

# TENDER DOCUMENT

Ref No. Tender/Ext/AGRI/NNS/2019-20/01



## **Tender Document for *Hiring of Event Management Company for Conducting Farmers Days under***

- i. **National Program for Enhancing Profitability through Increasing Productivity of Rice, Wheat, Oilseed and Sugarcane**

**(Single Stage –Two Envelopes)**

**(MUBARIK ALI)**  
DEPUTY DIRECTOR AGRICULTURE  
(EXTENSION) NANKANA SAHIB  
**Phone:056-9201134, Email:ddaenns@gmail.com**



**TENDER NOTICE**  
**For Hiring of Event Management Company\Firm**

	<b>Non-Consulting Service Required</b>	<b>Bid Security</b>	<b>Estimated Cost</b>
01	<b>Hiring of Event Management Company for Conducting Farmers Days under <i>National Program for Enhancing Profitability through Increasing Productivity of Rice, Wheat, Sugar Cane and Oil Seed</i></b>	<b>PKR.10,000/- (2% of Estimated Cost)</b>	<b>PKR.5,00,000/-</b>

1. **Deputy Director, Agriculture (Extension), Nankana Sahib Agriculture Department Punjab**, invites sealed bids from well reputed event management companies/firms *for Conducting Farmers Days at district office of Agriculture (Extension), Nankana Sahib.*
2. Bidding shall be conducted through open competitive bidding **Single Stage-Two Envelop** procedure as specified in the PPRA Rule 2014 (as amended to date) and is open to all eligible event management companies/ firms.
3. Interested eligible bidders may obtain bidding document **IMMEDIATELY** from office of **Deputy Director Agriculture (Extension), Near District Courts Agriculture Complex, Nankana Sahib** during office hours after payment of PKR. 500.
4. Sealed bids must be delivered to the above office **on or before 05.11.2019 at 11:00 am**. **Proposals** must be accompanied by a bid security as mentioned above in the form of demand draft, CDR or pay order duly issued from a scheduled bank of Pakistan.
5. **Bids will be opened on 05.11.2019 at 02:00 Pm** in the presence of bidders or their representatives at office of Deputy Director Agriculture (Extension), **Near District Courts Agriculture Complex, Nankana Sahib.**
6. The bidders are required to give their **best and final prices** (inclusive of all applicable taxes) as no negotiations are expected.
7. This advertisement is also available on <https://www.ppra.punjab.gov.pk> & Punjab Agriculture Department website <https://www.agripunjab.gov.pk>
8. **Bidding document, obtained / purchased only from office of Deputy Director Agriculture (Extension), Near District Courts Agriculture Complex, Nankana Sahib will be considered for further processing.**

**(MUBARIK ALI)**  
DEPUTY DIRECTOR AGRICULTURE  
(EXTENSION) NANKANA SAHIB  
Phone:056-9201134, Email:ddaenns@gmail.com

# Table of Contents

## **PART-I**

<b>SECTION I. INSTRUCTIONS TO SERVICE PROVIDERS (ITS) .....</b>	<b>5</b>
<b>SECTION II. BID DATA SHEET.....</b>	<b>19</b>
<b>SECTION III. SCHEDULE OF REQUIREMENTS .....</b>	<b>22</b>
<b>SECTION IV. TERMS OF REFERENCE.....</b>	<b>23</b>
<b>SECTION V. BIDDING FORMS.....</b>	<b>25</b>
1. Bid Submission Form.....	25
2. Price Schedules.....	27

## **PART-II**

<b>SECTION I. CONTRACT FORMS.....</b>	<b>28</b>
1. Contract Form.....	28

## **SECTION IV. ANNEXURES**

ANNEXURE-I	Authority Letter (for authorized signatory)
ANNEXURE-II	Undertaking for Correctness of Information & Eligibility

# **Part-I**

## **Section I. Instructions to Service Providers**

### **A. Introduction**

- |                                      |  |
|--------------------------------------|--|
| <b>1. Source of Funds</b>            | 1.1 The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply a portion of the proceeds of this budget to eligible payments under the contract for which this Invitation for Pre-Qualifications is issued.   |
| <b>2. Eligible Service Providers</b> | 2.1 This Invitation for Pre-Qualifications is open to all Service Providers, except as provided hereinafter.<br><br>2.2 Service Providers should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Pre-Qualifications.<br><br>2.3 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government.<br><br>2.4 Service Providers shall not be under a declaration of blacklisting by any Government Department (Federal or Provincial) or Punjab Procurement Regulatory Authority (PPRA). |
| <b>3. Eligible Services</b>          | 3.1 All Services (and / or/ Goods) to be supplied under the contract shall have their origin in eligible source countries, defined in the <i>Bid Data Sheet (BDS)</i> , and all expenditures made under the contract will be limited to such Services (and / or Goods).<br><br>3.2 For purposes of this clause, “origin” means the place from where the services (and / or goods) are supplied, produced, mined, or grown. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.<br><br>3.3 The origin of Services (and / Goods) is distinct from the nationality of the Service Provider.   |
| <b>4. Cost of</b>                    | 4.1 The Service Provider shall bear all costs associated with the  |

