



Trade Development Authority of Pakistan

REQUEST FOR PROPOSAL (RFP)
SERVICES OF EVENT
MANAGEMENT COMPANY FOR
FASHION SHOW, CURTAIN
RAISER/MEDIA EVENT AND
CULTURAL PERFORMANCES FOR
TEXPO 2022

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Introduction

Texpo-2022

Trade Development Authority of Pakistan, and the Ministry of Commerce, Government of Pakistan are pleased to announce that the 4th edition of TEXPO, that will be held at Karachi Expo Center from 18th August – 20th August, 2022. The primary aim of the event is to display the full range of textile products being made in Pakistan under one roof, and to develop long term business relations with importers from other countries to enhance the exports of Pakistan. The event will serve as a platform for the textile industry of Pakistan to enhance its networking within itself, and with international clients.

SECTION-I

REQUEST FOR PROPOSAL

Tender ID No. TDAP-DD 02(T&L)-2022

SERVICES OF EVENT MANAGEMENT COMPANY FOR FASHION SHOW, CURTAIN RAISER/MEDIA EVENT AND CULTURAL PERFORMANCES FOR TEXPO 2022

The Trade Development Authority of Pakistan invites proposals/ bids from Event Management firms to provide end to end solution for planning and organization of fashion show, curtain raiser/media event and cultural performance for TeXpo 2022 at venue finalized by TDAP 18-20 August 2022.

2. Bidding documents containing Scope of Work, terms and conditions, method of procurement, procedure for submission of bids etc. are available for the interested bidders at the Office of Deputy Director (Textile & Leather Division) Trade Development Authority of Pakistan.

3. The fee for submitting a bid is PKR 10,000 it is submitted online, the same fee will be charged.

3. Single Stage – Two Envelope Bidding Procedure will be followed for open competitive bidding. Interested bidders shall submit their sealed proposals/ bids comprising single package containing two separate sealed envelopes i.e. Technical and Financial Proposal which will be clearly mentioned in bold and legible letters on respective envelopes to avoid any confusion. The **original sealed Financial Proposal** shall be accompanied by a bid security equivalent to **2% of total bid value** and with minimum validity of 60 days in the form of Pay order/Demand Draft/Bankers Cheque issued by a scheduled bank of Pakistan in favour of TDAP, Karachi.

4. Sealed Bids, prepared in accordance with the instructions in the bidding documents, must reach, even ones mailed through courier, at the office of the Deputy Director (Textile & Leather Division) Trade Development Authority of Pakistan at the address given below on or by **August 5, 2022** at 2:00 pm. Technical Bids will be opened the same day at 2:30 P.M. in the presence of bidders who wish to be present.

5. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

Deputy Director (Textile & Leather Division)
Trade Development Authority of Pakistan
Block A 5th Floor FTC, Shah-re-Faisal, Karachi
Tel: +92 21 99206809 Fax: +92 21
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SECTION-II

SCOPE OF WORK

TERMS OF REFERENCES (TORs) For Fashion Shows & Curtain Raiser Ceremony/Media Event and PR for Fashion Shows and Curtain Raiser Ceremony/Media Event
Texpo 2022 at the Expo Center, Karachi

- 1) A reporting system shall be established between TDAP and Selected Event Manager for Fashion Shows & Curtain Raiser Ceremony and PR. Manager for Fashion Shows, Curtain Raiser Ceremony is to produce, execute, PR to all performances & theme shall be communicated with TDAP' s focal person(s) in advance. In this regard, a work plan and time line schedule shall be agreed to present all the Fashion Shows in a befitting manner.
- 2) The Select Event Manager for Fashion Shows & Curtain Raiser Ceremony/Media Event shall be responsible for all the top ranked talent hiring and necessary coordination among designers, models, choreographer, back stage crew, make up crew, technical crew, DJ, Ushers etc.
- 3) The Selected Event Manager for Fashion Shows & Curtain Raiser Ceremony/Media Event shall arrange the complete infrastructure for ambience of the show & red carpet entrance (as per BOQ) such as set, décor, backdrop, thematic media wall at the red carpet, HQ ramp as per BOQs, lighting systems, sound-DJ systems, back stage with all facilities, Videography, seating of guests (if decided), separate press areas, press kits / give away / goodie bags etc.
- 4) For Red Carpet Ceremony, necessary entrance and facilities such as welcoming the guests, guests seating, press kit / Give Away, Host of Red Carpet (preferably a female celebrity) etc. shall be provided by the Selected Event Manager
- 5) The Selected Event Manager for Fashion Shows & Curtain Raiser Ceremony shall initiate necessary rehearsals of the entire show one day prior to the show.

