP) shall get replaced the defective goods or parts thereof and forfeit the Bank Guarantee/retained value.

**h. Taxes**

- (1) Rates quoted should be inclusive of all applicable taxes.
- (2) Bidder shall provide income tax and sales tax registration certificates.
- (3) The project authorities will deduct taxes at source, as per prevailing rules / regulations of the Government.
- (4) In case supplies or part thereof is exempt from levy of tax, bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

**i. Bidding**

- (1) Bidder must bid for all item(s).
- (2) Rates should be quoted on FOR basis with installation, commissioning at the site and execution of all ancillary work needed to put appropriate stalls and show.
- (3) Bidder should quote final rates per item; both in words as well as in figures.
- (4) Bidder may quote prices on attached BOQ List duly stamped and signed. Each column of the list given at Annex-B must be clearly filled.
- (5) Tender form must also be filled in, stamped, and signed by authorized representative of the bidder.
- (6) Any erasing / cutting / crossing etc. appearing in offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any over-writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted.
- (7) Quotation should be submitted on the basis of accounting unit specified.
- (8) Demonstration, where needed, should be submitted by bidder along with the offer.

**j. Bid Evaluation**

- (1) Bids shall be evaluated in accordance with:-
  - a) Terms & conditions spelt out in tender documents
  - b) Adherence to the specifications of the required work.
  - c) Rates offered by the firms
  - d) Supply time and provisioning of on-site service.
  - e) Willingness of firm to enter into contract agreement with TDAP, Peshawar for completion of said work on rates tendered by the firm / bidder in its financial bid, during currency of the financial year 2017-18 which shall end on 30-06-2018 or till the event whichever is later.
  - f) In case of any arithmetic error in the total tender amount, quoted item rate will be taken as touchstone to work out the correct tendered amount.

g) Initially, only technical proposals shall be evaluated and proposals not conforming to the requirements of WCCIPD and TDAP shall be rejected.

(4) After evaluation of technical bids, the financial proposals of technically qualified bidders shall be opened publicly at a time, date and venue to be announced within the validity period of the financial bids. The financial bids of technically disqualified bidders shall be returned unopened.

**k. Completion of said work**

(1) Items mentioned in Annex B are required to be delivered / installed at a premises/venue to be specified by the procuring agency, within the vicinity of Peshawar City/Municipality limits a day prior to the commencement of the event and after the receipt of supply order (s) / purchase order (s) against this tender. The tenderer, however, is required to indicate guaranteed earliest date by which the work will be completed by him.

(2) Contractor is required to manufacture / prepare all the required equipment at their own premises. However the contractor may assemble the required material at the above said site.

(3) Representative(s) of WCCIPD and/or TDAP will visit the Contractor's premises any time during the manufacturing process and will reject any / all items if not found upto the satisfactory level.

(4) Contractors are strictly bound to provide a comprehensive time schedule in their bid for each day for the work mentioned in the BOQ. A representative of WCCIPD and/or TDAP shall monitor the progress on daily basis to ensure that the work is completed in the given time frame.

(5) TDAP reserves the right to cancel the contract and remaining work will be completed from elsewhere at contractor's risk and expense.

**l. TDAP Rights**

(1) TDAP reserves the rights to increase or decrease the quantity of any item(s) or cancel any or all items.

(2) TDAP reserves the right to award contract to more than one bidder on the basis of lowest offered rates, item wise.

(3) TDAP reserves the right to accept or reject any or all tenders prior to acceptance of the bid.

(4) TDAP reserves the right to claim compensation for the loss caused by delay in delivery, defective supplies, and short supplies of items / stores.

**m. Price Reasonability Certificate**

(1) Bidder shall certify that prices quoted are not more than prices charged from any agency (Government & Private) in Pakistan and in case of any discrepancy, bidder thereby undertakes to refund price charged in excess.

(2) Bidders shall furnish price reasonability certificate as given at Annex C.