## **Bidding**

preparation and submission of its bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Purchaser,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **B. The Pre-Qualification documents**

- 5. Content of Pre-Qualification documents**
- 5.1 The Services required, bidding procedures, and contract terms are prescribed in the Pre-Qualification documents. In addition to the Invitation for Pre-Qualifications, the Pre-Qualification documents include:
- (a) Instructions to Service Providers (ITS)
  - (b) Bid Data Sheet
  - (c) Schedule of Requirements
  - (d) Terms of Reference
  - (e) Bid Submission Form
  - (f) Manufacturer’s Authorization Form
  - (g) Price Schedules
  - (h) Contract Form
  - (i) Performance Security Form
  - (j) General Conditions of Contract (GCC)
  - (k) Special Conditions of Contract (SCC)
  - (l) Annexures I - III
- 5.2 The Service Provider is expected to examine all instructions, forms, terms, and specifications in the Pre-Qualification documents. Failure to furnish all information required by the Pre-Qualification documents or to submit a bid not substantially responsive to the Pre-Qualification documents in every respect will be at the Service Provider’s risk and may result in the rejection of its bid.
- 6. Clarification of Pre-Qualification documents**
- 6.1 A prospective Service Provider requiring any clarification of the Pre-Qualification documents may notify the Purchaser in writing or by email at the Purchaser’s address indicated in ITS Clause 19.1. The Purchaser will respond in writing to any request for clarification of the Pre-Qualification documents which it receives no later than three (3) days prior to the deadline for the submission of Pre-Qualifications prescribed in the Bid Data Sheet. Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Service Providers that have received the Pre-Qualification documents.
- 7. Amendment of**
- 7.1 At any time prior to the deadline for submission of Pre-

**Pre-  
Qualification  
documents**

Qualifications, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service Provider, may modify the Pre-Qualification documents by amendment.

- 7.2 All prospective Service Providers that have received the Pre-Qualification documents will be notified of the amendment in writing or by email, and will be bidding on them.
- 7.3 In order to allow prospective Service Providers reasonable time in which to take the amendment into account in preparing their Pre-Qualifications, the Purchaser, at its discretion, may extend the deadline for the submission of Pre-Qualifications.

**C. Preparation of Pre-Qualifications**

**8. Language of Bid**

8.1 The bid prepared by the Service Provider, as well as all correspondence and documents relating to the bid exchanged by the Service Provider and the Purchaser shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Service Provider may be in same language.

**9. Documents Comprising the Bid**

- 9.1 The bid prepared by the Service Provider shall comprise the following components:
- (a) a Bid Form and a Price Schedule completed in accordance with ITS Clauses 10, 11, and 12;
  - (b) documentary evidence established in accordance with ITS Clause 13 that the Service Provider is eligible to bid and is qualified to perform the contract if its bid is accepted;
  - (c) documentary evidence established in accordance with ITS Clause 14 that the Services and Supporting to primary Goods to be supplied by the Service Provider are eligible Services and Goods and agreed the consent to the Pre-Qualification documents; and
  - (d) bid security furnished in accordance with ITS Clause 15.

**10. Bid Form**

10.1 The Service Provider shall complete the Bid Form and the appropriate Price Schedule furnished in the Pre-Qualification documents, indicating the Services to be supplied, a brief description of the Services, their country of origin, quantity, and prices.

**11. Bid Prices**

11.1 The Service Provider shall indicate on the appropriate Price

Schedule the unit prices (where applicable) and total bid price of the Services it proposes to supply under the contract.

11.2 Prices indicated on the Price Schedule shall be **delivered duty paid (DDP) prices**.

11.4 The Service Provider's separation of price components in accordance with ITS Clause 11.2 above will be solely for the purpose of facilitating the comparison of Pre-Qualifications by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.

11.5 Prices quoted by the Service Provider shall be fixed during the Service Provider'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 ITS Clause 24.

**12. Bid Currencies** 12.1 Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.

**13. Documents Establishing Service Provider's Eligibility and Qualification** 13.1 Pursuant to ITS Clause 9, the Service Provider shall furnish, as part of its bid, documents establishing the Service Provider's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

13.2 The documentary evidence of the Service Provider's eligibility to bid shall establish to the Purchaser's satisfaction that the Service Provider, at the time of submission of its bid, is eligible as defined under ITS Clause 2.

