

**TENDER DOCUMENT**  
**“Hiring of Event Management Company for Organizing  
Exhibition of SME Clusters (ESCS)”**



**Small & Medium Enterprises Development  
Authority (SMEDA)**

**Tender No.: SMEDA/OM- SME P & PD/021**

**Issued on December 6, 2025**

# **Tender Document**

**for**

## **“Hiring of Event Management Company for Organizing Exhibition of SME Clusters”**

### **PART-A – BIDDING PROCEDURE & REQUIREMENTS**

Section I - Invitation to Bids

Section II - Instructions to Bidders (ITB)

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#### **Integrity Pact**

The successful Bidder shall be required to furnish Integrity Pact as per the attached format.

Beneficial Ownership Information on prescribed format.

**PART-A**

**BIDDING PROCEDURE & REQUIREMENTS**

# SECTION I: INVITATION FOR BIDS

**Tender No.: SMEDA/OM-SME P & PD/021**

## **REQUEST FOR BIDS**

1. SMEDA invites electronic bids from eligible Bidders, registered with Income Tax and Sales Tax Department for **“Hiring of Event Management Company for Organizing Exhibition of SME Clusters”**,.
2. E-Bidding documents, as per regulations, containing detailed terms & conditions, and requirements etc. are available for registered bidders on E-Pak Acquisition & Disposal System (EPADS) at [www.eprocure.gov.pk](http://www.eprocure.gov.pk), [www.smeda.org.pk](http://www.smeda.org.pk) and [www.ppra.gov.pk](http://www.ppra.gov.pk).
3. The electronic bids must be submitted by using EPADS on or before 02:00 PM, December 23, 2025. Electronic bids will be opened on the same day at 02:30 PM on [www.eprocure.gov.pk](http://www.eprocure.gov.pk).
4. Single Stage One Envelop (SSOE) Method of Procurement in terms of Rule 36(a) will be used in line with the Public Procurement Rules, 2004, Regulations and Instructions issued by the Authority (from time to time).
5. All bids must be accompanied by a Bid Security in the form of Bank Guarantee/Pay Order/Demand Draft amounting to Rs. 2,000,000/-. Scanned copy of Bid Security must be uploaded on EPADS along with bid submission. Original Bid Security must be submitted at the address given below prior to the bid opening date and time.
6. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk), procuring agency's website [www.smeda.org.pk](http://www.smeda.org.pk) and on Authority's website at [www.ppra.org.pk](http://www.ppra.org.pk).

**General Manager – Outsourcing Management Division**  
**(Procuring Division: SME Policy & Program Design Division)**  
**Small and Medium Enterprises Development Authority**  
**4<sup>th</sup> Floor, Building No.3, Aiwan-e-Iqbal Complex, Egerton Road Lahore, Pakistan**  
**Ph: +92 42 111-111- 456 website ([www.smeda.org](http://www.smeda.org))**

## SECTION II: INSTRUCTION TO BIDDERS (ITB)

### A. Introduction

1. Scope of Bids	1.1	The Procuring Agency (PA), as indicated in the <b>Bids Data Sheet (BDS)</b> invites Bids for the provision of Non-Consultancy Services for as specified in the BDS and in <b>Section IV –Eligibility &amp; Evaluation Criteria, Specifications and Schedule of Requirements</b> . The name, identification, and number of items/deliverables are provided in the <b>BDS</b> . Single Stage One Envelope procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the <b>BDS</b> .
2. Source of Funds	2.1	Source of funds is referred in Clause-1 of Invitation for Bids.
3. Eligible Bidders	3.1	<p>1) A bidder is eligible to participate in a procurement process if the bidder:</p> <ul style="list-style-type: none"> <li>(a) possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;</li> <li>(b) has the legal capacity to enter into a procurement contract;</li> <li>(c) is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;</li> <li>(d) is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);</li> <li>(e) has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security and other contributions of its employees; and</li> <li>(f) has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to: <ul style="list-style-type: none"> <li>(i) its professional conduct; or</li> <li>(ii) a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three</li> </ul> </li> </ul>

		<p>years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.</p> <p>(2) The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).</p> <p>(3) A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).</p> <p>(4) Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:</p> <ul style="list-style-type: none"> <li>(a) discriminates against or among a bidder or against categories of bidders; or</li> <li>(b) is not required for the performance of the procurement contract; or</li> <li>(c) is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.</li> </ul> <p>(5) A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).</p> <p>(6) In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS, who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.</p> <p>(7) The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.</p> <p>(8) Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint</p>
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		<p>Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS</p> <p>(9) No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.</p>
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#### **B. Bidding Documents**

<b>4. Contents of Standard Bidding Document</b>	4.1	<p>The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued in accordance with ITB 6.1 includes:</p> <p><b>Section I</b> -Invitation to Bid  <b>Section II</b> Instructions to Bidders (ITB)  <b>Section III</b> Bid Data Sheet (BDS)  <b>Section IV</b> Eligibility &amp; Evaluation Criteria, Specifications and Schedule of Requirements, and Technical Specifications.  <b>Section V</b> Terms of Reference  <b>Section VI</b> Bidding Forms AND SCHEDULE OF BIDS  <b>Section VII</b> General Conditions of Contract (GCC)  <b>Section VIII</b> Special Conditions of Contract (SCC)  <b>Section IX</b> Contract Forms</p>
	4.2	<p>The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.</p>
<b>5. Clarifications</b>	5.1	<p>Clarifications of the bidding documents may be requested in writing through EPADS by any bidder up to three days prior to the deadline for the submission of bids.</p> <p>The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.</p> <p>Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.</p> <p>No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that does not change the substance of the bid, through EPADS.</p>

	5.2	Procuring Agency's response will be uploaded on the EPADS, including a description of the inquiry.
	5.3	Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under <b>ITB 6</b> .
	5.4	If indicated <b>in the BDS</b> , the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned <b>in the BDS</b> . During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.
	5.5	Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to <b>ITB 6</b> .
	5.6	<p>To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.</p> <p>No change in the prices or substance of the bid shall be sought, offered, or permitted.</p> <p>The alteration or modification in the bid, which in any way affects the following parameters will be considered as a change in the substance of a bid:</p> <ul style="list-style-type: none"> <li>a) evaluation &amp; qualification criteria;</li> <li>b) required scope of work or specifications;</li> <li>c) all securities requirements;</li> <li>d) tax requirements;</li> <li>e) terms and conditions of bidding documents; and</li> <li>f) change in the ranking of the bidders.</li> </ul> <p>From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.</p>
<b>6. Amendm ent of Bidding documents</b>	6.1	Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a



		clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.
	6.2	Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document pursuant to <b>ITB 6.1</b> shall be uploaded on EPADS as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the <b>BDS</b> : Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.
	6.3	To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids: Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