**n. Payment**

- (1) Payment for supplies shall be released through Director, Trade Development Authority of Pakistan, Peshawar within 45 days of receipt of invoice provided that:
  - (a) Invoice is complete, accurate and to the entire satisfaction of procuring agency (TDAP).
  - (b) Supplies are delivered / installed according to instructions of the procuring agency (TDAP).
  - (c) Satisfactory inspection report is furnished by TDAP.
- (2) Payment shall be made on satisfactory report duly verified by the Competent Authority, which in this case shall be the Director, TDAP (Regional Office), Khyber Pakhtunkhwa at Peshawar.
- (3) No advance payment shall be made.
- (4) All payments shall be made through cross cheques in local currency.

**o. Arbitration**

- (1) In event of any dispute arising between bidder and the procuring agency (TDAP), the same shall be referred to the sole arbitrator i.e. Director, Trade Development Authority / Chairman Tendering Committee, Plot No. 24, Phase-5, Hayatabad, Peshawar.
- (2) The Arbitrator shall give his award within two months from the date on which he enters upon the reference. Provisions of the Arbitration Act, 1940 shall apply to the arbitration proceedings.
- (3) A specimen of the Affidavit is enclosed as Annex D.

**p. Penalty**

- (1) For failure to comply with agreed delivery schedule, liquidated damages will be levied:
  - a) If the work/ job(s) is not completed before the given time, the procuring agency (TDAP) reserves the right to cancel the contract and to get complete the required work from elsewhere at the risk and cost of the defaulting supplier/firm.
  - b) The equivalent price amount shall be deducted from securities deposited by the defaulting firm / supplier and contractor will be black-listed and this will be informed to all concerned departments of Pakistan.



**4. SCHEDULE FOR RECEIPT AND OPENING OF BIDS**

Last date for receipt of Tender **28-06-2018 till 11:00 A.M**

Time & date of opening of Tender **28-06-2018 at 11:30 A.M**

Delivery / Execution Period **ONE-TWO DAY PRIOR TO THE EVENT**

Bid Security @ 2% of quoted price

Venue of opening Tender Office of Director, Trade Development Authority of Pakistan, Plot No. 24, Phase 5, Hayatabad, Peshawar

**TENDER FORM**  
**for**  
**5<sup>th</sup> Women Entrepreneurs Trade Fair**  
**at Palm Marquee, University Road, Peshawar**

Company's name: \_\_\_\_\_

Company's address: \_\_\_\_\_

\_\_\_\_\_

Income Tax registration # \_\_\_\_\_

Sales Tax registration # \_\_\_\_\_

Person to be contacted with contact # \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of bid security \_\_\_\_\_

## Annex B

**BILL OF QUANTITY (BOQ) FOR ALLIED  
ARRANGEMENTS OF 5<sup>TH</sup> WOMEN ENTREPRENEURS  
TRADE FAIR AT PALM MARQUEE, UNIVERSITY  
ROAD, PESHAWAR**

S.N	Item & Specification	Unit	Unit Price	Total Price
1	<p><b><u>Construction of Stalls</u></b></p> <ul style="list-style-type: none"> <li>• Fully furnished, well decorated stalls of 3x3 sq. meters leaving reasonable space for passage/walk-ways for visitors</li> <li>• Each stall would contain 02 tables with skirting, 02 foam chairs (<i>Chairs would be provided by Hall Management</i>) with skirting.</li> <li>• Exhibition would be of two days and one day prior to the exhibition as buildup day (total 03 days)</li> <li>• Stalls would be made one day prior to the exhibition after 01:00 pm and should be ready till 07:00 pm (compulsorily)</li> <li>• Services for construction of stalls and transportation of items required for would be borne by the successful bidder.</li> <li>• On the last day of exhibition the firm/company must dismantle the stalls and vacate the hall on the same day.</li> </ul>	50	-	-
2-	<p><b><u>Arrangements on Inaugural session and on Seminar:-</u></b></p> <ul style="list-style-type: none"> <li>• Stage setting arrangements on <b><u>inaugural session</u></b> and on <b><u>Seminar day</u></b>. <ul style="list-style-type: none"> <li>- Presidential Chairs, 05</li> <li>Table with white skirting 01</li> <li>Mineral water 08</li> <li>Tissue Boxes 04</li> <li>Fresh Flower bouquet on stage. 01</li> <li>- Flower Bouquet for on arrival of chief guest 01</li> <li>- Red Ribbon 01</li> <li>- Scissor. 01</li> </ul> </li> <li>• Sound system on inaugural session and on Seminar day and also light music during the two days event. -</li> </ul>			