13.3 The documentary evidence of the Service Provider's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

(a) that, in the case of a Service Provider offering to supply Services and ancillary Goods under the contract which the Service Provider did not produce or manufacture, the Service Provider has been duly authorized by the original Service provider or ancillary goods' Manufacturer or producer to supply the in Pakistan;

(b) that the Service Provider has the financial, technical, and production capability necessary to perform the contract;

(c) that, in the case of a Service Provider not doing business within Pakistan, the Service Provider is or will be (if



awarded the contract) represented by an Agent in that country equipped, and able to carry out the Service Provider's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and / or Terms of Reference; and

- (d) that the Service Provider meets the qualification criteria listed in the Bid Data Sheet.

**14. Documents  
Establishing  
Services' and  
ancillary  
Goods'  
Eligibility and  
Conformity to  
Pre-  
Qualification  
documents**

14.1 Pursuant to ITS Clause 9, the Service Provider shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Pre-Qualification documents of all Services and ancillary goods which the Service Provider proposes to supply under the contract.

14.2 The documentary evidence of the eligibility of the Services and ancillary Goods shall consist of a statement in the Price Schedule of the country of origin of the Services and ancillary Goods offered which shall be confirmed by a **certificate of origin** issued at the time of shipment.

14.3 The documentary evidence of conformity of the Services and ancillary Goods to the Pre-Qualification 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 Services and ancillary Goods;
- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Services and ancillary Goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the Services and ancillary Goods by the Purchaser; and
- (c) an item-by-item commentary on the Purchaser's Terms of Reference demonstrating **substantial responsiveness** of the Services and ancillary Goods to those Terms of Reference and / or specifications, or a statement of deviations and exceptions to the provisions of the Terms of Reference.

14.4 For purposes of the commentary to be furnished pursuant to ITS Clause 14.3(c) above, the Service Provider shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Purchaser in its Terms of Reference, are intended to be descriptive only and not restrictive. The Service Provider may

substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Terms of Reference.

## **15. Bid Security**

15.1 Pursuant to ITS Clause 9, the Service Provider 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 Purchaser against the risk of Service Provider's conduct which would warrant the security's forfeiture, pursuant to ITS Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

(b) Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for thirty (30) days beyond the validity of bid.

15.4 Any bid not secured in accordance with ITS Clauses 15.1 and 15.3 will be rejected by the Purchaser as nonresponsive, pursuant to ITS Clause 24.

15.5 Unsuccessful Service Providers' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to ITS Clause 16.

15.6 The successful Service Provider's bid security will be discharged upon the Service Provider signing the contract, pursuant to ITS Clause 32, and furnishing the performance security, pursuant to ITS Clause 33.

15.7 The bid security may be forfeited:

(a) if a Service Provider withdraws its bid during the period of bid validity specified by the Service Provider on the Bid Form; or

(b) in the case of a successful Service Provider, if the Service Provider fails:

(i) to sign the contract in accordance with ITS Clause 32;

**or**

(ii) to furnish performance security in accordance with ITS Clause 33.

**16. Period of  
Validity of Pre-  
Qualifications**

- 16.1 Pre-Qualifications shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to ITS Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
- 16.2 In exceptional circumstances, the Purchaser may solicit the Service Provider's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The bid security provided under ITS Clause 15 shall also be suitably extended. A Service Provider may refuse the request without forfeiting its bid security. A Service Provider granting the request will not be required nor permitted to modify its bid, except as provided in ITS Clause 16.3.
- 16.3 In the case of fixed price contracts, if the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial bid validity, the contract price will be adjusted by a factor specified in the request for extension.

**17. Format and  
Signing of Bid**

- 17.1 The Service Provider shall prepare an original and the number of 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 Service Provider or a person or persons duly authorized to bind the Service Provider to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.
- 17.3 Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 17.4 The Service Provider 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 Service Provider is awarded the contract.

**D. Submission of Pre-Qualifications**

**18. Sealing and  
Marking of  
Pre-  
Qualifications**

- 18.1 The Service Provider 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 Purchaser at the address given in the Bid Data Sheet; and
  - (b) bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation for Pre-Qualifications (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 ITS Clause 2.2.

18.3 The inner envelopes shall also indicate the name and address of the Service Provider 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 ITS Clause 18.2, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.

**19. Deadline for Submission of Pre-Qualifications**

19.1 Pre-Qualifications must be received by the Purchaser at the address specified under ITS Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Purchaser may, at its discretion, extend this deadline for the submission of Pre-Qualifications by amending the Pre-Qualification documents in accordance with ITS Clause 7, in which case all rights and obligations of the Purchaser and Service Providers previously subject to the deadline will thereafter be subject to the deadline as extended.

