



BIDDING DOCUMENT

Selection of

EVENT MANAGER FOR
LIVESTOCK, DAIRY, FISHERIES & AGRICULTURE
SEMINAR/EXHIBITION 2018
SINDH AGRICULTURE UNIVERSITY TANDOJAM

To,
M/S _____

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SECTION I: Invitation for Bids

ITB#NO.SEDF/LDFA/2018

Tender Notice
FOR HIRING OF EVENT MANAGER TO ORGANISE
Livestock, Dairy, Fisheries, Poultry & Agriculture
Exhibition & Seminar 2018
Sindh Agriculture University Tando Jam

Sindh Enterprise Development Fund (SEDF) has been setup by the Government of Sindh to extend financial and technical assistance for entrepreneurship and infrastructure development in Agriculture, Livestock, Dairy, Fisheries/Aquaculture, Mining, Processing of Minerals, Storage and Cold Chains. After the overwhelming success of Livestock, Dairy, Fisheries, Poultry & Agriculture Exhibition/ Seminar & Horse, Cattle & Flower Show at Karachi Expo Centre from 2011 to 2015 and 2017 at Sindh Agricultural University Tando Jam.

2. SEDF invites sealed bids from Event Managers/ Management Firms registered with FBR & SRB for Income Tax and Sales Tax Departments wherever applicable for Exhibition Management Services for LDFA2018.

3. Bidding documents which contain detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification /rejection of bids, performance guarantee etc. can be obtained on written request on the company letter head along with valid NTN, GST certificates and SRB registration and a pay order of Rs.5,000/- (non-refundable) in favour of "Sindh Enterprise Development Fund" on any working day between 9:00 am to 5:00 pm from the office of the undersigned from 2nd October, 2017 to 18th October, 2017 at below mentioned address. Tender document can be downloaded from SPPRA and SEDF website as well.

4. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. In the first stage only the technical proposals will be opened. Later, the financial proposals of only the technically qualified firms will be opened. Financial proposals should accompany a bid security equivalent to two per cent (2%) of the bid amount in the form specified in the Bidding documents. Both the technical and the financial proposals must be sealed separately. Sindh Enterprise Development Fund reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with the SPP Rule(45) of 2010.

5. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the Company Secretary, Sindh Enterprise Development Fund, 1st Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi or before 11 A.M. on Thursday 19th October, 2017. Bids will be opened on the same day at 11.30 A.M.

Company Secretary
Sindh Enterprise Development Fund
1st Floor, Block – B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Tel: 99207512-4 Fax: 99207515
www.sedf.gos.pk

SECTION II: Instructions to Bidders

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/consortium providing exhibition build up and management services in Pakistan.

2.2 Bidder(s) should be registered with Sindh Revenue Board(SRB) and FBR

2.3 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 SPPRA Rules, 2010 (Amended 2013 & 2017) and it's 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 Technical Proposal

- Comprising of Cover letter, Company Profile, Exhibits of work experience & Financial Strength and a proposal on work plan based on the Schedule of Requirements/ TORs. The Bidder should take into consideration the parameters

listed in Technical Evaluation Criteria for submission of Technical Proposal in the Bid Data Sheet and its Annexure.

(b) 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 goods to be supplied, a brief description of the 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) Event Manager (Individual or Consortium) 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 the form of Pay Order or Demand Draft in favour of "**Sindh Enterprise Development Fund**"

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 three (3) 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 initialled by the person or persons signing the bid.

17.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialled 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 no 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 following:

(a) Technical Evaluation It will be examined in detail whether the Services and Products offered by the bidder comply with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted in the Technical Proposal will be compared with the Schedule of Requirements/ TORs. The proposal which does not conform to the specified requirements will be rejected. During the technical evaluation no amendments in the technical proposal shall be permitted; Minimum passing score is 70% of total.

After the evaluation and approval of the technical proposal SEDF will publicly open the financial proposals of the technically accepted bids only.

(b) Evaluation of Financial Bid

The financial proposal of bids found technically nonresponsive 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 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 non compliance 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 SPPRA Rules 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.