	<ul style="list-style-type: none"> <li>• Dinner on first day at inaugural session with crockery for dinner for 200 persons. Menu is as under:- <ul style="list-style-type: none"> <li>- Kabli Pulao,</li> <li>- Chicken Curry</li> <li>- Mix vegetable</li> <li>- Kheer</li> <li>- Naan, Salad &amp; Cold Drink</li> </ul> </li> </ul>	200		
	<ul style="list-style-type: none"> <li>• Lunch or Hi Tea on 2<sup>nd</sup> day after Seminar with crockery for lunch for 200 persons. Menu is as under:- <p><b><u>Lunch</u></b></p> <ul style="list-style-type: none"> <li>- Beef Pulao</li> <li>- Achar Goasht</li> <li>- Chapli Kabab</li> <li>- Kheer</li> <li>- Naan, Salad &amp; Cold Drink</li> </ul> <p style="text-align: center;"><b><u>Or</u></b></p> <p><b><u>Hi Tea</u></b></p> <ul style="list-style-type: none"> <li>- Tea</li> <li>- Chicken Pieces</li> <li>- Patties</li> <li>- Sandwich</li> <li>- Samosas</li> <li>- Chocolate Cake</li> </ul> </li> </ul>	200		
3	<p><b><u>Publicity of the event:-</u></b></p> <ul style="list-style-type: none"> <li>- Local publicity (print and electronic and social media) -</li> <li>- Bill boards in Peshawar city, Cantt and Hayatabad area. 05</li> <li>- Streamers at University Road, Peshawar City area and Hayatabad. 150</li> <li>- Pamphlets distribution through newspaper hawkers. 2000</li> <li>- Display of Banners at different places in Peshawar. 30</li> </ul>			
4	<p><b><u>Stay arrangements for outstation exhibitors in hotel/guest house at Peshawar:-</u></b></p> <ul style="list-style-type: none"> <li>- Stay arrangements for outstation exhibitors in hotel/guest house at</li> </ul>	50		

	<p>Peshawar for three nights.</p> <ul style="list-style-type: none"> <li>- 03 persons will be accommodated in one room.</li> <li>- Transportation from hotel/guest house to Palm Marquee, University Road, Peshawar at 09:30 am and back to hotel/guest house at 09:00 pm during stay.</li> </ul>			
5	<p><b><u>Printing work:-</u></b></p> <ul style="list-style-type: none"> <li>- Brochures <ul style="list-style-type: none"> <li>• A-4 Size</li> <li>• Three folds</li> <li>• Four Color</li> </ul> </li> <li>- Pamphlets <ul style="list-style-type: none"> <li>• A-4 Size</li> <li>• Four Color</li> </ul> </li> <li>- Organizer/GROs badges <ul style="list-style-type: none"> <li>• On PVC card (ID Card Size)</li> </ul> </li> <li>- Invitation Card (two fold) with printed envelopes</li> <li>- Backdrop <ul style="list-style-type: none"> <li>• On fine quality Panaflex</li> </ul> </li> <li>- Certificates (A-4 size on fine card)</li> <li>- Banners</li> <li>- Standees</li> <li>- Fascia's</li> </ul>	<p>1,000</p> <p>2,000</p> <p>50</p> <p>250</p> <p>01</p> <p>100</p> <p>30</p> <p>15</p> <p>50</p>		
6	<p><b><u>Video &amp; Photography of the event:-</u></b></p> <p>Video &amp; Photography of the two days event (Album and CDs/DVDs)</p>	-		
7	<p><b><u>Miscellaneous works:-</u></b></p> <ul style="list-style-type: none"> <li>- Lunch boxes/Food parcels for 30 persons (Organizers) on First day of event, if required.</li> <li>- Any other work during the exhibition</li> </ul>	30		