### C. Preparation of Bids

<b>7. Documents Constituting the Bids</b>	7.1	The bids prepared by the bidders shall constitute the following components: - a) Forms of bid and Bid Prices completed in accordance with <b>ITB 10 and 11</b> ; b) Documentary evidence established in accordance with <b>ITB 8</b> that services to be provided by the bidder are eligible services, and conform to the bidding documents; c) Documentary evidence established in accordance with <b>ITB 9</b> that the bidder is eligible and/or qualified for the subject bidding process; d) Documentary evidence established in accordance with <b>ITB 9.3</b> that the bidder has been authorized to provide the services; e) Bid security or Bids Securing Declaration furnished in accordance with <b>ITB 14</b> ; and f) Any other document required in the <b>BDS</b> .
<b>8. Documents Establishing Eligibility of the Services and Conformity to bidding documents</b>	8.1	To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.
	8.2	Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

<b>9. Documents Establishing Eligibility and Qualification of the Bidder</b>	9.1	Pursuant to <b>ITB 8</b> , the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.
	9.2	The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in <b>Section-IV</b> titled as "Eligible Countries".
	9.3	The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that: a) the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in <b>BDS</b> . b) that the bidder meets the qualification criteria listed in the Bids Data Sheet.
<b>10. Form of Bid</b>	10.1	The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.
<b>11. Bids Prices</b>	11.1	The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.
	11.2	All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.
	11.3	The Bid price to be quoted in the Forms of Bid in accordance with <b>ITB 10</b> shall be the total price of the bid, excluding any discounts offered.
	11.4	The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services it proposes to provide under the contract.
	11.5	Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected.
<b>12. Bids Currencies</b>	12.1	Prices shall be quoted in Pakistani Rupees unless otherwise specified in the <b>BDS</b> .
<b>13. Bid Validity Period</b>	13.1	Bid(s) shall remain valid for the period specified in the <b>BDS</b> after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring

		Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.
<b>14. Bid Security or Bid Securing Declaration</b>	14.1	Unless otherwise specified in the <b>BDS</b> , the bidder shall furnish as part of its bid, in the amount and currency specified in the <b>BDS</b> or Bid Securing Declaration on the format provided in <b>Section VI (Bid Forms)</b> The scanned copy of the Bids Security shall be uploaded in the EPADS while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.
	14.2	The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to <b>ITB 14.5</b>
	14.3	The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in <b>14.5</b> are invoked.
	14.4	Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency pursuant to <b>ITB 13</b> . The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following occurs earliest: <ul style="list-style-type: none"> <li>(a) the expiry of the Bid Security;</li> <li>(b) the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee is required by the bidding document;</li> <li>(c) the rejection by the Procuring Agency of all Bids;</li> <li>(d) the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulates that no such withdrawal is permitted.</li> </ul>
	14.5	The Bid Security may be forfeited or the Bid Securing Declaration executed: <ul style="list-style-type: none"> <li>a) if a bidder: <ul style="list-style-type: none"> <li>i) withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the</li> </ul> </li> </ul>

		<p>bidder in the Forms of Bid, except as provided for in the ITBs; or</p> <p>ii) does not accept the correction of errors pursuant to <b>ITB 23</b>; or</p> <p>b) in the case of a successful bidder fails:</p> <p>i) to sign the contract in accordance with <b>ITB 32</b>; or</p> <p>ii) to furnish Performance Guarantee in accordance with <b>ITB 33</b>.</p>
	14.6	The bid security shall be valid for a period specified in <b>BDS</b> . Bids with shorter bid security validity period shall be rejected straight away.
<b>15. Alternative Bids by Bidders</b>	15.1	Alternatives will not be considered, unless specifically allowed for in the <b>BDS</b> .
<b>16. Withdrawal, Substitution, and Modification of Bids</b>	16.1	Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.
<b>17. Format and Signing of Bids</b>	17.1	The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through EPADS.
	17.2	Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

#### **D. Submission of Bids**

<b>18. Submission of Bids through EPADS before Dead deadline</b>	18.1	The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.
	18.2	The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 8. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

#### **E. Opening and Evaluation of Bids**

<b>19. Opening of Bids</b>	19.1	The Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time specified in the <b>BDS</b> . The Bidders' representatives present shall sign attendance sheet as proof of their attendance.
	19.2	The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid

		security, if required; and (d) any other details as the procuring agency may consider appropriate.
	19.3	No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.
	19.4	The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.
<b>20. Confidentiality</b>	20.1	Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.
	20.2	Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.
<b>21. Preliminary Examination of Bids</b>	21.1	Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid: <ul style="list-style-type: none"> <li>a) meets the eligibility criteria defined in <b>ITB 3</b>;</li> <li>b) has been prepared as per the format and contents defined by the procuring agency in the bidding document;</li> <li>c) is accompanied by the required securities; and</li> <li>d) is substantially responsive to the requirements of the bidding document.</li> </ul>
	21.2	The procuring agency will confirm that the documents and information specified under <b>ITB 7,8 and 9</b> have been provided in the bids. If any of these documents or information is missing or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.
	21.3	If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.
<b>22. Examination of Terms and Conditions, Technical Evaluation</b>	22.1	The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with <b>ITB 21</b> , to confirm that all requirements specified in <b>Section IV – Evaluation Criteria, Technical Specifications and Schedule of Requirements</b> , prescribed in the bidding document have been met without material deviation or reservation.
	22.2	If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with <b>ITB 21</b> , it shall reject the bids.