- 6) All requirements, timings and sequencing shall be directly coordinated between the TDAP's Focal Person and the selected Event Manager.
- 7) The selected Event Manager for Fashion Shows & Curtain Raiser Ceremony/Media Event shall arrange lunch boxes and refreshments for all the talents (Models, designers, technical staff, ushers, bouncers etc.) at the backstage for the rehearsals and Show-Days.
- 8) TDAP will provide following: -
 - Venue (for Fashion Shows)
 - security (for Fashion Shows except bouncers)
- 9) The event manager for Fashion Shows & Curtain Raiser Ceremony/Media Event would be allocated adequate space at venue and they shall also be required to arrange and build the entire infrastructure for organizing the fashion show as per detailed drawing and BOQs given in schedule for two days of fashion show and rehearsal.
- 10) Similarly, for red carpet ceremony, necessary entrance and facilities such as registration for guests, security, goodie bags etc. shall be provided by the Event Manager for Fashion Shows & Curtain Raiser Ceremony/Media Event. There should be adequate number of Ushers.
- 11) Execution of Cat walks/ Fashion shows with all relevant/ necessary requirements will be the sole responsibility of the event manager for Fashion Shows & Curtain Raiser Ceremony and will arrange the complete infrastructure for ambience of the show & red carpet entrance such as set, décor, backdrop, media wall at the red carpet etc.

The PR Manager for Fashion Shows & Curtain Raiser Ceremony / Media Event will print invitation cards as per theme of the event and ensure the presence of media, elites, celebrities etc. The PR Manager for Fashion Shows & Curtain Raiser Ceremony send cards via courier and will seek confirmations from the invitees

Detailed BOQs

1-Fashion Show				
S#	Description of Items	Quantity	Unit Rate (Rs)	Total Amount (Rs)
1	<u>HQ SOUND SYSTEMS</u> Complete DJ System (Separate complete system FOR the SET OF FASHION SHOW)	1 Nos		
2	<u>MICROPHONES (THE FOLLOWING IS REQUIRED SEPARATELY FOR THE FASHION SHOW:</u> <ul style="list-style-type: none"> - 12 Shure UR4D / Beta 58 Wireless Handheld Microphones - 12 BSS DI Boxes or as required - 6 lot Mic Stands as Required (2 days each show) - Set of 12 headphones with mics for directors coordination's 	As described in the description		
3	<u>Necessary Cables and Accessories(THE FOLLOWING IS REQUIRED SEPARATELY FOR EACH SET OF SHOW)</u> <ul style="list-style-type: none"> - 01 Electro Voice CP4000S - 01 Audio Engineer 	1 Nos for each		
4	<u>VIDEO SYSTEM(THE FOLLOWING IS REQUIRED SEPARATELY FOR EACH SET OF SHOW)</u> <ul style="list-style-type: none"> - 04 6m wide and 4.5m high front projection screen - 04 Christi 16,000 Ansi Lumens projectors - 02 OctoVue Switcher - 02 Splitter 	As described in the description		

