

Tender Cost Rs.5000/-



METROPOLITAN CORPORATION ISLAMABAD
(Directorate of Municipal Administration)

BIDDING DOCUMENT

FOR

RATE RUNNING CONTRACT/FRAME WORK AGREEMENT FOR PROVISION/ INSTALLATION
OF CITY BRANDING ARRANGEMENTS (AS & WHEN REQUIRED BASIS) ON PAKISTAN
GAZETTE DAYS I.E. KASHMIR SOLIDARITY DAY, PAKISTAN DAY PARADE, 14TH AUGUST,
DEFENSE DAY, BLACK DAY E.T.C AND HEAD OF STATE, VVIP DELEGATIONS VISIT TO
PAKISTAN, VIP EVENTS OF CDA/MCI, ARRANGEMENTS ON DIRECTIONS OF PM OFFICE,
MOI, MOFA, CDA ETC.

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INVITATION TO BID

The item as shown in Form of Bid (Technical) of this tender is required by the Directorate of Municipal Administration, MCI. You are invited to quote for the supply/installation of the same detailed as per tender documents subject to standing terms and conditions as provided in PPRA rules.

IMPORTANT NOTE

The bidder must be registered with SECP, and a valid registration certificate must be submitted.

The bidders registered with PPRA on E-PADS will be eligible to purchase & submit the tender documents.

The Bidder must participate through EPADS System, only those Manual bids shall be considered which have already been quoted through EPADS. After Submission through EPADS, following documents are required physically:

Earnest Money

Copy of the Bid

Bid should be submitted electronically through EPADS, as per PPRA Rule. Manual submission of bid without EPADS electronic bid is not acceptable/entertained.

GENERAL INSTRUCTIONS:

1. Content of Bidding Document

1.1 The goods and services required, bidding procedures, and Contract terms are prescribed in the Bidding Document. In addition to the Invitation for Bids, the bidding document include:

- (a)** Instructions to Bidders (ITB);
- (b)** General Conditions of Contract (GCC);
- (c)** Special Conditions of Contract (SCC);
- (d)** Schedule of Requirements;
- (e)** Technical Specifications;
- (f)** Contract Form;
- (g)** Authorization Form;
- (h)** Performance Guarantee Form;
- (i)** Bid Form; and
- (j)** Price Schedule

1.2 In case of discrepancies between the Invitation to Bid and the Bidding Document listed in said Bidding Document shall take precedence.

1.3 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. Failure to furnish all information required by the bidding document or to submit a bid not substantially responsive to the bidding document in every respect shall be at the Bidder's risk and may result in the rejection of its bid.

2. Eligible Bidders

2.1 A Bidder shall be a private, public or government owned legal registered entity with the formal intent (as evidenced by a letter of intent) to enter into an agreement or under an existing agreement.

2.2 The bidder must be an active tax payer. National Tax Number (NTN) and General Sales Tax Number with documentary proof shall have to be provided by bidder(s).

- 2.3 A Bidder who has been barred or disqualified / blacklisted either by any Government/ Department/ Agency/ Authority would not be eligible to submit the Bid.
- 2.4 Bidder must invariably furnish **earnest money Rs.1,000,000/- (Rupees One Million only) along-with the financial proposal**. The earnest money will be in the form of Call Deposit/in favor of DDO DMA MCI, Cheque and Bank Guarantee is not acceptable. Tender without earnest money will not be considered.
- 2.5 The bidder shall provide all information required in the bidding document (evaluation criteria & specifications etc.) and documents to substantiate its claim for eligibility.
- 2.6 Additional eligibility requirement (if any) is defined in the Bid Data Sheet Page numbering is must and is require on complete document (bid) with page numbering sequence like Page number 1 of 10. Noncompliance will result into rejection of bid.
- 2.7 In case of having contradictory statement, the bid will be technically rejected.
- 2.8 Bid must be book bind (sewn or stapled in such a way that it cannot be opened, in case of noncompliance bid will be technically rejected.
- 2.9 Bidders must purchase bidding document on payment of **PKR. 5,000/-**
- 2.10 Bidders are required to quote all required items. Partial or conditional bid will not be accepted in any case.
- 2.11 The complete application proposal shall be typed or written in indelible ink and signed by the authorized signatory of the applicant who shall initial each page, in blue ink. All the alterations, omissions, additions, or any other amendments made to the application shall be initialed by the person(s) signing the application otherwise the bid will be rejected straightaway. The applications must be properly signed by the authorized representative.
- 2.12 Affidavit on Stamp paper (Rs.100/-) that firm / bidder is not blacklisted as per technical evaluation criteria.
- 2.13 Initially the contract will be signed for **one (01) year** which is extendable for further period of one (01) year on same rates, same terms and conditions, subject to the satisfactory performance with the mutual consent of both parties and approval of the competent authority i.e Administrator/Chief Officer, MCI.
- 2.14 **Security clearance of the firm from the special branch is not mandatory for participation in tender. However, after winning tender, the security clearance of the firm will be required to provide within two (02) weeks.**

3. **Eligible Goods and Services**

- 3.1 Further, country of origin of goods could be from any geographical region of the world as per laws of Pakistan. For the purpose of this clause, (a) the term "Goods" includes any Goods that are the subject of this Invitation for Bids and (b) the term "Services" includes related services related to advertisement, event management, city branding, display of advertisement items. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied.

