

**TENDER DOCUMENT
FOR HIRING SERVICES OF EVENT MANAGEMENT FIRM/
COMPANY FOR LAUNCHING OF RESEARCH REPORT
“PUNJAB GROWTH STRATEGY – 2023”**

Tender # PERI/PROC/02/2019

Due Date: 19-03-2019

(Note: Procurement is done by Punjab Economic Research Institute in line with PPRA Rules 2014)



PUNJAB ECONOMIC RESEARCH INSTITUTE (PERI)

48-Civic Centre, Johar Town, Lahore.
Tel: 042-99233446-7, Fax: 042-99233443
Email: director@peri.punjab.gov.pk
www.peri.punjab.gov.pk

PUNJAB ECONOMIC RESEARCH INSTITUTE (PERI)

TENDER NOTICE

**FOR HIRING OF EVENT MANAGEMENT FIRM/ COMPANY FOR LAUNCHING
OF RESEARCH REPORT "PUNJAB GROWTH STRATEGY – 2023"**

The Punjab Economic Research Institute is a statutory body attached with Planning and Development Board, Government of the Punjab, with a mandate to carry out socio-economic research on issues of provincial and national importance and to support planning and development work of Punjab Government.

Sealed Technical & Financial Proposals are invited from the GST & NTN registered firms for launching of Research Report titled "Punjab Growth Strategy – 2023", in accordance with Clause 38 (2) (a) "Single stage two Envelops bidding procedure" of Punjab PPRA rules 2014 in line with the Tender Document.

TERMS & CONDITIONS

1. Tender advertisement and document are available free of cost on PPRA website www.ppra.punjab.gov.pk as well as PERI website www.peri.punjab.gov.pk
2. Detailed specifications, terms & conditions are available in the Bid Document which can also be obtained immediately from the Office of Director, Punjab Economic Research Institute (PERI), 48-Civic Centre, Johar Town Lahore (Tel: 042-99233446-7) during office hours.
3. The bids prepared in accordance with the instructions in the bidding documents, accompanied by a bid security of 5% of the estimated price for tender (must be attached with Financial Proposal) in the form of CDR / Pay Order / Demand Draft / Bankers Cheque in favour of Director, Punjab Economic Research Institute (PERI) should reach at the below-mentioned address by **19th March, 2019 14:00 PM** which will be opened on the same date at **14:30 PM** in the presence of bidders.
4. Under Rule 35 of PPRA Rules the Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency may, for reasons to be recorded in writing, restart bidding process from any prior stage if it is possible without violating any principle of procurement contained in rule for and shall immediately communicate the reasons to the bidders.

DIRECTOR, PUNJAB ECONOMIC RESEARCH INSTITUTE (PERI)

48-Civic Centre, Johar Town, Lahore. Tel: 042-99233446-7 E-mail: director@peri.punjab.gov.pk



Special Stipulations

1. Bid Security

Each bidder will submit Bid Security of the value mentioned in tender notice along with the bid CDR, Pay Order, Demand Draft, or Banker's Cheque from a Scheduled Bank of Pakistan.

2. Filling of Price Schedule

Each bidder will fill the Price Schedule completely for all/ selected items. Partially filled Price Schedule will not be acceptable and will be considered as non-responsive.

3. Partial Bidding

Partial bidding is not allowed.

4. Evaluation of Bids

Incomplete filled bids will be considered as non-responsive.

5. Payments

Payments will be made against delivery of services/ goods items only. Bidder will submit invoice along with application for release of payment. Payment will be released after satisfactory report. The payment will be made within 30 days after clearance certificate as PPRA 2014.

6. Sign and Stamp

Bidder is required to stamp every page of the bid document along with signature at the required pages and submit along with the bid.

INSTRUCTIONS TO BIDDERS

INTRODUCTION

1. Scope

- 1.1 The Client “Punjab Economic Research Institute” (PERI) has planned to manage its event through Event Management Firm/ Company for launching of Punjab Growth Strategy - 2023. Sealed technical and financial bids are invited from NTN and GST registered firms, details attached at **Appendix A** for Technical Specifications attached hereto (hereinafter referred to as “the Services/Goods”).
- 1.2 The bid is to be completed and submitted to the Client in accordance with these instructions to Bidders and relevant rules/regulations.

2. Eligible Bidder

The invitation for Bid is open to all well reputed **companies/firms** having requisite experience and meets the Technical evaluation criteria mentioned in Appendix-C.

