



BID SOLICITATION DOCUMENT

FOR

**HIRING OF EVENT MANAGEMENT SERVICES FOR RASHAKAI
ECONOMIC ZONE**

Dated September 26, 2018

**KHYBER PAKHTUNKHWA ECONOMIC ZONES DEVELOPMENT AND
MANAGEMENT COMPANY- KPEZDMC**



Ref No: WA-18-09-125

Date: September 26, 2018

INVITATION FOR BIDS

- 1) KPEZDMC intends to hire services for the arrangement of event to be held at Rashakai Economic Zone near Col. Sher Khan Interchange (M-1), KP. Therefore, sealed bids on single stage one envelope procedure are invited from eligible bidders.
- 2) Interested eligible bidders having Income tax and KPRA Sales tax registration may obtain further information from the office of KPEZDMC, 120-Industrial Estate, Jamrud Road Hayatabad. Peshawar. Khyber Pakhtunkhwa. Tel: 091-5890826, 091- 9217720, 0335-5739362.
- 3) A complete set of bidding documents can be downloaded by interested bidders from www.kpezdmc.org.pk/tenders or may be collected from KPEZDMC Peshawar office (120-Industrial Estate, Jamrud Road, Hayatabad, Peshawar) from issuance of this advertisement till closing date.
- 4) Bids must be delivered to the above office by or before 2:30 PM on October 11, 2018.
- 5) Bids will be opened in the presence of bidders' representatives who choose to attend at 3:00 pm on October 11, 2018 at the offices of KPEZDMC, 120-Industrial Estate, Jamrud Road Hayatabad. Peshawar. Khyber Pakhtunkhwa.
- 6) The bidders are requested to offer most competitive price of their quoted item(s) as no financial negotiations on quoted prices are allowed under KPPRA rules.
- 7) Interested eligible bidders may obtain further information by sending email to queries.procurement@kpezdmc.org.pk or by visiting office of KPEZDMC. Plot# 120-Industrial Estate, Hayatabad, Peshawar. 091-5890826, 091- 9217720, 0335-5739362, Monday to Friday during office hours.

Manager Admin & Procurement

120, Industrial Estate, Jamrud Road Hayatabad
Peshawar. Khyber Pakhtunkhwa.
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INSTRUCTION TO BIDDERS

- I. Under single stage, one envelope process, all interested bidders are requested to submit the financial bid in a single sealed package/envelop marked as **“Bid for Event Management Services for Rashakai Economic Zone”**.
- II. The envelope should have address and contact details of the addressee and the addressor.
- III. Bids delivered by hand to KPEZDMC office must be registered at reception/Admin dept. Unregistered bids will not be considered for further evaluation process.

Required Documents:

- **Bidder shall be Income Tax & KPRA Sales Tax Registered.**
 - **An Affidavit that bidder has never been blacklisted.**
 - **Detail of completion time required to complete all the arrangements of the event.**
 - **2% bid security of the total quoted amount.**
- IV. The bidder may submit company/firm profile with relevant past experience with Government Organization/INGOs/Private Companies/Banks etc.
 - V. The bidder shall specify validity in days, the submitted bid KPEZDMC 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.
 - VI. 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.
 - VII. 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.
 - VIII. The bids should be in accordance with enclosed specifications and technical design (if any).
 - IX. Response time: all bidders shall submit bids as per these instructions by or before 02:30 pm on October 11, 2018, at 120-Industrial Estate, Jamrud Road, Hayatabad, Peshawar. Bids will be opened half an hour after the deadline i.e. 03:00 pm on same day. No bid in any case shall be accepted after the deadline.
 - X. The bidder may submit audited financial statements for the last three years and account balance statement for the current ongoing years. (Optional)
 - XI. Submit statement of any history of litigation or ongoing.
 - XII. The KPEZDMC will not be responsible for any cost or expenses incurred by the firms in connection with the preparation or delivery of proposals.



Khyber Pakhtunkhwa Economic Zones Development and Management Company

- XIII. 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 goods/services.
- XIV. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) or does not adhere to these instructions.
- XV. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- XVI. Contract will be signed with the successful bidders and its terms and conditions will govern the execution of the contract.
- XVII. 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).
- XVIII. The bidder shall submit 2% bid security equal to the total quoted amount in shape of bank draft/pay order/call deposit in favor of “ Khyber Pakhtunkhwa Economic Zones Development & Management Company”**