**20. Late Pre-Qualifications**

20.1 Any bid received by the Purchaser after the deadline for submission of Pre-Qualifications prescribed by the Purchaser pursuant to ITS Clause 19 will be rejected and returned unopened to the Service Provider.

**21. Modification and Withdrawal of Pre-Qualifications**

21.1 The Service Provider may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the Pre-Qualifications, is received by the Purchaser prior to the deadline prescribed for submission of Pre-Qualifications.

21.2 The Service Provider’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITS Clause 18. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Pre-Qualifications.

- 21.3 No bid may be modified after the deadline for submission of Pre-Qualifications.
- 21.4 No bid may be withdrawn in the interval between the deadline for submission of Pre-Qualifications and the expiration of the period of bid validity specified by the Service Provider on the Bid Form. Withdrawal of a bid during this interval may result in the Service Provider's forfeiture of its bid security, pursuant to the ITS Clause 15.7.

**E. Opening and Evaluation of Pre-Qualifications**

**22. Opening of Pre-Qualifications by the Purchaser**

- 22.1 The Purchaser will open all Pre-Qualifications in the presence of Service Providers' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The Service Providers' representatives who are present shall sign an attendance sheet evidencing their presence.
- 22.2 The Service Providers' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late Pre-Qualifications, which shall be returned unopened to the Service Provider pursuant to ITS Clause 20.
- 22.3 Pre-Qualifications (and modifications sent pursuant to ITS 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 Pre-Qualifications will be returned unopened to the Service Providers.
- 22.4 The Purchaser will prepare minutes of the bid opening.

**23. Clarification of Pre-Qualifications**

- 23.1 During evaluation of the Pre-Qualifications, the Purchaser may, at its discretion, ask the Service Provider 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 Purchaser will examine the Pre-Qualifications 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 Pre-Qualifications 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 Service Provider 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 Purchaser 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 Service Provider.

24.4 Prior to the detailed evaluation, pursuant to ITS Clause 25 the Purchaser will determine the substantial responsiveness of each bid to the Pre-Qualification documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Pre-Qualification documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITS Clause 15), **Applicable Law** (GCC Clause 30), and **Taxes and Duties** (GCC Clause 32), will be deemed to be a material deviation. The Purchaser'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 Purchaser and may not subsequently be made responsive by the Service Provider by correction of the nonconformity.

## **25. Qualification & Evaluation of Pre-Qualifications**

25.1 In the absence of **prequalification**, the Purchaser will determine to its satisfaction whether the Service Provider is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITS Clause 13.3.

25.2 The determination will take into account the Service Provider's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Service Provider's qualifications submitted by the Service Provider, pursuant to ITS Clause 13.3, as well as such other information as the Purchaser deems necessary and appropriate.

25.3 The Purchaser will **technically evaluate** and compare the Pre-Qualifications which have been determined to be substantially responsive, pursuant to ITS Clause 24, as per Terms of Reference required

25.4 The Purchaser's **financial evaluation** of a bid will be on delivered duty paid (DDP) price inclusive of prevailing taxes and

duties.

**Alternate**

**25.5 Quality & Cost-based Selection:**

The following merit point system for weighing evaluation factors can be applied **if specified** in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

*[In the Bid Data Sheet, choose from the range of]*

Price of the Services and ancillary Goods	60 to 90
Quality, technology and metallurgy	0 to 20
Performance and productivity	0 to 20
Standardization	0 to 20
Projected life-cycle cost	0 to 20
Operating and maintenance costs	0 to 20
Cost of spare parts and after-sales-service	0 to 20
Total	100

The bid scoring the highest number of points will be deemed to be the lowest evaluated bid.

**26. Contacting the Purchaser**

26.1 Subject to ITS Clause 23, no Service Provider shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e. 10 days before the contract is awarded. If the Service Provider wishes to bring additional information or has grievance to the notice of the Purchaser, it should do so in writing.

26.2 Any effort by a Service Provider to influence the Purchaser during bid evaluation, or bid comparison may result in the rejection of the Service Provider's bid.

**F. Award of Contract**

**28. Award Criteria**

28.1 Subject to ITS Clause 30, the Purchaser will award the contract to the successful Service Provider whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Service Provider is determined to be qualified to perform the contract satisfactorily.