4. **Cost of Biddings**

- 4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5. Clarification of Bidding Document

- 5.1** A prospective Bidder requiring any clarification of the bidding document may notify the Procuring Agency in writing at the Procuring Agency's (DMA, MCI) address indicated in the Invitation to Bids prior to opening of bid. The Procuring Agency shall respond in writing to any request for clarification of the bidding document, which it receives not later than period 02 days prior to opening of bid.

6. Amendment of Bidding Document

- 6.1** At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding document by amendment. Such amendment/response shall be uploaded on the website of procuring agency or sent to all prospective Bidders that have received the bidding document, and shall be binding on them. The Procuring Agency, at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

7. Qualification and Disqualification of Bidders

- 7.1** The Procuring Agency shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.
- 7.2** The determination shall take into account the Bidder's financial and technical capabilities, past performance in similar contracts. It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.
- 7.3** An affirmative determination shall be a pre-requisite for Award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder's bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 7.4** The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Supplier's capacities may require the Suppliers to provide additional information concerning their professional, technical, financial, legal or managerial competence.
- 7.5** The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false, fabricated and materially inaccurate or incomplete. Bidders that are found to consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices shall be debarred & blacklisted as provided in PPRA rules.
- 7.6** The Procuring Agency requires that all Bidders/Suppliers/Contractors to observe the highest standard of ethics during the procurement and execution of such Contracts.

Preparation of Bids

8. Bid Form and Price Schedule

- 8.1 The Bidder shall complete the Bid Form and an appropriate Price Schedule furnished in the bidding document indicating the goods to be supplied, a brief description of the goods, specifications, quantity, prices, make, model, country of origin, country of manufacturer.

9. Bid Prices

- 9.1 The Bidder shall indicate on the Price Schedule the Unit Prices and Total Package Price of the goods and services, it proposes to supply under the Contract.
- 9.2 Form for Price Schedule is to be filled in very carefully, and should be typed form. Any alteration/ correction must be initialed with stamp. Every page is to be signed and stamped at the bottom.
- 9.3 The Bidder should quote the prices of goods according to the technical specifications for complete /all items. The specifications of goods, different from the demand of enquiry and packaged items, shall straightway be rejected.
- 9.4 The Bidder is required to offer competitive price. All prices must include relevant taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Procuring Agency.
- 9.5 While tendering your quotation, the present trend/ inflation in the rate of goods and services in the market should be kept in mind.

10. Bid Currencies

- 10.1 The bidder shall quote the price in PKR.

11. Documents Establishing Bidder's Eligibility and Qualification.

- 11.1 The Bidder shall furnish, as part of its technical bid, documents (as specified in **ITB**) establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
- 11.2 The documentary evidence to be submitted in the Technical Proposal for the purposes of qualification and technical evaluation shall be as specified in the evaluation criteria, technical specifications etc.

12. Documents Establishing Goods' Eligibility and Conformity to Bidding, the Bidder shall furnish along with technical proposal, as part of its bid, documents establishing the eligibility and conformity to the bidding document of all goods (as specified in the evaluation criteria, technical specifications etc.), which the Bidder proposes to supply under the Contract.

- 12.1 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods offered.

13. Bid Validity

- 13.1 Bids shall remain valid for a period 120 days, after opening of a bid, as specified A bid valid for a shorter period shall be rejected by the Procuring Agency as non- responsive.

Submission of Bids

14. Format and Signing of Bid

- 14.1** The bid shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages of the bid.
- 14.2** Any interlineations, erasures, or overwriting shall be valid only if they are initialed and stamped by the person or persons signing the bid.
- 14.3** All bidding documents to be duly attested (signed and stamped) by the authorized person of bidder.
- 14.4** **The bidder shall submit a single bid for all items. In case he quotes partial items, he will be straightaway disqualified. The bid may quote complete items of particular.**

15. Sealing and Marking of Bids

- 15.1** The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. The envelopes shall then be sealed in an outer envelope. It should contain the package name and its number.
- 15.2** The inner and outer envelopes shall be addressed to the Procuring Agency at the address given in the Invitation to Bids; and
- 15.3** The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as non-responsive or late.
- 15.4** If the outer as well as inner envelope is not sealed and marked properly, the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

16. Deadline for Submission of Bids

- 16.1** Bids must be submitted by the Bidder and received by the Procuring Agency at the address, time and date specified in the Invitation to Bids.

17. Late Bid

- 17.1** Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 21 shall be rejected and returned unopened to the Bidder

18. Withdrawal of Bids

- 18.1** The Bidder may withdraw its bid prior to the deadline specified in the invitation to bid.
- 18.2** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in ITB. Withdrawal of a bid during this interval will make the bidder eligible to be debarred for further procurements for a period as deem necessary by the Procuring Agency.

Opening and Evaluation of Bids

19. Opening of Bids by the Procuring Agency

- 19.1** The Procuring Agency shall initially opened **“TECHNICAL PROPOSAL”** in the presence of Bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation to Bids. The Bidders’ representatives who are present shall sign the attendance Sheet as evidence of their attendance. However, the envelope marked as **“FINANCIAL PROPOSAL”** shall remain unopened and be retained in safe custody MCI till completion of the evaluation process. The date and time of opening of financial bid will be intimated to the successful bidders through E-PADS and telephonically. In case of failure in technical bid, the financial proposal of the bidder will be returned un-opened.
- 19.2** The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening.

20. Clarification of Bids

- 20.1** During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of bid like indication or re-indication of make/model/brand etc. shall be sought, offered, or permitted.