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 Sindh 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, SPPRA and SEDF:

(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, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain; and

(ii) "Fraudulent Practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(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 III: 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.

Data Sheet	
ITB 1.1	Sindh Enterprise Development Fund, Government of Sindh
ITB 1.1	Livestock, Dairy, Fisheries & Agriculture Seminar & Exhibition 2018
ITB 2.1	Event Manager for LDFA Seminar&Exhibition2018
ITB 4.1	Sindh Enterprise Development Fund, Government of Sindh
ITB 6.1	Last Date for Written Clarifications regarding RFP is 12th October, 2017
ITB 8.1	English
ITB 10, 11 & 12	Bid price shall be inclusive of all costs, duties and taxes related to delivery of services and materials/ products as defined in the Bid of Quantity (BoQ)/ToRs. Price Shall be quoted in Pak Rupees
ITB 11.4	Price shall be fixed
ITB 13.3 (a)	<p>The Procedure/Method of Selection is Single Stage - Two envelope Procedure</p> <p><i>For details on how the technical proposals shall be scored/ evaluated against above parameters, please see Annexure - I to Part One</i></p> <p>Note: In case of a joint bid, one bidder shall be appointed as a lead bidder who shall be solely responsible for end to end delivery of the entire project.</p> <p>Bidder or any of its consortium partners must not have been black listed or declared bankrupt by any Government or Financial Institution.</p> <p>The joint bid shall also accompany an undertaking on the stamp paper of Rs. 1,000/- that such partnership shall not be dissolved till the completion of job otherwise SEDF shall exercise its right to reject the bid and in case of dissolution after award of contract then terminate the contract.</p>
ITB 15.3	2% of the bid price
ITB 16.1	90 days from the last date of submission of bids
ITB 17.1& 17.2	One Original and Three copies of bid
ITB 18.2 (a)	Company Secretary, SEDF, Government of Sindh, FTC Building, Shahrah-e-Faisal, Karachi
ITB 18.2 (b)	Event Manager for LDFA2018 ITB # NO. SEDF/LDFA/2018

ITB 19.1	1100 hrs, 19 th October, 2017
ITB 22.1	1130 hrs, 19 th October, 2017 in the Committee Room of SBI, 1 st Floor, Block B, FTC Building, Shahrah-e-Faisal, Karachi.
Bid Evaluation	
ITB 25	25.2(a) & 25.2(b)
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 25%-30%, 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>
ITB 33	Performance Security: 10% of the contract price

SECTION IV: Schedule of Requirements/ Terms of Reference

Event Background:

- SEDF is planning to hold exhibition and seminar at Sindh Agriculture University Tando Jam (SAUT) in the month of February 2018. The seminar & exhibition is expected to attract a wide variety of participants specifically from the Livestock, Dairy, Fisheries and Agriculture sector as well as from the Diplomatic Missions, Multilateral Agencies, Banks, Regulatory Authorities and NGOs working in agriculture sector.

Event Categories:

- The first day shall comprise of Seminar, Exhibition, Cattle Show, Dog Show, Bird Show, Flower Show and Culture Show whereas, the second day will showcase Cattle show, Bird show, Dog show, Flower show and Exhibition as well. The Event manager shall be required to organize and manage all the above events.
- Exhibition will comprise of companies/organizations working in the following agriculture sub-sectors:

Livestock

- Animal Health, Breeding and Hygiene
- Feed Providers and Manufacturers
- Vet Services and Vaccination
- Cold Chain and Packaging Companies (Frozen & Fresh Meat)
- Slaughter Houses/Abattoirs
- Embryo Transfer Technology
- Certification bodies & Regulatory Authorities
- Farm Construction and Equipment

Agriculture

- Agriculture Machinery & Equipment
- Agro-Processing Equipment & Machinery Manufacturers & Suppliers
- Business & Trade Associations
- Agri Credit Banks
- Producers/Whole Sellers/Retailers
- Fertilizers & Horticulture
- Crop Insurance
- Pre & Post Harvest Management
- Agri Farm Construction
- Efficient Water Management Systems

Fisheries

- Sea Food Processing, Packaging & Export
- Fishing boats & Engines
- Relevant Government Departments
- Fish Farm Construction & Hatcheries

Poultry

- Poultry Farm & Hatcheries
- Frozen Meat
- Poultry Processing Equipments

The event manager is expected to reach out foreign trade missions to solicit trade delegations and companies which can add value to the agriculture sector of Sindh in particular and Pakistan in general.