<b>23. Correction of Errors</b>	23.1	<p>Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between unit prices 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, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and</li> <li>c) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.</li> <li>d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.</li> </ul>
	23.2	<p>The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with <b>ITB 14</b>.</p>
<b>24. Conversion to Single Currency</b>	24.1	<p>To facilitate evaluation and comparison, the procuring agency will convert all bid prices expressed in the amount in various currencies in which the bid prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding document. The rate of exchange shall be the selling rate prevailing on the date of opening of financial bids specified in the bidding document, in accordance with weighted average customer exchange rates list issued by the State Bank of Pakistan on that day.</p>
<b>25. Evaluation of Bids</b>	25.1	<p>The procuring agency shall evaluate and compare only those bids determined to be substantially responsive, pursuant to <b>ITB 21</b>.</p>
	25.2	<p>In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the <b>Bid Data Sheet (BDS)</b> and in accordance with the</p>

		Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.
<b>26. Determination of Most Advantageous Bids</b>	26.1	Selection technique will be adopted for determining the most advantageous bid in accordance with the criteria referred in the <b>BDS</b> or prescribed in the separate section titled as Evaluation Criteria.
<b>27. Abnormally Low Financial Bids</b>	27.1	<p>Procuring agency may reject a bid if it has been determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.</p> <p>A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency –</p> <ul style="list-style-type: none"> <li>(a) requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and</li> <li>(b) having taken account the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.</li> </ul> <p>The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.</p>

#### **F. Award of Contract**

<b>28. Criteria of Award</b>	28.1	The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as Most Advantageous Bidder.
<b>29. Procuring Agency's Right to reject All Bids</b>	29.1	The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).
	29.2	Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring

		agency shall upon request communicate to any bidder the grounds for the rejection of his bid but is not required to justify those grounds.
<b>30. Procuring Agency's Right to Vary Quantities at the Time of Award</b>	30.1	The procuring agency reserves the right, at the time of contract award, to increase or decrease the quantity of related services originally specified in the Schedule of Requirements, provided that such variation does not exceed the percentage indicated in the <b>Bid Data Sheet (BDS)</b> . This adjustment shall be made without any change in the unit price or other terms and conditions of the Bids and Bidding Documents.
<b>31. Notification of Award</b>	31.1	Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.
	31.2	Bidder, whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).
	31.3	The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee in accordance with <b>ITB 33</b> and signing of the contract in accordance with <b>ITB 32</b> .
<b>32. Signing of Contract</b>	32.1	Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.
<b>33. Performance Guarantee</b>	33.1	After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the <b>BDS and SCC</b> , denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
	33.2	Failure of the successful bidder to comply with the requirement of <b>ITB 33.1</b> shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid



		security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.
<b>34. Advance Payment</b>	34.1	The Procuring Agency will provide an Advance Payment if stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the <b>BDS</b> . The Advance Payment request shall be accompanied by an Advance Payment Guarantee in the form provided in Contract Forms.
<b>35. Arbitration</b>	35.1	The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the <b>SCC</b> .
<b>36. Corrupt &amp; Fraudulent Practices</b>	36.1	Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid engaging in any corrupt and fraudulent practices.

#### **G. Grievance Redressal & Complaint Review Mechanism**

<b>37. Constitution of Grievance Redressal</b>	37.1	Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.
<b>38. GRC Procedure</b>	38.1	Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

#### **H. Blacklisting/ Debarment**

<b>39. Procedure for Blacklisting/Debarment</b>	39.1	The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement Rules, 2004, Mechanism for Blacklisting, Debarment Regulations, 2024 and "procedure for filling and disposal of review petition under rule-19 (3), 2021.
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## **SECTION III: BIDS DATA SHEET (BDS)**

## Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
<b>A. Introduction</b>		
<b>1.</b>	<b>1.1</b>	<p>Name of Procuring Agency: <b>SMEDA</b></p> <p>1. The subject of procurement is: <b>“Hiring of Event Management Company for Organizing Exhibition of SME Clusters”</b>,  Period for Provision of Services: 15 Days</p> <p>Expected commencement date: January 15, 2026</p>
<b>2.</b>	<b>2.1</b>	<p>Financial year for the operations of the Procuring Agency: FY 2025-26,</p> <p>Identification Number: SMEDA/OM-SME P &amp; PD/021</p>
<b>B. Bidding documents</b>		
<b>3.</b>	<b>5.1</b>	The Bidders may seek clarifications through EPADS
<b>4.</b>	<b>5.5</b>	<p>Pre-bid meeting shall be convened on December 15, 2025, at 2:00 pm</p> <p>Venue:  Small and Medium Enterprises Development Authority (SMEDA)  4<sup>th</sup> Floor, Building No.3, Aiwan-e-Iqbal Complex, Egerton Road Lahore, Pakistan</p>
<b>5.</b>	<b>6.2</b>	Any addendum, in case issued, shall be published on SMEDA website <a href="http://www.smeda.org">www.smeda.org</a> and on EPADS.
<b>6.</b>	<b>8.1</b>	<p>Following documents shall be submitted along with bidding documents:</p> <ul style="list-style-type: none"> <li>i Certificate of registration of firm/company issued by appropriate authority.</li> <li>ii Copy of valid NTN, GST / PST Registration</li> <li>iii Proof of being on Active Taxpayer List (ATL) of FBR.</li> <li>iv Undertaking on non-judicial stamp paper of minimum value of Rs.100/- to the effect that the firm/company has read and understood Blacklisting Policy of SMEDA 2023 and the firm/company is not debarred at any forum of public sector institution in Pakistan or blacklisted by the Authority.</li> </ul>

7.	9.3	The Eligibility/qualification criteria to establish capability of the bidder is given in Section IV of the document
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**C. Preparation of Bids**

8.	11.5	The price shall be fixed.
9.	12.1	Currency of the Bids shall be Pakistani rupees
10.	13.1	The Bid Validity period shall be 60 days

11.	14.1	The amount of Bid Security shall be PKR. 2 Million
12.	14.1	The Bid Security shall be in the form of Pay Order/Demand Draft/CDR/Bank Guarantee
13.	14.6	The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 60 days so the bid security shall be valid for $60+28 = 88$ days.
14.	15.1	Alternative Bids to the requirements of the bidding documents will not be permitted

#### **D. Submission of Bids**

15.	18.1	<p>Bid shall be submitted online on EPADS</p> <p>Bids that are not submitted on EPADS shall be disqualified.</p> <p>The deadline for Bids submission is</p> <ul style="list-style-type: none"> <li>a) Day: Monday</li> <li>b) Date: December 23, 2025</li> <li>c) Time: 02:00 pm</li> </ul>
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#### **E. Opening and Evaluation of Bids**

16.	19.1	<p>The Bids opening shall take place through EPADS at SMEDA on:</p> <p>Day: Monday</p> <p>Date: December 23, 2025</p> <p>Time: 02:30 pm</p>
17.	25 & 26.1	Bids shall be evaluated in accordance with the method and procedure prescribed under <b>Section-IV</b> of bidding document.
18.	30.1	<p>Percentage for quantity increase or decrease.</p> <p>The Procuring Agency reserves the right to increase or decrease by up to 20%, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.</p> <p>The Procuring Agency also reserves the right at the time of contract award to not order or exclude any items, as deemed appropriate, the goods and services originally specified in the Schedule of Requirements without any change in unit price or</p>

