



BID SOLICITATION DOCUMENT FOR EVENT MANAGEMENT SERVICES



**BID SOLICITATION DOCUMENTS
FOR
PROVISION OF EVENT MANAGEMENT
SERVICES**

PROC REF NO: KPITB/18/RFP/016

Last Date/Time for Submission: April 19, 2018 at 10:30 AM

Bid Opening Date/Time: April 19, 2018 at 11:00 AM

**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION TECHNOLOGY BOARD**

Address: 134 Industrial Estate, Hayatabad, Peshawar, KPK, Pakistan. Tel: 091-5891516

Website: www.kpitb.gov.pk



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1. INTRODUCTION

Khyber Pakhtunkhwa Information Technology Board (hereinafter called as Purchaser), is a public sector autonomous organization established under an Act of the Khyber Pakhtunkhwa Assembly in May 2011, entrusted with the task of accelerating growth in the ICT and ICT enabled services sector.

2. SCOPE OF SERVICES

Khyber Pakhtunkhwa Information Technology Board (hereinafter referred as 'KPITB'), Government of Khyber Pakhtunkhwa invites sealed bids from income tax and sales tax registered event management services provider (hereinafter referred as 'Bidder'), for provision of event management services.

2.1 TERMS OF REFERENCE (TOR's) SERVICE PROVIDERS

1. The selected service provider will provide marquee services along with standing air conditioners, outdoor chillers and seating arrangement for the KPITB Digital Youth Summit as defined in the Bid Sheet.
2. KPITB reserves the right to add or reduce the scope of work/services.
3. Service provider will have to install all appliances and tents at Pakistan Forest Institute (PFI) Peshawar.
4. Services shall be provided for three (03) days starting from April 26 to April 28, 2018 (Details are incorporated in bid data sheet).
5. Installation marquee, outdoor chillers, air conditioners and seating arrangement will be the responsibility of the services provider.
6. Service provider shall provide uninterrupted services with power backup and contingency plan in case of any unforeseen event such as AC replacement, Generator replacement etc.
7. Service provider shall ensure un-interrupted power supply for all the electrical appliances/ equipment during the event.
8. Competent authority reserves the right to cancel the tendering process at any stage with cogent reason as per KPPRA rules and regulations.
9. In case of providing poor quality / low standard services, KPITB has the right to cancel the contract, forfeit the performance guarantee and impose ban for participating in the next bidding process of KPITB.
10. The selected service provider will be responsible for any loss or damage to the property, building, appliances or equipment of the Pakistan Forest Institute during the installation & course of event.
11. Any deviation from the above mentioned conditions will automatically lead to cancellation of the contract.

2.2 TIME LINES:

Bids submission deadline	: April 19, 2018 10:30 AM
Opening of Bids	: April 19, 2018 11:00 AM

2.3 CONTRACTING

The selected bidder shall sign and submit Contract, as per draft to be provided by KPITB, within **two days** of issuance of Letter of Acceptance.



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2.4 DELIVERY / COMPLETION TIME

The selected service provider shall have to provide event management services for three (03) days i.e. April 26, 27 & 28, 2018.