3. Cost of Bidding

The bidder shall bear all costs associated with the preparation and delivery of its Bid, stamp paper and the Client will not be responsible or liable for those costs.

4. Joint Ventures

- 4.1 Joint Venture is not allowed.

5. Rejection of Bids

- 5.1 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 submission of a bid not substantially responsive to the bidding documents in every respect may result in the rejection of the bid.

6. Clarification of Bidding Documents

The prospective bidder requiring any further information or clarification regarding the bidding documents may notify the Client in writing or by visiting at the following address:

Director

PUNJAB ECONOMIC RESEARCH INSTITUTE (PERI)

48-Civic Centre, Johar Town, Lahore. Tel: 042-99233446-7 E-mail: director@peri.punjab.gov.pk

PERI will respond in writing to any request for information or clarification of the bidding documents received prior to the deadline for the submission of bid which it receives.

7. Amendment of Bidding Documents

- 7.1 At any time prior to the deadline for submission of bid, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment.
- 7.2 The amendment shall be part of the bidding documents, pursuant to the above Clause, will be notified in writing, or by fax to the prospective bidder who has received the bidding documents, and will be binding on him. Bidder is required to acknowledge receipt of any such amendment to the bidding documents.
- 7.3 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Client may, at its discretion, extend the deadline for the submission of bid.

BID PREPARATION

8. Language of Bid

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Client shall be written in the English language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall govern.

9. Documents Comprising the Bid

The evaluation of Bid submitted shall be inclusive of, but not limited to, the following factors:

a) Bid Form

The Bidder shall complete the Bid Form attached with this document.

b) Price Schedule

The Bidder shall complete the appropriate Price Schedule provided in the Bidding Documents for all the items.

c) Bid Security

The bidder shall furnish Bid Security.

10. Bid Form

The bidder shall complete the Bid Form duly signed by the authorized personnel along with the stamp of the company and all the Schedules provided in the bidding documents.

11. Bid Prices

- 11.1 The bidder shall complete Schedule-B for the items as per the instructions contained in this document.

- 12. Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.**
- 13. Bid Currencies**
Prices shall be quoted in Pak Rupees (PKR).
- 14. Bid Security (Must be attached with Financial Bid)**
- 14.1 The bidder shall furnish Call Deposit of 5% of the estimated price for tender (must be attached with financial bid) in the form of CDR / Pay Order / Demand Draft / Bankers Cheque in favour of Director, Punjab Economic Research Institute (PERI).
The Bidder/Contractor should mention the CDR number at the technical bid.
- 14.2 The bid not secured in accordance with Clauses mentioned as above may be liable to rejection by the Client as non-responsive.
- 14.3 An unsuccessful bidder's bid security will be released or returned as promptly as possible upon award of the Contract.
- 14.4 The bidder's bid security will be returned, upon the bidder's executing the contract, and after providing the performance security, unless mutually agreed to otherwise.
- 14.5 The bid security may be forfeited:
- ☐ if the bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid Form; or
 - ☐ if the bidder fails;
 - (a) to sign the contract
 - (b) to furnish the performance security.
- 15. Period of Validity of Bid**
- 15.1 The bid shall remain valid for ninety **(90) days** from the date of bid closing prescribed by the Client.
- 15.2 Notwithstanding Clause above, the Client may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing or fax. If the bidder agrees to the extension request, the validity of the bid security provided shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. The bidder will not be required or permitted to modify its bid.
- 16. Format and Signing of Bid**
- 16.1 The bidder shall submit duly filled original Bidding Document.
- 16.2 Prescribed Bid Form and Schedules shall be used and not to be retyped. The original bid shall be signed by the bidder or a person duly authorized to sign on behalf of the bidder. Such authorization shall be indicated by written power of attorney accompanying the bid. **All pages of the bid** where entries and amendments have been made shall be initialled by the authorized person signing the bid.