## PRICE REASONABILITY CERTIFICATE

1. We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry due for opening on 28-06-2018 for the management of Exhibition and Trade Promotion Organization head meeting event. We agree to abide by all these instructions/ conditions.
2. We also hereby categorically confirm that the work offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
3. The stores offered by us are of (a) foreign origin or (b) local origin.
4. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your tender enquiry, it shall be rejected.
5. We hereby confirm to adhere to the delivery period required in the tender enquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages as spelled out above.
6. Certificate that the prices quoted against this tender are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder, / tenderer hereby undertakes to refund the price charged in excess.

Tender Form duly filled and signed in enclosed.

Name of the Bidder / Tenderer \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Designation \_\_\_\_\_

Seal \_\_\_\_\_

Witness

a) Name \_\_\_\_\_ Signature \_\_\_\_\_

b) Full Address \_\_\_\_\_

c) Date \_\_\_\_\_

**SPECIMEN FOR AFFIDAVIT**

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Director  
Trade Development Authority of Pakistan (KP Region),  
Plot N. 24, Phase-5, Hayatabad,  
Peshawar

Subject: **AFFIDAVIT**

1. We, M/s\_\_\_\_\_ having our office at \_\_\_\_\_ hereby undertake that as a result of contract between us and DIRECTOR, TRADE DEVELOPMENT AUTHORITY OF PAKISTAN, PESHAWAR for management of exhibition “5<sup>th</sup> Women Entrepreneurs Trade Fair”. If any conflict / dispute arises regarding the execution of work, we shall not resort to any court of law. The dispute / difference, if any, shall be settled as per relevant clauses of the tender documents issued by Director, TDAP, Peshawar.

2. We, M/s \_\_\_\_\_ are not involved in any litigation and have never been black listed by any organization in Pakistan.

Authorized Signature

M/s\_\_\_\_\_

Address:\_\_\_\_\_

Dated:\_\_\_\_\_

## Annexure-E

### SPECIMEN FOR INTEGRITY PACT

(To be attached with financial proposal, on Rs: 100/- Stamp Paper)

Tender Number: \_\_\_\_\_

Tender Value : \_\_\_\_\_

Tender Title : \_\_\_\_\_

M/S----- hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative sub division or agency thereof or any other entity owned or controlled by the GOP through any corrupt business practice.

Without limiting the generality of the foregoing M/S ----- represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to any one and not given or agreed to give and shall not give or agree to anyone within or outside Pakistan either associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement, of a contract, right, interest privilege, or other obligation or benefit in whatsoever form from the GOP, except that which has been expressly declared pursuant hereto.

M/S ----- certifies that it has made and will make full disclosure of all agreements and arrangement with all persons in respect of or related to the transaction with the GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/S ----- accepts full responsibility and strict liability for making any false declaration, not making full discloser, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the GOP under any law, contract or other instrument, be voidable at the option of the GOP.

Notwithstanding any right and remedies exercised by the GOP in this regard, M/S ----- agrees to indemnify the GOP for any loss or damage incurred by it on account of its corrupt business practices, and further pay compensation to the GOP in any amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by M/S ----- as aforesaid for the purpose of obtaining or inducting the procurement of any contract, right interest privilege or other obligation or benefit in whatsoever from the GOP.

M/S ----- agrees that in case of over pricing, supply of below specification stores, and any conflict with the BOQ specification as well as with terms and conditions specified in tender document, we shall be bound to pay five times of the total contracted value.

\_\_\_\_\_  
**Stamp & Signatures (Name of Suppliers)**



**Annexure-F**

**OVERALL COMPLIANCE UNDERTAKING**

(To be printed on legal stamp paper of Rs 100)

I, (Name)\_\_\_\_\_, (CNIC#)\_\_\_\_\_,  
(Designation)\_\_\_\_\_,(Company Name) \_\_\_\_\_ have  
gone through all terms & conditions of these tender documents and hereby  
undertake that me and my company are firmly bound to abide by / comply all  
sections of these tender documents except for those items listed below.

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

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_