		<p>other terms and conditions</p> <p>Further, the quantities mentioned in the bidding documents are approximate, however, Work Order will be issued as per the bookings of stall in the exhibition i.e. on the basis of actual requirement. SMEDA may exclude any of the above-mentioned items from the Bill of Quantity in the final work order.</p>
<b>F. Award of Contract</b>		
<b>19.</b>	<b>33.1</b>	<p>The Performance guarantee shall be 5 percent of the Contract Price</p> <p>The Performance Guarantee shall be acceptable in the form of Bank Guarantee only-</p>
<b>20.</b>	<b>35.1</b>	Arbitrator shall be appointed by mutual consent of the both parties.
<b>G. Review of Procurement Decisions</b>		
<b>21.</b>	<b>37</b>	Grievance shall be submitted on the dedicated module of EPADS

## **SECTION IV: ELIGIBILITY CRITERIA, SPECIFICATIONS & SCHEDULE OF REQUIREMENTS**

# ELIGIBILITY & TECHNICAL EVALUATION CRITERIA

## Eligibility Criteria:

- i Must have registration as firm/company with appropriate authority.
- ii Must have valid NTN, GST / PST Registration.
- iii Be on Active Taxpayer List (ATL) of the Federal Board of Revenue (FBR).
- iv Must submit an Undertaking on non-judicial stamp paper of minimum value of Rs.100/- to the effect that the firm/company has read and understood Blacklisting Policy of SMEDA 2023 and the firm/company is not debarred at any forum of public sector institution in Pakistan or blacklisted by the Authority.

## Technical Evaluation Criteria:

Sr. No.	Attributes	Max. Marks	Requirement
1	Total experience of the Firm/Company in Event Management business.	10	Maximum Marks will be assigned to the firm/company having 10 years or above of Event Management Experience. Relative marking for others.
2	Relevant experience of Event Management with public sector organizations	25	Maximum Marks will be assigned to firm/company who has successfully completed 5 or more Projects with public sector organizations having financial value worth Rs. 50 Mn or above. Relative marking for others. Attach: Work Order / Completion Certificates clearly mentioning the start/end dates of the projects and financial value of projects
3	Financial Strength	15	Highest marks for average Rs. 50 Mn Turnover or above of last three financial years, relative marking for others. Attach: Annual Audited Financial Statements / Bank Statement/Tax Returns of last 3 years.
4	Workplan & Methodology	50	Firms/companies will be required to make a presentation on their proposed workplan & methodology showing their understanding of assignment and expertise relating to the event management.
	<b>TOTAL</b>	<b>100</b>	

## Note:

The bidders must obtain at least 70% of technical marks for eligibility. The successful bidders will be treated equally and final evaluation will be made on the basis of cost / financial bid only.



## Schedule of Requirements

Sr. No.	ITEM	Days	Quantity
<b>1</b>	<b>Advertisement &amp; Marketing</b>		
a	Digital Streamers	4	-
b	Social Media Campaign	14	-
c	BTL Activities	7	-
d	Expo Center Branding	3	-
e	Printing Material	1 job	-
<b>2</b>	<b>Hall 2 &amp; 3 Stalls (Specifications as per Annex-A)</b>		
a	SMEDA and Partner Organization stalls	3	10
b	Carpeting Halls 140000 sq ft.	3	140000 sq ft
c	Ambiance lighting Halls	3	2
d	SMD 10 x 10	3	15
e	SMD Conference area	3	2
f	SMD Upper Floors for brand and advertisements	3	40
g	Sound System for conference	3	1
h	Chairs Sofas round table setup stage setup	3	1
i	Stalls for exhibitors	3	150
<b>3</b>	<b>Boarding &amp; Lodging</b>		
a	Rooms for VVIP Guests	3	20
b	Transport for VVIP Guests minimum 2800 cc SUVs model 2022 & onwards with driver & fuel	3	10
c	Travelling, boarding& lodging allowance	4	300
	<b>Food and Beverages</b>		
	Buffet dinner for dignitaries	Day 1	300 Persons
	Food allowance for SMEs		200 SMEs
	Food allowance for micro, handicraft & women entrepreneurs	3	100
<b>4</b>	<b>Security Arrangements</b>		
b	50 Bouncers 50 ushers	3	100
	<b>Recreational Program for Dignitaries</b>		
	Cultural visit to Lahore Fort History by Night followed by dinner	Day 2	100 Persons
<b>5</b>	<b>Giveaways</b>		
a	50 VVIP Giveaway (Sample with invoice)	1 Job	
b	100 VIP Giveaway (Sample with invoice)	1 Job	
c	150 Normal Giveaways (Sample with Invoice)	1 Job	
6	EXPO Booking	1	
7	Any other requirement deems necessary during pre- bid meeting		

## BRANDING

Description	Size	Qty
Concert Night-Standee	5x2	30
standees for stalls	5x2	150
Streamers wood frame with fitting	6x3	2000
Flagpole Flex with wood frame	4x18	18
Outside slant pillars iron frame	3x24.9	31
Outside walls walkways iron frame	10x22	4
Direction signage iron frame	8x4	17
Direction signage iron frame	4x4	65
Concert area wall wood frame	7x20	27
Rollup Standees	3x6.5	15
10-partners logo wood frame	12x7	10
Left-wing Right-wing iron frame	4x6.3	2
Concert stage skirting	40x6	2
Concert stage skirting	28x6	1
Concert stage skirting	24x6	1
Concert stage skirting	12x6	2
Concert area wall wood frame	7x20	13
Conference flex iron frame	10x10	2
Conference wall	100 x 4	1
Conference wall	50 x 4	2
Conference stage skirting flex	40 x 2	1
Ladies zone	8x4	2
Liberty roundabout cutouts logo	3x3.25	16
Liberty roundabout cutouts	7x3.25	8
Liberty roundabout cutouts pic	10x8	8
Vinyl cut out logos	3x3.25	22
Embroidered flags	4x3	4
Hashtags		2
Media walls with fabrication	11x10	4
Security checking cabin	7x4	2

## **SECTION V: TERMS OF REFERENCE**

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## **Proposed Date and Venue**

**Date: 24 – 26 January 2026**

**Venue: Expo Center, Lahore (Hall 2 & 3, Auditorium)**

### **1. Introduction**

Pakistan's small and medium enterprises (SMEs) form the backbone of its economy, clustered around unique regional and sectoral strengths. Despite this, SME clusters, especially women led and micro businesses continue to face persistent challenges in product visibility, market access, and investment readiness.

