



Trade Development Authority of Pakistan

REQUEST FOR PROPOSAL (RFP)
SERVICES OF EVENT
MANAGEMENT COMPANY FOR
EVENT MANGEMENT / SIDE
EVENTS 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 01(T&L)-2022

SERVICES OF EVENT MANAGEMENT COMPANY FOR EVENT MANAGEMENT / SIDE EVENTS 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 TeXpo 2022 at the Expo Center Karachi 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. In case, 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 2 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
Email: bilquees.jamali@tdap.gov.pk

SECTION-II

SCOPE OF WORK

1. Schedule of Requirements/ Terms of Reference for Event Manager:

- TDAP is reserving the exhibition space itself on the basis of a floor plan developed in-house. Once the sale with exhibitor is concluded TDAP shall refer the exhibitor to the Exhibition Managers.
- Exhibition Managers shall station a Client Manager at TeXpo Secretariat who shall be the focal person for TDAP regarding all coordination.
- The Event Managers shall establish contact with TDAP referred exhibitors and coordinate all logistical arrangements for the exhibitors including transport of exhibits from the exhibitors' premises and storage/ safe keeping at Expo Centre Karachi. The charges for transport shall be borne by the exhibitors while loading/ unloading and labor at exhibition by the event managers. The event Managers shall also arrange for the security clearance of at least four persons per exhibitor on the format specified by Special branch/ Security agencies, collect photo, IDs and get passes ready. If required the same shall be arranged for TDAP officers, officials and other staff working at the Expo Centre, as informed by TDAP.
- The floor plan will be developed by TDAP and it may change depending on the space reservations, and Changes in floor layout may also be made 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. These changes will be communicated to the event manager by TDAP.
- TDAP has divided the six halls amongst different export categories of Readymade garments, Home Textiles, Fabrics and Yarn, Personal Protective Equipment, Art Silk & Synthetic Textile, Towels and made-ups, accessories, denim, textile machinery, tents & Canvas, Carpets, Sportswear, leather products, High-end fashion garments, and footwear.
- The Exhibition Manager shall arrange for Shell Scheme, upgraded to match the product at display in cost effective but elegant manner, for exhibitors who are not putting up their own customized stands. TDAP understands that the options to upgrade a standard shell scheme are limited and cost effective and therefore price for such up-gradation shall be included in the bid price for shell scheme. The

upgraded designs/ scheme shall be subject to TDAP's approval. The actual number of Shell Scheme will be provided in time.

- The Exhibition Managers shall hire a Designer or work in liaison with a Designer appointed by TDAP to create and execute the entire branding including high end composites at the Expo Centre in an elegant manner; all designs and materials will be subject to TDAP's approval. The Designer shall provide the Exhibition Managers with basic logos and thematic designs, however, further refinement; creation of branding material, fit for each space, along with its installation is the Exhibition Managers responsibility. Flags of different countries along with pole banners etc. are inclusive.
- The Exhibition Managers shall design, create and distribute all different kinds of passes like for exhibitors, officials, Exhibition Managers, foreign delegates, sponsors, diplomats, service providers etc. in good quality hard lamination with neckbands.
- The Exhibition Managers shall also create Media Centre, Business Centre, conference rooms, waiting lounges, meeting rooms, reception, and VIP offices as per BOQs at the Exhibition Venue.
- The managers shall arrange for all meeting arrangements, like backdrop, stage, audio system, tea and water, top quality furniture for 20 to 30 person in each meeting room persons. The waiting areas outside meeting rooms, foyers, etc. shall also be arranged for a sitting of 50-60 persons. The number of meetings will vary and shall be intimated to the Exhibition Managers in time.
- The exhibition managers shall be required to cover the entire exhibition and side events in still photography and video, edit and reduce the event coverage into a 15-20-minute documentary with voice over based on a script approved by TDAP. Signage for different hall, paths along with large floor plans shall be created in good quality material to guide the visiting guests.
- If it is required by the Security Agencies that special branch passes be arranged for all exhibitors, then the Managers shall coordinate with all exhibitors and security agencies for provision of special passes to the exhibition center including those for TDAP officers and other support staff.
- The Exhibition Managers would devise an appropriate registration system for exhibitors and visitors. The registration cards shall be in different colors suited to each category. These shall be pre-printed paper cards with necessary event details on the back and cardholders' details on the front. Transparent plastic pouches, open from top, along with TeXpo 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 the 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 Managers themselves. Cards for foreign guest and local invitees shall be printed and delivered to TDAP's PR Agency or Side Event Managers in close coordination with and as decided by TDAP for further distribution. A database to that effect shall be prepared by the Exhibition Managers to be shared with TDAP.