	<ul style="list-style-type: none"> - 04 Laptops - 02 HD cameras with cameramen - 01 Vision Mixer - 04 Preview Monitors - 01 OFFICIAL FASHION Photographer (according to the choice of the show director) - Lot Cables and accessories for the fashion shows - Video recording of the complete shows separately (edited and complete raw data) - 01 Video Engineer - 100 cold fire for each showcase and each separate set for 2 days total 600 cold fires - 2 confetti's with ribbon showers of directors choice for each show finale for two days and each different sets, total 6 (2 days refills according to the director choice) - 300 rubber (texpo printed) hand bands for each show of different colours (total shows 6 x300= 1800 bands) 			
5	<p><u>LIGHTING SYSTEM</u></p> <ul style="list-style-type: none"> - Set of 160 Single Par Cans with (colourfliters) each single set - Set of 20 2K Fresnels - Set of 4 Bars of 12 - Set of Dimmer rack - Set of 80 Moving head wash lights MAC 600 - Set of 50 Moving head spot lights MAC 575 - Set of 160 Smd lights. - Set of 4 2.5K Follow spots with operators - Set of 02 Haze Machines - Set of 1 Grand MA lighting console - LOT Cables and Accessories - 01 Lighting Engineer 	As described in the description		

6	<p><u>STAGING AND BACKDROP</u></p> <ul style="list-style-type: none"> - Set Up/Infrastructure of thematic ramp set Well articulated ambiance of international standards (Keeping in view the requirement of ready to wear, luxury prêt and resort wear presentations) - 60ft wide x 40ft deep & 4 ft high main stage with SMD / LED Screen Min. 3 SMDS each of 18'x'12 ft. <ul style="list-style-type: none"> o Display (Reference Picture Shared) - - 16ft width 2 ft high ramp (Ramp Length: 90 ft) - Vinyl finish or high-quality acrylic finish (white or from the advice and selection of the show choreographer and TDAP) for stage & ramp - thematic stage & backdrop, (advice by show choreographer and TDAP) - Access stairs (as par as required) - 14ft height Black Fabricated front and back both sides separators panels as par as required for the divisions of the set show, changing rooms and red carpet - 4 LCD TV Monitors at the Backstage for master controls for each set - -35m wide & 5m high white paint finish wooden panels (to serve as backdrop & model entry) - 6Hx12Wx12D FEET Platform for Master Control by Show Director / Choreographer - 12 Walkie Talkies for Show Choreographer and Crew each set 	As described in description		
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	<ul style="list-style-type: none"> - -4 Platforms for camera - -Backstage Models Area (Green Room) for male and female backstage crew, designers, models etc. - -Backstage Makeup Area with minimum 30 Make up Stations with Mirrors, electric connections etc. - -Backstage wardrobe stands/clothes recks/table for 40-50 outfits, Jewelery and handicraft items 	As described in the description.		
7	<p><u>RECEPTION AREA -</u></p> <ul style="list-style-type: none"> - Composite Display with 30 Mannequins with contemporary dresses at the Foyer/ Red Carpet Area all connected setup requirements under the theme of Two Day Texpo 2022 Fashion Shows (each mannequin will have information board stand and moving head light spotting it) - Podiums of preferred size by the curator advise - 2 Reception Desks according to the texpo theme and approved by TDAP - Reception work with backdrop lighting and parkens and moving heads completely set on red carpet. 	1 Nos.		
8	<p>Red Carpeting area</p> <ul style="list-style-type: none"> - Thematic Red Carpet Ambience For Press & Media Interview - Carpet colour (jet black) - Installation for Props and Mannequins according to the advise of the curator - Podium sizes advise by curator 	1 Nos.		

	<ul style="list-style-type: none"> - Thematic Red Carpet / Media wall in consultation with TDAP & Curator - Curator for composite design advice by TDAP - Red Carpet Host (preferably a Female Celebrity advice by show director and TDAP) - Props for New-Age Texpo 2022 Logo - Complete facilities like sound, light stage etc. for two day rehearsals and fittings of outfits before the show (5 to 6 hours each day) 			
9	Complete Trussing <ul style="list-style-type: none"> - (16'h x 20'w 80'Lramp x 42'x30'x 16'stage) - Complete sets 4 - Red carpet - 16'h x 40'w 100'L each set 	As described in the description		
10	Seating For Guests <ul style="list-style-type: none"> - 950 acrylic/Foam Chairs with black covers/ benches in step form in 4 rows - (TDAP AND SHOW DIRECTOR WILL ADVISE WHICH SHOW SET REQUIRE WHAT Seating Plan) 	As described in the description		
11	Printing of thematic invitation cards and envelops for 6 shows separately and delivering them to all the concerned Invitees, in consultation with TDAP.	4000 cards for 2 days		