To address these longstanding gaps, the **Made in Pakistan: SME Cluster Showcase** is designed as a multi-year, self-sustaining national business expo that will evolve in scale and impact over time. The expo will also reinforce that Pakistan's SME sector is a structured economy segment supported by clusters, enterprise density, production capacity, and institutional support.

The initiative aims to:

- Promote and strengthen SME clusters across domestic and global markets
- Enable structured business linkages from micro → small → medium → large enterprises for vendor and subcontracting development
- Export readiness and showcasing high potential products made in different clusters across Pakistan.
- High impact B2B, B2G, B2I and G2G engagement platforms
- Support evidence-based policymaking and data driven cluster development programs

The inaugural **Made in Pakistan: SME Cluster Showcase – 2026** will be held 24- 26 January 2026 at Expo Center, Lahore. The exhibition will primarily focus on establishing a national baseline for the exhibition through product showcasing, cluster visibility, and stakeholder engagement. It will be strategically positioned to transition in subsequent years into B2B partnerships, subcontracting ecosystems, export readiness, and global buyer linkages.

### **2. Objectives**

- Promote Made in Pakistan SME products on cluster level in domestic and global markets.
- Strengthen cluster level competitiveness through visibility, linkages, and structured sourcing pathways.
- Build a data driven foundation for future SME planning, enabling evidence led economic and development actions.

### **3. Event Structure and Format**

#### **a) Event Components**

The event will combine exhibition including (Stalls in cluster Pavilions, B2B enclave), business matchmaking, and policy dialogue to maximize benefits for SMEs, buyers, and policymakers. Each component is designed to enhance commercial visibility of SME products with their clusters and regional uniqueness.

Key components include, but not limited to:

- High-level Opening Ceremony with Prime Minister Walk through and Cluster Interaction
- SME Awards Ceremony (Presented by Prime Minister)
- SME Clusters Pavilion and Stalls
- B2B Enclave
- SME Expert Panel & Policy Roundtables

### **4. Exhibitor Design and Structure**

#### **a) Composition**

The composition of the exhibition is designed in a way that ensures the event delivers real impact beyond a simple conventional showcase. The major components include Cluster Pavilion, Stalls, Panel discussions / Policy Dialogues, B2B/B2G./B2I enclaves.

#### **Cluster Pavilions**

Up to **30 cluster specific pavilions** representing best products of the major SME clusters, identified by trade

associations and SMEDA network.

Each pavilion will include:

- A display of full product ranges within each cluster to reinforce ecosystem depth.

### Exhibitor Stalls

A total of up to **150 (numbers can vary rationalized based on requirement and interest) exhibitor stalls within the above-mentioned cluster pavilion**, including:

- **50 Priority Stalls in pavilion format:**
  - women-led businesses
  - micro enterprises
  - Handicrafts, handmade, innovative, and green products
- **100 SME Stalls in pavilion format:**
- **25+ Institutional Stalls**

Following are the potential sector for the **Made in Pakistan: SME Cluster Showcase 2026;**

- Argo-food & processing
- Textiles & handicrafts
- Surgical, Light engineering & auto parts
- Leather & Leather Products
- Furniture
- Marble & granite
- Blue pottery, other handicrafts / cultural products
- ICT & services
- Women-led SMEs
- Creative Industries
- Micro Businesses

Prioritize regional diversity (Punjab, Sindh, KP, Balochistan, AJK, GB, ICT).

## 5. Management and Operations

The event will be managed through a structured framework combining strategic oversight, technical coordination, and seamless logistical execution. To deliver a high impact and well coordinated national showcase, **SMEDA will engage a professional Event Management Firm for end -to-end execution.**

### Scope of Event Management Firm

- **Event Planning & Design:** include but not limited to Final event layout, stall / pavilion design, and creative concepts aligned with “Made in Pakistan.” Expo
- **Exhibitor & Buyer Mobilization:** SME onboarding from national clusters, buyer profiling, meetings scheduling, and management of B2B/B2I/B2C enclaves. Online portal for registrations, meetings and marketing communication.
- **Pavilion & Stall Setup:** Design and construction of themed cluster pavilions, shell stalls, raw spaces, buyer booths, and selling counters.
- **Marketing & PR:** Pre-event campaigns, media engagement, event branding, content production, and live digital coverage.
- **Logistics & Operations:** Registration systems, visitor flow, AV setup, security coordination, hospitality (including VIP lounges), transport support, and staffing.
- **Event Execution:** Day wise management, session coordination, protocol handling for VIP visits, risk response, and stakeholder facilitation.
- **Reporting:** Submission of daily brief updates during the event and a detailed post event performance and outcomes report.

## 6. PM and VIP level protocol and security arrangements

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## 7. Post-Event Activities

- Conduct post-event evaluations, including feedback collection from participants and stakeholders through surveys and interviews.
- Prepare a comprehensive post-event report, including:
  - Attendance data and media coverage.
  - Exhibitor participation analysis.
  - Challenges, lessons learned, and recommendations for future events.

**Note:** Client will form an Event Organizing Committee for coordination, overseeing and necessary approvals for successful execution of the event. The selected firm will coordinate and liaison with the **Event Organizing Committee for event related matters.**

## 8. Deliverables

The Event Management Firm shall deliver the following:

- A detailed Event Implementation Plan with timelines and activity chart.
- Event design and layout, including pavilion concepts and stall allocation.
- Complete branding, marketing, and promotional materials.
- A fully organized and executed 2-day exhibition, covering all aspects of setup, operations, participation engagement, management, and logistics.
- Post-event completion report summarizing outcomes and recommendations.

## 9. Terms of Payment

Payments shall be released by the Procuring agency to the consultant, in the form of Non- Negotiable Cheque / (s) drawn in the favor of the consultant.