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GENERAL TERMS & CONDITIONS

- a) All bidders are requested to submit their most competitive bid with the instructions incorporated herein.
- b) Bids (**Annex-A & B**) may be submitted on company's letterhead in a sealed envelope.
- c) Bidders are requested to submit their quotation, quoting each and all items mentioned in **Annex-A**.
- d) The above required details shall be submitted in a sealed envelope.
- e) The bidder (s) must be registered with FBR.
- f) The bid (s) must remain valid for 90 days and the quoted price shall not be changed due to change in forex rates within validity time of quotation.
- g) Bidders shall mention all applicable taxes in their quotes. In case any supplier has not done so, the procuring entity while comparing the offers will add the applicable taxes to the total quoted amount for each item.
- h) The request for quotation is non-transferable.
- i) Bid must be submitted by or before 2:30pm on October 11, 2018 to the undersigned for the purpose. No late quotation for any reason whatsoever will be considered.
- j) Each bidder can only submit one offer / quote.
- k) The bid must carry the authorized signatures and stamp of the supplier.
- l) The quantity of the items to be purchased can be increased/decreased/eliminate prior the issuance of PO/Contract.
- m) The quoted price must be inclusive of delivery/transportation to the proposed site.
- n) The procuring entity reserves the right to reject one or all the proposals as per prevailing KPPRA rules.
- o) All the Taxes will be deducted as per FBR and Khyber Pakhtunkhwa Revenue Authority (KPRA).

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**GENERAL TERMS & CONDITIONS OF CONTRACT/PURCHASE ORDER FOR SUCCESSFUL
BIDDER**

1. **Acceptance of Purchase Order.** Upon acceptance of Purchase Order/Contract by the Supplier as set forth herein, Purchase Order/Contract is a valid and binding contract between KPEZDMC and Supplier.
2. **Pricing.** KPEZDMC will pay Supplier only for such Goods and at such prices as agreed upon pursuant to Purchase Order/Contract ("Purchase Price"). Purchase Prices shall be all-inclusive and represents the sole and exclusive consideration to Supplier hereunder for the Goods, except as otherwise provided in Purchase Order/Contract. KPEZDMC shall not be billed for, nor shall KPEZDMC have any obligation to pay, any charge or amount not specifically authorized in Purchase Order/Contract.
3. **Invoices.** Supplier shall issue at the time of shipment an invoice containing the following information ("Invoice(s)"): (i) the description and quantity of Goods ordered; (ii) the quantity of Goods shipped; (iii) the delivery destination; (iv) the Purchase Price for each Good; (v) the total Purchase Price for Purchase Order; and (vi) any applicable taxes, freight charges, and discounts.
4. **Payment.** Subject to the terms and conditions contained herein, KPEZDMC will remit payment of the Purchase Price due hereunder for each accepted Goods after (i) the KPEZDMC's receipt of the Invoice, (ii) acceptance of Supplier's Invoice, and (iii) proof of delivery.
5. **Taxes.** KPEZDMC shall deduct applicable taxes as per prevailing rules of Government.
6. **Risk of Loss.** Title and risk of loss or damage shall pass to KPEZDMC at the time the Goods are delivered to KPEZDMC and unloaded at KPEZDMC's facility, or site as provided and agreed to in the Purchase Order/Contract. For purposes of clarification, Supplier shall bear all risks of loss or damage during the transit of the Goods.
7. **Inspection and Acceptance.** All Goods purchased are subject to inspection, test and approval at destination by KPEZDMC; payment for Goods under Purchase Order/Contract prior to inspection by KPEZDMC will not constitute acceptance by KPEZDMC. KPEZDMC may, at its option, reject all or any portion of the Goods that do not, in KPEZDMC's discretion, comply with the terms and conditions of Purchase Order.
8. **Shipping Delays.** Supplier will immediately notify KPEZDMC in writing of any event or condition that could delay delivery of the Goods beyond the agreed delivery date.
9. **Cancellation by KPEZDMC.** KPEZDMC, in its sole discretion and without cause, may terminate Purchase Order/Contract, in whole or in part, at any time upon five (5) calendar days written notice to Supplier, without incurring liability to Supplier for lost profits, or any other costs or damages, other than the proportionate value of the Purchase Price for Goods delivered.
10. **Force majeure.** Neither Party will have responsibility to the other due to circumstances beyond that Party's reasonable control, including (without limitation) any act of God, war or public enemy, or any act of government or any agency thereof, or any fire, flood, explosion or other catastrophe, or any epidemic or quarantine restriction, or any act of sabotage or terrorism, or any strike, lockout or other work stoppage, slow down or dispute.
11. **Warranties.** In addition to, and without limiting any of Supplier's other representations and warranties, express or implied, Supplier expressly represents and warrants to KPEZDMC that the Goods are and will be fit for the purposes for which purchased, free from defects in materials and workmanship, safe for their intended use and will be covered under manufacturer warranty (if applicable).
12. **Limitation of Liability.** In no event shall KPEZDMC be liable to supplier or its affiliates for any indirect, incidental, special or consequential damages arising from any claim under purchase order/contract, including, without limitation, any and all such damages from business interruption, loss of profits or revenue, cost of capital or loss of use of any property or capital, whether in contract, tort, strict liability, or negligence, even if informed of the possibility of such damages.
13. **Notices.** All notices to be given hereunder will be in writing and will be delivered by (a) hand delivery; (b) a nationally-recognized overnight courier; (c) facsimile; or (d) certified or registered mail, return receipt requested, postage prepaid (if to KPEZDMC, Khyber Pakhtunkhwa Economic Zones Development & Management Company, 120 Industrial Estate, Jamrud Road, Hayatabad, Peshawar-2500. Khyber Pakhtunkhwa).
14. **Bid Security Deposit (Where Applicable):** Bid security of the successful bidder will be retained by KPEZDMC as performance guarantee till the time of successful completion/delivery of required services/goods.
Bid security of unsuccessful bidders will be returned after the award of contract to the selected bidder. The bid security may be forfeited if the service provider fails to deliver or supply goods in accordance with the terms and conditions of the Purchase Order/Contracts or commits any breach of the Contract / Purchase Order.
15. **Variations / Repeat Orders:** The Procuring entity may during the execution of the Purchase Order/Contract, by notice in writing may direct the supplier to alter, amend, omit, add to or otherwise vary any part of the Schedule, in agreement with the Service Provider, and the Service Provider shall carry out such variations and be bound by the same conditions. Provided that repeat orders are within a period of six months, and that it does not exceed fifteen percent of the original contract value as per KPPRA Rules 2014.
16. **Packaging (if applicable):** Material/works/service should be packed suitably in appropriate wooden/metallic boxes/containers/pallets/manufacturer packing in such a manner that the goods are not lost or damaged in handling/transportation and the packing should be suitable enough to reach at the stores of procuring entity safely.
Material/works/service should be delivered at the stores of procuring entity in original packing of the manufacturer.
Where applicable, manuals containing instructions of the manufacturer about the application (in use) of the item should be provided in English.
17. **Sub-Letting Contract:** The supplier shall not sub-let or assign Contract or any part thereof without the written permission of the procuring entity. In the event of the Service provider subletting or assigning Contract or any part thereof without such permission, the procuring entity shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.