- The event shall be divided into Seminar and Culture Show (1 Day) & Exhibition (2 Days) of Flower Show, Cattle Show, Bird show, Dog Show, Food Court and Children Entertainment Area.

- Besides, befitting arrangements for the above event categories, Event manager shall also include the following arrangements:
 - Transport for animal from the farms to the event venue and back.
 - Fodder for animal during the event
 - Provision of food and bedding for caretakers of animals.

Entrepreneurship Development Program

- This will be a two-day workshop/training programme for existing and aspiring entrepreneurs. Training will include imparting concepts of entrepreneurship basics, finance basics, and marketing basics. Post this two day training, a live pitching event will be organized where entrepreneurs looking for funding will be provided an opportunity to pitch their business idea to a panel of judges. Successful pitches will be provided with funding.

Event Participation:

- The Event Manager is expected to reach out to local and foreign companies, organizations, Banks, NGOs, diplomatic missions, regulatory authorities working in Livestock, Fisheries, Dairy and Agriculture sector for their participation in the event and selling of Exhibition space in a meaningful manner and the Event Manager will provide all the facilities to them for making the event successful. The Event Manager shall develop exhibition profile for soliciting their participation.

Design Event Categories:

- The Event Manager shall identify space and design marquees at the locations specified above for Exhibition of Flower Show, Cattle Show, Bird show, Dog Show, Food Court, Children Entertainment Area Reception & Registration area for both days.

Prize distribution

- Event Manager is required to arrange animal parade, Bird Show, Dog Show, Flower Show and prize distribution ceremony during the event.

Event Coordinator:

- The Event Manager shall station a team of experienced staff to carry out the above activities in a professional manner at SEDF office and nominate one focal person who shall be the responsible for all coordination, market & sell out exhibition space, thematic design of exhibition stalls, branding activity for the event, outdoor & media publicity of the event, dispatch of event invitation cards & material, confirmation of participants &.

Exhibition Layout/Floor Plan:

- The floor plan as developed by Event Manager is not final and it may change depending on the space reservations made three days before the exhibition/event. SEDF to finalize floor plan/ layout to accommodate thematic displays

Generator/Electric Cables/Carpet:

- The Event Manager shall arrange standby generator with fuel& maintenance, cabling, carpeting and provide electricity to stands/stalls as per requirement of the exhibitors duly approved by SEDF.
- Provide lighting at Exhibition area and connecting pathways.
- Event Manager shall arrange for high quality sound systems in exhibition and parking area for calling service.
- Event Manager shall arrange for all security related equipment and machinery like scanner gates, X-Ray machines and hand held scanners etc.

Shell Scheme/Stalls:

- The Event Manager shall arrange for shell scheme, upgraded to match the product display in cost effective but elegant manner for exhibitors who are not putting up their own customized stands. SEDF understands that the options to upgrade a standard shell scheme are limited due to cost effectiveness, therefore, price for such up-gradation shall be included in the bid price for shell scheme. The upgraded designs/scheme shall be subject to SEDF's approval.

Branding/Marketing/Promotion Material:

- The Event Manager shall create and execute the entire branding at the Event venue in an elegant manner. Event Manager shall obtain logos and thematic designs of exhibitors/participants which shall undergo further refinement; create branding material and install at appropriate spaces.
- Printing of Show directory comprising of various aspects of the event (Seminar, Exhibition, Cattle/Bird/Dog/Flower Shows) which include but not limited to Exhibitors profile, animal breeds, and flowers types information.