12	<ul style="list-style-type: none"> - 1 Choreographer / Show Director and Assistants for fashion Shows for each set up (advised and chosen by TDAP) capable to handle 3 shows per day - -1 Choreographer / Show Director of Show & and his two Assistants - -1 Master of Ceremony (May be well versed with Pakistan's Fashion Industry according to recommendation and as advised by show Choreographer or TDAP) - -Backstage Manager & team (advise and chosen by TDAP and show Choreographer) - Professional DJ / Sound Engineer - Make up & Styling Crew for 40 Female and 24 Male ramp models and for designers (advise and chosen by TDAP and show Choreographer) - 36 renowned fashion designers/ brands/ production houses/ retailers selected and advised by TDAP and Show Director - 	As per mentioned numbers in description		
13	Ushers	35 ushers		
14	Ramp Models-Females 40 female ramp models (A AND B rated professional well known) of a height min of 5'8 and above to be locked through the Event Manager For Fashion Shows in consultation with Show Choreographer and TDAP	40 female models		

15	Ramp Models-Males 24 male ramp models (A AND B rated professional well known) of a height of 5'11 and above to be locked through the Event Manager For Fashion Shows in consultation with Show Choreographer and TDAP	24 male models		
16	Bouncers: 25 Bouncers for security of front and backstage areas for the show (2 days & rehearsals)	25 Bouncers		
17	Food & Beverages Food & Beverages (300 backstage & fronts stage talents, designers and technicians) for each day of the show and rehearsals days.	For 3 days as per the per the quantities mentioned in Description		
II-Cultural Performances at Inaugural Dinner				
S#	Description of Items	Quantity	Unit Rate (Rs)	Total Amount (Rs)
18	HQ Sound Systems -Complete DJ System	1 Nos.		
19	Live Musical Performance/Cultural Troupe Performance One 30 minutes arrangement for musical and cultural dance performance	Lump Sum		

III-Curtain Raiser of New-Age TEXPO 2022 Logo & Tag Line				
S#	Description of Items	Quantity	Unit Rate (Rs)	Total Amount (Rs)
20	Locking a 5 star hotel for the Venue of the event (in consultation with TDAP)	1 Nos.		
21	Set Up/Infrastructure of a thematic Curtain Raiser Ceremony of New-Age TEXPO 2022 Logo & Tag Line that include Brand Wall, Red Carpet, Props for New-Age Texpo 2022 Logo, Well articulated ambiance, SMDs, Lights, Head Seating , Sound,Comments Wall , Mannequins with contemporary dresses etc.	1 Nos.		
22	Food & Beverages (for approx. -300 PAX) in consultation with TDAP	Per head		
23	Event Celebrity Host Hosting the entire Red Carpet and Curtain Raiser Ceremony of New-Age TEXPO 2022 Logo & Tag Line	1 Nos		
24	Creative Invitation Cards (Invite Design, Production & Dispatch Approx. 300 Invites) by the PR Agency Services hired for Texpo 2022 Fashion Shows & Sideline Activities	2000 Nos		
25	Event Coverage on regular & digital media, Invites (250-300 guests) and ensure attendance of prominent guests, celebrities, socialites, sports icons, prominent businessmen from textile industry influencers, bloggers, print, digital & electronic media etc. production of Texpo 2022 teasers and curtain raiser event highlights for digital & print media and publicity- Complete Coordination, Monitoring and Execution of the	1 Nos.		

	Event by the PR Agency Services hired for Texpo 2022 Fashion Shows & Sideline Activities			
26	Boarding & Lodging, local transport and travel from upcountry and local For Media Persons, Bloggers, Influencers to be invited from upcountry by the PR Agency Services hired for Texpo 2022 Fashion Shows & Sideline Activities	Lump sum		
27	Thematic Give Aways to be arranged by the Event Manager hired for TEXPO 2022 Fashion Shows and sideline activities	300 Nos.		