- 16.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

17. Sealing and Marking of Bid / Bidding Procedure

- 17.1 As per Punjab Procurement Rules 2014, **Single Stage Two Envelopes Bidding Procedure** shall be adopted for submission of bids.
- 17.2 The bid shall comprise a **single package** containing **two separate envelopes**. Each envelop shall contain separately the financial proposal and the technical proposal;
- 17.3 Both envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL", with address in bold and legible letters;
- 17.4 Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- 17.5 the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- 17.6 the technical proposal shall be evaluated in a manner prescribed in advance, without reference to the price and any proposal may be rejected which does not conform to the specified specifications
- 17.7 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 17.8 the technical proposals of bids meeting the technical specifications shall be opened publicly at a time, date and venue announced and communicated to the Firms in advance.
- 17.9.1 The envelopes shall:
- (a) be addressed to the following address:

Director

PUNJAB ECONOMIC RESEARCH INSTITUTE (PERI)

48-Civic Centre, Johar Town, Lahore. Tel: 042-99233446-7 E-mail: director@peri.punjab.gov.pk

18. Late Bid

The bid received by the Client after deadline for submission of bid prescribed by the Client, will be rejected and returned unopened to the bidder.

19. Modification and Withdrawal of Bid

- 19.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Client prior to the deadline prescribed for submission of bid.
- 19.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched; withdrawal notice may also be sent by telex or fax but must be followed by a signed confirmation copy, post marked not later than the deadline for submission of bid.
- 19.3 The bid may not be modified subsequent to the deadline for submission of bid.

- 19.4 The bid may not be withdrawn in the interval between the deadline for submission of bid 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.

OPENING AND EVALUATION OF BID

20. Opening of Bid

- 20.1 The bid shall be opened, on the same date after passage of at least 30 minutes after the submission deadline, by the Client in the presence of the bidder's representatives who choose to attend at the time and date specified. The bidder's representatives who are present shall sign a register evidencing their attendance.
- 20.2 The bidder's name, bid price, modifications, bid withdrawal, and the presence or absence of the requisite bid security, and such other details as the Client, at its discretion, may consider appropriate will be announced and recorded at the opening.
- 20.3 At the end of the evaluation of the Technical Bids, the Client will invite only those bidders who have submitted substantially responsive Technical Bids, and who have been determined as being qualified for award to attend the opening of the Financial Bids.
- 20.4 The date, time, and location of the opening of Financial Bids will be informed by the Client.
- 20.5 The Client shall conduct the opening of Financial Bids of all Bidders who submitted substantially responsive Technical Bids, publically in the presence of Bidders' representatives who choose to attend at the address, date and time specified by the Client. The Bidder's representatives who are present shall be requested to sign a register evidencing their attendance.

21. Clarification of Bid

To assist in the examination, evaluation and comparison of bid, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the evaluation of bid.

22. Determination of Responsiveness of Bid

- 22.1 Prior to the detailed evaluation of the bid, the Client will examine and determine the substantial responsiveness of the bid to the requirements of the bidding documents. A substantially responsive bid is one which:
- (a) meets the eligibility criteria.
 - (b) has been properly signed on the Bid Form;
 - (c) The technical specifications should meet the Technical Specifications/Technical Bid Form **Annex – A** of this document;
 - (d) ***Offers fixed price exclusive of GST quotations i.e. the bid do not offer any scalable price quotation;***
 - (e) is otherwise complete and generally in order;

- (f) Conforms to all the terms, conditions and Specifications of the bidding documents, without deviation or reservation. A material deviation or reservation is one that:
 - (i) Affects in any substantial way the scope, quality or performance of the Goods; or
 - (ii) Limits in any substantial way, inconsistent with the bidding documents, the Client's rights or the bidder's obligations under the Contract.

23.2 The bidder's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

23.3 The bid determined as not substantially responsive will be rejected by the Client and may not subsequently be made responsive by the bidder by correction or withdrawal of the nonconforming deviation or reservation.

23.4 The Client may waive any minor informality or non-conformity or irregularity in the bid.

23.5 Correction of Arithmetical Errors: Bid determined to be substantially responsive will be checked by the Client for any arithmetic errors. Errors will be rectified as follows:

- a) for the item wise bid price entered in paragraph of the Bid Form, if there is a discrepancy between the amounts in Figures and in words, the amount which tallies with the total Bid Price, shown in the Price Schedule, will govern unless the Bid Contains a specific statement confirming the total Bid Price.
- b) Where there is a discrepancy between the unit rate and the total price resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern and the total price shall be corrected, unless in the opinion of the Purchaser, there is an obviously gross misplacement of the decimal point in the unit rate, in which case the total price for each item / equipment as quoted will govern and the unit rate will be corrected, and
- c) Where there is a discrepancy in the total price quoted in the Price Schedule vis-vis addition of each item / equipment, the total of the itemized prices will govern.