21. Preliminary Examination

- 21.1** The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made (at the time of opening the financial proposal), whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 21.2** In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.
- 21.3** The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation (or changes the substance of the bid), provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 21.4** Prior to the detailed evaluation, pursuant to ITB the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding document. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding document without material deviations. Deviations from, or objections or reservations to critical provisions shall be deemed to be a material deviation for technical proposals. The Procuring Agency’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

- 21.5** If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

22. Evaluation and Comparison of Bids

- 22.1** The Procuring Agency shall evaluate and compare the bids on the basis of Complete package (As demanded in the advertised tender), which have been determined to be substantially responsive.
- 22.2** The Procuring Agency's evaluation of technical proposal/ bid shall be on the basis of evaluation criteria, technical & managerial capabilities and previous performances of quoted product/ model.
- 22.3** All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in these bidding document.
- 22.4** A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

23. Evaluation Criteria

- 23.1** For the purposes of determining the lowest evaluated bid, factors other than price such as previous performances and such other details as the Procuring Agency at its discretion, may consider appropriate shall be taken into consideration and these should be available with the bidder. The following evaluation factors/ criteria will be employed on **technical proposals**.

24. TECHNICAL EVALUATION CRITERIA FOR BRANDING/ EVENT MANAGEMENT.

25. PRELIMINARY EVALUATION CRITERIA

Bid evaluation shall be subject to 100% compliance with the following criteria for bidder's qualification for Technical and Financial Evaluation. In case of non-compliance bidder's bid will be disqualified/rejected.

This information should be part of the technical proposal.

- 1.** The Bidder must be registered with Sales Tax, and Income Tax Department, and should be in possession of a valid NTN certificate. Copies of the certificates must be provided with the bid document and bidder must be on the Active Tax Payer List of FBR.
- 2.** The bidder must have one office in 40km radius from procuring agency. Size of the company (number of employees), and number of years of being incorporated (at least the last 05 years in existence).
- 3.** The bidder must have facility including Branding equipment, SMD Screens, SMD Trucks, Printing of Pana flex machines, other printing machines, fabrication and workshop facility etc. in Islamabad. (Visit shall be conducted by committee any time to verify).
- 4.** The bidder must provide the list of clients with similar services provided in the last (05) years. Certificate from concerned client is mandatory.
- 5.** In areas of event management and similar services bidder must have organized at least (05) similar events having the participation of VVIPs, Head of States/ Head of Government/ Foreign Delegates etc.
- 6.** Proof of Financial Strength (Closing Balance in Last Financial Year 7.0 Million)
- 7.** List of Staff with experience (technical, administrative, and managerial)
- 8.** Non relationship certificate.
- 9.** Affidavit for not black list from any Govt. Department on stamp paper of (Rs.100/-)
- 10.** Affidavit on stamp paper of (Rs.100/-) that bidder will comply with the BOQ and instructions issued by the CDA/MCI.

TECHNICAL EVALUATION CRITERIA FOR CITY BRANDING

- **Total Marks 100**
- Minimum Qualification Score is 65
- Firm MUST provide verifiable evidence/proof

S#	Parameters against which technical evaluation for branding shall be done	Total Scoring	Scoring brackets	Total marks obtained
1	Capability and Profile of the Firm	20		
i.	The bidder must have one office in Islamabad or 40 KM Radius from the office of Directorate of Municipal Administration, MCI. In case of rented property, lease agreement must be attached.		10	
ii.	The bidder must have printing machines, fabrication and workshop facility etc in Islamabad / Rawalpindi (Proof must be attached).		10	
2	Similar services provided in the last (05) years.	30		
i.	1-2 Projects		15	
ii.	3-4 Projects		20	
iii.	4-7 Projects		25	
iv.	8+ Projects		30	
3	Worth of the project done in last 5 years	25		
i.	Worth of the project <10 million		10	
ii.	Worth of the project >10 million <30Millions		15	
iii.	Worth of the projects >30 Million		25	
4	Proof of Financial Strength (Closing Balance in Last Financial Year 7.00 Million)	25		
i.	3.0 Million		10	
ii.	5.0 Million		15	
iii.	7.0 Million		25	
Total marks obtained by Bidder				

26. Financial proposal evolution :

- 26.1** After technical evaluation is completed, financial proposals will be opened on same day. All bidders or their representatives at the time of opening of financial proposals shall sign an attendance sheet.
- 26.2** Financial proposals shall be opened publicly in the presence of the bidders' representatives who choose to attend. The name of the bidders shall be read aloud. The financial proposal of the technically responsive bidders shall be inspected to confirm that they have remained sealed and unopened. These financial proposals shall be then opened, and the unit price as well as the bid amount read aloud and recorded. Financial proposals of technically non-responsive bidders shall be returned unopened as per procedure prescribed in PPRA Rule.
- 26.3** Incomplete bid shall stand rejected. All items described in the technical proposal must be priced in financial proposal. Items described in the technical proposal but not priced, shall be assumed to be included in the price of other items.
- 26.4** The bidders will quote the Price Schedules. The total price of the system will be calculated by converting the price to single currency (PKR) on the exchange rate of date of opening of Financial Proposal; in case of import of item.
- 26.5** DDP prices are required and lowest bidder will be determined on the basis as Indicated in the Bid Data Sheet.