**29. Purchaser's Right to Vary Duration and Quantities at Time of Award**

29.1 The Purchaser 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 Services and ancillary Goods originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

- 30. Purchaser's Right to Accept or Reject All Pre-Qualifications**
- 30.1 The Purchaser reserves the right to accept or reject all Pre-Qualifications, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Service Provider or Service Providers or any obligation to inform the Service Provider or Service Providers of the grounds for the Purchaser's action.
- 31. Notification of Award**
- 31.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Service Provider in writing by registered letter or by email, 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 Service Provider's furnishing of the performance security pursuant to ITS Clause 33, the Purchaser will promptly notify each unsuccessful Service Provider and will discharge its bid security, pursuant to ITS Clause 15.
- 32. Signing of Contract**
- 32.1 At the same time as the Purchaser notifies the successful Service Provider that its bid has been accepted, the Purchaser will send the Service Provider the Contract Form provided in the Pre-Qualification documents, incorporating all agreements between the parties.
- 32.2 Within seven (07) days of receipt of the Contract Form, the successful Service Provider shall sign and date the contract and return it to the Purchaser.
- 33 Performance Security**
- 33.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Service Provider shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the Pre-Qualification documents, or in another form acceptable to the Purchaser.
- 33.2 Failure of the successful Service Provider to comply with the requirement of ITS Clause 32 or ITS Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Service Provider or call for new Pre-Qualifications.
- 34. Corrupt or Fraudulent Practices**
- 34.1 The Procuring Agency requires that Service Providers, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this



provision, the terms set forth below are defined as follows:

- (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency,
  - (iii) “collusive practice” is an arrangement among Service Providers (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive the Procuring Agency of the benefits of free and open competition;
- (b) The Procuring Agency will reject a proposal for award if it determines that the Service Provider recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
  - (c) The Procuring Agency will sanction a firm, in accordance with prevailing Blacklisting procedures under Punjab Procurement Rules 2014, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.

34.2 Furthermore, Service Providers shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

**Part-I**  
**Section II. Bid Data Sheet**

The following specific data for the Services and ancillary goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Service Providers (ITS) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITS.

<b>Introduction</b>	
<b>ITS 1.1</b>	Name of Procuring Agency: <b>Deputy Director Agriculture (Extension), Near District Courts Agriculture Complex, Nankana Sahib</b>
<b>ITS 1.1</b>	Name of Projects: <ul style="list-style-type: none"> <li><b>i. National Program for Enhancing Profitability through Increasing Productivity of Rice</b></li> <li><b>ii. National Program for Enhancing Profitability through Increasing Productivity of Wheat</b></li> <li><b>iii. National Program for Enhancing Profitability through Increasing Productivity of Sugarcane</b></li> <li><b>iv. National Program for Enhancing Profitability through Increasing Productivity of Oil seed</b></li> </ul>
<b>ITS 1.1</b>	Name of Contract: <i>Hiring of Event Management Company for Conducting Farmers Days.</i>
<b>ITS 6.1</b>	For clarification purposes, the Employer's address is: : <b>Deputy Director Agriculture (Extension), Near District Courts Agriculture Complex, Nankana Sahib</b> Requests for clarification shall be received by the Employer no Later than <b>05, November, 2019</b> at 11:00 A.M.
<b>ITS 8.1</b>	Language of the bid is: <b>English</b>

<b>Bid Price and Currency</b>	
<b>ITS 11.2</b>	The price quoted shall be <b>Delivered Duty Paid</b> at the following

	locations in accordance with the Terms of Reference / Schedule of Requirements including the delivery charges: <b>On locations as mentioned in TOR's.</b>
<b>ITS 11.5</b>	The price shall be in <b>Pak Rupees</b> and shall be <b>fixed</b> .

<b>Preparation and Submission of Bids</b>													
<b>ITS 13.2</b>	<p><b>Mandatory Requirement / Eligibility Criteria</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Sr. No.</i></th> <th style="text-align: center;"><i>Documents</i></th> <th style="text-align: center;"><i>Source of Verification</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Valid NTN / FTN with active status</td> <td style="text-align: center;">FBR certificate/ FBR online report</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Valid Sale Tax Registration Certificate with active status</td> <td style="text-align: center;">PRA certificate/ PRA online report</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Bid Security amounting Rupees: 10,000/- (Refundable)</td> <td style="text-align: center;">CDR/Pay order</td> </tr> </tbody> </table> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. <i>In case of not registration with PRA the services provider can provide the registration certificate at the time of Contract Signing.</i></li> <li>2. <i>In case of exemption from any tax, attach a duly issued and valid Exemption Certificate by FBR.</i></li> </ol>	<i>Sr. No.</i>	<i>Documents</i>	<i>Source of Verification</i>	1.	Valid NTN / FTN with active status	FBR certificate/ FBR online report	2	Valid Sale Tax Registration Certificate with active status	PRA certificate/ PRA online report	3	Bid Security amounting Rupees: 10,000/- (Refundable)	CDR/Pay order
<i>Sr. No.</i>	<i>Documents</i>	<i>Source of Verification</i>											
1.	Valid NTN / FTN with active status	FBR certificate/ FBR online report											
2	Valid Sale Tax Registration Certificate with active status	PRA certificate/ PRA online report											
3	Bid Security amounting Rupees: 10,000/- (Refundable)	CDR/Pay order											
<b>ITS 13.3 (d)</b>	<p>In addition ITS 13.2, and ITS 13.3 (b), the potential Service Provider must also fulfill the following:-</p> <ol style="list-style-type: none"> <li>a) <b>Authority Letter</b> on firm / company letterhead authorizing the relevant person to represent the company (format of Authority Letter is placed at Annexure-I.</li> <li>b) <b>Undertaking</b> on Rs.100/- stamp paper for correctness of Information and Eligibility on judicial paper that the Company / Firm is not blacklisted (format of Undertaking is placed at Annexure-II). Failure to provide this Undertaking will result into <b>REJECTION</b> of the bidder.</li> </ol>												