Outdoor Publicity:

- The Event Manager shall arrange for display & printing of outdoor publicity/hoarding/banners/bridge panels in the city of Hyderabad, Mirpurkhas, Benazirabad, Matiari, Tando Mohammad Khan, Tando Allahyar Tando Jam and surrounding areas two weeks before the event. The Event Manager shall identify the locations to display the publicity material for LDFA 2018 and get them approved by SEDF. The theme, design and write up for the publicity will be provided by the Exhibitors/SEDF to the Exhibition/Event Manager. Event Manager/SEDF shall take permission from respective District Administrations in the Province for the identified locations (of the Hoarding,

Bridge Panels, Poles etc) provided by the Event Manager enabling publicity of the Events.

Media Plan:

- Event manager shall develop a plan to create and raise awareness about the event through print, electronic and social media and execute the same after due approval by SEDF.

Pre-Exhibition Curtain Raiser:

- The Event Manager shall arrange pre Exhibition curtain raiser for creating awareness about the event by arranging a press conference at an appropriate location.

Invitation Cards:

- The Event Manager shall provide services for printing of invitation cards and envelopes for the LDFA 2018. The Event Manager shall provide SEDF designs and format of the cards and once approved, event manager shall ensure prompt dispatch and delivery as per list of invitees. The Event Manager shall update the invitation list wherever required.
- The Event Manager shall be responsible to send out the invitations to the participants and visitors of the LDFA Seminar/Exhibition 2018. The list of the participants (Ministers, dignitaries, diplomatic missions, banks & NGOs)/exhibitors shall be compiled by the Event Manager.

Security/Janitorial Services:

- The Event Manager shall arrange for janitorial and security services. The toiletries of good quality shall be arranged and it shall be ensured that the rest areas are clean at all times.

Event Passes

- The Event Manager shall design, create and distribute all different kinds of passes like for exhibitors, officials, Managers, foreign delegates, sponsors, diplomats, service providers etc. in good quality hard lamination with neckbands. Event Manager shall also be required to print parking passes, tickets for the local visitors and arrange sale of same as per plan finally decided by SEDF. Those required by SEDF shall be given to SEDF however the rest shall be distributed by the Event Manager themselves.

Media, Business Center & Reception:

- The Event Manager shall also create Media centre, Business Centre and an elegant reception.

Signage:

- Sign gate for different event categories, paths along with large floor plans shall be created in good quality material to guide the visiting guests.

Food Supplies for on duty:

- The Event manager shall arrange good quality food i.e. Lunch & Tea during the first day of the Exhibition for Seminar Attendees, SEDF staff, Guest Relations Officers & other support staff working and also Lunch & Tea during second day of the exhibition to SEDF Staff and other supporting staff.

Special Branch Passes:

- If it is required by the Security agencies that Special Branch passes be arranged for all exhibitors, the Event Manager shall coordinate with all exhibitors and security agencies for provision of special passes to the exhibition centre including those for SEDF officers and other support staff.

Food Court:

- The Event Manager shall also create a Food Court in a marquee at an appropriate place during the event which should be of good quality and hygiene standard for sale to general visitors and exhibitors. Food stall vendors will be allowed to sell at reasonable rates only.

Meeting Areas:

- Meeting Areas should be created, where exhibitors and trade visitors could hold meetings. These meeting areas should have proper refreshment arrangements along with service in elegant manner. This should be done on self finance basis.

Parking:

- The Event Manager shall rent out any nearby ground for parking purposes, if so required. Charges for this rental shall be reimbursed by SEDF on actual basis.

Registration for Visitors & Exhibitors:

- The Event Manager 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 card holder's details on the front. Transparent plastic pouches, open from top, along with LDFA 2018 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 movements in and out of the SAUTJ and control traffic. The system to be installed and card designs shall be approved by SEDF. Cards for exhibitors shall be coordinated and distributed by Event Manager themselves. Cards for foreign guest and local invitees shall be printed and delivered to the focal person of the Event Manager posted at SEDF

(for the Event) in close coordination with and as decided by SEDF for further distribution.