The amount stated in the Bid Form will be adjusted by the Client in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the correction of the errors for any item / equipment in the Bid, his Bid will be rejected for the specific item / equipment and the Bid Security for that item / equipment will be forfeited.

Corrected Total Bid Price: The price as determined after the application of arithmetic corrections shall be termed as Corrected Total Bid Price.

24. Evaluation and Comparison of Bids

The Client will evaluate and compare the bids previously determined to be substantially responsive, as stated herein.

25. Basis of Evaluation and Comparison of Bid

The Bids of only those Bidders who are substantially responsive to the requirements of the Bidding document will be considered for evaluation in accordance with Technical Evaluation Criterion attached as **Appendix-C**.

25.1 Evaluated Bid Prices

The Client evaluation of a bid will take into account in addition to the Bid Price, the following factors (Adjustments) in the manner and to the extent stated hereinafter. Adjustment will be based on corrected Bid Prices. The price so determined after making such adjustments will be termed as Evaluated Bid Price. Correction of arithmetical errors. The cost of making good any deficiency resulting from any acceptable, quantifiable variations and deviations from the Schedules, Conditions of Contract and Specifications, shall be added to the corrected Bid Price for comparison purposes only. For bid offering delivery period of the Service earlier than the period specified in the **Schedule A** Special Stipulations to Bid, no credit will be given.

Terms of Payment: The bidder shall state their bid price for the payment terms outlined in the Conditions of Contract.

26. Contacting the Client

Any effort by a bidder to influence the Client in the Client's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

27. Client's Right to Accept the Bid or Reject the Bid

The Client reserves the right to reject the bids pursuant to Rule 35 of the Rules at its sole discretion and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder(s) as to justification for the Client's action.

AWARD OF CONTRACT

28. Post-qualification and Award Criteria

28.1 The Client will determine to its satisfaction whether the bidder has offered the Goods/Services at reasonable prices consistent with the current prevailing market prices and is qualified to satisfactorily perform the Contract and in doing so, may allow the bidder to make up any shortcoming in the bid which does not negatively impact the performance and financial value of the Goods/Services to be provided.

28.2 An affirmative determination will be prerequisite for award of the Contract to the bidder. A negative determination will result in rejection of the bidder's Bid.

28.3 The Client will award the Contract to the bidder if its bid has been determined to be substantially responsive to the bidding documents and consistent with the current prevailing market prices as determined by the Client, provided further that the bidder is determined to be qualified to satisfactorily perform the Contract.

29. Notification of Contract Award

29.1 Prior to the expiration of the period of bid validity, the Client will notify the bidder in writing by registered letter that its bid has been accepted. This letter is termed as Letter of Acceptance.

29.2 The notification of award will constitute the formation of a contract, until the Contract has been affected pursuant to Clause below.

30. Signing of Contract

- 30.1 After the acceptance of performance security, if applicable, by the Client, the Client may send to the successful bidder a formal agreement format incorporating all the terms and conditions herein.
- 30.2 Within Ten (10) days of the receipt of such formal agreement, the bidder/Service Provider shall sign the same and return it to the Client.

31. Performance Security

Within Ten (10) days of the receipt of the Letter of Acceptance from the Purchaser, the bidder shall furnish the **performance security** for the works against the contract period **@ 05%** of contract price in the form of CDR, bank draft, cheque.

The Bidder/Contractor should clearly mention the CDR, bank draft, cheque number in the letter of acceptance reply or performance security submission letter.

Any delay in delivery of Goods/Services as per agreed time frame will be subject to a penalty @.01% per day, upto maximum 10% of the total purchase work order value.

ADDITIONAL INSTRUCTIONS

32. Instructions to Assist the Bidder

- 32.1 Bid shall be prepared and submitted in accordance with the instructions set forth herein. These instructions to Bidders are provided to assist in preparing their Bid and shall not constitute part of the Contract Documents.

33. Income Tax & General Sales Tax

- 33.1. The bidder may make inquiries on income tax to the concerned authorities of Income Tax and General Sales Tax Department, Government of Pakistan.

Sales tax to the extent as provided in the rules shall be deducted and withheld from the payment to be made to the service provider for depositing with Government of the Punjab/FBR.

