



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 “Pakistan Travel Mart 2017” at Karachi from 24-26<sup>th</sup> November 2017 at Expo Centre Karachi 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, firm profile, list of technical and managerial staff, number of similar assignments & past relevant record (public & private sector) relevant experience last 3 years, implementing ideas, creativity / designing, 3D designs etc. & presentation, financial status and capacity of the firm (bank statement of last one year till date), tax returns 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 after deadline for submission of bids in the presence of bidders/bidders representatives who choose to attend while the financial bids will be opened later on after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened 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. It is 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 right to increase/ decrease number of activity/ equipment and/or any other items mentioned in this tender document.
13. Tourism Corporation Khyber Pakhtunkhwa reserves the rights to claim compensation for the loss caused by the delay in execution of task.
14. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
15. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
16. All the raw material procured & installed for building infrastructure shall be the property of TCKP except those being rented for holding the event.
17. The Bid must be stamped signed and sealed. Bids in transparent envelope will not be accepted / received.

### 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. In case the following information was missing the marks will not be given to the firm. No telephonic clarifications will be made and no additional documents will be entertained after the due date of technical proposal opening of the bids.

### Evaluation Criteria for Event Management Firm

S.No	Parameters	Detail			Total Marks	Remarks
1	Firm Profile	Firms Profile			15	
2	Staffing	Details of Managerial and Technical Staff			10	List must be attached with name and designation of staff
		i	1 to 10	5		
		ii	10 to 20	10		
3	Past Performance(3 Years)	Major Institution Served:			15	Institutions include government departments and private organization for similar nature of projects. Supported via Client Satisfactory Report/Post Event Performance Report provided by the department.
		i	1 to 5	5		
		ii	6 to 10	10		
		iii	11 to 15	15		
4	Market Experience	i	1 year	3	10	During any of the last three years, he must have completed at least 5 contract involving the supply of similar goods.
		ii	2 Years	7		
		iii	3 Years and Above	10		
5	Designs	i	Implementing Ideas/Creativity	10	40	
		ii	3D Designs	20		
		iii	Presentation	10		
6	Financial Status	i	Tax Returns 2016	3	3	1. Tax Payer must be active on Active Tax Payer list for NTN and Sales Tax. 2. Financial Statement must be verified from Chartered Accountant 3. The Bidder's Bank statement must reflect liquidity to 10% of the quoted amount.
		ii	Financial Statement 2016	3		
		iii	Bank Statement 2016	4		
<b>Total</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 criteria, the 70% - 30% formula will 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

Following is a generic/generic list of infrastructure & décor requirements including designing of Venue in 3D:

- Design of TCKP Pavilion 3D (18 x 6 Meter) Design must Depict overall KP including Cultural Heritage, Archaeological Sites / Stupas and Tourism
- Execution of Designs
- Rabab Mangey Stage along with artists in traditional dresses and instruments.
- Arts & Crafts Stalls with racks for display (List / Number of Artisans at Work shall be decided by vendor as per designs / Presentation and will be finalized by the Department)
- Sitting Lounges for Meetings
- LED Screens (2) 60 Inch
- 2 Female Ushers in traditional dresses
- Kalash Touch in Pavilion with 2 Kalash Girls in traditional dresses
- Spot Lights
- Planters 8
- Provision of KP Dry fruits in lounges for guests
- Photo Wall for TCKP Projects Projection.
- Setup design to be provided in Presentation / 3D designs for displaying of TCKP Brochures, Projects & giveaways

#### **Note:**

*1. Boarding, lodging & Honoraria of Artists will be given by vendor.*

*2. Detailed Breakup of each item to be provided in financial proposal.*

***The Competent Authority has the right to reject all bids under Rule 47 of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Procurement Rules 2014.***