

**Khwaja Fareed University of Engineering &
Information Technology, Rahim Yar Khan**



Tender Document

Tender No. Misc-087

**Procurement of Reputed Firms/Contractor for
Event Management Services**

(Frame Work Contract)

at

**Khwaja Fareed University of Engineering
& Information Technology
Rahim Yar Khan**

TENDER DOCUMENT

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**Procurement of Reputed Firms/Contractor for Event Management
Services
(Frame Work Contract)**

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 2,000/-

Last date of submission: _____

FOR OFFICE USE ONLY

Serial No _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends to hire " **Procurement of Reputed Firms/Contractor for Event Management Services at KFUEIT, RYK**" as provided at **Annex 'A'**. The supplier will be responsible for Planning, Delivery, Commissioning of all specified items and related Services, wherever required, at the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan. This document provides complete instructions for bidders intending to participate in this Tender.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of **Technical Proposal** and **Financial Proposal** before **12:00 PM** on **11-06-2018**. Technical Proposals will be opened on same day at **12:30 PM** in the presence of representatives of responding bidders, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

2.2. Responding bidder shall deliver two sealed copies of the bid. Each copy being physically separate, bound, sealed and labeled. Proposals shall be delivered at the address given below.

Director Procurement

**Khwaja Fareed University of Engineering & Information Technology
Abu Dhabi Road, Rahim Yar Khan.**

Tel. # 068-5882420

2.3. Any queries regarding this proposal should be directed to the designated Technical Contact Person listed below.

Dr. Zaheer Ahmad, Tel. # 068-5882464, Email: dp@kfueit.edu.pk

2.4. All bids must be submitted by filling the **Annex 'B'**. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this Request for Proposal.

2.5. The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. Profile of company complete in all respect including financial profile
- ii. List of Previous/Current customers, Purchase Orders of related Services with contact person and telephone/fax numbers.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing issued after date of publishing of tender/Bank Statement issued after date of publishing of tender
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications or Services matched corresponding to the BOQ as given at **Annex 'A'**
- viii. Proposed delivery, response time, plan for rendering service
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Prices/Unit rate including all taxes duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price
- iii. Any other Terms and Conditions

5. Terms & Conditions

5.1. This invitation for bids is open to all Firms/Contractor/Event Management Service Provider in Pakistan.

- 5.2. All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3. A bank draft amounting Rs. 500,000/- which is equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **KFUEIT Rahim Yar Khan**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted. Bank draft for Earnest Money should be placed with the Technical proposal.
- 5.4. Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.5. A Bank draft of 5% of the total amount as **Performance Guarantee** will be provided by the supplier in favor of KFUEIT, Rahim Yar Khan within 10 days after signing of the contract on judicial stamp paper of the value PKR. 1200/-which shall remain valid for 12 months beyond delivery period. This performance guarantee will be released after the completion of warranty/guarantee period, along with the satisfactory completion report which will be intimated to the Seller and the Director Procurement KFUEIT, Rahim Yar Khan for their onward issuance of No Objection Certificate (NOC) for the release of performance guarantee.
- 5.6. KFUEIT Rahim Yar Khan reserves the right to accept / reject any or all proposals without assigning any reason thereof.
- 5.7. The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.8. The decision of the KFUEIT procurement committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.9. KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.10. Delivery period will be 30 days from the date of issuance of purchase order/supply order.
- 5.11. Delivery shall be completed according to the agreed upon schedule.
- 5.12. In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be

forfeited.