Note: The Purchaser can hold the Bid Security of top 2 bidders. And if the first lowest evaluated bidder withdraws his bid due to any reason, the Purchaser can offer the contract to the second lowest evaluated bidder if it seems feasible to the Purchaser and there should not be any doubt in it that it will be the sole right and authority of the Purchaser.

- Number of Items/quantities may vary at the time of installation and will be charged as per actual.
- The contractor is required to send specimen signature of his authorized representative who is competent to sign the bills and receive payment on his behalf and to sign any official documents or formal communication. The change of the contractor's representative authorized to sign bills and receive payments etc. should be promptly reported by the contractor to the Accounts department as well as to the Company Secretary failing which the entire responsibility for wrong payments will lie on the contractor.

34. Delivery Schedule/Period

The bidder will have to complete the work/ services as mentioned in **Schedule A** of Tender Document.

Brief Introduction of the Organization

Sr.	Particulars	Description
1.	Name of the Organization / Contractor	: _____
2.	Date/Years of Business Establishment	: _____
3	Corporate Status (Proprietor Partnership / Pvt. Ltd. / Ltd.)	: _____
4	Owner / Partner / MD / CEO Name	: _____
5	Authorized person Name & CNIC:	_____
6	Mailing Address	: _____
7	Landline No. & Cell No(s)	: _____
8	Fax No(s)	: _____
9	Email Address	: _____
10	National Tax Number	: _____
11	Sales Tax Registration No. (PRA & FBR)	: _____

Organization Stamp
Signature

Authorized

APPENDIX-A

SCOPE OF WORK / TECHNICAL SPECIFICATIONS (TENTATIVE) FOR LAUNCHING OF PUNJAB GROWTH STRATEGY – 2023

Sr. #	Description	Qty.
01	Stage Laminated, Reinforced, Size: 48' x 24'	01
02	Stage Lighting, Trusse Lighting	01
03	Backdrop, Size: 48' x 24', Matt flex Korean with metal frame	01
04	VVIP Lounges 3+2+2 - seater set for 200 persons	30 Sets
05	Sitting Chairs for 200 persons	200
06	SMDs 10' x 13', P4 hung on trusses (2)	02
07	Head Table Arrangements including VVIP chairs or wooden chairs with VVIP center chair (1+6) including head table branding.	01
08	Book Launch Activity through creative idea (Propose creative idea for book launch)	01 Job
09	Master of ceremony/ Spokesperson	01
10	Stage & Head table florals, Flowers and decoration as per standard	01 Job
11	Multimedia/Sound system with backup	01
12	Press platform	02
13	Ushers	03
14	Registration Desk	01
15	Photography & Videography	01 Job
16	Qari Arrangements including transport & stay	01
17	Labour, Transportation, stay, etc. (If any)	01 Job
18	Phone calls coordination (Follow up calls & reminders) for 800 persons	01 Job
19	Invitation Cards printing and designing	800
20	Invitation dispatch	800
21	Establish the list of participants with PERI	1 Job
22	Jacket Folders with design and printing	300
23	Pens	300
24	Writing Pads	300
25	Shields	10
26	Streamers standard size	200
27	PR & Media Management Charges, Press Coverage, Press Release and Media Coverage	01 Job
28	Event Management Charges for services for Hotel Booking, Planning and organization of all the meals, refreshments and other during the event (Hall Rental & Food Bills will be paid directly by PERI)	01 Job

NOTE:

1. Specifications, may have slight variance on actual and number of persons may also be increased or decreased
2. PERI have a right to change in the quantities or cancel the bid and Lot at any point of time.
3. Hall Rental & Food Bills will be paid directly by Punjab Economic Research and payment will be made after submission of bills and after the event
4. In case of decrease / increase in quantity of items its unit rate will not increase / decrease
5. Venue and date of launching will be decided later by the procuring agency
6. The Event Management Firm will be responsible for organizing, managing and budgeting all the logistics and arrangements needed to host a successful and professional event.

7. Working closely with PERI staff, the firm will also draft the event concept note and recommend articulation of format of the event.
8. All quotations must be reviewed to ensure that the minimum technical requirements are met.
9. Any submission which fails to meet the defined minimum requirements will be disqualified.

