



MAYO GARDENS CLUB, LAHORE



Outsourcing of Lawns of Mayo Gardens Club for Event Management

Invitation of Bids

The Management Committee, Mayo Gardens Club, Lahore invites bids for the subject assignment on Single Stage – two envelopes (separate Technical & Financial Proposals) basis from individuals / firms / companies / joint ventures who are registered with income tax and sales tax department and who are on active taxpayer list of Federal Board of Revenue.

A complete set of Bidding Documents may be purchased by an interested eligible bidder on submission of a written application to the office given below and upon payment of a non-refundable fee of Rupees. **5000 (Five Thousand)**. The bidding documents can also be downloaded from PPRA website (<https://ppra.gov.pk>) and Pakistan Railway's website (<https://pakrail.gov.pk>) free of cost.

The Technical Bids must be accompanied by a Bid Security of Pak Rs.1,000,000 (One Million) in the form of a Bank Guarantee or CDR / Banker's Cheque (in favour of Secretary, Mayo Garden Club) on the prescribed form provided in the Bidding Documents (Insurance Guarantee shall not be accepted).

Bids (Technical & Financial Bids in separate sealed envelopes) must be submitted at undermentioned address till **2:00 PM** on or before **11th December, 2025**. Technical Bids will be opened publicly **2:30 PM** on the same day at the following address in the presence of bidder's representatives who choose to attend.

Any further information can be obtained from the under mentioned office address during office hours.

(Ali Nawab Khan)
Honorary Secretary,
Mayo Gardens Club, Lahore
Ph# +923339204558



**PAKISTAN RAILWAYS
MAYO GARDENS CLUB**

BIDDING DOCUMENTS

for

OUTSOURCING OF LAWNS OF MAYO GARDENS CLUB FOR EVENT MANAGEMENT

November, 2025

Secretary
Mayo Gardens Club, Sunderdas Road
Lahore
042-99201876

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Outsourcing of Lawns of Mayo Gardens Club for Event Management

Invitation of Bids

Date: _____

Bid Identification No. MGC/New Sites-2025

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Summary of Key Items		
S. No.	Parameters	Details
1.	Project Title	Outsourcing of Lawns of Mayo Gardens Club for Event Management
2.	Location	Mayo Gardens, Pakistan Railway Officer's Colony, Sunderdas Road, Lahore
3.	Contracting Authority	Management Committee of Mayo Gardens Club, acting through Secretary, Mayo Gardens Club (hereinafter referred to as <i>the Employer</i>).
4.	Process of Bidding	The Management Partner for organizing events shall be selected through an open competitive bidding process under the Single Stage – Two Envelope procedure
5.	Area of Lawns	Approximately 90,324 Sft.(around 2.07 acres)
6.	Area of land for parking	Approximately 33,360 Sft .(around 0.76 acres)
7.	Maximum number of Marques or Units allowed for Event Management	The Management Partner may establish a maximum of three (03) units for event management, either as open lawns or by installing marquees within the allocated area. No permanent structure will be allowed, except wash room and bridle room, but that too with prior approval by the Client. The Management Partner shall also be bound to get its detailed proposal / plan approved clearly indicating the space / area earmarked for lawn / marquee, bridle room, toilets, kitchen by the client within 15 days of taking over possession.
8.	Outsourcing Model	The lawns (space only) shall be provided by the Club. The setup of marquees and allied infrastructure shall be the responsibility of the Management Partner. The Management Partner shall be responsible for marketing, operations, and management of the marquees/lawns and associated facilities including establishment of proper parking in the space earmarked for this purpose. In return, the Management Partner shall pay rent as agreed through this bidding process.
9.	Contract Period	The initial contract period shall be five (05) years, extendable for a further five (05) years subject to mutual consent of both parties and satisfactory performance of the Management Partner.

Summary of Key Items		
S. No.	Parameters	Details
10.	Financial Covenants	Bid Security: PKR 1.0 million (Pak Rupees One Million Only) Performance Security: Equivalent to three (03) months' rent, to be retained by the Client till completion of the outsourcing period or earlier termination, as applicable
11.	Bid Variable	The bidder quoting the highest monthly rent for the lawns shall be declared as the Preferred Bidder.
	Note: The above information provides a summarized overview for preliminary understanding. Detailed terms and conditions are specified in the Request for Proposal (RFP) document.	

Definitions

1. **“Client”** means Management Committee of Mayo Gardens Club, acting through Secretary, Mayo Gardens Club.
2. **“Bidder”** means the legal entity or a Joint Venture who submits a Bid in response to this Bidding Documents. The term Bidder used herein shall apply to both a single entity and a Joint Venture.
3. **“Management Partner”** means the legal entity or a Joint Venture who declare successful and with whom Agreement will be signed.
4. **“Contract Agreement”** means the Agreement signed by the Client and the Management Partner and all the attached documents.
5. **“Joint Venture”** is a group of legal entities participating together to submit a Bid.
6. **“Bid”** means the Technical and Financial Bids submitted by the Bidder.
7. **“Data Sheet”** means such part of the Instructions to Bidder used to reflect specific conditions.
8. **“Instructions to Bidders”** means the document which provides Bidder with all information needed to prepare their Bids.

Section -1

INSTRUCTIONS TO BIDDERS (ITB)

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INSTRUCTIONS TO BIDDERS

(A) GENERAL

ITB.1. Brief History and Purpose of Outsourcing

- 1.1 The Mayo Gardens Club, Lahore, was established during the British Raj as an exclusive social and recreational facility for officers of the North Western Railway (NWR). Developed around 1910, alongside the Mayo Gardens Residential Colony, the Club was designed in the architectural and cultural spirit of the Lahore Gymkhana Club, reflecting the prestige and lifestyle of British railway officials of that era. The surrounding colony primarily housed British families, and the Club served as a central venue for their social gatherings, sports, and cultural events.
- 1.2 Over time, the Club evolved into one of the most well-facilitated and well-maintained Railway Clubs in Pakistan. It presently offers a wide range of sports and recreational amenities including lawn tennis courts, squash courts, an indoor badminton hall, a fully equipped gymnasium, and other indoor games. Recently, a modern swimming pool complex has been added, significantly enhancing the Club's recreational profile and providing members with contemporary fitness and leisure options.
- 1.3 However, like many historic institutions, the Club's operational and financial sustainability has faced challenges in recent years, reflecting the overall decline of railway services across the country. Despite these challenges, the Management Committee of the Club has undertaken various initiatives to revitalize and modernize the facility, ensuring that it continues to serve as a vibrant center of community and recreation for its members.
- 1.4 Given that the membership subscriptions and routine contributions are insufficient to meet the recurring costs of maintenance and operations, the Club has adopted a self-sustaining financial model. Under this model, certain Club facilities, particularly its lawns are outsourced for event management purposes to reputable private sector partners. This arrangement has successfully generated steady revenue over the past decade, enabling the Club to maintain and enhance its facilities without burdening members with additional costs.
- 1.5 As the current outsourcing contract is nearing its expiry, the Management Committee has decided to invite open competitive bids for the next term of outsourcing. The objective is to select a competent and experienced Event Management Partner capable of maintaining the aesthetic standards of the Club, managing events professionally, and ensuring that the arrangement continues to provide sustainable revenue for the Club's operations and development.

1.6 Objectives of Outsourcing

The primary objective of outsourcing the lawns of Mayo Gardens Club is to ensure the efficient, professional, and financially sustainable management of the Club's lawns through partnership with a qualified and reputable Event Management Partner.

Through this outsourcing arrangement, the Management Committee seeks to achieve the following key objectives:

- a) To engage a competent private partner with proven expertise in event and facility management for ensuring smooth, organized, and high-quality operations of the Club lawns.

- b) To establish a reliable and transparent revenue stream for the Club through a well-structured rental arrangement.
- c) To reduce financial dependence on member subscriptions by generating adequate funds to support Club operations, maintenance, and future development projects.
- d) To encourage the private partner to introduce innovative ideas, improve aesthetics, and enhance the functionality of the event lawns, thereby increasing their attractiveness and commercial potential.

In summary, the outsourcing is designed as a mutually beneficial partnership, enabling the Club to generate sustained revenue and maintain its facilities, while offering the private partner a prestigious platform for responsible and profitable event management.

ITB.2. Fraud and Corruption

- 2.1. Pakistan Railways requires that Bidders, Suppliers, Manufacturers and Contractors observe the highest standard of ethics during the procurement and execution of such contracts. For the purposes of this provision, the terms are set forth below:
 - 2.1.1. "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - 2.1.2. "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - 2.1.3. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - 2.1.4. "collusive practice" is an arrangement between two or three parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- 2.2. Pakistan Railways, without prejudice to any other remedy available under the law, will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;
- 2.3. The Bidders and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any department of the Government of Pakistan.
- 2.4. The Employer will sanction a firm or its successor, including declaring them ineligible either indefinitely or for stated period of time if it at any time determines that they have directly or through an agent engaged in corrupt, fraudulent, collusive or corrosive practices in competing for or in executing a contract.