- 5.13. The University will get the services inspected at KFUEIT Rahim Yar Khan and reject the services, if not found according to the stated specifications.
- 5.14. The University reserves the right to claim compensation for the losses caused by delay in the delivery of services.
- 5.15. It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.16. In case any part of service is found not in conformity with the specifications provided in the tender, either on account of inferior quality, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.
- 5.17. All the proposals submitted will become the property of the University.
- 5.18. All prices should be valid for at least 90 days. Withdrawal or any modification of the original offer within the validity period shall entitle the KFUEIT Rahim Yar Khan to forfeit the Earnest Money in favor of the KFUEIT Rahim Yar Khan and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 5.19. Delivery of the services will be at Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan during the office hours with a copy of Delivery Challan.
- 5.20. The contract awarded shall remain valid up to one year from the date of contract and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one-month notice to the other party. Nevertheless, KFUEIT may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. KFUEIT decision that a breach has occurred will be final and shall be accepted without demur by the contractor.

6. Terms of References (TORs):

Below are the Terms of Reference to invite suitable and experienced Event Management Company through a competitive process, for a smooth organization of Events at KFUEIT throughout Year 2018. The services of Event Management Company will be rendered in close cooperation with Khwaja Fareed University of Engineering & IT and are inclusive of but not limited to provide the following;

- Prepare and submit a detailed plan for the event in close coordination with KFUEIT.

- Assign two designated focal persons to plan and implement the Terms of Reference for the assignment.
- Assist with the setup of venue displays and sets for the events of KFUEIT.
- Provide staffing for the reception desk whenever required.

Specific Responsibilities:

a. Venue Arrangement:

- Ensure the venue is clean and well prepared/ decorated
- Provide waterproof and weatherproof marquee with required carpeting at the event
- Ensure the provision of all audiovisual equipment for the event
- Theatrical seating arrangement for a gathering of multiple people based on particular event
- Manage appropriate VIP seating and head tables
- Designated reception and information area at the venue
- Designing, fabrication and installation of backdrops and inside hall branding as per the requirements
- Ambiance lighting at the venue
- Arrangement of sound system, multimedia screens and SMD Screens
- Provision of uninterrupted power supply
- Provision of air conditioning and heating (subject to weather conditions)
- Fabrication and décor of the stage
- Floral arrangements for the event
- Ensure service maintenance is promptly available as would be required for all equipment/services and facilities

b. Guests Registration & Information Support

- Arrange, staff and manage a counter for guests registration
- Design and prepare name tags for, ushers Communication and Public Relations: In close cooperation with KFUEIT Focal Person
- Design, prepare and set-up the information kiosk arrangement for the event.
- Arrange in cooperation with KFUEIT, media broadcast of the event which can be either recorded or broadcast live in at least five national news channels.

c. Quality Control Services

- The Event Management Company (EMC) shall monitor the quality of the services provided to KFUEIT on a regular and continual basis till the culmination of event. These procedures shall include a self-inspection system covering all the services to be performed in the Contract • KFUEIT reserves the right to conduct their own quality control surveys to ensure the adequacy of the services.
- The EMC warrants that the personnel assigned to handle KFUEIT arrangements shall have strong event management skills and shall constantly be trained to be kept up to date.

d. Standardized services

- The EMC shall provide polite, responsive and efficient service at all times to fulfill KFUEIT requirements. As a service objective, telephone calls and emails should be answered promptly • The EMC will be assessed for the performance of its services and deliver its products in accordance prescribed minimum performance standards set by the KFUEIT described in the TORs. • The EMC shall be attending all KFUEIT organizing committee meetings as it may be arranged. • The EMC shall acknowledge immediately any complaints and disputes which arise and resolve them at the earliest possible time

7. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex ‘C’** for reference. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item
- b. Company Profile
 - I. Age of the company
 - II. Financial strength of the bidder

Financial Evaluation process will be based on the consideration of the quoted price.

7. Undertaking

UNDERTAKING BY THE TENDERER

I/We have carefully gone through all above various terms and conditions for Procurement of Reputed Firms/Contractor for Event Management Services at KFUEIT. I/We agree to all these conditions and offer to provide Services at KFUEIT. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the Institute premises and have acquainted ourselves with the tasks for providing of Procurement of Reputed Firms/Contractor for Event Management Services before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name of bidder.....

Authorized person.....

Authorized signature.....

Stamp.....

Office Address.....