ITS 15.1	<p><b><u>Amount of Bid Security</u></b></p> <table border="1" data-bbox="509 205 1354 394"> <thead> <tr> <th data-bbox="509 205 586 281">Sr. #</th> <th data-bbox="586 205 883 281">Non-Consulting Services Required</th> <th data-bbox="883 205 1354 281">Bid Security</th> </tr> </thead> <tbody> <tr> <td data-bbox="509 281 586 394">01</td> <td data-bbox="586 281 883 394">Hiring of Event Management Company</td> <td data-bbox="883 281 1354 394"> <b>PKR.10,000/-</b>  <b>(2% of Estimated Cost)</b> </td> </tr> </tbody> </table> <p>The Bid shall be in the prescribed format, sealed and accompanied by the Bid Security in the form of Call Deposit, Bank Draft, or Pay Order in favor of <b>Deputy Director Agriculture (Extension), Near District Courts Agriculture Complex, Nankana Sahib</b> having its <b>validity 120 days from the date of opening of bid.</b></p>	Sr. #	Non-Consulting Services Required	Bid Security	01	Hiring of Event Management Company	<b>PKR.10,000/-</b> <b>(2% of Estimated Cost)</b>
Sr. #	Non-Consulting Services Required	Bid Security					
01	Hiring of Event Management Company	<b>PKR.10,000/-</b> <b>(2% of Estimated Cost)</b>					
ITS 16.1	<b>Bid Validity Period: 60 days</b> after the date of opening of bid.						
ITS 17	<p><b>Format of Bid:</b> marked as “<b>Technical Proposal</b>” and “<b>Financial Proposal</b>” on the inner envelopes and then place both envelopes in an outer envelope containing name of the bidding Company / Firm with the following line as subject:  <i><b>Hiring of Event Management Company for Conducting Farmers Days.</b></i></p>						
ITS 18.2 (a)	<p><b>Address for Bid Submission:</b>  <b>Deputy Director Agriculture (Extension), Near District Courts Agriculture Complex, Nankana Sahib</b></p>						
ITS 18.2 (b)	<p><b>IFB Title and Number:</b>  <i><b>Hiring of Event Management Company for Conducting Farmers Days.</b></i>  <u>Tender/Ext/AGRI/NNS/2019-20/01</u></p>						
ITS 19.1	Deadline for <b>Bid Submission: 05 November, 2019, 11:00 AM</b>						
ITS 22.1	<p><b>Time, Date, and Place for Bid Opening:</b>  <b>Deputy Director Agriculture (Extension), Near District Courts Agriculture Complex, Nankana Sahib</b>  <b>On 05- November, 2019 At 02:00 PM.</b></p>						

<b>Contract Award</b>	
ITS 29.1	Percentage for quantity increase or decrease: 15 % of total contract value as per PPRA rules.

## Part-I

### Section III. Schedule of Requirements

Description	Unit & Qty
<b>Sitting and Refreshment Arrangements</b>	
Farmer Days at District Agriculture Complex District Courts, Nankana Sahib selected places for 600. (list of places is attached)	[02]
Tent arrangement for 600 Nos.	
Duration of Farmer Day will be 3 to 4 hours	
Executive Chairs for 16 Nos.	
Chairs for 584 Nos.	
Stage arrangement for 10-12 persons	
Availability of standard size Multimedia projector with sound system	
Refreshment for 600 Nos. during each seminar/ Farmer Day ( a box containing Chicken patties, Samosa, Chicken Shami, cold drink) or One Dish (chicken korma, Nan, Water, Salad, Raita, Khir,)	
½ Liter Mineral Water Bottle for 600 Nos. during each seminar/ Farmer Day	
<b>Promotional Material Designing &amp; Printing</b>	
Streamers size 5x3 feet	5
Standeeds size 5x2 feet	4
Banners 8x4 Feet	6

#### **NOTE:**

The quantities mentioned above are tentative. The exact quantities will be decided at the time of signing of contract without increasing the unit cost.