The expected work plan:

- This is a time bound assignment. Sindh Agriculture University Tando Jam shall handover Seminar & Exhibition space to the Event Manager for necessary preparation as required by the Event Manager.
- Event Manager is expected to plan and execute all jobs as listed in Schedule of Requirements and the Financial Bid form. The Event Manager shall work out their plans in reverse order from the date of exhibition. Must create all designs and dummies for SEDF's approval well before time to ensure that no last minute delays occur. The Event Manager is required to develop timelines duly approved by SEDF for all the task in their proposal.
- Event Manager shall also station necessary human resource at SEDF who shall coordinate all matters for arranging the event.
- Event Manager shall cooperate with all security agencies and ensure fool proof arrangements for the visiting guests.
- Event Manager shall work with SEDF on the floor plan and accommodate changes for any late reservations/ adjustments.
- Event Manager shall handover cattle show, bird show, dog show, flower show marquees Two (2) day before event at SAUT.
- The Event Manager shall handover Exhibition and Seminar portion one (1) day before the event at SAUT.

SECTION V: Technical Specifications

The technical specifications have been listed in the Financial Bid form. The Bidder should correlate the listed technical specification with Schedule of Requirements/ TORs given in Section IV.

SECTION VI: Forms

Notes on the 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 **Event Manager/ Service Providers Authorization** form should be completed by the Service Provider, as appropriate, pursuant to ITB Clause 13.3 (a).

To,
M/S _____

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 obtain the guarantee of a bank in a sum equivalent to 10percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of 90 (ninety)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 _____

MANDATORY DOCUMENTS REQUIRED:

The certificates / documents listed below shall be submitted with the tender form and shall be used for technical evaluation.

- a) Registration Documents, as per below specifications
 - i) For Limited Companies: Company Registration Certificate / Certificate of Incorporation from SECP.
 - ii) For Partnership Firms : Registration Certificate from Registrar of Firms
 - iii) For Sole Proprietorships: NTN Certificate mentioning name of the registered business.

- b) Company / Firm / Individual Profile including.
 - i) Complete profile including history
 - ii) Details of qualifications and experience of CEO / MD / Directors / Sole Proprietor and other key professional manpower with designation CNIC number and address.
 - iii) Event management / brand activation portfolio of the applicant / participant company / firm / individual containing clientele and illustration of Event management / branding activation undertaken for the clientele.

- c) Memorandum and Articles of Association in case of limited companies only
- d) Audited financial statements for the last three years in case of limited companies only.
- e) Bank Certificate of financial soundness with Bank Statement of the last three (3) years.
- f) Copy of NTN Certificate of Company / firm/ individual
- g) Evidence of filling of Income Tax Returns for the last three (3) years.
- h) Details of Arbitration / Litigation and contingent liability of any with necessary justification and details of any conviction /litigation against CEO / MD and directors with result thereof or in cast of no litigation such declaration on non-judicial stamp paper of Rs. 20/- duly attested Oath Commissioner.
- i) Documentary Evidence of at least three years experience as per Event Management / brand activation agency / firm / company.

Bill of Quantities (BoQ)
Price Schedule in Pak. Rupees/ Financial Bid/Event

S#	Description of Items	Quantity	Unit Rate (Rs)	Amount (Rs)
1	Soliciting Exhibitors: it includes all charges related to coordination, marketing & selling of exhibition and branding space to prospective exhibitors working in agriculture sub-sectors given at Annexure-2, their security clearance, arrangements of accommodation, food including SEDF Staff plus other supporting staff, floor plan designs, stalls, thematic design, design of upgraded shell scheme, design of branding material, outdoor publicity and other ancillary services required at Sindh Agriculture University Tando Jam (SAUT). This shall also include placement of a client Manager at SEDF Office.	Lump Sum		
2	Outdoor Publicity (Designing, Printing, mounting and fixing of hoarding skins - Pole Banners/ Streamers to be mounted enroot between SAUT and Hyderabad	Per Unit		
a	Hoardings (Sizes range from 20'x60', 15'x45' & 20'x10') with installing and de-installing from the Hoarding boards	a(i) 15` x 45`=5 a(ii) 20` x 60`=5 a(iii) 20` x 10`=20		
b	Streamers (i.e. Pole Signs) (Standard Size of 3' x 6') with installing and de-installing from the poles	1000		
c	Bridge Panels (Sizes range from 72'x10' & 8'x80') with installing and de-installing from the bridge panels	10		
d	Standees (Standard Size of 2' x 5') inside the exhibition areas (All Marquees, Seminar& Foyer Area)	100		
e	Event Board Directional Signs (3'x5') at Highway, University Roads etc	500		
3	Shell Scheme Stalls (Flooring 3x3 Meter) including Up-gradation and at least the following: - Structure Covered with Wood	100 Nos	Per Stall	