ITB.3. Eligible Bidders

- 3.1. The invitation for Bids is open to local (Pakistani) firms / Bidders.
- 3.2. A Bidder may be a single entity or any combination of entities in the form of a Joint Venture (JV) under an existing MoU or agreement and in this case, all partners shall be jointly and severally liable.

- 3.3. The Bidder (lead partner in case JV) shall be registered with Security & Exchange Commission of Pakistan (SECP) or Registrar of Firms.
- 3.4. The Bidder (all partners in case JV) shall be registered with Tax Department of Pakistan and must be on active tax payer list.
- 3.5. The Bidder (all partners in case of JV) must have not been declared blacklisted or debarred for doing business by any Ministry, Department, Organization, Autonomous Bodies etc. of Government of Pakistan or Government of any other country.
- 3.6. The Bidder, including all partners in the case of a Joint Venture (JV), must not be a current defaulter of the Mayo Gardens Club or any department or entity of Pakistan Railways, meaning there are no outstanding dues or unpaid financial obligations at the time of bid submission. Bids submitted by any Bidder who is presently a defaulter shall be declared non-responsive and rejected without further consideration.

(B) BIDDING DOCUMENTS

ITB.4. Contents of Bidding Documents

- 4.1. The Bidding Documents consist of Sections indicated below, and should be read in conjunction with any Addenda (if any) issued.
 - Section 1 - Instructions to Bidders (ITB)
 - Section 2 - Bid Data Sheet (BDS)
 - Section 3– Eligibility and Qualification Criteria (EQC)
 - Section 4- Technical Bid Format
 - Section 5- Financial Bid Format
 - Section 6- Draft Contract Agreement & Conditions of Contract
- 4.2. The Employer is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the source stated by the Employer in the Invitation for Bids.
- 4.3. The Bidders are expected to examine carefully the contents of all the above documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

ITB.5. Clarification of Bidding Documents

- 5.1. A prospective Bidder requiring any clarification(s) in respect of the Bidding Documents may notify the Employer in writing or by fax at the Employer's address as provided in BDS or raise its enquiries during the Pre-Bid Meeting (if arranged). The Employer will examine the request for clarification of the Bidding Documents which it receives not later than four (04) days prior to the deadline for the submission of bids. Should the clarification result in changes to the essential elements of the Bidding Documents, the Employer shall amend the Bidding Documents following the procedure under ITB.8.

ITB.6. Visit of Mayo Garden Club

- 6.1. The Bidder is advised to visit and examine the existing condition of lawns of Mayo Garden Club and obtain for itself on its own responsibility all information that may be

necessary for preparing the bid and entering into a contract agreement for management of lawns. The costs of visiting the Site shall be at the Bidder's own expense.

- 6.2. The Bidders and any of their personnel or agents will be granted permission by the Employer to enter upon its premises and lands for the purpose of such visit, but only upon the expressed condition that the Bidders, their personnel, and agents will release and indemnify the Employer and its personnel and agents from and against all liabilities in respect thereof, and Bidder will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

ITB.7. Pre-Bid Meeting

- 7.1. The Bidders' designated representatives are invited to attend a pre-bid meeting, if provided for in the BDS. The purpose of the meeting shall be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 7.2. The Bidder is required to submit any questions in writing, if desired so, to reach the Employer well before the meeting, not later than time as mentioned in BDS.
- 7.3. Minutes of the pre-bid meeting, including the text of the questions raised without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who attended the pre-bid and will also be uploaded on the website of PR. Any modification to the Bidding Documents that may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through issuance of an addendum pursuant to ITB.8 and not through the minutes of the pre-bid meeting.
- 7.4. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.

ITB.8. Amendment of Bidding Documents

- 8.1. At any time prior to the deadline for submission of bids, the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by issuing addendum.
- 8.2. Any addendum thus issued shall be part of the Bidding Documents and shall be uploaded on the website. The Bidder shall also confirm in the Letters of Technical Bid and Price Bid that the information contained in such addenda have been considered in preparing his Bid.
- 8.3. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Employer may at its discretion extend the deadline for submission of Bids.

(C) PREPARATION OF BIDS

ITB.9. Cost of Bidding

- 9.1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Employer will in no case be responsible or liable for those costs, regardless of

the conduct or outcome of the bidding process.

ITB.10. Language of Bid

- 10.1. The Bid prepared by the Bidder and all correspondence and documents relating to the Bid, exchanged by the Bidder and the Employer shall be written in English language. Supporting documents and printed literature that are part of the Bid, furnished by the Bidder, may be written in another language so long as accompanied by an accurate English translation of its pertinent passages, in which case, for purposes of interpretation of the Bid, the English translation shall govern.

ITB.11. Documents Comprising the Bid

- 11.1. The Bid shall comprise two Bids, one called the Technical Bid containing all the documents listed in ITB.11.1.1 and the other the Price Bid containing all the documents listed in ITB.11.1.2.
- 11.1.1. The Technical Bid shall comprise the following:
- (a) duly filled-in Letter of Technical Bid;
 - (b) Bid Security pursuant to ITB.18;
 - (c) written Authority Letter containing the authorization of the signatory of the Bid to sign on behalf of the Bidder, in accordance with ITB.20;
 - (d) documentary evidence in accordance with ITB.16 establishing the Bidder's eligibility and qualifications to perform the Contract, extent of services to be provided and its conformity to Bidding Documents, if its Bid is accepted;
 - (e) Technical Proposal in accordance with ITB.15;
 - (f) in the case of a Bid submitted by a Joint Venture, the Bid shall include a copy of the Joint Venture Agreement or MoU entered into by all partners; and
 - (g) any other document stated in the Bidding Documents.
- 11.1.2. The Price Bid shall comprise the following:
- (a) duly filled-in Letter of Price Bid;
 - (b) completed the Form of quoting rent, in accordance with ITB.13 and 14; and
 - (c) any other document stated in the Bidding Documents.

ITB.12. Letters of Bid and Schedules

- 12.1. The Letters of Technical Bid and Price Bid, shall be prepared using the relevant forms provided in the Bidding Documents. The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested and as required.

ITB.13. Rent to be Quoted in Bid

- 13.1. The Bidder shall quote in the Financial Bid the monthly rent for lawn of Mayo Garden Club.
- 13.2. Payment of all taxes related to operation and management of lawns shall be the sole responsibility of the Management Partner.
- 13.3. The Bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the Bid and entering into a Contract for management of lawns. This shall include but not be limited to the following:
- (a) Information regarding all payable taxes including income tax, sales tax, withholding taxes etc.

ITB.14. Currencies of Bid

- 14.1. The rent must be quoted by the Bidder in Pak Rupees.

ITB.15. Documents Comprising the Technical Proposal

- 15.1. The Bidder shall furnish a Technical Proposal in its Technical Bid providing following documents:

- a) Letter of Technical Bid
- b) Bid Security
- c) Form Tech-1: bidder's information sheet (for single entity)
- d) Form Tech-2: Information sheet
- e) Form Tech-3: Pending litigation and arbitration
- f) Form Tech-4: Bidder's work experience
- g) Form Tech-5: List of key professionals
- h) Form Tech-6: Detail / cv of proposed key professionals
- i) Form Tech-7: Financial information
- j) Form Tech-8: Organization structure
- k) Form Tech-9: Understanding and project implementation plan
- l) Documents including but not limited to Authority Letter, proof of handling Similar Projects, three years annual audited financial statements, and other documents as stated in the Bidding Documents.

ITB.16. Documents Establishing Bidder's Eligibility & Qualification and Eligibility & Conformity of Plant, Materials, Equipment & Services

- 16.1. To establish that the Bidder's eligibility and qualification to perform the Contract and eligibility in accordance with of Bidding Documents; the Bidder shall provide the information and documents requested therein as part of its Bid.
- 16.2. The documentary evidence of the Bidder's eligibility to Bid shall establish to the Employer's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under Clause ITB.3.

ITB.17. Joint Venture (JV)

- 17.1. All the firms comprising the Joint Venture (JV) shall be legally constituted;
- 17.2. All partners of the JV shall at all times and under all circumstances be liable jointly and severally to Employer for the execution of the entire Contract Agreement.
- 17.3. In case of a Bid submitted by a JV, the Bid shall include a copy of the Joint Venture Agreement or MoU entered into by all partners and stating that in the event of a successful bid, all partners shall sign the contract agreement and all other documents as required by the Employer.
- 17.4. The Letters of Technical Bid and Price Bid, and in the case of successful Bidder, the Form of Contract Agreement, shall be signed so as to be legally binding on all JV partners.
- 17.5. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the bidding

process and, in the event the JV is awarded the Contract, during the Contract execution.

- 17.6. One of the JV partners shall be nominated as Lead firm.