IV-MEDIA PROMOTION & PR - BOQ FOR TEXPO 2022 (Lump Sum)		
Items	Description	Cost
PHASE 1 - PRE-EVENT		
Creative Digital Campaign (Subject to Target Audience)	Provide the BIG IDEA for the TEXPO Campaign for Digital Campaign	
	Provide the #Hashtag for Digital Campaign	
	Define the concept and feasibility and impact of Campaign	
Design & Branding	Provide thematic Design for the Digital Campaign in relevance to TEXPO 2022	
	Define Brand Guidelines for Promotional Content of TEXPO 2022	
	Logo Placement Guidelines for Branding	
	Design for Invites, Brochures and promotional material	
Campaign Engagement Plan (Subject to Target Audience)	Provide Feasibility Plan for Campaign Execution with Promised Engagement	
	Campaign Activation for Hashtag Engagement Digital, TV, Radio, Print.	
	Plan and Execute activities to engage Relevant Facebook Group Communities (National/International)	
	Celebrity Engagement (National/International)	
	Influencer Engagement (National/International)	
	Digital Blogs on Relevant Digital Channels (National/International)	
Content Creation	2 Official Teasers for TEXPO with relevance to Campaign Idea	
	Celebrity Shout outs for the Promotion of Event	
	Social Media Content from launch to post event	

Press Releases	PR published in the Newspaper, TV, Radio, Digital (International/National)	
Collaboration with Brands and NGOs	For promotional and activation, initiating collaborations with NGOs, Digital Communities and Brand	
Social Media Paid Ads	For activation and propagation of campaign, to publish, manage and evaluate Social Media Paid Ads	
	Managing the Social Media Business Account with provision of Day-to-Day Analysis Report	
Social Media Handling	Managing Digital Assets of TDAP for the purpose of TEXPO Promotion	
	TDAP Assets - TDAP Official Accounts - Facebook, Instagram, YouTube, Twitter	
	TEXPO Official Accounts - Website, Facebook, Instagram, YouTube, Twitter	
	Cross Sharing of content on TDAP accounts	
	Daily Postings of posts, videos, gifs as per the approved frequency	
	Timely Creation and Uploading of engaging content of TEXPO on Social Media	
	Sharing the any relevant content, news and promotional material of TEXPO on its Social Media	
PHASE 2 - ON EVENT		
Attendance of Digital Media	Ensuring presence and coverage of the TEXPO event by approved list of Digital Media	
Attendance of Celebrities	Ensuring presence and content sharing by approved list of Celebrities on the TEXPO Event	
Attendance of Influencers	Ensuring presence and content sharing by approved list of Influencers on the TEXPO Event	
Pictorial and Video graphic Coverage of Event	End -to-end coverage of the Event, Pictorial and Video graphic	

On Event Interviews/ shoutouts	Conduct, Record, Edit and Publish the interviews of major stakeholders and visitors of the Event on the event day	
On Event Social Media Live	Live Social Media Coverage of TEXPO on all the TEXPO official Accounts	
On Event Social Media handling	On Event postings of stories, grid posts and videos on Facebook, Instagram, Twitter, YouTube.	
PHASE 3 - POST EVENT		
1 Highlight Video of Fashion show	Record, Edit, Produce and Publish the Event Fashion Show Video	
1 Highlight Video of Event	Record, Edit, Produce and Publish the Event Highlight Video	
1 Full Video of Event	Record, Edit, Produce and Publish the Event Full Video	
Event Success posts	Post Event Content for Social Media	
Pictures of Events	Event Album to be edited and published on Official TEXPO SM Accounts	
Full Data, Refined + Raw in a hard drive	A compact file of all raw and refined data (Photos+ Videos) to be provided in a hard drive no later than a week after TEXPO	
Media Monitoring	Media Monitoring Report of all the content, news, published blogs of TEXPO	
Digital Campaign Evaluation	Paid Ad Campaign Evaluation Report	
Campaign Report	Overall TEXPO PR Report	
Day-to-day coordination	Liaison of the agency with POC of TEXPO throughout the process	
TARGETED FOOTPRINT: 100 Million		

SECTION-III

INSTRUCTIONS TO BIDDERS/ GENERAL TERMS

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 Event 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, Procurement of Consultancy Services Regulations 2010 and the 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 services/ goods to be supplied, a brief description of the services/ 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 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 the following:

(a) Evaluation of Financial Bid

The financial proposal of bidders found technically non responsive 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 responsive 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 noncompliance 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 s

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 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 and Procurement of Consultancy Services Regulation 2010.