	<ul style="list-style-type: none"> &aluminum - Pillar in centre - Wooden counter - Hydraulic Stool (01) - Meeting Table (01) - Meeting Chair (03) - Back/Side Walls - Fascia Board with Company Name - Carpeting - 5 Amp Powerpoint (01) - 100W Spot Lights (02) - Waste Basket (01) 	(Work Order will be issued on the basis of actual booking)		
4	<p>Shell Scheme Stalls (Flooring 6x3 Meter) including Up-gradation and at least the following:</p> <ul style="list-style-type: none"> - Structure Covered with Wood & aluminum - Pillar in centre - Wooden counter - Hydraulic Stool (02) - Meeting Table (01) - Meeting Chair (05) - Back/Side Walls - Fascia Board with Company Name - Carpeting - 5 Amp Powerpoint (01) - 100W Spot Lights (02) - Waste Basket (01) 	50 Nos	Per Stall	(Work Order will be issued on the basis of actual booking)
5	<p>Shell Scheme Stalls (Flooring 6x6 Meter) including Up-gradation and at least the following:</p> <ul style="list-style-type: none"> - Structure Covered with Wood & aluminum - Pillar in centre - Wooden counter - Hydraulic Stool (03) - Meeting Table (02) - Meeting Chair (06) - Back/Side Walls - Fascia Board with Company Name - Carpeting - 5 Amp Powerpoint (01) - 100W Spot Lights (02) - Waste Basket (01) 	40 Nos	Per Stall	(Work Order will be issued on the basis of actual booking)
6	<p>Seminar Stage Setup</p> <p>Stage design 40'</p> <p>Stage side(02) SMDs with event streaming</p> <p>Wall Branding of Seminar area</p> <p>Multimedia with two Projections</p> <p>Standard Sound System for Seminar</p>	Lump sum		

7	<p>Help desks/Reception Area in Foyer area including software, hardware and technical support comprising:</p> <ul style="list-style-type: none"> - Registration Desk with Chairs - Plasma TV - Laptops/desktop - Printing of plastic cards for visitors 	Lump sum		
8	<p>Farm Stall (large Animals) 20 x 20ft Each (30 Stalls)</p> <p>Structures: Livestock stalls separated by iron pipes Fascia and Branding for each stall Two or more tent marquees for animal stalls</p> <p>Animal Fodder /kg</p> <p>Wood for Burning /kg</p> <p>Whole Farm Area Shall be covered with Marquee Soil for animal farm area Carpet for visitor area</p>	<p>30 Stalls</p> <p>(Work Order will be issued on the basis of actual booking)</p> <p>1500Kg</p> <p>600Kg</p>	Per Stall	
09	<p>Farm Stall (Small Animals) 20 x 20 ft Each</p> <p>Structures: Livestock stalls separated by iron pipes Fascia and Branding for each stall Two or more tent marquees for animal stalls</p> <p>Animal Fodder /kg</p> <p>Wood for Burning /kg</p> <p>Whole Farm Area Shall be covered with Marquee Soil for animal farm area Carpet for visitor area</p>	<p>30 Stalls</p> <p>(Work Order will be issued on the basis of actual booking)</p> <p>1000Kg</p> <p>600Kg</p>	Per Stall	
10	<p>Transportation from various parts of Sindh on actual basis for animal (Cattles, Horses, Camels, Goats, dogs), Birds and flowers</p>	On actual Basis		
11	<p>Carpeting (600 Grams) exhibition Marquees and Seminar area) (new carpet as per color approved by SEDF, on rental basis)</p> <p>SEDF will approve color scheme of each</p>	On the basis of actual	Per Sqft	