- The Managers shall also arrange for Inaugural ceremony at Governor House / any other venue finalized by TDAP on 18th August, 2022 and coordinate with the client in all arrangements for the inaugural ceremony (if required).

2. Terms of Reference for FUND MANAGER:

- The Event Manager will hire services of a charter accountant firm that will work as Fund Manager as per following TORs.
 - The total working period of the Fund Manager for TEXPO- 2022 with TDAP till the full settlement of leftover claims after the conclusion of event.
 - The Fund Managers will provide Fund Management Services during TEXPO 2022 at the venue of the event i.e. Karachi Expo Centre from 18th -20th August 2022 and also after the event till the settlement of the left over claims.
 - The Fund Managers will manage funds related to airfare reimbursement of the foreign delegates for the TEXPO-2022 till the final settlement of all such claims.
 - The Fund Managers will arrange Foreign Exchange (if required) against funds provided by TDAP on account of reimbursement of allowed/ specified airfare for visiting delegates and disburse the same, in a safer manner, at the place (most probably the venue of the event i.e. Karachi Expo Centre) and time mutually agreed upon by TDAP and Fund Manager and also maintain a complete record of the same and intimate TDAP accordingly.
 - The Fund Managers will make arrangements for safe transport, custody and insurance of the above referred foreign exchange. All such costs related to the transport, custody and insurance of the above mentioned foreign exchange will be borne by the Fund Manager and no claim whatsoever in this behalf shall be made against TDAP.
 - The Fund Manager shall be responsible for obtaining permission from the State Bank of Pakistan for purchase of the foreign currency (if required) on behalf of TDAP against the amount to be decided by TDAP for airfare reimbursement to the foreign delegates for TEXPO 2022. However, TDAP shall allow reasonable time for processing of such permission.

- The Funds to be managed by Fund Managers will be Rs. 40 million approximately, subject to the necessary changes in fund allocation as deemed appropriate by TDAP.
- The Fund Manager shall submit detailed reports and accounts to TDAP on conclusion of the event. Final payment of the firm shall be cleared after submission of the final report.
- In case of any dispute, the matter will be referred to Secretary, TDAP H.Q. Karachi whose decision in this respect shall be final. TDAP shall make no advance payment to the firm. All payments shall be made on conclusion of the event and satisfactory provision of services. However, advance payment may be released against bank guarantee for the amount claimed.
- TDAP reserves the right to blacklist the firm for time period deemed fit by TDAP in case the firm fails to provide services after the award of the contract or performs poorly.
- The contracting firm shall be responsible for signing a contract agreement with TDAP as per Stamp duty/regulations of the relevant Provincial Government.

The Expected Work plan:

- This is a time bound assignment. TDAP shall handover Karachi Expo Centre to the Event Manager on 16th August, 2022. The floor plan has been sent to all Exhibitors. The Vendor shall have to mark the space accordingly after getting the approval.
- Event Managers are expected to plan and execute all jobs as listed in Schedule of Requirements. The Managers shall work out their plans in reverse order from the date of exhibition i.e 22nd August, 2022 and create all designs and dummies for TDAP's approval well before time to ensure that no last minute delays occur.
- The Event Managers shall also station a client manager at Expo Secretariat who shall be the focal person for TDAP to coordinate all matters.
- The Event Managers shall cooperate with all security agencies and ensure fool-proof arrangements for the visiting guests.
- The Event Managers shall work with TDAP on the floor plan and accommodate changes for any late reservations/ adjustments.