27. Contacting the Procuring Agency

- 27.1** No Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 27.2** Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will result in the rejection of the Bidder's bid and subsequent black listing. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

28. Rejection of Bids

- 28.1** The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.
- 28.2** Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.
- 28.3** The items contained in the tender should be bid in total and technical rejection of any item not complying with the technical specifications may lead to the rejection of complete Tender.

29. Re-Bidding

- 29.1** If the Procuring Agency rejects all bids, it may call for a re-bidding or if deems necessary and appropriate the Procuring Agency may seek any alternative methods of procurement.
- 29.2** The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

30. Announcement of Evaluation Report

- 30.1** The Procuring Agency shall announce the results of bid evaluation report giving justification for acceptance or rejection of bids on same day / prior to the award of procurement Contract.

Award of Contract**31. Acceptance of Bid and Award criteria**

- 31.1** The Bidder with technically evaluated lowest financial bid, if not in conflict with any other law, rules & regulations, policy of the Government shall be awarded the Contract, within the original or extended period of bid validity for complete package/ Tender.

32. Quantity of an Item

- 32.1** The Procuring Agency reserves the right at the time of Contract award to increase the quantity of goods (15% as repeat order) originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms & conditions.

33. Limitations on Negotiations

- 33.1** Save as otherwise provided there shall be no negotiations with the bidder having submitted the lowest evaluated bid or with any other bidder: provided that the extent of the negotiation permissible shall be subject to the regulations issued by the Public Procurement Regulatory Authority and its subsequent amendments, if any.

34. Notification of Award

- 34.1** Prior to the expiry of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing that its bid has been accepted. The notification of Award shall constitute the formation of the Contract.

35. Signing of Contract

- 35.1** The contract is to be made on stamp paper worth of Rs.100/- valid one hundred rupees. The contract will be signed after awarding of contract to the successful bidder.

36. SECURITY DEPOSIT:

- 36.1** Successful bidder will deposit contract security Rs.1,000,000/- (Rupees One Million only) in the form of Call Deposit in favor of Drawing & Disbursing Officer, DMA MCI at the time of signing of the contract.
- 36.2** The security deposit will be refundable to the contractor subject to fulfillment of following conditions: -
- 36.3** Satisfactory performance report by Assistant Director A&C and approval by the Director Municipal Administration.
- 36.4** Conducting the Audit of the contractual period by Govt. Auditors (for relevant fiscal year) and clearance certificate from Drawing & Disbursing Officer, DMA, MCI that there is no Audit objection, Draft Para, Advance Para, Printed Para against the contract. In case of audit objection the amount of security deposit will not be released unless the audit objection is settled.

37. Schedule of delivery and penalty

- 37.1** The supplies shall be delivered on as and when required basis.
- 37.2** In case of late delivery of goods beyond the periods specified in the work order / instruction issued to contractual firm, penalty shall be imposed up-to 50% of the particular order.

38. Redressal of grievances by the Procuring Agency

- 38.1** The Procuring Agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- 38.2** Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances not later than Ten Days after the announcement of the bid evaluation report.
- 38.3** The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

DIRECTOR
Municipal Administration
Metropolitan Corporation Islamabad
 DMA Office, Fire Headquarter Building, Shahrah-e-Soharwardy
 Sector G-7/1, Islamabad
 Phone 051-9252838

TECHNICAL PROPOSAL

Note: Bidders are required to quote for Complete LOT. Partially quoted items will not be accepted in any case and the bid will be rejected straight away.

Item No.	DESCRIPTION ITEMS/ DETAIL OF ITEM	Size	Unit of measure s (UOM)	Approximate / Estimated Quantity	Technical specification quoted by the bidder
1.	Designing and printing of Streamers on China flex (280gm) with One Inch X One-inch wooden frame for electric poles with installation & removal	6x3=18 sqft	Per Unit	55000	
2.	Designing and printing of Streamers on Star Korea mat flex (13 ounce) with "1x1" on wooden frame for electric poles with installation & removal	6x3=18 sqft	Per Unit	1500	
3.	Designing and printing of Portraits/ Backdrop on China flex (280gm) with metal framing with "1x1" (18 gauge) with installation & removal	10x10=100 sqft	Per Unit	3200	
		10x20=200 sqft	Per Unit	1300	
4.	Designing and printing of Portraits/Backdrop on star Korea mat flex (13 ounce) with metal framing "1x1" (18 gauge) with installation & removal	10x10=100 sqft	Per Unit	100	
		10x20=200 sqft	Per Unit	100	
5.	Designing, printing, Installation & Removal of Bridge Panel on China flex (280gm) with metal framing "1.5x1.5" (18 gauge)	100x6=600 sqft	Per Unit	100	
		100x5=500 sqft	Per Unit	100	
		140x5=700 sqft	Per Unit	100	
		220x8=1760 sqft	Per Unit	100	
		133x8=1064 sqft	Per Unit	100	
		120x4=480 sqft	Per Unit	100	