1. The contractor shall be fully responsible to conduct awareness seminars/ Farmer Day at concerned places/locations identified by concerning Deputy Director (Extension).
2. Tentative Schedule of events/ seminars will be shared with the successful bidders at the time of contract award.
3. Text of streamers, Standees and Banners will be provided by procuring agency.
4. This Schedule of Requirements shall be read in conjunction with the ToR given below.

# **Terms of Reference (TOR's)**

*(Event Management for Conducting Farmers Awareness Seminars/ Farmer days*

## **BACKGROUND OF THE PROJECT**

Agriculture is one of the major sectors that play a vital role in economic growth and development in Punjab, as its contribution to national agriculture economy is overwhelming. The sector contributes 18.9 % of national GDP and employs a significant portion of its labor force. It also attributes to national export earnings due to manufactured products derived from agriculture, such as textiles. About 80% of the country's foreign exchange originates from Agriculture and Punjab contributes over 60% in this export. It is a main source of raw material for several industries especially textiles, edible oil, Sugar, Rice husking etc.

The federal government with the coordination of all provinces will spend Rs.290 billion on the National Agriculture Emergency Programme in the next five years, aimed at boosting crops yield, fishery and livestock development as well as water conservation of a little less than combined live water capacities of dams.

It is worth mentioning the government had promised that it would declare an agriculture emergency to boost this sector and support the farmers. of these projects, 12 Billion would be spent on projects including wheat, oilseed, rice, sugarcane, cotton and gram crops. Since cost of production is increasing in Pakistan day by day, and we cannot reduce it sizably, so we would go for a 'top up approach' which would aim at increasing crops yield.

The prime Minister approved the initiatives of the Ministry of National Food Security & Research regarding increase in yield of wheat crop& boost adoption of Oilseeds through:.

Under these project, Farmer Days would be conducted for farmers awareness for latest production techniques and other interventions would also be educated including land agronomic methodologies, machinery, certified seeds, fertilizers and some other farm inputs use.Besides seeds, fertilizers and water, agricultural productivity is also dependent on on-farm labor productivity, which in turn is dependent on whether the farmers have access to latest and accurate knowledge to carry out farm operations efficiently. Modern and latest farm advisory, therefore, plays an important part in improving agriculture productivity. Farmer Days has, therefore, an enormous potential to leverage the efforts of farmers and boost crop productivity.

## **DELIVERABLES**

- Company shall be responsible for conducting Farmers Awareness Seminars and printing Materials at 02 selected places/locations.
- Designing, printing and delivery and execution of the promotional/publicity material.
- Make all necessary arrangements to make event a success.
- Provide necessary/adequate human resource, machinery & equipment in seminars hall.
- Management & Execution of the event

## BROADER TOR'S

The Terms of reference will be as follows and it would include items finalized;

1. Design print and display of promotional material
2. Plan and execute Management of Seminars/Farmer Days.
3. Publicity (Designing, Printing, mounting and fixing of standees , Streamers and Banners.
4. Logistics planning and execution
5. Multi-media production.
6. Tent Setup, Provision of high-quality sound, stage, seating arrangements as per Price Schedule.
7. High quality Sofa arrangement for Stage.
8. The Service Provider will arrange a back-up Generator in case of Non availability of Electricity.

Sr. No	Items	Disruption
1	Chairs	Sitting chairs should be with cushion and cover
2	Executive Sofa (for Stage)	10 person Neat and Clean
3	Executive Sofa (for 1 <sup>st</sup> Row)	15 person Neat and Clean
4	Tent/ Canopy	Tent/ Canopy should be newly high quality
5	Dice for Speaker	Newly high quality
6	Lunch Box option-1	(a box containing Chicken patties, Samosa, Chicken Shami, cold drink)
7	Lunch Box option-2	(a box containing Chicken piece, Baryani, cold drink)
8	Lunch Box option-3	One Dish (chicken korma, Nan, Water, Salad, Raita, Khir,)
9	Lunch Box option-4	(a box containing Chicken piece, 2 Nan, Khir, cold drink)

**Part-I**  
**Section IV. Bidding Forms**

**1. Bid Submission Form**

Date: \_\_\_\_\_

No: \_\_\_\_\_

To

**Deputy Director Agriculture (Extension),  
Near District Courts Agriculture Complex,  
Nankana Sahib**

Having examined the tender 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 Pre-Qualification 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 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 10% percent of the Contract Price** for the due performance of the Contract, in the form prescribed by the Purchaser.