The payment to the successful Consultant shall be made in part or whole as per the following schedule:

Sr. No.	Items / Output / Deliverables	Payment (% of Contract Value in (PKR)	Condition for Release of Payment
1	Inception Report	Up to 35%	Review & Approval by Event Organizing Committee
2	Successful Execution of Event and Submission of Event Evaluation Report	Up to 100%	Review & Approval by Event Organizing Committee

# **SECTION VI: - BIDDING FORMS & SCHEDULE TO BIDS**

## **SECTION VI: BIDDING FORMS & SCHEDULE TO BIDS**

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**Bids Forms**  
**Bids Submission Sheet**

Date: \_

Contract No.: \_\_\_\_\_

To:

General Manager – Outsourcing Management Division

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the bidding document, including Addenda No.: \_\_\_\_\_;
- (b) We offer to provide the required Services in conformity with the bidding document and in accordance with the delivery schedule specified in the Schedule of Requirements, the following Services: \_\_\_\_\_;
- (c) Our Bids shall be valid for a period of \_\_\_\_\_ days from the date fixed for the Bids submission deadline in accordance with the bidding document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bids is accepted, we commit to submit a Performance Guarantee in the amount of \_\_ Percent of the Contract Price for the due performance of the Contract;
- (e) The rates quoted by us are fixed and valid for \_\_\_\_\_ and binding upon us for the entire period of the contract and period of extension.
- (f) We are not participating, as Bidders, in more than one Bids in this Bidding process, other than alternative offers in accordance with the bidding document;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, have not been declared ineligible by any Government, public sector, bilateral, multilateral agency in Pakistan or international financial organization/ foreign country.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Bids for and on behalf of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Form of Bid Security

*[insert Bank's Name, and Address of Issuing Branch or Office]* Beneficiary:

Small & Medium Enterprises Development Authority (SMEDA)

Date: *[insert date]*

Bid Security No.: *[insert number]*

We have been informed that *[insert name of the Service provider]* (hereinafter called "the Service Provider") has submitted to you its Bids dated *[insert date]* (hereinafter called "the Bids") for the execution of "**Hiring of Event Management Company for Organizing Exhibition of SME Clusters**"

Furthermore, we understand that, according to your conditions, Bid must be supported by a Bid Security.

At the request of the Bidder, we *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures][insert amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bids conditions, because the Service Provider :

- (a) has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Forms of Bid; or
- (b) having been notified of the acceptance of its Bid by the *Procuring agency* during the period of Bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Guarantee, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful Service Provider, upon our receipt of copies of the contract signed by the Bidder and the Performance Guarantee issued to you upon the instruction of the Service Provider; and (b) if the Bidder is not the successful Service Provider, upon the earlier of

(i) our receipt of a copy your notification to the Bidder of the name of the successful Service Provider; or (ii) twenty-eight days after the expiration of the Service Provider's Bids.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

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

Date\_\_\_\_\_

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## Letter of Acceptance

*[Letter head paper of the Procuring Agency]*

*[date]*

To: *[name and address of the Supplier/Contractor]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words]* *[name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm *[insert the name of the Appointing Authority]*, to be the Appointing Authority, to appoint the Arbitrator in case of any arisen disputes in accordance with **ITB 35**.

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract

Copy: Appointing Authority and Supplier

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## QUALIFICATION INFORMATION FORM

Bidder's name [insert full name]
In case of Joint Venture (JV), name of each member: [insert full name of each member in JV]
Bidder's legal address
Bidder's authorized representative information Name: [insert full name]
Address: [insert street/ number/ town or city/ country]
Telephone: [insert telephone, including country and city codes]
E-mail address: [indicate e-mail address]
In case of JV, letter of intent to form JV or JV agreement, in accordance with the ITBs

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## Financial Bids Forms

## Financial Bids Submission Form

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{Location, Date}

To:

General Manager – Outsourcing Management Division

(Procuring Division:-----)

4th Floor, Building No. 3, Aiwan-e-Iqbal Complex, Egerton Road, Lahore

Dear Sir:

We, the undersigned, offer to provide the non-consultancy Services s for [Insert title of assignment] in accordance with your Request for Bids dated [Insert Date]

Our attached Financial Bids is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, *[Insert "including" or "excluding"] of all applicable taxes.*

Our Financial Bids shall be fixed and remain valid for the duration of the contract and extension period of the contract

We understand you are not bound to accept any Bids you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Financial Bid

Sr. No.	ITEM	Days	Quantity	Rate Quoted by Bidders
<b>1</b>	<b>Advertisement &amp; Marketing</b>			
a	Digital Streamers	4	-	
b	Social Media Campaign	14	-	
c	BTL Activities	7	-	
d	Expo Center Branding	3	-	
e	Printing Material	One job	-	
<b>2</b>	<b>Hall 2 &amp; 3 Stalls (Specifications as per Annex-A)</b>			
a	SMEDA and Partner Organization stalls	3	10	
b	Carpeting Halls 140000 sq. ft.	3	140000 sq. ft	
c	Ambiance lighting Halls	3	2	
d	SMD 10 x 10	3	15	
e	SMD Conference area	3	2	
f	SMD Upper Floors for brand and advertisements	3	40	
g	Sound System for conference	3	1	
h	Chairs Sofas round table setup stage setup	3	1	
i	Stalls for exhibitors	3	150	
<b>3</b>	<b>Boarding &amp; Lodging</b>			
a	Rooms for VVIP Guests	3	20	
b	Transport for VVIP Guests minimum 2800 cc SUVs model 2022 & onwards with driver & fuel	3	10	
c	Travelling, boarding& lodging allowance	4	300	
	<b>Food and Beverages</b>			
	Buffet dinner for dignitaries	Day 1	300 Persons	
	Food allowance for SMEs		200 SMEs	
	Food allowance for micro, handicraft & women entrepreneurs	3	100	
<b>4</b>	<b>Security Arrangements</b>			
b	50 Bouncers 50 ushers	3	100	
	<b>Recreational Program for Dignitaries</b>			
	Cultural visit to Lahore Fort History by Night followed by dinner	Day 2	100 Persons	
<b>5</b>	<b>Giveaways</b>			
a	50 VVIP Giveaway (Sample with invoice)	1 Job		
b	100 VIP Giveaway (Sample with invoice)	1 Job		
c	150 Normal Giveaways (Sample with Invoice)	1 Job		
<b>6</b>	<b>EXPO Booking</b>	<b>1</b>		
<b>7</b>	<b>Any other</b>			