6.	Designing, printing, Installation & Removal of Bridge Panel on Korea mat flex 13 ounce) with metal framing "1.5x1.5" (18 gauge)	100x6=600 sqft	Per Unit	100	
		100x5=500 sqft	Per Unit	100	
		140x5=700 sqft	Per Unit	100	
		220x8=1760 sqft	Per Unit	100	
		133x8=1064 sqft	Per Unit	100	
		120x4=480 sqft	Per Unit	100	
7.	Designing, printing, Installation & Removal of Bridge Panel on China flex (280gm) without metal framing	100x6=600 sqft	Per Unit	100	
		100x5=500 sqft	Per Unit	100	
		140x5=700 sqft	Per Unit	100	
		220x8=1760 sqft	Per Unit	100	
		133x8=1064 sqft	Per Unit	100	
		120x4=480 sqft	Per Unit	100	
8.	Designing, printing, Installation & Removal of Bridge Panel on Korea mat flex 13 ounce) without metal framing with installation & removal	100x6=600 sqft	Per Unit	100	
		100x5=500 sqft	Per Unit	100	
		140x5=700 sqft	Per Unit	100	
		220x8=1760 sqft	Per Unit	100	
		133x8=1064 sqft	Per Unit	100	
		120x4=480 sqft	Per Unit	100	
9.	Designing, printing, Installation & Removal of Gantri on China flex (280gm) with installation & removal	90x8=720 sqft	Per Unit	100	
		95x7=665 sqft	Per Unit	100	
		82x7=574 sqft	Per Unit	100	
		100x7=700 sqft	Per Unit	100	

10.	Designing, printing, Installation & Removal of Gantri on Korea mat flex 13 ounce) with installation & removal	90x8=720 sqft	Per Unit	100	
		95x7=665 sqft	Per Unit	100	
		82x7=574 sqft	Per Unit	100	
		100x7=700 sqft	Per Unit	100	
11.	Designing, printing, Installation & Removal of Reflector Flex (China 340gm)	10x20=200 sqft	Per Unit	50	
12.	Designing and printing of Adhesive Vinyl Sticker (China) with pasting (280gm)	20x30=600 sqft	Per Unit	50	
13.	Designing and printing of Flex banner on China flex (280gm.) size along with supporting sticks and rope for hanging along or across the road	60x20=1200 sqft	Per Unit	100	
14.	Invitation Card 8'x10' 280 Gram matt Card with envelop with 4 Color Printing and envelop	8'x10' inch	Per Unit	2000	
15.	Provision, designing and printing of Rollup-Standee (6.5'x3'), with Korean Flex,13 Ounce	6.5x3=19.5 sqft	Per Unit	500	
16.	Designing & printing of flex and making stud Holes at corners for X-display stand of size(2'x5') using Star Korea flex (13 Ounce)	2x5=10 sqft	Per Unit	200	
17.	Mazda Publicity float with SMD, vehicle branding LED lights including designing & printing, hiring charges / rent with driver salary and fuel (Rental Basis)	Per Unit	Per Day	100	
18.	Cutout on 12 mm foam board 3x3 with Structure, vinyl with installation & removal	3x3=9 sqft	Per Unit	300	

19.	Complete Stage with solid brick support underneath and wooden structure 40x20 (Rental Basis)	40x20=800 sqft	Per Day	10	
20.	Hanging truss with parking lights, cop lights and moving Head lights 60x20 (Rental Basis)	60x20=1200 sqft	Per Day	20	
21.	VIP Sofa 5-Seater (Rental Basis)	Per Set	Per Day	50	
22.	Chairs with Cover and Ribbon (Rental Basis)	Per Unit	Per Day	2000	
23.	VIP Carpet/ Red Carpet (Rental Basis)	100x20=2000 sqft	Per Day	50	
24.	SMD 10' x 20' P5 with Truss installation and Removal (Rental Basis)	10x20=200 sqft	Per Unit Per Day	50	
25.	Generator 100 KVA including Installation & Removal (Rental Basis)	100 KVA	Per day/ per unit	50	
26.	Generator 50 KVA including Installation & Removal (Rental Basis)	50 KVA	Per day/ Per Unit	50	
27.	Sound System simple with Microphone (Rental Basis)	Per Unit	Per Day/	20	
28.	Sound System line ray (Rental Basis)	Per Pair	Per Day	10	
29.	Flower Decor (Complete Stage Front Décor, Coffee Table, silk cloth) including installation (Rental Basis)	Complete Stage (40ft)	Per Day	10	
30.	Canopy Tent 45' x 45' Complete Set with top & side cover including installation & removal (Rental Basis)	45x45=2025 sqft	Per Unit Per Day	50	
31.	Canopy Tent 10' x 10' Complete Set with Kannats on Sides and Canopy on top including installation & removal (Rental Basis)	10x10=100 sqft	Per Unit Per Day	120	

32.	Marquee rental 300' x 100' with side cover including installation & removal (Rental Basis)	300x100=30,000 sqft	Per Unit Per Day	10	
33.	Air Conditioning 1200 HP Complete Unit Per Day (Rental Basis)	Per Unit	Per Day	20	
34.	Air Conditioning Tower (Rental Basis)	Per Unit	Per Day	20	
35.	Photography/ Videography / Drone Shoot with Editing (03 Hours shoot)	Per Day	Per day	100	
36.	Pakistani and Foreign Flags for distribution	2x4=8 sqft	Per Unit	10000	
37.	Multi-color Flags 9x3	9x3=27 sqft	Per Unit	1000	
38.	Washing/ pressing of Pakistani and Foreign Flag	Per Unit	Per Unit	1000	
39.	High resolution video content for digital Streamers (3x6), Digital Screens (10x20) & (12x24) or any other size as per requirement Up to 20 Seconds video	(one video clip in all sizes/ formats)	(one video clip in all sizes/ formats)	50	
40.	Bucket with Basket (Rental Basis) for installation / removal of flags on National Days, VVIP Visit etc, polls installed at Rawal Dam, Faizabad, Zeropoint, Red Zone etc.	Per Unit	Per Day	40	
41.	Installation /Removal of Flag Iron polls at the route (Polls will be provided by DMA)	Per Pole	Per Pole	5600	
42.	Standard Stitched Double side Flag Matt Knitted Polyester flag for poles 6x4 =24 sqft (with iron, wash) installation, removal with clamp 110gsm	6x4=24 sqft	Per Flag	2000	