Note: Every payment to the Event Manager will be paid on actual basis.

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 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 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. 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.

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) | 20% |
| 2 | Upon completion of all required scope of Work/ Services | 60% |
| 3 | Upon submission of final report with photos and video documentation in the required format | 20% |

33. 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.

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 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 / (4 th 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 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 furnish a Performance Security in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency in the Contract data.

We agree to abide by this Bid for a period of *[60]* 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) |
|----------------------------------|---|----------------|----------------|-------------------|
| Part-I (Professional Fee) | | | | |
| 1 | Professional Fees: Professional fees include all charges related to coordination with exhibitors, floor plan adjustment designs, props and pavilion arrangements. Venue management including managing exhibition areas, seminar coordination, management of reception area at main reception and Foyer area reception, coordination at air ports, hotels (6 number), venue, managing designing of upgraded shell scheme, designing of branding material and other ancillary services required at Exhibition complex. This shall also include placement of a client Manager at TDAP HQs, coordination with other vendors (including customised vendors) at the venue. | Lump Sum | | |
| 2 | Material handling: Manager shall be responsible for the safety of material at the venue. Manager shall help exhibitors for unloading and setting up and dismantling of their exhibits. | 500 exhibitors | Per exhibitor | |

| | | | | |
|------------------------------------|---|---|----------|--|
| 3 | Hiring of Fund Manager as per ToRs Services of Fund manager include Issuance, handling & approval of remittances from SBP& for disbursement of amount to the delegates | No 1 | Lump Sum | |
| Part-II (Exhibition Set up) | | | | |
| 4 | Upgraded Shell Scheme Stalls (12 sqm size) with customized front fabrication as per approved design including the following: - Back/Side Walls - Fascia Board with Company Name and TDAP's Logo - 10 Amp Power-point (01) - Information Counter (01) - 100W Spot Lights (03) - Chairs (04) (newly branded portable exhibition meeting Chair/Black Chair) - Round Table (01) (round/glass & iron tube) - Waste Basket (01) - Hanging Stand (01) -Hangers (as per requirement) -Shelves (03) -Racks (02) | 250 No.     <small>Toll Free 1-800-803-1083</small> | Per set | |

| | | | | |
|---|---|--|-------------------------------|--|
| 5 | <p>Carpeting (600 Grams): In 6 Halls and walk ways of each hall and the corridor leading to Hall # 4</p> <ul style="list-style-type: none"> - New carpet as per color approved by TDAP). TDAP will approve color scheme of each hall. There will be no compromise on Grams of carpet and its quality. To be billed on actual. | <p>150,000 sqft</p> <p>Sample to be attached</p>  | Per sq.ft. | |
| 6 | <p>Electric work and Cabling with distribution panels inside halls 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. All the wiring must be inside the trenches of each hall. DBs (clipsel/3M) must be of high qualities and will be placed on safe covered area. There will be no open wiring inside the halls. EVENT MANAGER WILL BE RESPONSIBLE FOR ANY MISHAP DUE TO OPEN WIRING OR OTHER RELATED INCIDENT.</p> | 6 halls and outer area | <p>Lump Sum</p> <p>1 Nos.</p> | |
| Part-III Sound Management System | | | | |
| 7 | <p>Sound System Link for Exhibition Hall 1,2,3,4,5,6 & Side Corridor., comprising:</p> <ul style="list-style-type: none"> - Audio Mixing Consol (Line Distribution Mixer) - Hi Fi Speakers for (Exhibition Hall 1) - Hi Fi Speakers for (Exhibition Hall 2) - Hi Fi Speakers for (Exhibition Hall 3) - Hi Fi Speakers for (Exhibition Hall 4) - Hi Fi Speakers for (Exhibition Hall 5 & 6) - Box Speakers for (Corridor Area) - Power Amplifier - Graphic Equalizer | <p>6 halls</p> <p>01 No</p> <p>01 Pair</p> <p>01 Pair</p> <p>01 Pair</p> <p>01 Pair</p> <p>02 Pairs</p> <p>02 Pairs</p> <p>07 Nos</p> <p>01 No</p> | Per hall | |