**We agree to abide by this Bid during the bid validity period starting from the date fixed for Bid opening** under Clause 22 of the Instructions to Service Providers, 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:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____



\_\_\_\_\_  
\_\_\_\_\_  
(if none, state “none”)

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 \_\_\_\_\_

**Part-I**  
**Section V. Bidding Forms**  
**1. Schedule of Prices**

**Required Services & Per Unit Costs**

Description	Unit & Qty	Per unit Cost (PKR)	Total Cost (PKR)
<b>Sitting and Refreshment Arrangements</b>			
Farmer Days at 02 selected places for participants. (list of places is attached)	02		
Tent arrangement 600 Nos.			
Duration of Farmer Day will be 3 to 4 hours			
Executive Chairs for 16 Nos.			
Chairs for 584 Nos.			
Stage arrangement for 10-12 persons			
Availability of standard size Multimedia projector with sound system for 600 Nos.			
Refreshment for 600 participants during each seminar/ Farmer Day ( a box containing Chicken patties, Samosa, Chicken Shami, cold drink) or One Dish (chicken korma, Nan, Water, Salad, Raita, Khir,)			
½ Liter Mineral Water Bottle for 600 participants] during each seminar/ Farmer Day			
<b>Promotional Material Designing &amp; Printing</b>			
Streamers size 5x3 feet	5		
Standees size 5x2 feet	4		
Banners 8x4 Feet	6		
<b>Grand Total</b>			

The quantities mentioned above are tentative. The exact quantities will be decided at the time of signing of contract without increasing the unit cost.

Dated \_\_\_\_\_

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Part-II**  
**Section I. Contract Forms**  
**1. Contract Form**

THIS AGREEMENT made the 05 day of November 2019 between  
**Deputy Director Agriculture (Extension), Near District Courts Agriculture Complex,  
Nankana Sahib**

(hereinafter called “the Purchaser”) of the one part and *[name of Service Provider]* of  
(hereinafter called “the Service Provider”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Service Provider 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 Service Provider;
- (b) The Schedule of Requirements;
- (c) The Terms of Reference;
- (d) The General Conditions of Contract;
- (e) The Special Conditions of Contract; and
- (f) The Purchaser’s Notification of Award.
- (g) Annexures I-II

3. In consideration of the payments to be made by the Purchaser to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Purchaser hereby covenants to pay the Service Provider 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 Purchaser)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Service Provider)

**ANNEXURE-I**  
**Authority Letter**  
**(For signatory of Tender document)**  
(On Letterhead of the Firm / Company)

It is certified that [*Insert name of firm / Company*] having its registered office at [----- ], does hereby nominate, appoint and authorize Mr.-----, having CNIC No.-----hereinafter referred to as the “**Signatory of Application**”, to do in our name and on our behalf the following:  
Sign and submit to **Deputy Director Agriculture (Extension), Near District Courts Agriculture Complex, Nankana Sahib**

- i. or its authorized nominee, the Bid for Non-Consultancy Services for ***Hiring of Event Management Company***, in response to the advertisement dated [-----] issued by The Procuring Agency and all other documents and instruments required to submit the Bid.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by the Procuring Agency in connection with the Bidding process as a whole;
- iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Authority Letter.
- v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid in response to the above referred Pre-Qualification including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-bid conference meetings and bid opening meetings) and providing information/responses to the Procuring Agency in all matters in connection with our Bid.

We, [*Insert name of Firm / Company*], do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Authority Letter shall be binding on us.

Furthermore, each provision of this Authority Letter is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Authority Letter at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

**FOR: [INSERT NAME OF FIRM / COMPANY]**

Signature and Thumb impression:

Name: -----

Title:-----

CNIC No.-----

**FOR SIGNATORY OF THE APPLICATION (Attorney)**

Signature:-----

Name:-----

Title:-----

CNIC/Passport No.-----

**Note:**

- i. In case of Firm, to be executed by all Partners
- ii. In case of Company, to be executed by Chairman Board of Directors

**ANNEXURE-II**  
**Undertaking for Correctness of Information and Eligibility**  
*(To be printed on PKR 100 Stamp Paper)*

I, the undersigned, do hereby certify that all the statements made in the Pre-Qualification documents and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Procuring Agency at any time, if it deems necessary.

The undersigned hereby authorize all concerned to furnish any additional information requested by the Procuring Agency to verify this statement regarding credentials of my firm / company.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Procuring Agency.

Moreover, the undersigned certify that my firm / company has not been declared ineligible / blacklisted by any of the Federal / Provincial Government or any other entity due to any reason whatsoever and is eligible to carry out the business for which this bid is being made.

*Signed by an authorized representative*  
Name & Designation  
CNIC No.-----  
Name of the firm / company  
Date:-----

**Witness No.1**

Signature:

Name:

CNIC No.

**Witness No. 2**

Signature:

Name:

CNIC No.

**Notarized by the Notary Public**