	hall. There will be no compromise on Grams of carpet and its quality.			
12	SMDs/MCR 20'x 10' for throughout live streaming of the event with standard sound system during the event for 2 day 02 at Exhibitions Area 01 at Animal Marquee Area 02 at Animal Parade & Children Entertainment Area 02 at Main entrance and Parking Area	07 Nos	Per SMD/MC R	
13	Exhibition Marquees/Seminar Gates branding (20' x 9') with profiles of participating companies	08 Nos.	Per Unit	
14	Climate Control Marquees for Exhibition (200ft x 200ft) or actual basis	Per Sqft	Rent/day (2 days)	
15	Event Pathway Branding (8' x 20') panels with backlit and spotlights	50 Nos.	Per Unit	
16	Electric work, lighting and Cabling with distribution panels inside marquees, corridor, gates and grills, it includes supply of electricity and wire connections. All the wiring must be inside the trenches	Marquees/Seminar and outer area	Lump Sum	
17	Security equipment & Security Services - X- ray machines for luggage scanning - Hand held metal detectors - Mirrors - Security Services	(Two Days) 4 machines x 2 days 6 Nos. x 2 days 4 mirrors x 2 days 50 person	Per unit/day	
18	Porta Cabins with Janitorial Services for the Toilets and event 1 (Toilet 40' ft) 1 (Toilet 20' ft) 1 (Office 20' ft)	Rent per day for two day	Per Unit	
19	Sound System in Corridor and Exhibition area comprising: - Mixer (01) - Amplifier (01) - Microphone (01) - Box Speakers (06) - CD Player (02)	For two days	Lump sum	
20	Prize Distribution Area Stage with Backdrop	job	Lump Sum	

	VIP Sitting arrangement for 35-50 persons Sitting arrangement (in steps) for 200 persons parade arrangement for animals Sitting area shall be covered with marquee			
21	Standard Food court and refreshments area with marquee	1	20 stalls each	
22	Standby/ Supplementary Generators including fuel and operations/maintenance	(6 Generators 500 KVA) (6 Generators 300 KVA) (2 Generators 250 KVA)	Per generator /day	
23	Event Directional signs (inside) (5'x4')	20 Nos.	Per Unit	
24	Tandojam Toll Plaza Branding (50'x5') or on actual size designing, printing, installation and removal	01 No.	Per Unit	
25	University Main Gate Branding (67' x 16') Gate Branding (Shahbaz Building, Wadowah and Hyderabad Toll Plaza)	01 Nos. 03 Nos.	Per Unit	
26	Preprinted Paper card passes, in different color specific to each category, for the registration purposes to be issued at Event on Event date with flexible top open soft plastic transparent pouches and LDFA branded neckbands	2,000 Nos.	Per Card	
27	Event branded hard laminated cards for security, officials and other functionaries with neckbands	60	Per card	
28	Lunch for 450 heads with following menu during Seminar Chicken Biryani Chicken Quorma Fried Chicken Lab e Shireen Mix salad Naan Drinks	450	Per Head	
29	Refreshment for 450 heads during Seminar Tea Green Tea Coffee Cookies	450	Per Head	

30	Hi-Tea Pre-event Press Briefing	50 Person	Per Head	
31	Flower Show 20 x 20 meter covered marquee Wooden Gate Marquee Inside & outside wall paneling with Panaflex size 18' x 8' (8)	Job	Lump Sum	
32	Dog Show 15 x 15 meter covered marquee Wooden Gate Marquee Inside & outside wall paneling with Panaflex size 18' x 8' (8)	Job	Lump Sum	
33	Bird Show 20 x 20 meter covered marquee Wooden Gate Marquee Inside & outside wall paneling with Panaflex size 18' x 8' (8)	Job	Lump Sum	
34	Grill Paneling (6'x10') University road side with designing, printing, installation and removal. Art work shall be approved by SEDF	30Nos	Per Unit	
35	Designing and Printing of event invitation cards for seminar and exhibition with envelopes	2500	Per Unit	
	Designing and Printing of Show directory	1000		
	Designing and Printing of car parking stickers with different colors	1500		
	Designing & Printing of Event letterheads	3000		
	Designing & printing event brochures	1000		
	Drafting, Designing & Printing of Post Event Report	1000		
36	Designing and Printing of appreciation certificates to Exhibitors with Envelopes	1000	Per Unit	
37	a:Standard Shields for Seminar Speakers with box	a) 40	Per Unit	
	b: Standard Trophies for animal Show	b) 150		
	c: Souvenir Ajrak	c) 100		
38	Children Entertainment Area	01 Nos.	Lump sum	