| | | | | |
|--|--|------------------------------|--|--|
| | <ul style="list-style-type: none"> - Lead Microphone with Stand (at Main Reception) - CD Player with Soft Music Collection - Long Audio Patching Cable (Size 1000-ft) - Voltage Stabilizer (BRAND SHOULD BE STANDARISED AND COMPATIBLE) | 01 No 01 No 08 Nos | | |
|--|--|------------------------------|--|--|

| | | | | |
|-------------------------|---|--|-------------------------|--|
| 8 | Sound System in Reception area/ Corridors comprising: <ul style="list-style-type: none"> - Audio Mixing Consol (Auto Mute System) - Hi Fi Speakers - Power Amplifier - Graphic Equalizer - Gooseneck Microphone with Stand for Podium - CD Player with Soft Music Collection - Voltage Stabilizer | 1 No. x 5 days 01 No 01 Pair 01 No 01 No 02 Nos 01 No 01 No | Lump sum | |
| 9 | SMD Screens (SP2) in halls with complete support and operator: <ul style="list-style-type: none"> - Screen 10'x 20'; - 01 each in halls 1,2,3,4,5 & 6 | 6 numbers x 3 days | Size of 10'x 20'Per SMD | |
| 10 | Electronic kiosk machines with interactive software to guide the visitors on Expo layout <ul style="list-style-type: none"> - APPLE IPAD 2 with WIFI 32GB RAM (Height:9.50 inches (241.2 mm) Width:7.31 inches (185.7 mm) Depth:0.37 inch (9.4 mm Weight:1.44 pounds (652 g)KIOSK SIZE (54"x24"x24")white soft wood,Mdf, paint | 6 Numbers x 3 days | Per machine/ day | |
| Part-IV Branding | | | | |
| 11 | Country flags (Silk) with hand mated | 60 Nos. | Per flag | |

| | | | | |
|----|--|-----------------|------------------|--|
| 12 | Pole banners (Scrolls) - 8'x 4'(white soft wood 2"x1.5"x8' pana flex (300gm) solvent printing - Temporary poles 14 gauge | 40 Nos. | Per unit | |
| 13 | Expo Centre Monument both Side branding - (35' x 17') Front Lit type, both sides panaflex (320gm) solvent printing | 01 No. | Lump sum | |
| 14 | Expo Layout directory for interior & exterior purposes - (12'x8') whit soft wood, mdf 17mm,water paint ICI, solvent vinyl printing | 08 Nos. | Per No. | |
| 15 | Directional signs (inside) in Texpo branding - (5'x4') white soft wood, mdf 17mm,water paint ICI, solvent vinyl printing | 25 Nos. | Per No. | |
| 16 | Branding in Corridors (Thematic display) leading to all 6 halls - In rectangular , mdf panels (20' x 8') & Texpo Cutouts 8'x4' whit soft wood, mdf 17mm,water paint ICI, solvent vinyl printing | 34 Nos. | Per No. | |
| 17 | Composite Display in Atrium Texpo - Thematic composite display Min. 36 SQM - The composites should reflect the theme of TEXPO. (The design will be provided by a professional Designer hired by the Event Manager and designs will be as approved by TDAP) | 01 No. | Per No. | |
| 18 | Media Wall (Hall 6 Foyer area) - Panaflex (380 gm), solvent printing, MS PIPE 14 GAGE | 01 No. | Per No. | |
| 19 | SMD Screens in Reception Lobby in 20'x10' size to display product videos | 2 Nos. x 3 days | Per unit per day | |
| 20 | Hall Gates branding (24'9"/20' x 9') whit soft wood, mdf 17mm,water paint ICI, solvent vinyl printing | 8 Nos. | Per No. | |