## **SECTION VII: GENERAL CONDITIONS OF CONTRACT**

## General Conditions of the Contract

A. General	
1. Definitions	<p>1.1 Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated</p> <ul style="list-style-type: none"><li>(a) “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;</li><li>(b) “Beneficial Owner (BO)” means natural person who ultimately owns or controls the bidder’s company and / or the natural person on whose behalf a transaction is being conducted; or natural person who exercise ultimate effective control over a legal person or legal arrangement as specified in SCC</li><li>(c) “The Contract” means an agreement enforceable by law;</li><li>(d) “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;</li><li>(e) “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of requirements included in the Contractor’s Bid;</li><li>(f) “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;</li><li>(g) “GCC” means the General Conditions of Contract contained in this section;</li><li>(h) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;</li><li>(i) “Day” means calendar day unless indicated otherwise;</li><li>(j) “Effective Date” means the date on which this Contract comes into force and effect;</li><li>(k) “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;</li><li>(l) “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;</li></ul>



	<p>(m) "Government" means the Government of Pakistan;</p> <p>(n) "Local Currency" means the currency of Pakistan;</p> <p>(o) "In Writing" means communicated in written form with proof of receipt;</p>
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	<p>(o) "Completion Date" means the date of completion of the Services by the Contractor as certified by the Procuring Agency;</p> <p>(p) "Foreign Currency" means any currency other than the currency of the country of the Procuring Agency;</p> <p>(q) "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;</p> <p>(r) "Service" means any object of procurement other than goods or works;</p> <p>(s) "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.</p>
<b>2. Applicable Law</b>	2.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.
<b>3. Language</b>	3.1 The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the <b>English language</b> unless otherwise stated in the <b>SCC</b> . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.
<b>4. Notices</b>	4.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the <b>SCC</b> .
<b>5. Location</b>	5.1 The Services shall be performed at such locations as the Procuring Agency may approve and as specified in <b>SCC</b> .
<b>6. Authorized Representatives / Authority of Member in charge</b>	6.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the <b>SCC</b> .

## **B. Commencement, Completion, Modification, and Termination of Contract**

<b>7. Effectiveness of Contract</b>	7.1 This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the <b>SCC</b> .
<b>8. Commencement of Services</b>	8.1 The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the <b>SCC</b> .

<b>9. Program schedule</b>	9.1 Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.
<b>10. Starting Date/Expiration Date</b>	<p>10.1 The Contractor shall start carrying out the Services immediately after the date the Contract becomes effective, or at such other date as may be specified in the <b>SCC</b>.</p> <p>10.2 Unless terminated earlier pursuant to Clause <b>GCC 14</b> hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the <b>SCC</b>.</p>
<b>11. Entire Agreement</b>	11.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for any statement, representation, promise or agreement not set forth herein.
<b>12. Modification</b>	<p>12.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.</p> <p>12.2 In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.</p>
<b>13. Force Majeure</b>	<p><b>13.1 Definition</b> For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Contractor and which makes a Contractor’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.</p> <p><b>13.2 No Breach of Contract</b> The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.</p> <p><b>13.3 Extension of Time</b> Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.</p> <p><b>13.4 Payments</b></p>

	<p>During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.</p>
<b>14. Termination</b>	<p><b>14.1 By the Procuring Agency</b>  The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);</p> <ul style="list-style-type: none"> <li>(a) If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;</li> <li>(b) If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;</li> <li>(c) If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;</li> <li>(d) If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;</li> <li>(e) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;</li> </ul> <p><b>14.2 By the Contractor</b>  The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.</p> <ul style="list-style-type: none"> <li>(a) If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;</li> <li>(b) If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;</li> <li>(c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;</li> <li>(d) If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such</li> </ul>

	longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.
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### C. Obligations of the Contractor

15. General	<p><b>15.1 Standard of Performance</b></p> <ul style="list-style-type: none"> <li>i. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;</li> <li>ii. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.</li> </ul> <p><b>15.2 Law Applicable to Services</b></p> <p>The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.</p>
16. Conflict of Interests	<p><b>16.1 Contractor Not to Benefit from Commissions and Discounts</b></p> <p>The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.</p> <p><b>16.2 Contractor and Affiliates Not to be Otherwise Interested in Project</b></p> <p>The Contractor agrees that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any</p>

	<p>continuation thereof) for any project resulting from or closely related to the Services.</p> <p><b>16.3 Prohibition of Conflicting Activities</b></p> <p>Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:</p> <ul style="list-style-type: none"> <li>(a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;</li> <li>(b) during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;</li> <li>(c) after the termination of this Contract, such other activities as may be specified in the <b>SCC</b>.</li> </ul>
<b>17. Insurance to be Taken Out by the Contractor</b>	<p>17.1 The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the <b>SCC</b>; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.</p>
<b>18. Contractor's Actions Requiring Procuring Agency's Prior Approval</b>	<p>18.1 The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> <li>(a) appointing such members of the Personnel not provided by the Contractor;</li> <li>(b) changing the Program of activities; and</li> <li>(c) any other action that may be specified in the <b>SCC</b>.</li> </ul>
<b>19. Reporting Obligations</b>	<p>19.1 The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.</p>
<b>20. Liquidated Damages</b>	<p><b>20.1 Payments of Liquidated Damages</b></p> <p>The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the <b>SCC</b> for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the <b>SCC</b>. The Procuring Agency may</p>

	<p>deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.</p> <p><b>20.2 Correction for Over-payment</b></p> <p>If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.</p> <p><b>20.3 Lack of performance penalty</b></p> <p>If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor</p>
<b>21. Performance Guarantee</b>	<p>21.1 Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount <b>specified in SCC.</b></p> <p>21.2 The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.</p> <p>21.2 The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in SCC.</p> <p>21.3 The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise <b>specified in SCC.</b></p>
<b>22. Sustainable Procurement</b>	<p>22.1 The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.</p>

#### **D. Contractor's Personnel**

<b>23. Description of Personnel</b>	23.1 The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the
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	Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.
<b>24. Removal and / or Replacement of Personnel</b>	<p>24.1 Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.</p> <p>24.2 If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.</p> <p>24.3 The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.</p>

#### **E. Obligations of the Procuring Agency**

<b>25. Change in the Applicable Law</b>	25.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the <b>SCC</b> .
<b>26. Services and Facilities</b>	<p>26.1 The Procuring Agency shall make available to the Contractor, for the purposes of the Services and free of any charge, the services, facilities in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.</p> <p>26.2 In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.</p>