3. INSTRUCTIONS TO THE BIDDERS

3.1 GENERAL INSTRUCTIONS:

- a. Under single stage one envelope process, all interested bidders are requested to submit financial bid in a single sealed package/envelope marked as “Bid for the Provision of Event Management Services”.
- b. The envelope should have address and contact details of the addressee and the addressor.
- c. Bids delivered by hand to KPITB office must be registered at reception/admin dept. Unregistered bids will not be considered for further evaluation process.
- d. The bids will be evaluated on the below mentioned mandatory documents. Bids missing any of the below mentioned documents and/or does not fulfill the conditions mentioned will not be considered for the evaluation purposes.
 - Bidder must be income tax, sales tax registered and must be on active tax payers list on FBR.
 - Bidder must be registered with KPRA.
 - Proof of three (03) similar types of supplies by submitting PO/Contracts/completion certificates of value ranging from PKR 4 million to PKR 5 million (each) during last three (3) years.
 - The bidder should submit Declaration/ Undertaking on judicial stamp paper that they are not blacklisted by any organization in Pakistan, and that no litigation is under way against them.
 - The bidder should provide Delivery time of the quoted items.
- e. The bidder shall specify validity in days, the submitted bid KPITB may under exceptional circumstances request for extension in bid validity that shall be for not more than the period equal to the period of the original bid validity.
- f. Bidders may associate with other organizations to enhance their capacity. However, such associations may only take place before the bidding. Once firms are short-listed, no such association will be allowed.
- g. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
- h. The bids should be in accordance with enclosed specifications (attached as Annexure-I).
- i. The bidder may submit audited financial statements for the last three years and account balance statement for the current ongoing years.
- j. Submit statement of any history of litigation or ongoing.
- k. The successful bidder shall submit performance bank guarantee @ 10% of the total contract value for a period of three month. This bank guarantee should be from a scheduled bank.



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- l. The KPITB will not be responsible for any cost or expenses incurred by the firms in connection with the preparation or delivery of proposals.
- m. The quoted price must be inclusive of all applicable taxes, installation and transportation or any other direct/indirect cost associated for the delivery/completion of required good/services.
- n. The procuring entity may reject one or all such proposals, which are vague does not adhere to these instructions.
- o. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- p. Contract/Purchase Order will be signed with the successful bidders and its terms and conditions will govern the contract/Purchase Order.
- q. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (procuring entity and supplier/vendor/bidder).
- r. It shall be imperative for each Bidder to familiarize itself with the area, environment, climate and legal situation for the execution of contract. KPITB may not be able to entertain any such requests for clarification from the Bidder regarding such aspects. It shall be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process shall be entertained by the KPITB. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.
- s. The Bidder shall be deemed to have satisfied itself fully before Bid submission as to the correctness and sufficiency of its Bid for the contract and price/ cost quoted in the Bid to cover all obligations under this Bid Process.
- t. It shall be clearly understood that the terms & conditions are intended to be strictly enforced. No escalation of cost shall be permitted throughout the period of completion of the contract, except in case of changes in TOR to meet the requirements on ground.
- u. The Bidder shall be fully and completely responsible to provide services to the KPITB.

3.2 LANGUAGE OF THE BID:

The Bid prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only. The supporting documents and printed literature furnished by the Bidder may be in another language, provided they are accompanied by an accurate translation in English duly notarized, in which case, for all purposes of the Bid, the translation shall govern. Bids received without such translation copy shall be rejected.

3.3 BID CURRENCY:

The total bid value shall be considered in PKR only.

3.4 CLARIFICATIONS AND AMENDMENTS:

- a. A prospective Bidder requiring any clarification in this Bid Solicitation Document shall notify the KPITB by letter or by Fax or by email, no later than three working days prior to the deadline for the submission of bids prescribed in this bid document.



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- b. Clarifications and amendments (if any) so made shall be reflected in the Bid Solicitation Document and shall be notified on the KPITB website. The Bidder shall periodically check the KPITB website for the amendments or corrigendum or any other information. The KPITB shall not make any individual communication and shall not be responsible for any ignorance pleaded by the Bidders.
- c. KPITB shall not be responsible for any misinterpretation of the provisions of this document or on account of the Bidders failure to update the Bid Solicitation Document based on changes/ modifications announced through the website.