43.	Standard Stitched Single Side Light Weight Flag Matt Knitted Polyester for distribution/poles 110gsm	6x4=24 sqft	Per Flag	5000	
44.	Premium Stitched Single Side Matt Woven Polyester poles / hang 150gsm	6x4=24 sqft	Per Flag	1000	
45.	Premium Stitched Double Side Flag Matt Woven Polyester for poles / hanging 150gsm	6x4=24 sqft	Per Flag	1000	
46.	Cut Out with back & front lit with 3D animation in acrylic	5x3=15 sqft	Per Cut Out	30	
47.	Cut Out with back & front lit with 3D animation in CNC cutting steel	5x3=15 sqft	Per Cut Out	30	
48.	Cut Out with back & front lit with 3D animation in CNC cutting wood	5x3=15 sqft	Per Cut Out	30	
49.	Small Flags 12x6 inch (hand flags)	12x6 inch= 06 sqft	Per Flag	4000	
50.	Premium Woven Hand-sewn Cotton flag with embroidery (Single Side) 155 gsm or more 3x5ft	3x5ft = 15sqft	Per Flag	600	
51.	Premium Woven Hand-sewn flag with embroidery (Double Side) 155x2 Gsm or More	3x5ft = 15sqft	Per Flag	600	
52.	Premium Woven Hand-sewn Cotton flag (Single Side) 155 gsm o	6x10 = 60sqft	Per Flag	100	
53.	Premium Woven Hand-sewn Cotton flag (Single Side) 155	6x10 = 60sqft	Per Flag	100	
54.	Wooden Arch with vinyl branding	10x20=200 sqft	Per sqft	100	
55.	Steel Arch with Panaflex branding	10x20=200 sqft	Per sqft	100	
56.	Premium Flag 8x4ft (32sqft) Turkish fabric	8x4=32 sqft	Per flag	500	

57.	Spot light 50 watt LED light for beautification with installation and removal (Rental Basis)	50 watt	Light Per Event	15000	
58.	Tower light 300 Watt including installation , removal and service wire (Rental Basis)	300watt	Per Tower/ Per Event	1500	
Grand Total					

Note: *The above-mentioned quantities are approximate/estimated only and have been provided for the purpose of the rate running contract/framework agreement regarding the provision and installation of city branding arrangements on an as-and-when-required basis. The quantities are not final for the one-year contract period and are subject to increase or decrease depending upon the actual requirements and operational needs from time to time.*

Signature with Stamp of Firm/Company_____

Name of Firm_____

Address:-_____

Mobile No. _____

FINANCIAL PROPOSAL

NOTE: Bidders are required to quote for complete LOT. Partially quoted items will not be accepted in any case and the bid will be rejected straight away.

Item No.	DESCRIPTION ITEMS/ DETAIL OF ITEM	Size	Unit of measure s (UOM)	Approximate / Estimated Quantity	Unit Price	Total Price
1.	Designing and printing of Streamers on China flex (280gm) with One Inch X One-inch wooden frame for electric poles with installation & removal	6x3=18 sqft	Per Unit	55000		
2.	Designing and printing of Streamers on Star Korea mat flex (13 ounce) with "1x1" on wooden frame for electric poles with installation & removal	6x3=18 sqft	Per Unit	1500		
3.	Designing and printing of Portraits/ Backdrop on China flex (280gm) with metal framing with "1x1" (18 gauge) with installation & removal	10x10=100 sqft	Per Unit	3200		
		10x20=200 sqft	Per Unit	1300		
4.	Designing and printing of Portraits/Backdrop on star Korea mat flex (13 ounce) with metal framing "1x1" (18 gauge) with installation & removal	10x10=100 sqft	Per Unit	100		
		10x20=200 sqft	Per Unit	100		
5.	Designing, printing, Installation & Removal of Bridge Panel on China flex (280gm) with metal framing "1.5x1.5" (18 gauge)	100x6=600 sqft	Per Unit	100		
		100x5=500 sqft	Per Unit	100		
		140x5=700 sqft	Per Unit	100		
		220x8=1760 sqft	Per Unit	100		
		133x8=1064 sqft	Per Unit	100		
		120x4=480 sqft	Per Unit	100		

6.	Designing, printing, Installation & Removal of Bridge Panel on Korea mat flex 13 ounce) with metal framing "1.5x1.5" (18 gauge)	100x6=600 sqft	Per Unit	100		
		100x5=500 sqft	Per Unit	100		
		140x5=700 sqft	Per Unit	100		
		220x8=1760 sqft	Per Unit	100		
		133x8=1064 sqft	Per Unit	100		
		120x4=480 sqft	Per Unit	100		
7.	Designing, printing, Installation & Removal of Bridge Panel on China flex (280gm) without metal framing	100x6=600 sqft	Per Unit	100		
		100x5=500 sqft	Per Unit	100		
		140x5=700 sqft	Per Unit	100		
		220x8=1760 sqft	Per Unit	100		
		133x8=1064 sqft	Per Unit	100		
		120x4=480 sqft	Per Unit	100		
8.	Designing, printing, Installation & Removal of Bridge Panel on Korea mat flex 13 ounce) without metal framing with installation & removal	100x6=600 sqft	Per Unit	100		
		100x5=500 sqft	Per Unit	100		
		140x5=700 sqft	Per Unit	100		
		220x8=1760 sqft	Per Unit	100		
		133x8=1064 sqft	Per Unit	100		
		120x4=480 sqft	Per Unit	100		
9.	Designing, printing, Installation & Removal of Gantri on China flex (280gm) with installation & removal	90x8=720 sqft	Per Unit	100		
		95x7=665 sqft	Per Unit	100		
		82x7=574 sqft	Per Unit	100		
		100x7=700 sqft	Per Unit	100		