31. Notification of Award

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

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

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

32. Payment terms:

The payment shall be made through cross cheque after receipt/ processing/ verification of bill/ invoice as per following schedule:

S. No	Milestone	Payment terms
1	Upon finalization and approval of comprehensive Event Management plan (Initial Mobilization Fund)	30%
2	Upon completion of all required scope of Work/ Services (Payment Release is subject to written confirmation of all talents, technical staff, and other Human Resource to execute the 2 day fashion show and rehearsals)	50%
3	Upon submission of final report with photos and video documentation in the required format	20%

33. Signing of Contract

32.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

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

34. Performance Security

33.1 Within twenty (20) 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.

35. Corrupt or Fraudulent Practices

35.1 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.

35.2 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 IV: 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.

Introduction	
ITB 1.1	Trade Development Authority of Pakistan, Government of Pakistan
ITB 1.1	4th International Textile Exhibition , TeXpo Pakistan (18-20 August, 2022)
ITB 1.1	SERVICES OF EVENT MANAGEMENT COMPANY FOR EVENT MANGEMENT / SIDE EVENTS FOR TeXPO 2022 (18-20 August, 2022)
ITB 1.1	Three Copies
ITB 4.1	Trade Development Authority of Pakistan
ITB 6.1	Thursday 2 nd August, 2022
ITB 8.1	English

Bid Price and Currency	
ITB 11.2	The Price quoted shall be in Pak Rupees and 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
ITB 11.4	Price shall be fixed

Preparation and Submission of Bids	
ITB 15.1 & 15.3 (a)	2% of the bid price in form of pay order / demand draft in favor of Accounts Officer, EMDF, TDAP, Karachi and should be sealed inside the envelope carrying financial proposal
ITB 16.1	60 days from the last date of submission of bids
ITB 17.1	Three Copies
ITB 18.2 (a)	Deputy Director (4th International Textile Exhibition , TeXpo Pakistan (18-20 August, 2022)

ITB 18.2 (b)	SERVICES OF EVENT MANAGEMENT COMPANY FOR EVENT MANGEMENT / SIDE EVENTS FOR TeXPO 2022 (18-20 August, 2022) ITB #: Tender ID No. TDAP-DD 01(T&L)-2022 / (4th TeXpo-2022 18-20 August, 2022)
ITB 19.1	12:00 Noon, Tuesday 02 nd August, 2022 Office of Deputy Director, TDAP, FTC Building, Shahrah-e-Faisal, Karachi
ITB 22.1	12:30 PM, Tuesday 02 nd August, 2022 Office of Deputy Director TDAP, FTC Building, Shahrah-e-Faisal, Karachi

Bid Evaluation	
ITB 25.3	25.3 (a), (b) and (c)

Contract Award	
ITB 29.1	<p><u>Percentage for quantity increase or decrease.</u></p> <p>The Procuring agency reserves the right at the time of contract award to increase or decrease, by 20%, 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 V: Sample Forms

1) Bid Security Form (If the bidder wishes to submit a bank guarantee)

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] _____

2. Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ between *[name of Procuring Agency]* of *[country of Procuring agency]* (hereinafter called “the Procuring agency”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring agency’s Notification of Award.

3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

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

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

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

3. 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]

4. Bank Guarantee for Advance Payment

To: *[name of Procuring agency]*

[name of Contract]

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

TECHNICAL EVALUATION CRITERIA

TECHNICAL EVALUATION:

The evaluation criteria for technical proposal for bidder will be as under:

S.#	Technical Parameters	Maximum Marks
01	PROFILE:	40
	i. <u>No. of Employees</u> <ul style="list-style-type: none"> • More than 50 Employees on payroll – 10 Points • Between 25 to 50 Employees – 08 Points • Between 15 to 24 Employees – 05 Points • Less than 15 Employees – 0 Points 	5
	ii. <u>Experience of Event Management as firms (conferences and cultural events etc.)</u> Years of Experience in Event Management (details to be shared) <ul style="list-style-type: none"> • More than 15 Years – 10 Points • Between 10-14 Years – 08 Points • Between 5-9 Years – 05 Points • Between 2 – 4 Years – 0 Points 	5
	iii. <u>Clientele (Details to be shared)</u> <ul style="list-style-type: none"> • More than 25 MNCs/Listed Companies in any trade/ Government Agencies - 10 Points • Between 20-24 MNCs/Listed Companies in any trade/ - 08 Points • Between 10-19 MNCs/Listed Companies in any trade/ Government Agencies - 05 Points • Less than 9 MNCs/Listed Companies in any trade- 0 Points 	5
	iv. <u>Profile of Events Organised/Managed:</u> (Details to be shared) <u>Events involving VVIPs</u> <ul style="list-style-type: none"> • Organised/ Managed more than 5 large scale events/ ceremonies with Heads of Governments/ States and VVIP guests – 05 Points 	5

	<ul style="list-style-type: none"> Organised/ Managed between 2-4 large scale events/ ceremonies with Heads of Governments/ States and VVIP guests – 03 Points Organised/ Managed one or none large scale events/ ceremonies with Heads of Governments/ States and VVIP guests – 0 Point <p><u>Trade/ Investment/ Business Conferences/ Seminars</u></p> <ul style="list-style-type: none"> Organised/ Managed more than 25 trade/ business/ investment Conferences/ Seminars with more than 100 relevant participants/ audience – 05 points Organised/ Managed 10-24 trade/ business/ investment Conferences/ Seminars with more than 100 participants/ audiences – 03 points Organised/ Managed less than 10 trade/ business/ investment Conferences/ Seminars with more than 100 participants – 0 points <p><u>Cultural Shows/ events/ festivals/ concerts involving general public</u></p> <ul style="list-style-type: none"> Organised/ Managed more than 25 Cultural events and festivals involving general public – 05 points Organised/ Managed 10-24 Cultural events and festivals involving general public - 03 Organised/ Managed less than 10 Cultural events and festivals involving general public – 0 points 	5
	<p>EXPERIENCE OF TEAM ASSIGNED FOR PAKISTAN TeXpo 2022 PROJECT</p>	10
02	<p><u>Team Leader and other team assigned for Pakistan Project</u></p> <ul style="list-style-type: none"> More than 10 years’ experience in Event Management and have been involved with events involving VVIPs - 15 points Between 10-14 years’ experience in Event Management and have been involved with events involving VVIPs – 10 points Between 05-09 years’ experience in Event Management and have been involved with events involving VVIPs – 05 points 	10

	<ul style="list-style-type: none"> • Less than 5 years' experience in Event Management but have been involved in events involving VVIPs – 3 points • Less than 5 years' experience in Event Management and have not been involved in events involving VVIPs – 0 points 	
03	WORK PLAN & QUALITY	60
	i. <u>WORK PLAN</u> <ul style="list-style-type: none"> • Methodology • Implementation Plan • Timeline 	20
	ii. <u>QUALITY</u> <ul style="list-style-type: none"> • Number and Type of Events (haute couture/luxury pret, designer wear/resort wear, mass market or high street fashion/ready to wear) • Engagement of Number and Categories of male female models: (Fashion (editorial)model, Fashion (catalog) model, commercial model, pret model, mature model, promotional model, parts model, fit model, fitness model) • Number and Type of Events for PR • Organised/ Managed more than 25 Fashion Shows & PR Events involving designers & buyers – 05 points • Organised/ Managed 10-24 Fashion Shows & PR Events involving designers & buyers – 03 • Organised/ Managed less than 10 Fashion Shows & PR Events involving designers & buyers – 0 points 	40
	TOTAL SCORE	100

Weightage for Qualification

- Minimum Qualifying Score for Profile & Experience: 40%

Minimum Qualifying Score for Work Plan & Quality: 60%

- **Qualifying Criteria**
 - **Profile & Experience: Minimum 50% (20/40x100)**
 - **Quality of Work Plan & Quality: Minimum 70% (42/60x100)**