| | | | | |
|---|--|----------|---------------|--|
| 21 | Reception display with backdrop white soft wood, mdf 17mm,water paint ICI, solvent vinyl printing | 1 No. | Lump sum | |
| 22 | Exhibitors' directory-450 exhibitors, - Brief profiles and color ads. Of sponsors | 1,000 | Per Directory | |
| 23 | Main Gate Branding (67' x 16') (University Road & Sui Southern Gas Road) white soft wood , mdf 17mm,water paint ICI, solvent vinyl printing | 02 Nos. | Lump sum | |
| 24 | Planters - Ceramic Planters minimum 5' height (To be used inside halls, all entrances, exits, reception & connecting areas) | 1000 Nos | Per No. | |
| 25 | Streamers (City branding of Karachi) - Panaflex Printing & installation, roadside streamers 3x6 with frames minimum 320 gm | 8000 Nos | Per No. | |
| 26 | Hall Buntings - Texpo branding 3x6 | 100 Nos. | Per set. | |
| 27 | Front Signage / Congress Centre Glass Branding 15'x10' White soft wood , mdf 17mm,water paint ICI, solvent vinyl printing | 6 Nos. | | |
| 28 | Outer Grill / Wall Panels Rectangle Panels size 12'x 6' White soft wood , mdf 17mm,water paint ICI, solvent vinyl printing | 65 Nos. | | |
| 29 | Branding of FTC Visual theme park on both sides of Sharahe-Faisal as per approved designed by TDAP | 1 Nos | Lump Sum | |
| Part-V (Office & Room Set ups) | | | | |
| 30 | Media Centre (at Congress level one) Setup with seating arrangement and working counters including: - Backdrop for press briefings, with stage & seating for 50 persons etc. - Computers with tech. support (05) | 01 No. | Lump sum | |

| | | | | |
|----|---|--|----------|--|
| | <ul style="list-style-type: none"> - Laser Jet Printer (03) 25 PPM - - Photocopier (01) 25 PPM - - Audio Mixing Consol (Built in Power Amp) - -Hi Fi Speakers - -Gooseneck Microphone with Stand for Podium - -Hand Cordless Microphone - -CD Player with Soft Music Collection - -Voltage Stabilizer <p>Other Accessories</p> <ul style="list-style-type: none"> - Telephone Connection 3 lines <p>(BRAND SHOULD BE STANDARISED AND COMAPTIBLE) (NTC Bill to be reimbursed by TDAP)</p> | <p>01 No</p> <p>2 Pair</p> <p>02 Nos</p> <p>02 Nos</p> <p>01 No</p> <p>01 No</p> | | |
| 31 | <p>Business Centre behind main reception area with counters & seating arrangement including:</p> <ul style="list-style-type: none"> - Core i3 Computers with tech. support (04) - Laser Jet Printer 25 PPM (01) - Photocopier (01) 25 PPM - Technical Support and attendance - Telephone Connection 2 lines (NTC Bill to be reimbursed by TDAP) | One unit | Lump sum | |
| 32 | <p>EXPO and B2B Secretariat at Congress Level 1</p> <p>office setup with 10 office tables and revolving chairs, sofa seating arrangements for 25 people including:</p> <ul style="list-style-type: none"> - HP Computers with Tech Support - Core i7 Laptops with tech. support (08) - Laser Jet Printer (03) 25 PPM - Photocopier (01) 25 PPM - Technical Support and attendance - Telephone Connection 2 lines (1 for fax & 1 for calling) (Bill to be reimbursed by TDAP) - 08 Internet Wi-Fi Devices of 75 GB from a quality service provider (to be finalized by TDAP) - A coffee/tea maker machine along with serving arrangements for running tea/coffee from 09:00 am till 06:00 pm for five days. | One Unit | Lump sum | |