10.	Designing, printing, Installation & Removal of Gantri on Korea mat flex 13 ounce) with installation & removal	90x8=720 sqft	Per Unit	100		
		95x7=665 sqft	Per Unit	100		
		82x7=574 sqft	Per Unit	100		
		100x7=700 sqft	Per Unit	100		
11.	Designing, printing, Installation & Removal of Reflector Flex (China 340gm)	10x20=200 sqft	Per Unit	50		
12.	Designing and printing of Adhesive Vinyl Sticker (China) with pasting (280gm)	20x30=600 sqft	Per Unit	50		
13.	Designing and printing of Flex banner on China flex (280gm.) size along with supporting sticks and rope for hanging along or across the road	60x20=1200 sqft	Per Unit	100		
14.	Invitation Card 8'x10' 280 Gram matt Card with envelop with 4 Color Printing and envelop	8'x10' inch	Per Unit	2000		
15.	Provision, designing and printing of Rollup-Standee (6.5'x3'), with Korean Flex,13 Ounce	6.5x3=19.5 sqft	Per Unit	500		
16.	Designing & printing of flex and making stud Holes at corners for X-display stand of size(2'x5') using Star Korea flex (13 Ounce)	2x5=10 sqft	Per Unit	200		
17.	Mazda Publicity float with SMD, vehicle branding LED lights including designing & printing, hiring charges / rent with driver salary and fuel (Rental Basis)	Per Unit	Per Day	100		
18.	Cutout on 12 mm foam board 3x3 with Structure, vinyl with installation & removal	3x3=9 sqft	Per Unit	300		

19.	Complete Stage with solid brick support underneath and wooden structure 40x20 (Rental Basis)	40x20=800 sqft	Per Day	10		
20.	Hanging truss with parking lights, cop lights and moving Head lights 60x20 (Rental Basis)	60x20=1200 sqft	Per Day	20		
21.	VIP Sofa 5-Seater (Rental Basis)	Per Set	Per Day	50		
22.	Chairs with Cover and Ribbon (Rental Basis)	Per Unit	Per Day	2000		
23.	VIP Carpet/ Red Carpet (Rental Basis)	100x20=2000 sqft	Per Day	50		
24.	SMD 10' x 20' P5 with Truss installation and Removal (Rental Basis)	10x20=200 sqft	Per Unit Per Day	50		
25.	Generator 100 KVA including Installation & Removal (Rental Basis)	100 KVA	Per day/ per unit	50		
26.	Generator 50 KVA including Installation & Removal (Rental Basis)	50 KVA	Per day/ Per Unit	50		
27.	Sound System simple with Microphone (Rental Basis)	Per Unit	Per Day/	20		
28.	Sound System line ray (Rental Basis)	Per Pair	Per Day	10		
29.	Flower Decor (Complete Stage Front Décor, Coffee Table, silk cloth) including installation (Rental Basis)	Complete Stage (40ft)	Per Day	10		
30.	Canopy Tent 45' x 45' Complete Set with top & side cover including installation & removal (Rental Basis)	45x45=2025 sqft	Per Unit Per Day	50		
31.	Canopy Tent 10' x 10' Complete Set with Kannats on Sides and Canopy on top including installation & removal (Rental Basis)	10x10=100 sqft	Per Unit Per Day	120		

32.	Marquee rental 300' x 100' with side cover including installation & removal (Rental Basis)	300x100=30,000 sqft	Per Unit Per Day	10		
33.	Air Conditioning 1200 HP Complete Unit Per Day (Rental Basis)	Per Unit	Per Day	20		
34.	Air Conditioning Tower (Rental Basis)	Per Unit	Per Day	20		
35.	Photography/ Videography / Drone Shoot with Editing (03 Hours shoot)	Per Day	Per day	100		
36.	Pakistani and Foreign Flags for distribution	2x4=8 sqft	Per Unit	10000		
37.	Multi-color Flags 9x3	9x3=27 sqft	Per Unit	1000		
38.	Washing/ pressing of Pakistani and Foreign Flag	Per Unit	Per Unit	1000		
39.	High resolution video content for digital Streamers (3x6), Digital Screens (10x20) & (12x24) or any other size as per requirement Up to 20 Seconds video	(one video clip in all sizes/ formats)	(one video clip in all sizes/ formats)	50		
40.	Bucket with Basket (Rental Basis) for installation / removal of flags on National Days, VVIP Visit etc, polls installed at Rawal Dam, Faizabad, Zeropoint, Red Zone etc.	Per Unit	Per Day	40		
41.	Installation /Removal of Flag Iron polls at the route (Polls will be provided by DMA)	Per Pole	Per Pole	5600		
42.	Standard Stitched Double side Flag Matt Knitted Polyester flag for poles 6x4 =24 sqft (with iron, wash) installation, removal with clamp 110gsm	6x4=24 sqft	Per Flag	2000		

