

EVACUEE TRUST PROPERTY BOARD

Government of Pakistan
9-Court Street, Lahore
Phone: 042-99211184

BIDDING DOCUMENTS

**HIRING OF EVENT MANAGEMENT SERVICES
(MARQUEES, TENTS, BEDDING, LIGHTING, AND
ALLIED ARRANGEMENTS) FOR SHRINE FESTIVALS
ACROSS PAKISTAN FOR VAISAKHI FESTIVAL &**

FOR

FINANCIAL YEAR 2025–26

SINGLE STAGE – ONE ENVELOPE

TABLE OF CONTENTS

SNO	Description	Page No
1.	Invitation to Bids	03
2.	Section I – Instructions to Bidders (ITB)	04
3.	Section II – Bid Data Sheet (BDS)	05
4.	Section III – Mandatory Eligibility Criteria	06
5.	Section IV – Scope of Work / Terms of Reference	07
6.	Section V – Bid Evaluation Criteria	08
7.	Section VI – General Terms & Conditions	09
8.	Section VII – Integrity Pact	10
9.	Section IX – Forms	11
10.	Form-01 Letter of Bid	11
11.	Form II: Company Information	12
12.	Form III: Experience Record	13
13.	Form IV: Financial Data	14
14.	Form V: Affidavit of Non-Blacklisting	15
11.	Financial Bid Form	16
12.	Draft Contract Agreement	17-18

SECTION I – INVITATION TO BIDS

The Evacuee Trust Property Board (ETPB) invites sealed bids from reputable firms/companies for Hiring of Event Management Services for Shrine Festivals across Pakistan during Vaisakhi Festival and Financial Year 2025-26.

The procurement shall be conducted under Single Stage – Single Envelope Procedure in accordance with Rule 36(a) of the Public Procurement Rules, 2004.

The scope of services includes provision of:

- Marquees / tents
- Cooling arrangements
- Canopies
- Bedding arrangements
- Lighting arrangements
- Generators
- Stage setup
- Sound systems
- Decoration
- Other allied event management services as per the DNIT

Interested bidders shall submit one sealed envelope containing all required documents including financial bid.

Bids will be opened publicly in the presence of bidders or their authorized representatives who choose to attend.

The Procuring Agency reserves the right to reject any or all bids under Rule 33 of PPRA Rules, 2004.

Bilal Ahmad
Executive Engineer
Evacuee Trust Property Board
9-Court Street, Lahore

SECTION II – INSTRUCTIONS TO BIDDERS (ITB)

2.1 Procurement Method

The procurement shall be conducted through **Single Stage – Single Envelope Procedure** under Rule 36(a) of PPRA Rules 2004.

2.2 Submission of Bids

Each bidder shall submit one sealed envelope clearly marked:

“Bid for Hiring of Event Management Services for Shrine Festivals Vaisakhi Festival and Financial Year 2025-26”

The envelope shall contain:

- Mandatory eligibility documents
- Bid Security
- Signed bidding document
- Financial Bid

2.3 Deadline for Submission.

Bids must reach the office of the undersigned before the deadline mentioned in the advertisement.

Late bids shall not be accepted.

2.4 Opening of Bids

Bids shall be opened publicly at the specified date and time.

2.5 Bid Validity

Bids shall remain valid for **90 days** from the date of opening.

2.6 Cost of Bidding

The bidder shall bear all costs associated with preparation and submission of bid.

SECTION III BID DATA SHEET (BDS)

Description	Details
Procuring Agency	Evacuee Trust Property Board
Procurement Method	Single Stage Single Envelope
Bid Validity	90 Days
Bid Security	As specified in Tender Notice
Performance Security	10% of Contract Value
Bid Opening	As per Tender Notice

SECTION-IV MANDATORY ELIGIBILITY CRITERIA

The following documents must be attached with the bid, failing which the bid shall be declared **non-responsive**:

1. Copy of NTN Registration Certificate
2. Proof of inclusion in FBR Active Taxpayer List (ATL)
3. Minimum 5 years' experience in event management services
4. Experience with Government / Semi Government organizations
5. Affidavit of Non-Blacklisting
6. Bid Security
7. Signed bidding document

SECTION-V SCOPE OF WORK / TERMS OF REFERENCE

The contractor shall provide the following services:

- Provision and installation of marquees and tents
- Cooling arrangements
- Bedding arrangements
- Carpets, chairs and tables
- Lighting arrangements
- Sound system and stage setup
- Generators and backup electricity
- Decoration and event setup
- Proper dismantling and removal after event completion

All services must be completed as per directions of the Monitoring Committee.

SECTION-VI BID EVALUATION CRITERIA

Bids shall be evaluated in accordance with **Single Stage Single Envelope Procedure (Rule 36(a))**.

The Procuring Agency shall:

- Verify mandatory eligibility criteria
- Determine whether the bid is substantially responsive
- Compare financial bids of responsive bidders
- The Lowest Evaluated Responsive Bidder shall be considered for award of contract.

SECTION-VII GENERAL TERMS & CONDITIONS

All quoted rates shall be inclusive of all taxes.

1. Payment shall be processed within 30 days after satisfactory completion.
2. Successful bidder shall provide Performance Security @10% of contract value.
3. Liquidated damages up to 10% may be imposed for delay.
4. Procuring Agency reserves the right to reject bids under Rule 33 of PPRA Rules 2004.
5. Contractor shall ensure proper safety arrangements to mitigate fire hazards and electrical risks during the events.

SECTION-VIII INTEGRITY PACT

The bidder shall sign an Integrity Pact with the Procuring Agency for procurement exceeding the prescribed financial threshold as notified by the Public Procurement Regulatory Authority (PPRA), Government of Pakistan.