Tel No

Fax No

Procurement of Reputed Firms/Contractor for Event Management Services

Sr. No	Item Name/Specifications/Minimum Requirements	Quantity
01	Entrance arrangement with Flowering	APA
02	Frame Marquee 100 x 200 for stage	APA
03	Tent Canopy (108x400) size for main pandal arrangement charges	APA
04	Pipe Hurdles	APA
05	SMD (10x13)	APA
06	Security Camera with Control panel and installation	APA
07	Stage head table with Flowering	APA
08	High Back Steel Chairs	APA
09	Leather Sofa	APA
10	Coffee Tables	APA
11	Carpet Roll Wall to Wall Size (14 x 18)	APA
12	Runner	APA
13	AC Cabinets for Stage 10 Hp	APA
14	AC Cabinets for Stage 10 HP	APA
15	AC Chiller 240 HP	APA

16	Generator 750 KVA Cater Piller Super Silent	APA
17	Generator 450 KVA	APA
18	Generator 100 KVA	APA
19	Generator Transportation	APA
20	Diesel Estimated Cost	APA
21	Electric networking with control panel	APA
22	30 Pair Sp4+10 pair Array Speakers	APA
23	4 Pair Monitor for Stage	APA
24	Micro Phone, wireless Mics, Speakers	APA
25	Briage	APA
26	Complete Pa System	APA
27	Generator 60 KVA for sound system	APA
28	Vehicle for Generator Carriage	APA
29	Lighting with Complete Control Paneling	APA
30	Managers	APA
31	Supervisors	APA
32	Waiter with proper uniform	APA
33	Labor Charges	APA

34	Lunch/Dinner Menu (Tikka Piece, Rashmi Kabab, Kashmiri Handi, Nan, Rice, Desert, Juice, Cola Tin Pack, Mineral Water) in Micro food grade plastic packing	APA
35	Mineral water for VIPS (500 ml)	APA
36	Water Stall for Public with glass	APA
37	Ice Blocks for Water Stalls	APA
38	Mobile Toilet	APA
39	Trucking for transportation Up & Down	APA
40	Stage Back drop Decor	APA
41	Podium/Rostrum	APA
42	Event Management Fee	APA
43	Presidential Chair	APA
44	Mist Fan	APA

Note:

- i. The Competent Authority (KFUEIT) reserve exclusive rights to increase/ decrease the quantity of Items as per actual requirement mentioned above.
- ii. The Quoted Unit Price for each individual Items/unit/feet/job Rate should be on Unit Rate base and must be inclusive of all kinds of applicable taxes

Procurement of Reputed Firms/Contractor for Event Management Services

(Bid Form)

Sr. No.	List of item	Qty.	Rate/Unit/Item (Including all taxes & charges)
01	Entrance arrangement with Flowering	APA	
02	Frame Marquee 100 x 200 for stage	APA	
03	Tent Canopy (108x400) size for main pandal arrangement charges	APA	
04	Pipe Hurdles	APA	
05	SMD (10x13)	APA	
06	Security Camera with Control panel and installation	APA	
07	Stage head table with Flowering	APA	
08	High Back Steel Chairs	APA	
09	Leather Sofa	APA	
10	Coffee Tables	APA	
11	Carpet Roll Size (14x18)	APA	
12	Runner	APA	

13	AC Cabinets for Stage 10 Hp	APA	
14	AC Cabinets for Stage 10 HP	APA	
15	AC Chiller 240 HP	APA	
16	Generator 750 KVA Cater Piller Super Silent	APA	
17	Generator 450 KVA	APA	
18	Generator 100 KVA	APA	
19	Generator Transportation	APA	
20	Diesel Cost	APA	
21	Electric networking with control panel	APA	
22	30 Pair Sp4+10 pair Array Speakers	APA	
23	4 Pair Monitor for Stage	APA	
24	Micro Phone, wireless Mics, Speakers	APA	
25	Briage	APA	
26	Complete Pa System	APA	
27	Generator 60 KVA for sound system	APA	
28	Vehicle for Generator Carriage	APA	
29	Lighting with Complete Control Paneling	APA	
30	Managers	APA	
31	Supervisors	APA	