Stamp & Signature of Bidder _____

APPENDIX / SCHEDULE-B

**PRICE SCHEDULE/FINANCIAL BID MUST FILL AS PER GIVEN FORMAT AND ATTACH WITH
FINANCIAL BID FOR LAUNCHING OF PUNJAB GROWTH STRATEGY – 2023**

Sr. #	Description	Qty.	Unit Rate Without PST	Total
01	Stage Laminated, Reinforced, Size: 48' x 24'	01		
02	Stage Lighting, Trusse Lighting	01		
03	Backdrop, Size: 48' x 24', Matt flex Korean with metal frame	01		
04	VVIP Lounges 3+2+2 - seater set for 200 persons	30 Sets		
05	Sitting Chairs for 200 persons	200		
06	SMDs 10' x 13', P4 hung on trusses (2)	02		
07	Head Table Arrangements including VVIP chairs or wooden chairs with VVIP center chair (1+6) including head table branding.	01		
08	Book Launch Activity through creative idea (Propose creative idea for book launch)	01 Job		
09	Master of ceremony/ Spokesperson	01		
10	Stage & Head table florals, Flowers and decoration as per standard	01 Job		
11	Multimedia/Sound system with backup	01		
12	Press platform	02		
13	Ushers	03		
14	Registration Desk	01		
15	Photography & Videography	01 Job		
16	Qari Arrangements including transport & stay	01		
17	Labour, Transportation, stay, etc. (If any)	01 Job		
18	Phone calls coordination (Follow up calls & reminders) for 800 persons	01 Job		
19	Invitation Cards printing and designing	800		
20	Invitation dispatch	800		
21	Establish the list of participants with PERI	1 Job		
22	Jacket Folders with design and printing	300		
23	Pens	300		
24	Writing Pads	300		
25	Shields	10		
26	Streamers standard size	200		
27	PR & Media Management Charges, Press Coverage, Press Release and Media Coverage	01 Job		
28	Event Management Charges for services for Hotel Booking, Planning and organization of all the meals, refreshments and other during the event (Hall Rental & Food Bills will be paid directly by PERI)	01 Job		
PST@16%				
GRAND TOTAL INCLUDING ALL TAXES				
Bid Validity 90 days				

Take print on your letterhead.

Total Price in Words (inclusive of Taxes): _____

Note:

- a) Prices schedule must be filled properly;
- b) The bids prepared in accordance with the instructions in the bidding documents, accompanied by a bid security of 5% of the estimated price for tender (must be attached in Financial Bid) in the form of CDR / Pay Order / Demand Draft / Bankers Cheque in favour of **Director, Punjab Economic Research Institute (PERI)** should reach at the below-mentioned address by **19th March, 2019 14:00 PM** which will be opened on the same date at **14:30 PM** in the presence of bidders.
- c) Partial bidding is not allowed;
- d) Overwriting, cutting, use of fluid etc., are not allowed which may lead to cancelation of bid offered;
- e) Incomplete or semi filled bid shall be treated as Non-Responsive;
- f) All the procurement is done by Punjab Economic Research Institute in line with PPRA Rules 2014 and as per Prequalification Document.
- g) Specifications, may have slight variance on actual and number of persons may also be increased or decreased
- h) PERI have a right to change in the quantities or cancel the bid and Lot at any point of time.
- i) **Hall Rental & Food Bills will be paid directly by Punjab Economic Research and payment will be made after submission of bills and after the event**
- j) In case of decrease / increase in quantity of items its unit rate will not increase / decrease
- k) Venue and date of launching will be decided later by the procuring agency
- l) The Event Management Firm will be responsible for organizing, managing and budgeting all the logistics and arrangements needed to host a successful and professional event.
- m) Working closely with PERI staff, the firm will also draft the event concept note and recommend articulation of format of the event.
- n) All quotations must be reviewed to ensure that the minimum technical requirements are met.
- o) Any submission which fails to meet the defined minimum requirements will be disqualified

Stamp & Signature of Bidder _____

Appendix-C

TECHNICAL EVALUATION CRITERIA

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for services/ supply and Technical support/ maintenance / warranty services will be rejected. The technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