3.5 FORCE MAJEURE:

- a) Subject to sub clause (c), in a Force Majeure situation which directly and materially hinders/ hampers the Selected Bidder's ability to perform its obligations under the Contract, the Parties will be excused from performance of their respective obligations under the Contract until the existence/ persistence of the Force Majeure Event.
- b) For purposes of this clause, "Force Majeure" means an event beyond the control of the Selected Bidder and not involving the Selected Bidder's fault or negligence or not reasonably foreseeable. Such events may include, but are not restricted to, acts of God, wars, acts of terrorism, fires, floods, epidemics, quarantine restrictions.
- c) If a Force Majeure situation arises, the selected bidder shall promptly notify the KPITB in writing of such condition and the cause thereof. Unless otherwise directed by the KPITB in writing, the Selected Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d) If a Force Majeure Event persists for more than three (03) days from the date of the notice under sub clause (c) above, the Selected Bidder may apply to the KPITB seeking termination of the Contract. If the KPITB agrees, the Contract may be terminated.
- e) If a Force Majeure Event persists for more than three (03) days from the date of the notice under the sub clause (c) above, KPITB may at its own absolute discretion terminate the Contract.
- f) In the event of termination under clause (d) or (e), the Selected Bidder shall be entitled to receive such part of the Contract Price as pertains to the Services which have been, as on the date of termination, implemented in accordance with the terms of the Contract. In case, at the time of termination, any action is pending on the part of the Selected Bidder regarding delivery of Services as required under the contract which cannot be completed, the KPITB shall be entitled to demand additional sum for such Services to ensure continued provisioning thereof. This shall be without prejudice to any other rights and remedies which KPITB may have under the Contract or under the relevant laws.

3.6 DISPUTES AND CONTROVERSIES/DISPUTE RESOLUTION:

Procuring Entity shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KPPRA Rules 2014.

If a bidder is not satisfied with the decision of the Committee, he may take recourse to the KPPRA.



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The mere fact of lodging a complaint shall not warrant suspension of procurement process.

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled by KPPRA whose decision will final and abiding on both the parties

4. BID COST

4.1 COST OF BID:

The Bidders shall bear all costs associated with the preparation and submission of their Bids. The KPITB shall not be responsible or liable to pay/bear any costs associated with the preparation and submission of bids, incurred regardless of the conduct and/ or outcome of the Bidding Process.

4.2 BID SECURITY:

- a) Bid Security in the shape of a bank draft/pay order (from scheduled bank) shall be drawn in favor of Khyber Pakhtunkhwa Information Technology Board, equal to 2% of the quoted price by the bidder.
- b) The Bid Security in the form of Bank guarantee or Insurance guarantee is not acceptable.
- c) The Bid Security of the unsuccessful Bidders shall be refunded after signing of the contract/issuance of Purchase order to the successful bidder(s).
- d) The Bid Security amount held by the KPITB till it is refunded to the unsuccessful Bidders shall not earn any interest thereof.
- e) Subject to the award of contract, the Bid Security shall be returned to the Selected Bidder against submission of Performance Guarantee of the 10 % of the quoted price by the bidder.
- f) The Bid Security shall be forfeited by the KPITB, if the Bidder withdraws the Bid during the period of its validity specified in the Bid Solicitation Document or if the Selected Bidder fails to sign the Contract, or the Selected Bidder fails to remit Performance Guarantee within the respective due date.

5. BID SUBMISSION REQUIREMENTS

5.1 DETAILS TO BE FURNISHED IN THE PROPOSAL

The bidders should submit a single package clearly marking the “bid for Event Management Services” containing the following.

a) PROFILE

The profile should contain the following mandatory documents, failure to provide any of the below document will leads to bid rejection.

1. Copy of registration with government department.
2. Valid NTN and registration with relevant tax authorities.
3. Registration with Khyber Pakhtunkhwa Revenue Authority (KPRA)
4. Proof of three (03) similar type of services provided by submitting PO/Contracts/completion certificates of value ranging from PKR 4 million to PKR 5 million (each) during last three (3) years.
5. Last three years audited financial statements
6. Undertaking of not being blacklisted on judicial stamp paper.



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b) FINANCIAL PROPOSAL

The Financial Proposal should contain:

1. The Financial Bid as per attached format with each and every item bided.
2. Security Deposit of 2% of the quoted price.

ADDITIONAL GUIDELINES FOR BID SUBMISSION

The Proposal shall be submitted according to the criteria as given in this Bid Solicitation Document, and shall be signed and stamped in all pages. The KPITB shall not be responsible for the errors committed in the Bids by the Bidders.