39	Entrepreneurship Program	Development		Lump sum	
			TOTAL COST		
			Taxes		
			Grand Total		

Note:

- i. In case of discrepancy between unit price and total, the unit price shall prevail.
- ii. The quantities mentioned in the bidding documents are approximate, however, Work Order will be issued as per the bookings of stalls in the exhibition i.e. on the basis of actual. Therefore, there is not any binding on SEDF to issue the work order as per the quantities mentioned in the bidding documents.
- iii. SEDF may remove item (s) from the work order, if not required. The firm will not claim any amount of removed items.

Signature of Bidder _____

Name of the Firm _____

Official Stamp _____

Date _____

2. Bid Security Form

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 there under 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]

ANNEXURE-1

* Bidder(s) should be registered with Sindh Revenue Board as per rule 46 of Sindh Public Procurement Rules 2010

S.No.	Parameters against which technical evaluation shall be done	Scoring brackets
1	<u>Experience of Company</u>	
	Years of experience in conducting events / exhibitions at national level (all over Pakistan) 2.5 points for each year of experience with a maximum of 10 points	(10)
	1 year	2.5
	2 years	5
	3 years	7.5
	4 years and above	10
2	Experience of Employees	
	Experience of Employees number of years in event management field	(5)
	Experience of $\geq 1 \leq 3$ Years in the event management field	1
	Experience of $> 3 < 5$ Years in the event management field	3
	Experience of > 5 Years in the event management field	5
3	Quantum of Work	(20)
	Work orders/ completion certificate of events managed of Rs.10 million or above in last three (3) years 2.5 points for each event of 10 million or more with a maximum of 20 points	
	1 Event	2.5
	2 Events	5
	4 events	10
	08 or more Events	20
4	Proposed Work Plan	(20)
	Conformity to schedule of requirements/TORs, expected work plan, and creative works. Justification of the thematic pavilion and stalls, farms and designs Points Distribution: Best: 20; very good: 15; good: 10 and average: 5	

5	Financial Strength of the Firm	(15)
5.1	Audited/certified accounts or P&L statements showing turnover of Rs. 10 Million every year in last two years	5
5.2	Audited/certified accounts or P&L statements showing turnover Rs. 50Million every year in last two years	10
5.3	Audited/certified accounts or P&L statements showing turnover of Rs. 100Million or more every year in last two years	15
6	Experience in conducting Entrepreneurship Development Program	(15)
6.1	None	0
	1-3 program/s	7.5
	More than 3	15
	Total	85

Minimum Score to qualify is 70% of total

Member Name & Signature _____ & _____

ANNEXURE-2

Livestock

- Animal Health, Breeding and Hygiene
- Feed Providers and Manufacturers
- Vet Services and Vaccination
- Cold Chain and Packaging Companies (Frozen & Fresh Meat)
- Slaughter Houses/Abattoirs
- Embryo Transfer Technology
- Certification bodies & Regulatory Authorities
- Farm Construction and Equipment

Fisheries

- Sea Food Processing, Packaging & Export
- Fishing boats & Engines
- Relevant Government Departments
- Fish Farm Construction & Hatcheries

Agriculture

- Agriculture Machinery & Equipment
- Agro-Processing Equipment & Machinery Manufacturers & Suppliers
- Business & Trade Associations
- Agri Credit Banks
- Producers/Whole Sellers/Retailers
- Fertilizers & Horticulture
- Crop Insurance
- Pre & Post Harvest Management
- Agri Farm Construction
- Efficient Water Management Systems

Poultry

- Poultry Farm & Hatcheries
- Frozen Meat
- Poultry Processing Equipments