ITB.18. Bid Security

- 18.1. Each Bidder shall furnish, as part of his Bid, a Bid Security (original to be submitted along with Technical Bid) for an amount and currency as stated in the BDS.
- 18.2. A Bid Security is required to indemnify the Employer from and against risks associated with the Bidder's actions. The Bid Security may be forfeited in accordance with ITB 18.8.
- 18.3. The bid security must be in the form of an un-conditional bank guarantee issued by a Scheduled Bank in Pakistan on the prescribed form provided in the Bidding Documents or CDR / Banker's Cheque. The bank guarantee must include the complete name of the Bidder or the Lead Firm of the JV. The bid security should be valid for a period of twenty-eight (28) days beyond the original bid validity date, or beyond any period of extension if requested under ITB 19.2.
- 18.4. Any Bid not accompanied by a substantially compliant Bid Security shall be considered by the Employer as non-responsive.
- 18.5. At the end of the Evaluation of Technical Bids, the Employer will return Bid Securities of the Bidders along with Price Bids, whose Technical Bids have been declared non responsive to the requirements of Bidding Documents.
- In case of annulment of bidding process, Bid Securities shall be returned to the Bidders as promptly as possible, but not later than 28 days after the annulment.
- 18.6. After issuance of Letter of Acceptance to the successful Bidder and his acceptance of the said Letter, the Bid securities of unsuccessful Bidders will be returned.
- 18.7. The Bid Security of the successful Bidder will be returned when the Bidder has signed the Contract Agreement and furnished the required Performance Security. The successful Bidder will be bound to extend the validity of the Bid Security till the receipt of Performance Security by the Employer.
- 18.8. The Bid Security may be forfeited:
- (a) if a Bidder withdraws its Bid during the period of Bid validity, except as provided in ITB 19.2; or
 - (b) if the successful Bidder fails to:
 - (i) sign the Contract Agreement, in accordance with Clause ITB.39;
 - (ii) furnish a performance security in accordance with ITB.40; or
 - (iii) accept the correction of its Bid Price, pursuant to Clause ITB.33.
- 18.9. The bid security of a JV must be in the name of the JV or Lead Firm that submits the bid.

ITB.19. Period of Validity of Bids

- 19.1. Bids shall remain valid for the period specified in the BDS after the Bid submission deadline date prescribed by the Employer. A bid valid for a period less than that stated in BDS shall be rejected by the Employer as non-responsive.
- 19.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Employer may request Bidders to extend the period of validity of their Bids. The

request and the responses shall be made in writing. Bid Security shall also be extended for twenty-eight (28) days beyond the deadline of the extended validity period. A Bidder may refuse the request of the Employer for extension of Bid validity and in this scenario, Bid Security will not be forfeited. A Bidder granting the request shall not be required or permitted to modify its bid.

ITB.20. Format and Signing of Bid

- 20.1. No alteration is to be made in the Bidding Documents thereto except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the Bid may be rejected.
- 20.2. The Bidder shall prepare one original of the Technical Bid and one original of the Price Bid (Financial Bid) comprising the documents as described in Bidding Documents. The Bids shall be clearly marked as “TECHNICAL BID” and “PRICE BID”.
- 20.3. The Bids shall be signed and stamped by a person duly authorized to sign on behalf of the Bidder. This authorization to sign on behalf of the Bidder shall be in form of Power of Attorney and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid shall be signed or initialed by the person signing the Bid, with the exception of unmodified printed literature. Digital signature for scanned copy shall be acceptable.
- 20.4. The Bid shall contain no alterations, omissions or additions, except to comply with instructions issued by the Employer, or as are necessary to correct errors made by the Bidder, in which case such corrections shall be initialed and stamped by the person signing the Bid.
- 20.5. The Bidders shall indicate their complete address in the Technical Bid, to which notices and all communications relating to their Bids will be sent.

(D) SUBMISSION OF BIDS

ITB.21. Sealing and Marking of Bids

- 21.1. Each Bidder shall submit his Bid as under:
 - (a) The Bidder shall prepare Technical Bid and Financial Bid as described in ITB.11. Both Bids shall be sealed in separate envelopes. Original Bid Security must be attached Technical Bid.
 - (b) Technical and Priced Bids must be placed in separate sealed envelopes, clearly marking as Technical Bid and Price Bid.
 - (c) The envelopes containing the both Bids shall be put in one sealed envelope and addressed / identified as stated in the Bidding Documents.
 - (b) The Bids shall be signed and stamped by a person duly authorized to sign on behalf of the Bidder. All pages of the Bid shall be signed or initialed by the person signing the Bid, with the exception of unmodified printed literature.
- 21.2. Each Bidder shall submit only one Bid either by himself, or as a partner in a Joint Venture. A Bidder who submits or participates in more than one Bid will be disqualified and Bids submitted by him shall not be considered for evaluation and award.

ITB.22. Deadline for Submission of Bids

- 22.1. Bids must be received by the Employer at the address specified no later than the time and date stipulated in the Bidding Data Sheet.
- 22.2. Bids with charges payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.
- 22.3. Where delivery of a bid is by mail and the bidder wishes to receive an acknowledgment of receipt of such bid, he shall make a request for such acknowledgment in a separate letter attached to but not included in the sealed bid package.
- 22.4. Upon request, acknowledgment of receipt of bids will be provided to those making delivery in person or by messenger.
- 22.5. The Employer may, at his discretion, extend the deadline for submission of Bids by issuing an addendum in which case all rights and obligations of the Employer and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

ITB.23. Late Bids

- 23.1. Any Bid received by the Employer after the dead line for submission of Bids will not be accepted and will not be entertained.

ITB.24. Modification, Substitution and Withdrawal of Bids

- 24.1. Any bidder may modify, substitute or withdraw his bid after bid submission provided that the modification, substitution or written notice of withdrawal is received by the Employer prior to the deadline for submission of bids.
- 24.2. Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security in pursuance to Clause IB.18.

(E) BID OPENING AND EVALUATION

ITB.25. Bid Opening

- 25.1. The bid opening committee constituted by the Employer will open the Technical Bids publicly in the presence of Bidders` designated representatives who choose to attend, at the address, date and time specified in the BDS. The Price Bids will remain unopened until the specified time of their opening.
- 25.2. Technical Bids shall be opened one by one and the following read out and recorded:
 - (a) the name of the Bidder;
 - (b) the presence of a Bid Security; and
 - (c) Any other details as the Employer may consider appropriate.
- 25.3. The Employer will prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and the presence or absence of a bid security.
- 25.4. The Employer will evaluate Technical Bids in accordance with the criteria specified in these Bidding Documents.
- 25.5. At the end of the evaluation of the Technical Bids, the Employer will invite only those bidders who have submitted substantially responsive Technical Bids, to participate in the opening of the Price Bids. The date, time, and location of the opening of Financial

Bids will be advised in writing by the Employer. Bidders shall be given reasonable notice for the opening of the Price Bids.

- 25.6. The Employer will notify Bidders in writing who have been rejected on the grounds of their Technical Bids being substantially non-responsive to the requirements of the Bidding Documents and return their Price Bids unopened.
- 25.7. The bid opening committee constituted by the Employer shall conduct the opening of Price Bids of all Bidders who submitted substantially responsive Technical Bids, publicly in the presence of Bidders' representatives who choose to attend at the address, date and time specified by the Employer. The Bidder's representatives who are present shall be requested to sign a register evidencing their attendance.
- 25.8. Price Bids shall be opened publicly one at a time and the following read out and recorded:
 - (a) the name of the Bidder;
 - (b) the monthly rent offered; and
 - (c) any other details as the Employer may consider appropriate.
- 25.9. The Employer will prepare a record of the Price Bids opening that shall include the name of the Bidder and the monthly rent offered.

ITB.26. Process to be Confidential

- 26.1. Information relating to the examination, evaluation and comparison of Bids shall not be disclosed to the Bidders or any other persons not officially concerned with such process until information on Technical Evaluation and later on Price Bid is officially announced.
- 26.2. Any attempt by a Bidder to influence the Employer in the evaluation and comparison of the Bids or Contract award decisions may result in the rejection of its Bid.
- 26.3. Notwithstanding above Sub-Clause, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Employer on any matter related to the bidding process, he may do so in writing.

ITB.27. Clarification of Bids

- 27.1. For the examination, evaluation and comparison of the Technical and Price Bids, the Employer may ask any Bidder for a clarification or confirmation of its Bid. However, the Employer does not have an obligation to request any additional information or clarification with respect to missing or deficient information in a Bid. Any clarification submitted by a Bidder that is not in response to a request by the Employer will not be considered. The Employer's request for clarification and the response shall be in writing and no change in substance of the Technical Bid and prices in the Price Bids shall be sought, offered or permitted, except to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the Price Bids, in accordance with ITB.33.
- 27.2. If a Bidder does not provide clarifications of its Bid by the date and time set in the Employer's request for clarification, the Employer may extend the time for submission of reply or proceed with the evaluation based on the information submitted in the Bid.