Khyber Pakhtunkhwa Economic Zones Development and Management Company

BID SHEET - KPEZDMC

ANNEX-A

		Ref #:	WA-18-09-125			
		Date:	26-Sep-18			
		Closing Date:	11-Oct-18			
From (KPEZDMC Contact Name & Address):		Supplier Name & Address:				
Mr. Agha Khanan Khan Zahid						
Assistant Manager Procurement						
120, Industrial Estate, Jamrud Road Hayatabad, Peshawar - KPK						
Tel:	091-5890826, 091- 9217720, 0335-KPEZDMC,Ext:155-156	NTN #:				
		STRN #:				
		KPRA(STRN) #				
		Tel:				
		Email:				
Estimated delivery completion date from the issuance date of PO:						
Quotation Validity (in Day):						
Delivery Location:		Rashakai (SEZ) Industrial Estate,near Col. Sher Khan Interchange(M-1),KP				
Sr. No.	Description	Qty	Unit	Unit Price(Inclusive of All Taxes)	Total Price (Inclusive of All Taxes)	
1	Portable Washrooms with water supply	2	Set			
2	Generator 5KVA to cater the load , lighting, sound system and other electric appliances/ equipments with fuel for minimum (5-6) hours an emergency/backup generator of 5KVA.	1	Job			
3	Stage with Backdrop (with stand) and spotlights of 30x10, Rostrum with front penaflex logo	1	Job			
4	Executive Chairs for stage (6-Dignitaries) and Tables	1	Set			
5	Water Proof Canopy with 200 Sofa Chairs and 15 Sofa Sets, Carpets, Ten Tables front row and availability of drinking water	1	Job			
6	Tea for police staff (Menu= Tea, Biscuits & water cooler large)	50	Person			
7	Hi-Tea for 250 persons Menu= (Tea, Fruit Cake, Chicken Sandwiches/Patties and mineral water bottles 500ml)	250	Person			
8	Sound system (SP4) with two wireless mic	1	Set			
9	Red Carpet entrance with side pillars (Chained) and balloons gate	1	Job			
10	Additional Canopy for security and other staff with foam chairs for approx. 50 people.	1	Job			
11	Fresh Flowers for Tables & Bouquets	1	Job			
Total Price (Inclusive of All Taxes)						
Bidders Name		Company Name		Company Stamp		
<p>This document is not a commitment to purchase on the part of the KPEZDMC. Should your offer be successful an KPEZDMC Purchase Order will be issued. Any order arising from this Request for Quotations will be subject to KPEZDMC's Conditions of Purchase.</p>						



REQUIRED DOCUMENTS CHECKLIST FOR HIRING OF EVENT MANAGEMENT SERVICES FOR RASHAKAI ECONOMIC ZONE

- Kindly Check the box (Yes or No) against each document mentioned submitted with your technical proposals.

	DOCUMENT LIST	YES	NO
1.	Income Tax and KPRA sale Tax Registration.	<input type="checkbox"/>	<input type="checkbox"/>
2.	An Affidavit that bidder has never been black listed.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Detail of completion time required to complete all the arrangements of the event.	<input type="checkbox"/>	<input type="checkbox"/>
4.	2% bid security of the total quoted amount.	<input type="checkbox"/>	<input type="checkbox"/>

Bidder's Name: _____

Company Stamp: _____