| | | | | |
|----|---|----------|----------|--|
| | | | | |
| 33 | VIP Office Set up at Congress Level 1 (Secretary TDAP) VIP Office setup at level 2 with complete furniture including <ul style="list-style-type: none"> - Office Table - Revolving Executive Chair (1) - Visiting Chairs (6) - Fresh Floral arrangement - Necessary basic stationary - Tissue boxes | Lump Sum | | |
| 34 | VIP Room I Set up Congress Level 1 (Minister) VIP Rooms setup at level 2 with complete furniture including <ul style="list-style-type: none"> - Sofa Seating for 10 people - Centre Table (Glass Top) - Floral Arrangements - Necessary basic stationary - Tea/Coffee Arrangements - Tissue boxes - Photography etc | Lump Sum | | |
| 35 | VIP Room II Set up at Congress Level 1 (Secretary Commerce) VIP Rooms setup at level 2 with complete furniture including <ul style="list-style-type: none"> - Sofa Seating for 10 people - Centre Table (Glass Top) - Floral Arrangements - Necessary basic stationary - Tissue boxes - Tea/Coffee Arrangements Photography etc | Lump Sum | | |
| 36 | High Profile Meeting Room at Congress Level 1 A VIP Lounge setting for 50 persons at Mezzanine Floor of Congress Centre including: <ul style="list-style-type: none"> - Sofa Seating (50 persons) - Head table - 3-4 Centre Tables (glass top) - 4-6 Coffee Tables - Floral Arrangements (Fresh Flowers) - Necessary basic stationery | 01 Setup | Lump sum | |

| | | | | |
|---|--|--------------|----------|--|
| | <ul style="list-style-type: none"> - Tissue boxes - A coffee/tea maker machine along with serving arrangements for running tea/coffee from 09:00 am till 06:00 pm for five days. - LCD Screen 42" with cable network | | | |
| 37 | Fund Manager Room at Mezzanine at Congress Level 1 Centre: <ul style="list-style-type: none"> - Office Set-up 02 office tables - Revolving chairs 02 - Visitor chairs (8) - Printer (PPM), - Laptop (1) - Photocopy Machine (PPM) | 01 No. | | |
| 38 | VIP Lounge at Congress Level 1 at Mezzanine Level of Hall-2 A VIP Lounge setting for 50 persons including: <ul style="list-style-type: none"> - Sofa Seating - 3-4 Centre Tables (glass top) - 4-6 Coffee Tables - Floral Arrangements (Fresh Flowers) - Necessary basic stationery - A coffee/tea maker machine along with serving arrangements for running tea/coffee from 09:00 am till 06:00 pm for five days. - LCD Screen 42" with cable network - Tissue boxes for each table | 01 Setup | Lump sum | |
| Part-VI (Inaugural Dinner & Inauguration Ceremony) | | | | |
| 40 | Inaugural Dinner Venue: <ul style="list-style-type: none"> - Governor House Karachi - Mohatta Palace Catering <ul style="list-style-type: none"> - 5-star hotel - Category A Caterers only Menu <ul style="list-style-type: none"> - Starters, salads - 3 Main Course meal with BBQ - Desert (warm & cold) - Cold Drinks, mineral water bottles (regular size & small size) - Table Arrangements | 1700 persons | Per Head | |