ITB.28. Deviations, Reservations, and Omissions

- 28.1. During the evaluation of Bids, the following definitions apply:

- (a) "Deviation" is a departure from the requirements specified in the Bidding Documents;
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

ITB.29. Examination of Technical Bids

- 29.1. The Employer shall examine the Technical Bid to confirm whether all documents and technical documentation required in ITB.11.1.1 have been submitted, and to determine the completeness of each document submitted.
- 29.2. The Employer shall confirm whether the following documents and information have been submitted together with the Technical Bid. In case any of the following documents is missing, the Bid will be rejected:
 - (a) Letter of Technical Bid;
 - (b) written confirmation of authorization to commit the Bidder;
 - (c) Bid security; and
 - (d) Technical Proposal submitted in accordance with ITB.15.

ITB.30. Responsiveness of Technical Bid

- 30.1. The Employer's determination of a Bid's responsiveness is to be based on the contents of the Bid itself, as defined in ITB.11.
- 30.2. A substantially responsive Technical Bid is one which (i) meets the eligibility and qualification criteria stated in the Bidding Documents; (ii) Letter of Technical Bid has been signed; (iii) is accompanied by the required bid security and (iv) conforms to all the terms, conditions of the Bidding Documents, without material deviation or reservation.

The Employer shall first examine eligibility and qualification of the Bidders. The Bidders who will not meet the eligibility and qualification criteria, shall be held non-responsive and their Technical Bids shall not be further evaluated.
- 30.3. If a Bid is not substantially responsive to the requirements of the Bidding Documents, it shall be rejected by the Employer and may not subsequently be made responsive by correction of the material deviation, reservation or omission.

ITB.31. Non-material Non-conformities

- 31.1. Provided that a Bid is substantially responsive, the Employer may waive any non-conformities in the Bid that do not constitute a material deviation, reservation or omission.
- 31.2. Provided that a Technical Bid is substantially responsive, the Employer may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the Price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

ITB.32. Eligibility and Qualification of the Bidder

- 32.1. In examining the Technical Bid, the Employer shall first determine whether the Bidder meets the eligibility and qualifying criteria specified in Section-3 (Eligibility and Qualification Criteria).
- 32.2. The determination shall be based on an examination of the documentary evidence of the Bidder's eligibility and qualifications submitted by the Bidder, pursuant to ITB.16.1.
- 32.3. An affirmative determination shall be a prerequisite for further evaluation pursuant to ITB.30.2. A negative determination shall result in disqualification of the Bid, in which event the Employer will not open the Price Bid.

ITB.33. Correction of Arithmetic Errors

- 33.1. During evaluation of Price Bid, arithmetical errors will be rectified on the following basis:
 - (a) if there is a discrepancy between the rent written in figures and words, the rent written in words will prevail.
 - (b) If the successful Bidder does not accept the correction of errors, its Bid will be rejected and its bid security may be forfeited.

ITB.34. Evaluation of Price Bids

- 34.1. The bidder quoting the highest rent shall be declared the Preferred Bidder.
- 34.2. In the event of a tie (i.e., two or more bidders offering the same annual rent), the bidder with the highest Technical Score shall be selected.

ITB.35. Comparison of Bids

- 35.1. The Employer shall compare all substantially responsive Bids in accordance with ITB.36 to determine the most advantageous bid.

ITB.36. Employer's Right to Annul the Bidding Process and to Reject All Bids

- 36.1. The Employer reserves the right to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Employer. In case of annulment, all Bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.

(F) AWARD OF CONTRACT

ITB.37. Award

- 37.1. The Employer will award the Contract to the Bidder whose Technical Bid has been determined substantially responsive to the Bidding Documents, provided that the Bidder is determined to be qualified to perform the Contract satisfactorily and has offered the most advantageous Bid evaluated as the highest ranked bid in accordance with ITB.34.
- 37.2. The Employer, at any stage of the Bid evaluation, having credible reasons for or prima facie evidence of any defect in bidder's capacities, may require the bidder(s) to provide information concerning their professional, technical, financial, legal or managerial competence whether already declared technically qualified or not:

Provided that such qualification shall only be laid down after recording reasons in writing. They shall form part of the records of that bid evaluation report

ITB.38. Notification of Award

- 38.1. Prior to expiration of the period of Bid validity prescribed by the Employer, the

Employer will notify the successful Bidder in writing (“Letter of Acceptance”) that his Bid has been accepted.

- 38.2. The Letter of Acceptance and its acceptance by the Bidder will constitute the formation of the Contract, binding the Employer and the Bidder till signing of the formal Contract Agreement.

ITB.39. Signing of Contract Agreement

- 39.1. Within fourteen (14) days from the date of receipt of Letter of Acceptance by the successful Bidder, or any date extended by the Employer, the successful Bidder shall depute its authorized representative for formal signing of Contract Agreement, Form for which is provided in the Bidding Documents.

ITB.40. Performance Security

- 40.1. The successful Bidder shall furnish to the Employer a Performance Security in the form and the amount stipulated in the Bid Data Sheet (BDS) and Conditions of Contract within a period of twenty-eight (28) days or any date extended by the Employer, after issuance of Letter of Acceptance.
- 40.2. Failure of the successful Bidder to comply with the requirements of ITB.40.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

ITB.41. Integrity Pact

- 41.1. The Bidder shall sign and stamp the Integrity Pact in accordance with the format provided in the Bidding Documents.

Section-2

BID DATA SHEET (BDS)

Section-2 Bid Data Sheet (BDS)

The following specific data for the Works shall complement, amend, or supplement the provisions in the Instructions to Bidders. Wherever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Clause Reference	Sub Clause	Data / Description
ITB.5	5.1	Address of the Employer (for clarification purposes only): Secretary Mayo Gardens Club Mayo Gardens, Suderdas Road, Lahore, Pakistan +92-42-99201876
ITB.7	7.1	Date, Time and Venue of Pre-Bid Meeting: Date: 11.12.2025 Time: 11:00 am (PST) Venue: Mayo Gardens Club, Sunderdass Road, Lahore , Pakistan, Tel: +92 42 99201876
	7.2	Questions for Pre-Bid to be received not later than: Three (03) days before the date of pre-bid conference.
ITB.18	18.1	Amount of Bid Security: Bid Security: PKR 1,000,000/- (Pak Rupees One Million only).
ITB.20	19.1	Validity of Bid: Ninety (90) days from the date of submission of Bids
ITB.22	22.1	Address for submission of Bids: Secretary Mayo Gardens Club Mayo Gardens, Suderdas Road, Lahore, Pakistan +92-42-99201876 Deadline for Submission of Bids: Date: On or before 11.12.2025 Time: Not later than 14:00 hours (Pakistan Standard Time)
ITB 25	25.1	Address for opening of Technical Proposal: Secretary Mayo Gardens Club Mayo Gardens, Suderdas Road, Lahore, Pakistan +92-42-99201876 Date: Same date, as the Deadline for Submission of Bids Time: 14:30 hours

Section-3

ELIGIBILITY AND QUALIFICATION CRITERIA (EQC)

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2.4.4.	Understanding and Project Implementation Plan (Max Marks: 10)	4

Eligibility and Qualification Criteria

1. General

This Section contains the criteria that the Employer shall use to evaluate Bids and qualify Bidders in accordance with ITB.32. No other criteria shall be used. The Bidder shall provide all the information requested in the Bidding Documents particularly in this section in the forms contained in Section-4. The information provided in the forms shall be substantiated with valid documentary evidences otherwise the requirement will not be considered as complied.

2. Criteria

Eligibility and qualification criteria described here below must be met by the legal entity(ies) comprising the Bidder.

2.1. Eligibility of the Bidders

Eligibility of the Bidders shall be determined in accordance with ITB.3. The Technical Bids which will not meet the eligibility criteria shall be declared as non-responsive.

The Bidder shall provide requisite details using Forms Tech-1&Tech-2.

2.2. One Bid per Bidder

Each Bidder shall submit only one Bid either by himself, or as a partner in a Joint Venture. A Bidder who submits or participates in more than one Bid will be disqualified in accordance with ITB.21.2 and the Bid submitted by him shall be declared as non-responsive.

2.3. Mandatory Requirements

The Bidder must fulfill the following mandatory requirements. In case the Bidder fails to fulfill these requirements, the Bid of such Bidder shall be declared as non-responsive.

- a) The Bidder must have been actively engaged in hospitality-related business operations for a minimum of three (03) years preceding the bid submission deadline.
- b) The Bidder must demonstrate verifiable experience in the successful operation and management of at least one (01) Similar Project within the hospitality industry.
- c) The Bidder must have achieved an annual turnover of at least PKR 30 million in any one of the last three (03) financial years. In the case of a Joint Venture (JV), the turnover requirement may be met cumulatively by all members of the JV.

2.4. Detailed Qualification Criteria and Evaluation

The Employer shall evaluate the Technical Bids by applying the point system given in table below. The maximum Technical marks shall be 100. A Technical Bid shall be rejected as non-responsive if it fails to secure minimum qualifying marks of

overall Sixty Five (65) points and Forty (40) percent in each category.