- a) The blank Bid Solicitation Document in full shall be printed and signed by the authorized person and stamped in all pages and shall be submitted as a token of accepting the conditions.
- b) The supporting documents to prove Bidder's Eligibility shall be duly signed by the authorized person and stamped in all pages and shall be submitted.
- c) All the required documents according to this Bid Solicitation Document shall be enclosed in the Proposal. No documents shall be allowed to be supplemented/ exchanged after opening of the Bids, unless asked by KPITB for the purpose of clarifications.
- d) All the Price items as asked in the Bid Solicitation Document should be filled in the Financial Proposal format given in this Bid Solicitation Document. The price quoted shall be in Pak Rupees. The Bid shall be liable for rejection if Financial Proposal contains conditional offers or partial offers.
- e) The price quoted by the Bidder shall include cost and expenses on all counts, tools/ techniques/ methodologies, work force, supervision, administration, transportation, installation, repair & maintenance, overheads etc.
- f) The price quoted by the Bidder shall be kept firm and unchanged for a period specified in this Bid Solicitation Document from the date of opening of the Bids. The Bidder shall keep the price unchanged during the period of Contract including during the period of extension of time, if any. Escalation of price will not be permitted during the said periods or during any period whether extended or not for reasons whatsoever. The Bidders shall particularly take note of this factor before submitting the Bids.
- g) Price quoted by the bidders shall be inclusive of all Government applicable taxes.

5.2 SINGLE ENVELOPE:

Under single stage single envelopes process, all interested bidders are requested to submit their bid in a single sealed package/envelop marked as "**Bid for Provision of Event Management Services**" comprising of financial proposal & profile. The envelopes should have address and contact details of the addressee and the addressor. The "FROM" address and "TO" address shall be written, otherwise Bid will be liable for rejection.

5.3 MODE OF SUBMISSION OF BIDS:

- a) The Bids shall be dropped at the KPITB Head Office (plot # 134, Industrial Estate, Hayatabad, Peshawar) on the due date and time and acknowledgement thereof should be obtained otherwise no claim of the submission of the Bid shall be entertained.
- b) Alternatively, if the Bidder prefers to submit the Bid by post, the Bidder shall use courier service or registered post, which provides tracking facility, and ensure that the bid reaches on the given address on the due date and time. However, KPITB



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shall not be liable or responsible for any postal delay or any other delay or damage/ loss etc. whatsoever.

- c) The Bids received after due date and time or unsealed or incomplete or submitted by Facsimiles (Fax) or email shall be rejected.
- d) Bids delivered by hand to KPITB office must be registered at reception. Unregistered bids will not be considered for further processing.

5.4 MODIFICATION AND WITHDRAWAL OF BIDS:

- a) 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.
- b) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause 5.2 & 5.3 of this document, by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- c) No bid may be modified after the deadline for submission of bids.
- d) 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.

6. BID OPENING AND SELECTION PROCEDURE

6.1 BID OPENING:

The Bid's envelope shall be opened by the KPITB on the date and time as specified in this solicitation document or any other date announced as corrigendum by KPITB. The Bids shall be opened in the presence of the Bidders who choose to be present.

6.2 BID VALIDITY:

- a) Bids submitted shall remain valid for a period of 60 days from the date of opening of the Bids. If the Bid validity is less than 60 days, the Bid shall be rejected as non-responsive. The Selected Bidder shall extend the Bid validity till the completion of the order.
- b) In exceptional circumstances, KPITB may solicit the Bidders to extend the validity. The Bidder shall extend Bid validity accordingly.

6.3 INITIAL SCRUTINY:

Initial Bid scrutiny shall be held and the Bids shall be treated as non-responsive, if:

- a) Bid is not submitted as specified in Clause 6 above of the Bid Solicitation Document.
- b) Bid with incomplete information, subjective, conditional offers and partial offers.
- c) Bid submitted without supporting documents to prove eligibility criteria.
- d) Bid not complying with any of the clauses stipulated in the Bid Solicitation Document.
- e) Bid with less validity period.
- f) Bid without Bid Submission Form(s) as required in the Bid Solicitation Document.
- g) Bid smacks of corrupt, fraudulent and collusive practices of the Bidder and



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- h) Other mandatory conditions prescribed in this Bid Solicitation Document.