## F. Payments to the Contractor

27. Contract Price	27.1 The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.
28. Terms and Conditions of Payment	<p>28.1 Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.</p> <p>28.2 Unless otherwise stated in the SCC, the advance payment shall not be made. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.</p>
29. Quality Control Identifying Defects	29.1 The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect.
30. Correction of Defects, and Lack of Performance Penalty	<p>30.1 Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.</p> <p>30.2 If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.</p>
31. Settlement of Disputes Amicable Settlement	31.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
32. Dispute Settlement	<p><b>Arbitration</b></p> <p>32.1 If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence,</p>

	<p>validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.</p> <p>32.2 Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with <b>GCC sub-clause 32.1</b>, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940.</p> <p>32.3 Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.</p>
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## SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

*The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.*

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 2	<b>Applicable/Governing Law:</b> The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.
GCC 3	<b>Language:</b> The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in <b>English</b> .
GCC 4	<b>Notices:</b> <b>The addresses for the notices are:</b> The Procuring Agency: SMEDA, 4 <sup>th</sup> Floor, Building No. 3 Aiwan-e-Iqbal Complex Egerton Road, Lahore The Contractor/ Service Provider: [Name, address and telephone number]. The Contractor/ Bidder's Representative(s) [Name, address, telephone number and e-mail address]
GCC 6.1	<b>The Authorized Representatives are:</b> <b>For the Procuring Agency:</b> <b>Name:</b> ..... <b>Designation:</b> ..... <b>Address:</b> ..... <b>For the Contractor:</b> <b>Name:</b> ..... <b>Designation:</b> ..... <b>Address:</b> .....
GCC 7	<b>Effectiveness of the contract</b> The Contractor/Bidder shall be effective within two days from the date of signature of the Contract by both parties
GCC 8	<b>Commencement of Services:</b> The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

<b>GCC 10.2</b>	<b>Expiration of Contract:</b> The time period shall be .....
<b>GCC 14</b>	<b>Termination:</b> In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Non-Consultancy Services till the time of alternate arrangements.
<b>GCC 16</b>	<b>Conflict of Interest:</b> The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC 17.
<b>GCC 20</b>	<b>Liquidated Damages:</b> If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the procuring agency as Liquidated Damages at a rate of <b>0.1% to 10%</b> of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.
<b>GCC 21</b>	<b>Performance Guarantee:</b> The amount of performance guarantee shall be five percent in the form of bank guarantee, demand draft or pay order.
<b>GCC 28</b>	<b>Payment terms:</b> Payment will be made to the Bidder against the procured services according to the actual invoice submitted by the Bidder against the services provided as per procedure given in scope of work/ ToRs.
<b>GCC 29</b>	<b>Identifying Defects:</b> The procuring agency reserves the right at any time to inspect the premises of the contractor to inspect arrangements for the services and monitor the services being provided.

GCC 31	<p><b>Guidance for Dispute Resolution:</b></p> <p>i. If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days</p>
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	<p>following a notice sent by one Party to the other Party in this regard.</p> <p>ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.</p> <p>iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Lahore, Pakistan and proceedings will be conducted in English language.</p> <p>iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion, however, the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.</p> <p>v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to or after completion of the contract.</p> <p>Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the contractor any monies due to the Contractor.</p> <p><b>Arbitrator's fee:</b> The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.</p> <p><b>Appointing Authority for Arbitrator:</b> By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940. In case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Lahore High Court for appointment of sole arbitrator. The Chief Justice LHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.</p> <p><b>Rules of procedure for arbitration proceedings:</b></p>
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	<p>Any dispute between the Authority and a contractor who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however, above provision shall prevail in referring the case to the Arbitrator.</p> <p><b>Place of Arbitration and Award:</b></p> <p>The arbitration shall be conducted in English language and place of arbitration shall be at Lahore. The award of the arbitrator shall be final and shall be binding on the parties.</p>
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# SECTION IX: CONTRACT FORMS

## Form of Contract

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **Small & Medium Enterprises Development Authority (SMEDA)** (hereinafter called “the Procuring Agency”) of the one part and *[name of Contractor]* of *[city and country of Contractor]* (hereinafter called “the Contractor”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of Non-Consultancy Services, viz., “**Hiring of Event Management Company for Organizing Exhibition of SME Clusters**” and has accepted a Bids by the Bidder for the provision of Non-Consultancy Services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract 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 Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-
  - (a) This form of Contract;
  - (b) the Form of Bids and the Price Schedule submitted by the Contractor;
  - (c) the Schedule of Requirements;
  - (d) Terms of Reference
  - (e) the Technical Specifications;
  - (f) the Special Conditions of Contract;
  - (g) the General Conditions of the Contract;
  - (h) the Procuring Agency’s Letter of Acceptance; and
  - (i) *[add here: any other documents]*
3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Non-Consultancy Services-related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Non-Consultancy 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 Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)



Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency

Witness to the signatures of the <sup>[date]</sup> Contractor:

.....

## Letter of Acceptance

*[Letter head paper of the Procuring Agency]*

To: *[name and address of the Supplier/Contractor]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words]* *[name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm *[insert the name of the Appointing Authority]*, to be the Appointing Authority, to appoint the Arbitrator in case of any arising disputes in accordance with **ITB 35**.

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract

## Performance Guarantee Form

To:

**Small & Medium Enterprises Development Authority (SMEDA)**

WHEREAS *[name of Contractor]* (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Non-Consultancy Services (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Contractor’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidder a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Contractor, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

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*[address]*

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*[date]*

## Integrity Pact

### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE CLOUD CONTRACTORS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE**

**Contract** Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

[Name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Gop) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Gop, except that which has been expressly declared pursuant hereto.

[Name of Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Gop and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Contractor] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Gop under any law, contract or other instrument, be voidable at the option of Gop.

Notwithstanding any rights and remedies exercised by Gop in this regard, [Name of Contractor] agrees to indemnify Gop for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Gop in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Contractor] as aforesaid for the purpose of obtaining or

inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from Gop.

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[Contractor]

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[Buyer/Procuring Agency]

## DECLARATION OF BENEFICIAL OWNERS INFORMATION

1. Name
2. Father's Name/Spouse's Name
3. CNIC(NICOP/Passport No.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entries or other legal persons or legal arrangements in the chain of ownership or control, following
9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

additional particulars to be provided:

[illegible]

9. Information about the Board of Directors (details shall be provided

PART II] THE GAZETTE OF PAKISTAN, EXTRA., MAY 14, 2022 1145

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscribers other than natural person	Number of shares taken by cash subscriber (in figures and words)
			Total numbers of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name and signature.

(Person authorized to issue notice on behalf of the company)