Sr. No.	Category	Max. Marks
1	Experience Record	40
2	Financial Soundness	30
3	Organization Structure and Personnel Capabilities	20
4	Understanding and Project Implementation plan	10
Total		100

2.4.1. Work Experience (Max Marks: 40)

a) Experience of Similar Project (Max Marks: 40)

- (i) Experience of One (01) Similar Project = 25 Marks
- (ii) Experience of Two (02) Similar Projects = 30 Marks
- (iii) Experience of three (03) Similar Projects = 35 Marks
- (iv) Experience of more than three (03) Similar Projects = 40 Marks

The Bidder shall provide details of work experience using Form Tech-4.

2.4.2. Financial Soundness (Max Score: 30)

a) Annual Turnover (PKR in Million)

(Highest of last three financial years shall be considered)

More than or equal to 80	=	100%
More than or equal to 50 but <80	=	90%
More than or equal to 40 but <50	=	60%
More than or equal to 30 but <40	=	40%
Less than 30	=	Zero (Disqualified)

In case of JV, highest of last three years of each partner will be summed up for evaluation.

2.4.3. Organization Structure and Personnel Capabilities (Max Marks: 20)

a) Organization Structure (Max Marks: 10)

- i. Organization structure of the Bidder (Lead partner in case of JV) shall be examined and graded as under based on

Excellent	= 100%
Very Good	= 90%
Good	= 70%
Satisfactory	= 50%
Unsatisfactory	= Zero

- ii. The strength and effectiveness of the bidder's organizational structure will be evaluated to assess its capacity to manage and operate hospitality facilities, particularly event management or similar establishments. Following aspects shall be assessed for grading the organization structure.

- a) Presence of a clear and well-defined hierarchy showing lines of authority and responsibility.
- b) Availability of personnel having key roles such as General Manager/Operations Manager, Front Office Manager, Housekeeping Supervisor, Maintenance Staff, and Hospitality Services Staff.
- c) Dedicated personnel for financial management, customer service, and quality assurance.
- d) Availability of qualified and experienced hospitality professionals on staff.
- e) Presence of food service personnel (e.g., chef/cook) and facility maintenance staff.
- f) Presence of branch offices, support facilities, or service network in multiple cities.

b) Personnel Capabilities (Max Marks: 10)

The Bidder should have following key personnel. These personnel will be evaluated based on following criteria.

S.No	Description	Marks
1	Event Management Expert Bachelor's degree in Hotel / Hospitality/ Business/Marketing/Social Sciences; with at least 10 years of relevant experience	04
2	Hospitality Expert Bachelor's degree in Hospitality/ Business/ Marketing/Social Sciences; with at least 10 years of relevant experience. If bachelor degree is not Hospitality then must have Certification in hotel management	03

S.No	Description	Marks
3	Finance Expert Bachelor degree in Accountancy/ Finance/Business Management/ Commerce or certification including ACCA/CPA/CA from a reputable university/institute with at least 10 years of experience in relevant field	03

2.4.4. Understanding and Project Implementation Plan (Max Marks: 10)

The Bidder is required to submit detailed methodology and implementation plan for execution of the Project. The methodology and implementation plan will be evaluated for various aspects as detailed below;

1. Work Plan for Execution of Services (Max: 05 Marks)

Quality of the work plan will be assessed for the following:

- Understanding the project (20%)
- Approach & Methodology (30%)
- Work plan for various activities (20%)
- Performance standards for event management (20%)
- Identification of risk in project implementation and mitigation plan (10%)

2. Scheduling and Human Resources Allocation (Max: 05 Marks)

The execution schedule and human resource allocation including:

- Detailed Activity Schedule (Preferable if prepared in MS Project as Gantt Chart) including procurement and human resource allocation (20%).
- Organizational structure and supervisory arrangements to handle contractual obligations with Pakistan Railways.(30%)
- Role and Responsibility of Project Team i.e., job descriptions of the Core team (20%).
- Sound basis of key commercial assumptions (30%]

Section-4

TECHNICAL BID FORMAT

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Letter of Technical Bid

(R n g c u g " u w d o k v " q p ")E q o r c p { ø u " N g v v g t

To: **Secretary Mayo Gardens Club**
Mayo Gardens, Sunderdass Road,
Lahore, Pakistan

Subject: **OUTSOURCING OF LAWNS OF MAYO GARDENS CLUB FOR
EVENT MANAGEMENT**

Dear Sir,

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including all Addenda issued in accordance with Instructions to Bidders.
- (b) We offer to execute and complete subject Works in conformity with the Bidding Documents.
- (c) *(Only in case of JV)* We have formed a Joint Venture comprising following companies:
 1. -----
 2. -----
 3. -----
- (d) We agree to abide by our Bid consisting of the Technical Bid and the Price Bid, for a period of days from the deadline for the submission of Bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (e) As security for due performance of the undertakings and obligations of our Bid, we submit here with a Bid Security, in the amount of _____ (_____) in your favour or made payable to you and valid for a period of twenty-eight(28) days beyond validity of Bid itself, with this Technical Bid.
- (f) We undertake, if our Bid is accepted, to commence the Works and to complete the whole of the Works comprised in the Contract within the time stated in Conditions of Contract.
- (g) The Bid is made without any collusion, comparison of figures or arrangement with any other Bidder.
- (h) We are not participating as Bidders, in more than one Bid in this bidding process.
- (i) Our firm, its affiliates or subsidiaries and JV partners have not been declared blacklisted or debarred for doing business by any Ministry, Department, Organization, Autonomous Bodies etc. of Government of Pakistan or Government of any other country.

- (j) Our firm, its affiliates or subsidiaries and JV partners are not defaulter of Mayo Garden Club or Pakistan Railways.
- (k) We agree to permit the Employer or its representative to inspect our accounts and records and other documents relating to the Bid submission and to have them audited by auditors. This permission is extended for verification of any information provided in our Technical Bid which comprises all documents enclosed herewith in accordance with the Bidding Documents.
- (l) We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Dated this _____ day of _____ (*month, year*)

Signature:.....

Name

In the capacity of

duly authorized to sign the Bid for and on behalf of

(Insert name of Bidder in block letters)

Address.....

Witness:

Signature: _____

Name: _____

Address. _____

Occupation_____

BID SECURITY**(Bank Guarantee)**

Security Executed on _____

(Date)

Name of Surety (Bank) with Address: _____

(Scheduled Bank in Pakistan)

Name of Principal (Bidder) with Address _____

Penal Sum of Security Pak Rs. _____ (In words _____)

Bid Reference No. _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal (Bidder) we, the Surety above named, are held and firmly bound unto _____

(hereinafter called the 'Employer') in the sum stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Bidder has submitted the accompanying Bid dated _____ for Bid No. _____ for _____ (Particulars of Bid) to the said Employer; and

WHEREAS, the Employer has required as a condition for considering the said Bid that the Bidder furnishes a Bid Security in the above said sum from a Scheduled Bank in Pakistan or from a foreign bank duly counter-guaranteed by a Scheduled Bank in Pakistan, to the Employer, conditioned as under:

- (1) that the Bid Security shall remain in force up to and including the date 56 days after the deadline for validity of bids as stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Surety is hereby waived;
- (2) that the Bid Security of unsuccessful Bidders will be returned by the Employer after expiry of its validity or pursuant to ITB. 18.5 and ITB. 18.6 of the Instruction to Bidders; and
- (3) that in the event of failure of the successful Bidder to execute the proposed Contract Agreement for such work and furnish the required Performance Security, the entire said sum be paid immediately to the said Employer pursuant to ITB. 18.7 and ITB. 18.9 of the Instruction to Bidders for the successful Bidder's failure to perform.

NOW THEREFORE, if the successful Bidder shall, within the period specified therefor, on the prescribed form presented to him for signature enter into a formal Contract with the said Employer in accordance with his Bid as accepted and furnish within a period of fifty-six (56) days of his being requested to do so or any date extended by the Employer, after signing of Loan Agreement between Employer and Lending Bank, a Performance Security with good and sufficient surety, as may be required, upon the form prescribed by the said Employer for the faithful performance and proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Surety shall forthwith pay the Employer the said sum upon first written demand of the Employer (without cavil or argument) and without requiring the Employer to prove or to show grounds or reasons for such demand, notice of which shall be sent by the Employer by registered post or courier duly addressed to the Surety at its address given above.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Bidder) has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling the said requirements and the Surety shall pay without objection the said sum upon demand from the Employer forthwith and without any reference to the Principal (Bidder) or any other person.