All responsive bids shall be considered for further evaluation. The decision of the competent authority communicated by the KPITB shall be final in this regard.

6.4 CLARIFICATIONS BY THE KPITB:

When deemed necessary, the KPITB may seek bonafide clarifications on any aspect from the Bidder. However, that shall not entitle the Bidder to change or cause any change in the substance of the Bid or quoted price. During the course of evaluation, the KPITB may seek additional information or historical documents for verification to facilitate decision making. In case, the Bidder fails to comply with the requirements of the KPITB as stated above, such Bids may at the discretion of the KPITB be rejected as non-responsive.

7. TERMS OF PAYMENT

- a) All the payment shall be made after the satisfactory provision of the required services as per specification and on the provision of satisfactory note from Assistant Director Event Management.
- b) If the quality of service is not as per the TOR mentioned in this bid document, KPITB has the right to cancel the Contract. Upon cancellation of the contract, KPITB may award the contract to the second ranked bidder with the consent of the committee.

8. LIQUIDATED DAMAGES

- a) KPITB reserves the right to impose a penalty, at the rate of 0.5% per day not exceeding 10% of the total amount of the contract.

9. GENERAL TERMS AND CONDITIONS

Following general terms & conditions shall apply:-

- a) The bidder shall be registered with Income Tax and Khyber Pakhtunkhwa Sales Tax Department.
- b) An affidavit to the effect that the firm has not been blacklisted by any Government/ semi-Government/ Autonomous organization.
- c) Incomplete and conditional bids shall not be entertained.
- d) KPITB reserves the right to accept/ reject wholly or partially any tender while assigning reason(s) as per KPPRA Rules.
- e) Validity period of the bids shall be 60 days.
- f) Bids are liable to be rejected if they are not conforming to the terms, conditions and specifications stipulated in this BID SOLICITATION DOCUMENT.
- g) During the examination, evaluation and comparison of the bids, the KPITB, at its sole discretion, may ask the bidder for clarifications of its bid.
- h) If there is a discrepancy between unit price and total price in the submitted bid which is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall



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be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected.

- i) KPITB reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the volume of services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
- j) For this tender all updates/ changes shall be communicated through email and also be posted on KPITB website.
- k) All the applicable taxes shall be deducted as per law.

10. CLARIFICATIONS

Queries regarding this BID SOLICITATION DOCUMENT shall be submitted in writing to:

**Assistant Director Procurement,
Khyber Pakhtunkhwa Information Technology Board.
E-mail: mohmand.imran@kpitb.gov.pk**

11. ELIGIBILITY CRITERIA

- a) Bidder must be income tax, sales tax registered and must be on active tax payers list on FBR.
- b) Bidder must be registered with Khyber Pakhtunkhwa Sales Tax Authority (KPRA).
- c) Must have executed three (03) similar types of events with well reputed government/private/national/international organization by submitting PO/Contracts/completion certificates of value ranging from PKR 4 million to PKR 5 million (each) during last three (3) years.
- d) The bidder should submit Declaration/ Undertaking on judicial stamp paper that they are not blacklisted by any organization in Pakistan, and that no litigation is under way against them.
- e) The delivery time shall be as per schedule of event mentioned above.
- f) Minimum five (05) year experience in the field of event management.
- g) Bidder shall submit their quotation, quoting each and all items mentioned in Annex-I.
- h) Joint venture is not acceptable.
- i) Each service provider can only submit one offer/quote. The quote must remain valid for 60 days and the quoted price shall not be changed due to change in forex rates within validity time of quotation. Bid with more than one offer shall be rejected.
- j) Companies blacklisted by any government department would not be entertained.
- k) Bids with no bid security will be considered non-responsive.

12. AWARD OF TENDER

For the purpose of award of tender, the Best Evaluated bidders shall be accepted for the award of tender.