| | | | | |
|----------------------------------|---|--|--|--|
| | <ul style="list-style-type: none"> - VIP Head Table Arrangements for 30 people - Round Table arrangement for 10 people - <p>Stage Setup:</p> <ul style="list-style-type: none"> - SMD Screen 30'x 30' - Mic, Podium - Thematic Branding - Floral arrangement, and New, Ironed, Pleated Velvet Table cloth - Head Table Setup (5 people with 4 executive chairs and 1 President Chair) <p>*TDAP will give final approval of venue, catering & menu</p> | | | |
| 41 | <p>Ribbon Cutting Ceremony Arrangements (Foyer Area Hall 6): Arrangement of backdrop, flowers and customized TEXPO cutouts, items include:</p> <ul style="list-style-type: none"> • SMD Screen 10'x 20' • Mic, Podium, Scissors • Branding • Floral arrangement | | | |
| Part VII (Other Services) | | | | |
| 42 | <p>Buffet for Delegates (for 3 days of event) Catering</p> <ul style="list-style-type: none"> - 5-star hotel - Category A Caterers only <p>Menu</p> <ul style="list-style-type: none"> - Starters, salads - 3 Main Course meal with BBQ - Desert (warm & cold) - Cold Drinks, mineral water bottles (regular size & small size) <p>Lunch for Support Staff :</p> <ul style="list-style-type: none"> - 700 people per day | | | |

| | | | | |
|----|--|--|---------------|--|
| | <ul style="list-style-type: none"> - Coupons to be distributed by Focal Person of the event manager <p>*TDAP will give final approval of venue, catering & menu *Coupons for lunch will be given to TDAP Focal person *Timing 1:00 -2:00 pm</p> | | | |
| 43 | Floral Arrangements Floral arrangement @ reception + TDAP Composites + Meeting Area + Media Centre + Business Centre + VIP Rooms and all the set ups where floral arrangement is mentioned | Lump Sum (Jasmine/lily and Rose Flowers required) (04 Days) | | |
| 44 | Wireless Internet Connectivity Strong signal strength (Storm Fiber/Multinet) to be ensured. Includes: <ul style="list-style-type: none"> - Wi-Fi (routers /equipment) complete networking & switches ensuring strong signal strength - Media Centre - Business Centre - 6 Halls - All Connecting Corridors | Complete job | Lump sum | |
| 45 | Standby/ Supplementary generators including fuel and operations | 10 Nos x 4 days 3 Generators 500 KVA, 5 Generators of 300 KVA 2 Generators of 250 KVA | Per generator | |
| 46 | Drinking Water Supply <ul style="list-style-type: none"> - Water dispensers (new) - 19-liter mineral water bottles for dispensers to be refilled when needed - Disposable water glasses <p>*All halls & other areas as identified by TDAP</p> | 500 bottles (19 liters) for 3 days (To be billed at actual) | | |

| | | | | |
|----|---|----------------|----------|--|
| 47 | Temperature Controlled Canopy at NSTCC (30m x 15m) for waiting and shuttle pick up incl. booths, furniture, 50 chairs, carpet & lights, 2 water bowsers per day for water spray at the site, and computers and printing equipment etc. (with Standby Generator to support equipment) | 01 No. | Lump sum | |
| 48 | Visitor Registration System: (a) at NSTCC & Expo Centre including software, hardware and technical support comprising: Computers (16), Barcode Readers and recorders (08), Paper Card Printers (08), Laserjet Printer (04) & consumables with capacity to print at least 5,000 passes. This shall be used for registration of visitors, exhibitors and local invitees extended invitation by TDAP to visit from 18 th -20 th August 2022, (b): Foreign delegation handling (7 locations): including online software, hardware and technical support comprising: Laptops Core i3 (16), Laser Printer (08) (25 ppm) with EVO connections | 01 No. | Lump sum | |
| 49 | Pre-printed Paper card passes, in different colours specific to each category, for the registration purposes to be issued at NSTCC and Expo Centre Karachi with flexible top open soft plastic transparent pouches and expo Pakistan branded neckbands/landyard. | 4,000 Nos. | Per Pass | |
| 50 | Expo branded hard laminated cards for security, officials and other functionaries with neckbands/landyard | 2,000 | Per card | |
| 51 | Help desk/Reception in Expo Center in each hall. White soft wood, mdf 17mm, water paint ICI, solvent vinyl printing | 6 Nos. x 9 sqm | Per sqm | |