IN WITNESS WHEREOF, the above bounden Surety has executed the instrument under its seal on the date indicated above, the name and seal of the Surety being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

SURETY (Bank)

WITNESS:

Signature _____

1. _____

Name _____

Title _____

Corporate Secretary (Seal)

Corporate Guarantor (Seal)

2. _____

Name, Title & Address

BIDDER'S QUALIFICATION FORMS

Form Tech-1: Bidder's Information Sheet (for single entity)

Bidder's Information	
Bidder's legal name	
Bidder's country of constitution	
Bidder's year of constitution	
Bidder's legal address in country of constitution	
Bidder's authorized representative (name, address, telephone, fax, email address)	
Address of Bidder's office in Pakistan (if any)	
Registration with Federal Board of Revenue (FBR) (Registration number active tax payer status)	
Registration of firm (with SECP or Registrar of Firms) (Registration number and validity)	
Attach following documents: <ol style="list-style-type: none"> 1. Authorization Letter in favour of Authorized Representative. 2. Articles of incorporation or constitution of the legal entity named above. 3. Copy of NTN Certificate and Active Tax Payer status. 	

Form Tech-2: JV Information Sheet**(Please fill separately for each JV partner)**

JV Partner's Information	
JV Partner's legal name	
JV Partner's country of constitution	
JV Partner's year of constitution	
JV Partner's legal address in country of constitution	
JV Partner's authorized representative (name, address, telephone, fax, email address)	
Address of JV Partner's office in Pakistan (if any)	
Registration with Federal Board of Revenue (FBR) (Registration number active tax payer status)	
Registration of firm (with SECP or Registrar of Firms) (Registration number and validity)	
<p>Attach following documents:</p> <ol style="list-style-type: none"> 1. Articles of incorporation or constitution of the legal entity named above 2. Authorization Letter in favour of Authorized Representative. 3. Copy of NTN Certificate and Active Tax Payer status. 4. Joint Venture Agreement or MoU; a statement to the effect shall be included in the JV Agreement that all partners of the Joint Ventures shall at all times and under all circumstances be liable jointly and severally for the execution of the Contract in accordance with the Contract terms. 	

Form Tech-3: Pending Litigation and Arbitration

Each Bidder or partner of a JV must fill in this form

Pending Litigation and Arbitration			
Choose one of the following:			
<input type="checkbox"/> No pending litigation and arbitration in accordance with Criterion 2.3 of Section-3.			
<input type="checkbox"/> Below is a description of all Pending litigation and arbitration in accordance with Criterion 2.3 of Section-3.			
Year	Matter in Dispute	Value of Pending Claim in respective currency _____	Value of Pending Claim in Pak Rs Equivalent
Total =			
Value of Pending Claim as a Percentage of Net Worth			

Form Tech-4: Bidder's Work Experience

The Bidder is required to provide detail of work experience of Similar Projects. In case of JV please attach detail of each partner. Similar Project means "Operation & Management of hospitality business like Hotel, Guest House, Motel, Restaurant, Lodges and Inns, Event Management, etc.

Note: Separate Form shall be filled for each project.

Name of Firm: _____

Project name:	
Project Description	
Location:	Date of start of Project (month/year):
Name of Client:	
Project is still managed and operated by the Bidder or agreement completed. If completed then provide date (month/year):	
Role in execution of Project. Single Entity or Lead Partner in JV or Partner other than Lead Partner. Please clarify.	
Attach following documents: Documentary evidence as proof (If awarded by other entity then copy of agreement or letter of acceptance. If Firm's own project then any documentary evidence to prove it.)	

Form Tech-5: List of Key Professionals

The Bidder is required to provide names of suitably qualified key professionals to meet the requirements specified in Section-3. In case of JV, please attach detail of each partner.

Name of Firm:			
Title of Position	Name	Education	Total Experience (Years)

Form Tech-6: Detail / CV of Proposed Key Professionals

The Bidder is required to provide detail / CV of professional staff of Bidder's firm, particularly for the staff listed in Section, Evaluation & Qualification Criteria. In case of JV / Consortium please attach detail of each partner.

Position			
Name of Firm			
Professional Information	Name		Date of Birth
	Professional Qualification		
	Total Experience (years)	Experience of similar to the proposed position (Years)	
Present employment	Designation: Employed with firm since:		
Summarized professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project			
From	To	Position	Company / Project and Relevant technical and managerial experience

Note: Documentary evidence of professional degree and current employment must be attached in support.

Form Tech-7: Financial Information

The Bidder and in case of JV each partner should fill this Form.

	Financial Data for last 3 years (Pak Rs)		
	Year 1:	Year 2:	Year 3:
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities(TL)			
Net Worth = TA-TL			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital = CA-CL			
	Information from Income Statement		
Total Turnover			
Profit before Tax			
Profit after Tax			
The Bidder must attach documentary evidence financial statements (balance sheets including all related notes, and income statements) for the last three years.			

Form Tech-8: Organization Structure

Please provide the following information of your firm/entity and each partner (in case of JV)

1. Firm Background and Achievements (min two pages)
2. Organogram.

(The methodology offered by the Consultant is primarily for evaluation of the proposal. The Procuring Agency is not bound to accept the methodology proposed by the Consultant. The Consultants are requested not to include any financial impact in the financial proposal for the proposed methodology)

Form Tech-9: Understanding and Project Implementation Plan

The Bidder is required to submit detailed methodology and Project Implementation Plan for execution of the Project

Methodology and Implementation Plan should be prepared in accordance with the requirements stated in Section-3 (Item 2.4.4)

(The methodology and Project Implementation Plan offered by the Bidder is primarily for evaluation of the proposal. The Employer is not bound to accept the methodology proposed by the Bidder. The Bidders are requested not to include any financial impact in the financial proposal for the proposed methodology and Project Implementation Plan)

Section-5

FINANCIAL BID FORMAT

Letter of Financial Bid

(R n g c u g " u w d o k v " q p ") E q o r c p { ø u " N g v v g t

To: **Secretary Mayo Gardens Club**
Mayo Gardens, Sunderdass Road,
Lahore, Pakistan

Subject: **OUTSOURCING OF LAWNS OF MAYO GARDENS CLUB FOR
EVENT MANAGEMENT**

Dear Sir,

I/We, the undersigned, offer to provide the services for subject project in accordance with your Bidding Documents and our Technical Proposal.

Our Financial Bid shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal.

We understand that we shall be solely responsible for the payment of all applicable direct and indirect taxes, including but not limited to Service Tax, GST, VAT, and any other levies, as may be imposed under the prevailing laws and regulations in connection with the event management, throughout the duration of the Contract.

We made our own due diligence assessment of the site and facilities, fully assuming any and all risks associated with the accuracy, completeness, and sufficiency of the information provided in this Bidding Document.

No commission so gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement's execution.

We understand that you are not bound to accept any Proposal you receive.

We remain, Yours sincerely,

Authorized Signature [*In full*]: _____

Name and Title of Signatory: _____

Name of Firm / Lead JV Partner: _____

Address: _____

Form FIN-1: Financial Proposal

S. No	Item	Monthly Rent (PKR)	
		In Words	In Figures
1	Monthly Rent For Lawn of Mayo Garden		

(Name & Designation) _____

Authorized Signature on behalf of Bidder _____

Section-6

DRAFT CONTRACT AGREEMENT

CONTRACT AGREEMENT

This Contract Agreement (hereinafter referred to as the "Contract") is made on this ____ day of _____, 2025, by and between:

Secretary Mayo Gardens Club, Pakistan Railways, Lahore (hereinafter referred to as the "Employer", which expression shall, where the context so permits, include its successors, legal representatives, and permitted assigns)

AND

_____ (hereinafter referred to as the "Management Partner", which expression shall, where the context so permits, include its successors, legal representatives, and permitted assigns)

WHEREAS:

- (a) The Employer has engaged the Management Partner to provide services for the event management, as specified in the Conditions of Contract attached hereto (hereinafter referred to as the "Services"); and
- (b) The Employer shall hand over the designated lawn area to the Management Partner, who shall operate it as event management on a commercial basis. In consideration thereof, the Management Partner shall pay rent to the Employer as stipulated in the Conditions of Contract attached to this Agreement.

NOW THEREFORE the Parties hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) the Letter of Acceptance;
 - (b) the Addendum (if any)
 - (c) the Conditions of Contract
 - (d) the Accepted Financial Proposal;
 - (e) the following Appendices:
 - Appendix A: Integrity Pact
 - (f) Any other documents, deemed appropriate to attach with Contract

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names in two identical parts each of which shall be deemed as the original, as of the day, month and year first above written.

For and on behalf of Employer

For and on behalf of Management Partner

Signature _____

Signature _____

Name: -----

Name: -----

Title: -----

Title: -----

Address: -----

Address: -----

(Seal)

(Seal)

Witness

Witness

Signature _____

Signature _____

Name: _____

Name: _____

Title: _____

Title: _____

Conditions of Contract

1. Monthly Rent

The Management Partner shall pay a monthly rent of Pak. Rs. _____/- (Rupees _____ only) for Lawn of Mayo Garden. The rent shall be subject to an annual escalation of 10% calculated on the original monthly rent.