Sr. No.	Category	Weight age /Marks
1	Event Management Experience of State level functions during last 5 Years (President / Prime Minister Pakistan and Chief Ministers) For Function of 500 to 700 people (5 Marks per Project) (Provide Work Order Copies)	15
2	Experience of Firm in Event Management More Than 8 years (10 Marks) 6 to 8 years (5 Marks) 3 to 5 Years (3 Marks) Less than 3 Years (0 Marks) (Provide Work Order Copies)	10
3	Strong and experienced team of event managers	10
4	Annual Audit Reports for last 3 years showing sufficient financial strength	10
5	Bank statement for last 6 months showing financial strength	10
6	Registration with FBR / PRA (Provide NTN, GST & PRA Copies)	10
7	Affidavit regarding non-involvement in any arbitration/ litigation with any Government Agency / Department and not blacklisted as well	10
8	Offer fully meet with Scope of Work/ Technical Specifications	10
9	Availability of one Fixed Marquee (Capacity 1000 Persons) with 4 SMD Screens, AC chillers of sufficient capacity, Generator with stand-by arrangement, Sound System, Catering, Furniture & internal furnishing to commensurate with state level function (15 Marks) (List must be attached)	15
Total:		100

Firms who will qualify the mandatory clauses, PERI will open the financial bids of the technically responsive bidders.

EVALUATION OF FINANCIAL PROPOSAL

The bidder who's declared technically responsive shall be considered for financial bids opening. Their financials bids will be opened in the presence of their representative who wish to attend. The prices shall be compared and order/contract shall be awarded to the Lowest Evaluated Bidder. Lowest Evaluated bidder means the bidder whose technically responsive and has least cost.

Appendix-D

TENDER CHECKLIST/ ELIGIBILITY CRITERIA				
Sr. #	DESCRIPTOIN	Tick Yes / No		Documents Attached at Annexure
1	Letter of Application to the name of Director, Punjab Economic Research Institute, 48-Civic Center, Johar Town, Lahore.			
2	Copies of the proprietor's CNIC			
3	Contract/ work order copies regarding Event Management Experience of State level functions			
4	Contract/ work order copies regarding Experience of Firm in Event Management			
5	List of Strong and experienced team of event managers			
6	Annual Audit Reports for last 3 years showing sufficient financial strength			
7	Bank statement for last 6 months showing financial strength			
8	Registration with FBR / PRA (Provide NTN, GST & PRA Copies)			
9	Affidavit regarding non-involvement in any arbitration/ litigation with any Government Agency / Department and not blacklisted as well			
10	List of available equipments, SMD Screens, AC chillers, Generator, Sound System, Catering, Furniture & internal furnishing to commensurate			

Note: Bidders must fill-up above mentioned checklist / table and attach copies required documents with proper annexures along with tender document.

BID FORM

To:

Director
Punjab Economic Research Institute (PERI)

Dear Sir,

Having examined the bidding documents including Addendum No _____, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver test and impart training in conformity with the said bidding documents for the Total Bid Price for lots as attached.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda, if any.
- (b) We offer to provide the lot#: _____ and Name of Lot: _____
_____ FOR THE YEAR 2018-2019 to the Client
in conformity with the Bidding Documents.
- (c) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of 10% of the value of work order issued for the due performance of the Contract.
- (e) ***We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative/revised offers in accordance with the Bidding Document and or relevant laws;***
- (f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Client or the Government of Punjab;
- (g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (i) We agree to permit the Client or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by

the Bank, or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

- (j) We undertake, if our above stated individual Bids for any or more items are accepted, we shall be bound to complete the work in accordance with the Contract Execution Schedule provided in the Schedule-A conditions of the Contract to Bid.
- (k) Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.
- (l) We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.
- (m) We understand that all the Appendices/Schedules/Documents attached hereto form part of this Bid and further declare that we have completely read and understood the same, the contents whereof shall be binding on us.

Name _____ S/O _____ CNIC _____

In the capacity of _____ on behalf of (name of Company) _____

Signed _____

Company Seal _____

Duly authorized to sign the Bid for and on behalf of

Bidder Signature and Seal

BID SECURITY FORM

The Total Bid Security amounting to Rs. _____ (Rupees _____

only) (fixed) in shape of "Call Deposit Receipt" of the Bank

(Name) _____ is attached

The enclosed CDR number is _____.

Stamp and Signature of Bidder _____

PERFORMANCE SECURITY FORM

To:

Director

PERI.

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]

Contract Forms

1. Contract Form

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

WHEREAS the Purchaser 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 Technical Specifications;
 - (c) the Terms & Conditions of Contract;
 - (d) the Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser 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.

Signature of the Supplier

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

(Name, Title and Address)

Signature of the Client

(Seal)

Witness

(Name, Title and Address)