32	Waiter with proper uniform	APA	
33	Labor Charges	APA	
34	Lunch/Dinner Menu (Tikka Piece, Rashmi Kabab, Kashmiri Handi, Nan, Juice, Cola Tin Pack, Mineral Water) in Micro food grade plastic packing	APA	
35	Mineral water for VIPS (500 ml)	APA	
36	Water Stall for Public each stall with 500 Disposable glass	APA	
37	Ice Blocks	APA	
38	Mobile Toilet	APA	
39	Trucking for transportation Up & Down	APA	
40	Stage Back drop Decor	APA	
41	Podium/Rostrum	APA	
42	Event Management Fee	APA	
43	Presidential Chair	APA	
44	Mist Fan	APA	
Total of Unit Cost			

Note:

- i. The Competent Authority (KFUEIT) reserve exclusive rights to increase/ decrease the quantity of Items mentioned above based on as per actual requirement.
- ii. The Quoted Price for each individual Items/unit/feet/job Rate should be on Unit Rate base and must be inclusive of all kinds of applicable taxes.

Company Evaluation Criteria

1. Basic Evaluation

- i. Profile of company complete in all respect including financial profile
- ii. List of Previous/Current customers, Purchase Orders of related Services with contact person and telephone/fax numbers.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing issued after date of publishing of tender/Bank Statement issued after date of publishing of tender
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications or Services matched corresponding to the BOQ as given at **Annex 'A'**
- viii. Proposed delivery, response time, plan for rendering service
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money
- xi. Arranged events worth at least 10 million rupees (in cumulative cost) within the last financial year.
- xii. Having been in business for three (03) years minimum.
- xiii. Has held at least one event in last two year with minimum 500-1000 people

Note: Basic Evaluation Criteria is mandatory to fulfill to qualify for detailed evaluation. Failure to meet and submit all documents related to basic evaluation may lead to disqualification.

2. Detailed Evaluation

(Minimum Passing Score Required is 65 Points for qualifying to Financial Opening)

DETAILED EVALUATION CRITERIA FOR TENDER			
Specifications are available at Annex-A			
Sr. No.	Item Name and Description	Marks	Max Marks
1	Establishment of the Firm/company (Reg. with GST/NTN) Attach copy of all supporting documents	--	10
1.1	1 – 3 year experience	2	--
1.2	4 – 8 year experience	4	--
1.3	9 – 15 years' experience	6	--
1.4	Above 15	10	--
2	Relevant Experience (Attach copy of all supporting documents)	--	10
2.1	1 – 5 years' experience	3	--
2.2	6 – 10 years' experience	6	--
2.3	11 and above year experience	10	--
3	Financial Position/ Status	--	20
3.1	Current Assets (Min 05 Million) attach all supporting documents and detail of assets	7.5	--
3.2	Bank Certificate (satisfactory) attach original bank certificate indicating financial status	05	--
3.3	Annual Turnover (Min 05 m) attach all supporting documents	7.5	--
4	Past Relevant Projects of the Minimum Value of 02 Million during the last 5 years (attach all supporting documents)	--	20
4.1	3-7 Projects	10	
4.2	8-14 Projects	15	
4.3	Above 15 projects	20	
5	Technical Evaluation of quoted items	--	30
5.1	Specification matched as provided in Annex-A	10	
5.2	Literature in printed shape attached	2.5	
5.3	Reliability	2.5	
5.4	Delivery schedule as per need	5	
5.5	List of clients / where these services delivered	5	
5.6	Satisfactory letter from clients in favour of such services	5	
6	Human Resource (Total Number of employees) attach all supporting details and documents	--	10
6.1	20-30	04	
6.2	31-40	07	
6.2	Above 41 Persons	10	
Total		--	100