2. Area of Lawn and Parking Space

- a) The Employer shall hand over to the Management Partner the lawn of Mayo Gardens Club, having an approximate area of 90,324 sq. ft. (around 2.07 acres), for the purpose of event management. In addition, an adjacent area of approximately 33,360 sq. ft. (around 0.76 acres) shall be provided for the establishment and use of a parking facility associated with events.

A key plan indicating the boundaries and layout of the lawn and parking areas is attached as Annex-A for reference.

- b) The areas indicated above are approximate measurements and are provided for general guidance only. The Employer shall not be liable for any minor deviations in the actual area handed over, and the Management Partner shall accept the premises “as is” for the purpose of this contract.

3. Contract Period

- a. The initial term of the Contract shall be five (05) years, commencing from the date the possession of the lawn is handed over to the Management Partner. The Contract may be extended for an additional period of up to five (05) years, or for a shorter duration, subject to mutual consent of both parties and contingent upon the satisfactory performance of the Management Partner.
- b. In the event of such an extension, the base rent for the extended period shall be the last rent paid during the initial term plus 10% of initial rent, and an annual increase of 10% shall be applied, calculated from this revised base rent for each subsequent year of the extended period.

4. Performance Security

- a. The Management Partner shall furnish a Performance Security in the form of a Bank Guarantee equivalent to three (03) months of the accepted monthly rent of the Lawn. This Performance Security shall be submitted as a precondition to the signing of the Contract Agreement, and must remain valid for a period of three (03) months beyond the Contract duration of five (05) years.
- b. In the event of an extension of the Contract Period, the Management Partner shall be required to extend the validity of the Performance Guarantee accordingly.
- c. Upon expiration or earlier termination of the Contract, the Performance Security shall be released, subject to the condition that no dues or liabilities are outstanding against the Management Partner.
- d. In case of any outstanding liabilities, the Employer shall have the right to encash the Performance Security, recover the due amount, and refund any remaining balance to the Management Partner.

5. Permitted Use of Lawn under this Contract

- a. The Management Partner may establish a maximum of three (03) units for event management, either as open lawns or by installing marquees within the allocated area.
- b. No permanent structure will be allowed, except wash room and bridle room, but that too with prior approval by the Client. The Management Partner shall also be bound to get its detailed proposal / plan approved clearly indicating the space / area earmarked for lawn / marque, bridle room, toilets, kitchen by the client within 15 days of taking over possession.
- c. At present, three marquees have been installed within the premises the lawn by the existing Management Partner. In the event that a firm other than the current Management Partner is declared as the successful bidder, and such bidder intends to purchase or acquire the existing marquees, furniture, or related infrastructure, prior written permission of the Employer shall be mandatory. Without obtaining such specific permission, the new Management Partner shall not be allowed to commence operations or conduct any business activities using the marquees or facilities previously installed by the outgoing Management Partner.

6. Obligations of the Management Partner

- a. During the Contract Period, the Management Partner shall carryout event management at designated area of lawn in accordance with this Agreement.
- b. The Management Partner shall illustrate the highest level of professionalism, efficiency and dedication and diligently and efficiently conform to all applicable laws, and with Good Industry Practice.
- c. The Management Partner shall be responsible for employing the Staff for event management and bearing all costs associated therewith.
- d. The Management Partner shall carry out periodic preventive and routine Maintenance of the structures erected on the lawn to keep such structures safe.
- e. The bidder shall make all necessary / sufficient security arrangements of his own to avoid / avert any subversive activity during functions. He will also ensure safety of persons, belongings etc. during functions. However, during normal days, necessary arrangements for protection of property will be arranged accordingly.
- f. The Employer will assume no responsibility whatsoever, for any damage to the personal and property of the Management Partner while conducting marriage or other functions throughout the contractual period.
- g. The Management Partner must ensure that it adheres and implements all necessary measures to ensure fire safety, environmental and occupational health and safety standards pursuant to the Applicable Laws and regulations.
- h. The Management Partner is responsible for maintaining a high standard of cleanliness and hygiene, and keep the premises in a clean, tidy and orderly condition, in conformity with the Applicable Laws, permits and Good Industry Practice.
- i. The Management Partner shall be responsible for keeping the area reasonably free of pests and rodents.

- j. The Management Partner shall be responsible for repairing of all damages caused to the building, wiring, plantation or other installation etc. of the club during marriage functions or other functions. Any damage caused will have to be compensated as per joint assessment by the Employer and Management Partner.
- k. Upon expiry or early termination of the contract, the Management Partner shall be obliged to remove all temporary structures, marquees, fixtures, storage items, and materials installed or placed by them within fifteen (15) days of such expiry or termination. Failure to do so within the stipulated period shall entitle the Employer to remove the same at the risk and cost of the Management Partner, without any liability for loss or damage.
- l. The Management Partner shall not damage, alter, or modify any part of the existing infrastructure, utilities, or facilities of the Mayo Gardens Club located within the premises of the lawn handed over to them. Any alteration or modification, if deemed necessary, shall be undertaken only with the prior written approval of the Employer and under the supervision of the Club's authorized representative.
- m. The Management Partner shall not accept or confirm any bookings for any type of functions beyond the expiry date of the contract. This is to ensure there is no inconvenience to the general public, and to allow for a smooth handover of the premises to the Employer or the incoming Management Partner.

7. Subletting and Outsourcing

The Management Partner shall not sublet, rent out, or transfer possession of any part of the demised premises to any third party under any circumstances. However, the Management Partner may engage third-party vendors or service providers for outsourcing related services such as cooking, janitorial work, laundry, maintenance, etc., subject to the condition that such arrangements shall not constitute subletting and shall remain under the supervision and responsibility of the Management Partner. In case of any sub letting shall be termed as default of the Management Partner.

8. Compliance with Laws

The Management Partner shall comply with all applicable laws, rules, bye-laws, and regulations of the relevant local authorities concerning the use and operation of the demised premises. The Management Partner shall not engage in, nor permit, any activity that is unlawful or prohibited under the prevailing laws of Pakistan.

9. Utility Charges

- a. The Management Partner shall be fully responsible for arranging and obtaining all necessary utility connections required for the operation of the premises, including but not limited to electricity, water, and gas.
- b. The Employer shall provide reasonable facilitation and support to assist the Management Partner in obtaining such connections; however, the ultimate responsibility for securing and maintaining these services shall rest solely with the Management Partner

- c. The Management Partner shall be responsible for and shall make, on a regular and timely basis, payments for all utility charges in respect of the marquees and allied structures during the entire Term, including water, electricity, telecommunications, internet, cable charges, municipal, solid waste, and other utilities. All such payments shall be made by the Management Partner directly to the service provider(s) providing such services, failure in respect of which would entitle the services being disconnected as per rules of the service provider, and the Management Partner shall keep and hold Pakistan Railway harmless and indemnified in this regard.
- d. All outstanding charges (utility dues or recovery against other losses) in respect of any obligation arising against the Management Partner under this Agreement are deductible from the Performance Security and the Management Partner shall not have any objections to it and will only be entitled for the refund of balance amount of Performance Security.

10. Erection of Marquees and other Structures

The Management Partner may establish a maximum of three (03) units for event management, either as open lawns or by installing marquees within the allocated area.

No permanent structure will be allowed, except wash room and bridle room, but that too with prior approval by the Client. The Management Partner shall also be bound to get its detailed proposal / plan approved clearly indicating the space / area earmarked for lawn / marquee, bridle room, toilets, kitchen by the client within 15 days of taking over possession.

11. Inspection Rights

The Management Partner shall permit the Employer or its authorized representative(s) to enter the premises handed over to the Employer at any reasonable time for the purpose of inspection or general checking. This is to ascertain the current condition of the premises, verify maintenance standards, or check for any violations of the terms and conditions committed by the Management Partner.

12. Cleanliness and Nuisance

The Management Partner shall maintain the premises in a clean, hygienic, and orderly condition at all times. The Management Partner shall not commit, or permit to be committed, any act that may cause inconvenience or nuisance to neighbouring occupants or the general public.

13. Repairs and Maintenance

All types of repairs and maintenance of the premises handed over to the Management Partner, whether structural, civil, electrical, or otherwise shall be the sole responsibility of the Management Partner. All costs and expenses incurred in this regard shall be borne entirely by the Management Partner.

14. Service Tax/ GST/ VAT and other Taxes

The Management Partner shall be solely responsible for the payment of all applicable direct and indirect taxes, including but not limited to Service Tax, GST, VAT, and any other levies, as may be imposed under the prevailing laws and regulations in connection with the event management and operation of the marquees, throughout the duration of the Contract. This obligation shall remain in effect even if such taxes are assessed or demanded (for the Contract Period) after the expiry or termination of the Contract. Each Party shall, however, be individually responsible for the payment of their respective income tax arising from the income earned under this Contract Agreement.