**SECTION-IX STANDARD BID FORMS
FORM-I – LETTER OF BID**

To

Executive Engineer
Evacuee Trust Property Board
Lahore.

Subject: **SUBMISSION OF BID**

We, the undersigned, hereby submit our bid for the “Hiring of Event Management Services for Shrine Festivals in April-2026 & Financial Year 2025–26 in accordance with the Tender Documents issued by ETPB.

We confirm that:

1. All information provided in the bid is true and correct to the best of our knowledge.
2. We have read, understood, and accepted all terms & conditions of the Tender Document.
3. Our firm is not blacklisted by any Government/Semi-Government/ Autonomous Body at present.
4. We enclose herewith the Bid Security as required in the advertisement.

We agree that this bid shall remain valid for a period of 90 days from the date of bid opening in accordance with the bidding documents.

We understand that the Procuring Agency reserves the right to reject any or all bids in accordance with Rule 33 of PPRA Rules, 2004.

We undertake to perform the services as per the scope of work within the specified time frame.

Authorized Signature
Name & Designation
Seal of Firm

Form II: COMPANY INFORMATION

1. Name of Firm/Company: _____
2. Registered Business Address: _____
3. Telephone: _____ Fax: _____ Email: _____
Mobile: _____
4. Year of Establishment: _____
5. Type of Ownership (Sole Proprietorship/Partnership/Private Ltd):

6. National Tax Number (NTN): _____
7. Sales Tax Registration Number: _____
8. FBR ATL Status: (Attach Copy)
9. Branch Offices (if any): _____
10. Authorized Representative: _____

(Name, Designation, Contact Number, Email)

Form III: EXPERIENCE RECORD

Provide details of similar assignments completed during the last five (05)

years:

1. Name of Event: _____
2. Date & Duration: _____
3. Client/Organization: _____
Address & Contact: _____
4. Value of Contract (PKR): _____
5. Description of Services Provided: _____
6. VVIPs/Foreign Delegates (if any): _____

(Attach documentary proof such as work orders, completion certificates, etc.)

Form IV: FINANCIAL DATA

1. Name of Firm/Company: _____

2. Bank(s) with Branch Address: _____

3. Certificate of Financial Soundness (Attach Bank Certificate)

4. Income Tax Paid during Last 3 Years:

Year 1: Rs. _____

Year 2: Rs. _____

Year 3: Rs. _____

5. Annual Turnover during Last 3 Years:

Year 1: Rs. _____

Year 2: Rs. _____

Year 3: Rs. _____

6. Availability of Capital (Net Worth Statement – Last 3 Years):

Year 1: Rs. _____

Year 2: Rs. _____

Year 3: Rs. _____

- Bank Certificate of Financial Soundness (Attach Original)
- Annual Turnover must be supported with audited financial statements or tax returns.

Form V: AFFIDAVIT OF NON-BLACKLISTING

(On Stamp Paper of Minimum Rs. 100, attested by Oath Commissioner/Notary Public)

We, M/s _____, having our office at _____, hereby solemnly declare and affirm that our firm/company is not blacklisted, nor is under any litigation, by any Government Department, Semi-Government Organization, or Autonomous Body in Pakistan.

We further confirm that all information/documents submitted with our bid are true and correct to the best of our knowledge, and in case of any false statement, our bid may be rejected and legal action may be taken as per applicable laws.

We further declare that in case any information is found false, the Procuring Agency may take action under Rule 19 of PPRA Rules, 2004.

Signed: _____

(Name & Designation of Authorized Representative)

(Seal/Stamp of Firm/Company)

Dated: _____

ANNEXURE – FINANCIAL BID FORM

Name of Bidder: _____

Event-wise Rates for Shrine Festivals –April-2026 & Financial Year 2025–26.

(Inclusive of all taxes):

SNO	EVENT	AMOUNT (RS).
1.	Arrival Function at Wagah Border, Lahore	

The above quoted rates are inclusive of all taxes, transportation, labour, equipment and all allied services.

Total Bid Price in words: _____

Signature & Stamp of Authorized Representative

DRAFT CONTRACT AGREEMENT

This Agreement is made and executed on this _____ day of _____ for April-2026 & Financial Year 2025–26 between the Evacuee Trust Property Board (ETPB), Government of Pakistan, through its Executive Engineer (hereinafter called the Employer) of the one part, and M/s _____ having its registered office at _____ (hereinafter called the Contractor) of the other part.

Whereas the Employer has accepted the bid of the Contractor for Hiring of Event Management Services for Shrine Festivals – April-2026 & Financial Year 2025–26.

Now therefore, the parties hereto agree as follows:

1. **Scope:** The Contractor shall provide event management services including marquees, bedding, lighting, sound, decoration, fans/coolers/heaters, and allied services for Shrine Festivals in April-2026 & Financial Year 2025–26.
2. **Duration:** The services shall be rendered for the period covering April-2026 & Financial Year 2025–26.
3. **Contract Price:** The Employer shall pay the Contractor the sum of Rs. _____ (Rupees _____ only) inclusive of all taxes.
4. **Payment Terms:** Payment shall be processed within 30 days of satisfactory completion of services and verification by Employer.
5. **Performance Security:** The Contractor shall deposit Performance Security @10% of contract price within 7 days of award.
6. **Liquidated Damages:** In case of delay or substandard work, penalty up to 10% of contract price may be imposed.

7. **Termination:** Employer may terminate this agreement in case of breach of terms, unsatisfactory services, or force majeure.
8. **Dispute Resolution:** Any dispute shall be referred to Chairman, ETPB, whose decision shall be final.

In witness whereof, the parties hereto have signed this agreement at Lahore on the day and year first above written.

Employer: _____ (Executive Engineer, ETPB)	Employer: _____ Witness
Contractor: _____ (Authorized Representative)	Contractor: _____ Witness