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ANNEX-I: PRICE SHEDULE/BID SHEET

S.No	Description / Specification	Qty.	Time Period (Days)	Unit Rate (Rs.)	GST + Income Tax + any other applicable tax	Delivery Period	Total Cost in Rs.
1	Marquee (Size-200ft x 100ft) water proof, complete with installation	01	02				
2	Outdoor Chiller (120HP) with complete power backup genset & installation including POL and Operation cost for 10 hours.	04	02				
3	Standing Air Conditioners (04 Ton) complete with installation	15	03				
4	Power Backup Generator (150KVA prime) (Perkins UK, Cummins or equivalent) with complete installation including transportation, POL & operation cost for 10 hour.	03	03				
5	Sofa set (03 seater, white color)	30	01				
6	Cushioned Chairs	500	01				
Gross Total in Rs.							

Note:

1. Price shall be inclusive of all Govt. applicable taxes, transportation, installation and other affiliated services charges.
2. KPITB reserves the right to increase, decrease the quantity or not to procure any of the above items.



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ANNEX-II: PROPOSAL SUBMISSION FORM

Managing Director,
Khyber Pakhtunkhwa Information Technology Board,
134 Industrial Estate, Hayatabad, Peshawar, KPK, Pakistan.

Sir,

We, the undersigned, offer to provide our service for “Provision of Services for Event Management Services”, in accordance with your Bid Solicitation Document, dated _____, and our Proposal. We are hereby submitting our Proposal, which includes the financial proposal sealed in envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals.

We understand that the decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours’ sincerely

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: Address: _____



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ANNEX-III: COMPLIANCE UNDERTAKING

COMPLIANCE CERTIFICATES/ COMPLIANCE UNDERTAKING

(To be filled by the bidder as part of proposal)

I, Name: _____ CNIC#: _____
Designation: _____ Company Name: _____ have gone through the Terms/Conditions of this BID SOLICITATION DOCUMENT and have found the document in whole as non-biased to any particular vendor or supplier. I hereby undertake and firmly bound myself to abide by/ comply all sections of this BID SOLICITATION DOCUMENT.

We remain,

Yours' sincerely

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: Address: _____



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ANNEX-IV: CONTRACT

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *Khyber Pakhtunkhwa Information Technology Board (KPITB)* (“the PE”) having its principal place of business at *Plot #: 134-136, Industrial State, Phase V Hayat Abad Peshawar* and *[insert Service Provider name]* (“the Service Provider”) having its principal office located at *[insert Consultant’s address]*.

WHEREAS, the PE wishes to have the Service Provider Performing the services hereinafter referred to, and

WHEREAS, the Service Provider is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services:

The Service Provider shall perform the services specified in bidding documents, “Terms of Reference and Scope of Services,” which is made an integral Part of this Contract (“the Services”).

The Service Provider shall perform the Services during the period commencing *April 26, 2018* and continuing upto *April 28, 2018* or any other period as may be subsequently agreed by the parties in writing.

2. Payment

A. Ceiling

For Services rendered pursuant to Annex A, the PE shall pay the Service Provider an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Service Provider costs and profits as well as any tax obligation that may be imposed on the Consultant.

C. Payment Conditions

Payment shall be made in *Pakistani Currency*, no later than 30 days following submission by the Service Provider of invoices in duplicate along with completion report or satisfactory note form Assistant Director Event Management.

3. Project Administration

Coordinator

The PE designates Mr.Fahad as PE’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for Payment, and for acceptance of the deliverables by the PE.

4. Performance Standards

The Service Provider undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Service Provider shall promptly replace any services rendered under this Contract that the PE considers unsatisfactory.



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5. Service Provider Not to be Engaged in Certain Activities

The Service Provider agrees that, during the term of this Contract and after its termination, the Service Provider and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

6. Insurance

The Service Provider will be responsible for taking out any appropriate insurance coverage for their Personnel and equipment's.

7. Assignment

The Service Provider shall not assign this Contract or Subcontract any portion thereof it without the PE's prior written consent.

8. Law Governing Contract & Language

The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.

9. Dispute Resolution

Any dispute arising out of this Contract, which cannot be amicably settled between the Parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940

FOR THE KPITB

FOR THE SERVICE PROVIDER

Signed by

Signed by

Title: _____

Title: _____