15. Termination of Contract

This Contract Agreement may be terminated before its expiry under the following circumstances:

- a) By the Employer at its discretion, by giving at least three (03) months' prior written notice to the Management Partner.
- b) By the Management Partner at its discretion, by giving at least three (03) months' prior written notice to the Employer.
- c) By the Employer in the event of default by the Management Partner, by giving fifteen (15) days' written notice.
- d) For the purpose of this clause, "default" shall include but not be limited to:
 - i. Non-payment of rent for three (03) consecutive months (excluding force majeure circumstances beyond the control of the Management Partner);
 - ii. Violation of any term or condition of the Contract Agreement;
 - iii. Engagement in any illegal activity or use of the premises for any purpose not permitted under the laws of Pakistan.

16. Prohibited Items and Activities

The Management Partner shall not store or keep any offensive, hazardous, explosive, or highly flammable materials on the premises. Furthermore, the premises shall not be used for any unlawful or unauthorized activities under the prevailing laws and regulations of Pakistan.

17. Prohibition on Explosives, Fireworks, and Firearms

The use of explosives, crackers, fireworks, firearms, or any other pyrotechnic materials within the premises of Mayo Gardens Club, whether before, during, or after any event or function, is strictly prohibited in accordance with official safety regulations and local government laws.

The Management Partner shall ensure full compliance with this prohibition and shall be responsible for preventing any violation by event organizers, guests, or third-party vendors. Any breach of this clause shall be treated as a serious violation of contract terms, entitling the Employer to impose penalties, recover damages, or take any other action deemed appropriate, including suspension or termination of the contract.

18. Compliance with Official Timings and Regulations

The Management Partner shall strictly observe and comply with all official timings, restrictions, and regulations applicable to the holding of wedding or marriage

functions, parties, and other events, as prescribed or announced by the City, District, Provincial, or Federal Government, as well as by the Pakistan Railways Administration and the Mayo Gardens Club (MGC) Management from time to time.

Any violation or non-compliance with these directives shall be considered a breach of contract, and the Employer shall have the right to take appropriate action, including the imposition of penalties or termination of the contract.

19. Provision of Catering Services for Club Functions

The Management Partner shall provide catering arrangements for all assigned functions at Mayo Gardens Club at no additional cost or charge to the Club, except for food items for which payment shall be made directly by the Mayo Gardens Club Management or Pakistan Railways.

This condition of free catering shall not apply to personal functions of the Club members, for which the Management Partner may charge directly as agreed with the members.

The Management Partner shall ensure that all catering services are delivered in a professional, hygienic, and timely manner, in accordance with the standards and requirements of the Club.

20. Storage and Placement of Equipment

The Management Partner shall restrict all belongings, equipment, and machinery including but not limited to power generators, trucks, loaders, and other gadgets to the allotted space only.

The Management Partner shall ensure that such placement does not cause any obstruction, blockage, or inconvenience to Club premises, members, or the general public.

Failure to comply with this requirement may result in the imposition of fines or penalties, the amount and nature of which shall be determined at the sole discretion of the Employer.

21. Uses Prohibited

The Management Partner shall not do or permit or suffer anything to be done in or about the lawn which will in any way obstruct or interfere with the rights or residents of the neighborhood of the premises nor should the Management Partner allow the premises to be used for any unlawful or offensive purpose, nor shall the Management Partner cause, maintain or suffer or permit any nuisance in, on or about the lawn area. The Management Partner shall keep the premises in a clean and wholesome condition, free of any objectionable noises or odors and that all health and safety regulations shall be respected at all times, the truly complied with by the Management Partner.

22. Compliance with Food Safety and Hygiene Standards

The Management Partner shall ensure that all food and beverages served during events are wholesome, hygienic, and prepared in accordance with the standards and requirements of the Punjab Food Authority Act, 2011, and all other applicable food safety laws, rules, and regulations enforced from time to time.

The Management Partner shall be responsible for maintaining clean and sanitary conditions in all kitchens, preparation areas, and service zones, and for ensuring that

all food handlers are medically fit and properly trained in hygiene practices. Any violation of food safety standards or detection of unhygienic practices shall render the Management Partner liable to penalties, including suspension or termination of the contract, in addition to any action by the competent regulatory authorities.

23. Parking Management and Traffic Control

The Management Partner shall be fully responsible for the development, organization, and management of the area designated for parking, as provided by the Employer. This includes the provision of adequate flooring, signage, lighting, and demarcation to ensure orderly and safe parking of all vehicles during events.

The Management Partner shall arrange and supervise the parking of guest vehicles, ensuring safety, security, and proper allocation of spaces. All efforts must be made to prevent congestion, unauthorized parking, or damage to vehicles and Club property.

Furthermore, the Management Partner shall ensure that the roads within Mayo Gardens Colony remain clear of any obstruction at all times, facilitating the smooth flow of traffic and minimizing inconvenience to residents and other road users. Any measures required for traffic management, crowd control, or directional guidance shall be implemented by the Management Partner at their own cost.

Failure to maintain proper parking and traffic management may result in penalties or other actions as deemed appropriate by the Employer.

24. Prohibition of Loud Music and Unlawful Activities

The Management Partner shall ensure that loud music, anti-social behavior, or any illegal or felonious activity is strictly prohibited within the premises of the site rented out for events.

The Management Partner shall be fully responsible for enforcing this condition in letter and spirit, including taking all necessary measures to prevent violations by guests, event organizers, or third-party vendors.

Any breach of this clause shall be considered a serious violation of the contract, and the Employer shall have the right to take appropriate action, including penalties, suspension, or termination of the contract, without prejudice to any other legal remedies.

25. Force Majeure

“Force Majeure” means an unforeseeable event which is beyond reasonable control of either Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or

other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

26. Payment of Rent and Fine for Delayed Payment

- a. The Management Partner shall pay the monthly rent to Pakistan Railways on or before the 10th day of each calendar month. If the 10th day falls on an official holiday, payment shall be made on the next working day.
- b. In case the rent is not paid by the 10th of the month (or in case of holiday on 10th then next working day), a fine of Rs. 5,000/- (Rupees five thousand only) per day shall be imposed for each day of delay.
- c. If the delay in payment exceeds thirty (30) days, the fine shall be increased to Rs. 10,000/- (Rupees ten thousand only) per day for each subsequent day of delay.
- d. If the delay continues for sixty (60) days, a 15-day notice shall be issued to the Management Partner, directing clearance of all outstanding dues. Failure to comply within this notice period shall lead to initiation of proceedings for termination of the contract due to default.
- e. If the rent remains unpaid even after seventy-five (75) days from the original due date, a final 15-day termination notice shall be served. If the dues are still not cleared upon expiry of this final notice i.e., after ninety (90) days of non-payment, the contract shall stand terminated, and all outstanding rent and fines shall be recovered from the Performance Security submitted by the Management Partner.
- f. In the event of a Force Majeure situation, the imposition of fines may be waived at the discretion of the Employer. Furthermore, if the premises remains closed due to a Force Majeure event, the Employer may also waive the rent for the corresponding period.

27. Settlement of Dispute

a. Amicable Settlement

The Parties shall make all reasonable efforts to resolve amicably, through mutual consultation and negotiation, any dispute, controversy, or claim arising out of or relating to this Contract, including its interpretation, performance, or termination

b. Dispute Settlement Mechanism

If any such dispute cannot be resolved amicably within thirty (30) days from the date on which one Party receives a written request for amicable settlement from the other Party, either Party may refer the dispute to arbitration. The arbitration shall be conducted in accordance with the provisions of the Arbitration Act, 1940 (Act No. X of 1940), the rules framed thereunder, and any statutory modifications or re-enactments thereof for the time being in force.

28. Handover of Possession of Lawn**a. Timeline for Possession**

The possession of the designated lawn shall be handed over to the Management Partner by the Employer within fifteen (15) days from the date of signing of the Contract Agreement.

b. Condition of Possession

The lawn shall be handed over on an “*as is where is*” basis, meaning the existing condition of the premises shall be accepted by the Management Partner without any obligation on the Employer to improve, renovate, or alter the same.

c. Outstanding Dues and Charges

All outstanding utility bills (including electricity, gas, water, and telephone) and any other dues pertaining to the period prior to the date of possession shall be paid and cleared by the Employer. The lawn shall be handed over free from all such liabilities.

d. Unencumbered Possession

The Employer shall ensure that possession is handed over without any encumbrances, third-party occupation, or legal disputes, and in a manner that allows the Management Partner to commence operations without hindrance.

APPENDICES

Appendix-A

Integrity Pact

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS**

Contract No. _____

Dated _____

Contract Value: _____

Contract Title: _____

..... [name of Bidder/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 (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Bidder/Contractor] represents and warrants that it has fully declared the brokerage, commission, fees 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, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation 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 Bidder/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, representation or warranty.

[name of Bidder/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 rights 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 Bidder/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 times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Bidder/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.

Name of the Employer: Name of the Bidder/Contractor:

Signature:

Signature:

[Seal]

[Seal]