



KHYBER PAKHTUNKHWA  
PAKISTAN

## TENDER DOCUMENTS FOR EVENT MANAGMENT

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### TOURISM CORPORATION KHYBER PAKHTUNKHWA 2016-17

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**Note:** The bidder is expected to examine the Bidding Documents carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

## **Instructions**

1. The Tourism Corporation Khyber Pakhtunkhwa invites sealed bids from eligible bidders for the event management of “Kalam Festival” at Ushu Forest Kalam, Swat, Khyber Pakhtunkhwa on the basis of “**Single Stage – Two Envelops Bidding Procedure**” comprising of Technical Bids and Financial Bids.
2. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked “1-Technical Bids” and “2-Financial Bids” which should be packed in one outer envelope.
3. The Technical Proposal should contain all the bid items without quoting the price and must list firm’s clientele, detail of technical and managerial staff, Past Performance , number of similar assignments & past relevant record (public & private sector) relevant experience last 5 years, financial status and capacity of the firm (bank statement 2013-16), tax returns for the last one year.
4. All bids must be accompanied with call deposit/earnest money (refundable) in shape of pay order / bank draft/CDR/Bank Guaranty of two percent (02%) of total bid amount in favor of Managing Director Tourism Corporation Khyber Pakhtunkhwa.
5. The technical bids will be immediately opened and processed as mentioned in the advertisement and will be opened by the TCKP Committee in the presence of bidders/bidders representatives who choose to attend while the financial bids of technical qualified firms will be opened accordingly while the financial bids of technically unqualified bidders will be returned unopened.
6. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:

- a. Received without earnest money;
  - b. Received after the date and time fixed for its receipt;
  - c. The tender document and the bid is unsigned;
  - d. The offer is ambiguous;
  - e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
  - f. The offer is from blacklisted firm in any Federal / Provincial Government Department; and
  - g. The offer is for store / items not conforming to the specifications indicated in the tender enquiry.
7. The Tourism Corporation Khyber Pakhtunkhwa will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
  8. As authority competent to accept the tender, Tourism Corporation Khyber Pakhtunkhwa reserves the right to accept or reject one or all the tenders by assigning cogent reason as KP-PPRA Rules.
  9. If the Contractor is found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, Tourism Corporation Khyber Pakhtunkhwa may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders.
  10. All prices quoted must include all Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
  11. Failure to complete the task within the stipulated time period will invoke penalty as specified in this document. In addition to that, 02% Call Deposit

amount will be forfeited and the company will not be allowed to participate in future tenders as well.

12. Tourism Corporation Khyber Pakhtunkhwa reserves the rights to claim compensation for the loss caused by the delay in execution of task.
13. Usage of correction fluid & corrections in the bids are strictly prohibited unless duly initiated.
14. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
15. All the raw material procured & installed for venue developing infrastructure shall be the property of TCKP except those being rented for holding the event. (to be specified in the bid)
16. Detail Financial Breakup against every scope of work shall be submitted separately.

**Evaluation Criteria and Comparison of Bid:**

The Technical Bids will be evaluated on the basis of following parameters and each bidder should clearly indicate the following in separated annexure duly labeled. Marks will not be allotted for missing information of the firms. No telephonic clarifications will be made and no additional documents will be entertained after the due date of technical proposal opening of the bids.

<b>S. No.</b>	<b>Selection Factor for Evaluation</b>	<b>Max. Marks</b>	<b>Marks obtained</b>
1.	Profile of the Firm	25	
2.	Detail of Technical and Managerial Staff	15	
3.	Number of similar assignments & Past Relevant Record (Public & Private Sector) Relevant Experience last 3 years	20	
4.	Past Performance	15	
5.	Financial status and capacity of the firm For Last 3 Years	15	
	Tax Returns for Last 1 Years	10	
	<b>Total Marks</b>	<b>100</b>	

The bid not obtaining minimum qualifying score shall not be considered for financial evaluation and their financial proposals shall be returned unopened. Out of the bids qualifying the technical & financial criteria, the 70% - 30% formula will respectively be applied for award of contract to the successful bidder provided it meets all other procedural requirements.

## **Detail Bidding Documents**

### **Scope of Work**

Event Management Service provider firm will be required to offer its bids for the below mentioned works (new ideas shall be highly appreciated).

Following is a generic/generic list of infrastructure & décor requirements including designing of Venue:

1. 5 seating huts, 3D designs to be shared in presentation.
2. Electrification of Venue and Power arrangements with backup generators.
3. Professional Sound System with detail specification and lightening for Main Stage
4. Provision of SMD Screen Size 20x10.
5. Kids play area with fun land including 2 jumping castles, 2 slides, 2 trampolines, 2 kitty rides, 6 Inflatables, 6 cartoon characters, Tallman, Magic Show, Puppet Show, Face Painting, Ring game with prizes, funland Stage.
6. Fire Works (5 Min)
7. 10 Female Ushers in traditional dresses along with neck tags (with boarding lodging expenses).
8. Sitting area(Benches) 20
9. Dust Bins 50.
- 10.40 round tables with chairs near food stalls with 2 Canopies.
- 11.500 chairs seating arrangement for music festival with sofa sitting on front row with 2 Canopies.
- 12.Portable 6 Washrooms and Water supply for washrooms with handwash, paper towel, toilet rolls etc. Cleanliness to be properly maintained.
- 13.Timely cleanliness to be made of full venue throughout the event.
- 14.To place TCKP's Logos in different places at the venue for better optimization.
- 15.1 Day VIP Lunch for 100 people (Kabli Pulao, Chicken Korma, Seekh Kabab, Kheer, Naan, Cold drinks & Mineral Water.
- 16.The event will be held on 15, 16, 17 September 2017, in case of delay TCKP won't be held responsible for any additional financial assistance.
- 17.All items expect rental ones which will be Specifically mentioned in the Bid will be property of TCKP.

**Proposed Venue:**

Short of Ushu Forest, Kalam, Swat.

**NOTE: PRE-BID MEETING ON 31<sup>st</sup> AUGUST, 2017.**