| | | | | |
|---|--|--------------------------------|----------|--|
| 52 | Reception/Hospitality Desk Ambiance (12'x8'x6") pana flex (380 gm), solvent printing with frame/fitting lighting at airport and hotels (Mehran Hotel, Regent Plaza, Move and Pick, Pearl Continental, Marriott, Avari) including: <ul style="list-style-type: none"> • 2-4 office chairs at each desk • Basic stationary | 7 nos. | | |
| Part VIII: PR and Printing of Promotional Material | | | | |
| 53 | Steamer With Rollup Roll Up 6x3 with Flex 380 gm, 4 color printing | 1500 | | |
| 54 | Fabric Masks with sanitizers | 2000 masks, 30 wall dispensers | | |
| 55 | Giveaways (Theme Based) | 600 | Per unit | |
| 56 | Poster 150 Gm matt paper, 4 color, lamination Size: 18x23 | 5000 | | |
| 57 | Invitation card for Inaugural dinner Printing in 4 colors & on: 310 gram card & Envelopes on: Malt paper | 4000 | | |
| 58 | Corporate Cards Printing in 4 colors O 310 grams | 20000 | | |
| 59 | Car stickers Red, Green, Blue | 5000 | | |
| 60 | Local Visitors Tickets | 3000 | | |

| | | | | |
|----|--|------------|--|--|
| 61 | Standees of 5 feet Height with Flex 380gm , 4 color printing | 500 | | |
| 62 | Printed T Shirts full Sleeves (Finalized by TDAP) | 150 shirts | | |
| | Total Bid Amount | | | |

Signature of Bidder_____

Note:

- 1) In case of discrepancy between unit price and total, the unit price shall prevail.
- 2) Quantities mentioned in the document may vary as per the requirement.

2. 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] _____

3. Contract Form

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

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

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

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

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

4. Performance Security Form

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 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 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]

6. TECHNICAL EVALUATION CRITERIA

TECHNICAL EVALUATION

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

| S.# | Technical Parameters | Maximum Marks |
|-----|--|---------------|
| 01 | PROFILE: | 45 |
| | 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 | 10 |
| | 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 | 10 |

| | | |
|--|--|----|
| | <ul style="list-style-type: none"> Between 2 – 4 Years – 0 Points | |
| | <p>iii. <u>Clientele (Details to be shared)</u></p> <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 | 10 |
| | <p>iv. <u>Profile of Events Organised/Managed:</u> (Details to be shared)</p> | |
| | <p><u>Events involving VVIPs</u></p> <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 Organised/ Managed between 2-4 large scale events/ ceremonies with Heads of Governments/ States and VVIP guests – 03 Points | 5 |

| | | |
|--|---|-------------------|
| | <ul style="list-style-type: none"> 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 | <p>5</p> <p>5</p> |
|--|---|-------------------|

| | | |
|----|--|----|
| | <ul style="list-style-type: none"> Organised/ Managed less than 10 Cultural events and festivals involving general public – 0 points | |
| 02 | EXPERIENCE OF TEAM ASSIGNED FOR PAKISTAN TeXpo 2022 PROJECT | 15 |
| | <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 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 | 15 |

| | | |
|---|--|-----------|
| 03 | WORK PLAN/METHODOLOGY, IMPLEMENTATION PLAN, CONCEPT AND TIMELINESS AND ANY OTHER INFORMATION DEEMED NECESSARY WITH PRESENTATION | 40 |
| TOTAL SCORE | | 100 |
| Minimum Substantial Responsiveness threshold | | 70 |