43.	Standard Stitched Single Side Light Weight Flag Matt Knitted Polyester for distribution/poles 110gsm	6x4=24 sqft	Per Flag	5000		
44.	Premium Stitched Single Side Matt Woven Polyester poles / hang 150gsm	6x4=24 sqft	Per Flag	1000		
45.	Premium Stitched Double Side Flag Matt Woven Polyester for poles / hanging 150gsm	6x4=24 sqft	Per Flag	1000		
46.	Cut Out with back & front lit with 3D animation in acrylic	5x3=15 sqft	Per Cut Out	30		
47.	Cut Out with back & front lit with 3D animation in CNC cutting steel	5x3=15 sqft	Per Cut Out	30		
48.	Cut Out with back & front lit with 3D animation in CNC cutting wood	5x3=15 sqft	Per Cut Out	30		
49.	Small Flags 12x6 inch (hand flags)	12x6 inch= 06 sqft	Per Flag	4000		
50.	Premium Woven Hand-sewn Cotton flag with embroidery (Single Side) 155 gsm or more 3x5ft	3x5ft = 15sqft	Per Flag	600		
51.	Premium Woven Hand-sewn flag with embroidery (Double Side) 155x2 Gsm or More	3x5ft = 15sqft	Per Flag	600		
52.	Premium Woven Hand-sewn Cotton flag (Single Side) 155 gsm o	6x10 = 60sqft	Per Flag	100		
53.	Premium Woven Hand-sewn Cotton flag (Single Side) 155	6x10 = 60sqft	Per Flag	100		
54.	Wooden Arch with vinyl branding	10x20=200 sqft	Per sqft	100		
55.	Steel Arch with Panaflex branding	10x20=200 sqft	Per sqft	100		
56.	Premium Flag 8x4ft (32sqft) Turkish fabric	8x4=32 sqft	Per flag	500		

57.	Spot light 50 watt LED light for beautification with installation and removal (Rental Basis)	50 watt	Light Per Event	15000		
58.	Tower light 300 Watt including installation , removal and service wire (Rental Basis)	300watt	Per Tower/ Per Event	1500		
Grand Total						

Note: - *The above-mentioned quantities are approximate/estimated only and have been provided for the purpose of the rate running contract/framework agreement regarding the provision and installation of city branding arrangements on an as-and-when-required basis. The quantities are not final for the one-year contract period and are subject to increase or decrease depending upon the actual requirements and operational needs from time to time.*

Signature with Stamp of Firm/Company_____

Name of Firm_____

Address:-_____

Mobile No. _____

CONTRACT AGREEMENT

FRAMEWORK AGREEMENT FOR PROVISION AND INSTALLATION OF CITY BRANDING

This framework agreement is made between Director Municipal Administration on behalf of MCI herein after called the Authority and **M/S -----** herein after call the contractor on this _____ in the office of Director Municipal Administration, MCI for provision and installation of City branding (as & when required basis) on Pakistan gazette days i.e. Kashmir solidarity day, Pakistan day parade, 14th August, Defense Day, Black Day etc. and Head of State/VVIP delegations, President, Prime Minister and other High Government Officials' visits/events in Pakistan on the following quoted rates fixed for a period of one (01) year commencing from the date of signing of this agreement **and terms & conditions given hereunder and extendable for further period of one (01) year on same rates, terms & conditions on the satisfactory performance of the contract with the mutual consent of both parties.**

Item No.	DESCRIPTION ITEMS/ DETAIL OF ITEM	Size	Unit of measure s (UOM)	Approximate / Estimated Quantity	Unit Price	Total Price
1.	Designing and printing of Streamers on China flex (280gm) with One Inch X One-inch wooden frame for electric poles with installation & removal	6x3=18 sqft	Per Unit	55000		
2.	Designing and printing of Streamers on Star Korea mat flex (13 ounce) with "1x1" on wooden frame for electric poles with installation & removal	6x3=18 sqft	Per Unit	1500		
3.	Designing and printing of Portraits/ Backdrop on China flex (280gm) with metal framing with "1x1" (18 gauge) with installation & removal	10x10=100 sqft	Per Unit	3200		
		10x20=200 sqft	Per Unit	1300		
4.	Designing and printing of Portraits/Backdrop on star Korea mat flex (13 ounce) with metal framing "1x1" (18 gauge) with installation & removal	10x10=100 sqft	Per Unit	100		
		10x20=200 sqft	Per Unit	100		

5.	Designing, printing, Installation & Removal of Bridge Panel on China flex (280gm) with metal framing "1.5x1.5" (18 gauge)	100x6=600 sqft	Per Unit	100		
		100x5=500 sqft	Per Unit	100		
		140x5=700 sqft	Per Unit	100		
		220x8=1760 sqft	Per Unit	100		
		133x8=1064 sqft	Per Unit	100		
		120x4=480 sqft	Per Unit	100		
6.	Designing, printing, Installation & Removal of Bridge Panel on Korea mat flex 13 ounce) with metal framing "1.5x1.5" (18 gauge)	100x6=600 sqft	Per Unit	100		
		100x5=500 sqft	Per Unit	100		
		140x5=700 sqft	Per Unit	100		
		220x8=1760 sqft	Per Unit	100		
		133x8=1064 sqft	Per Unit	100		
		120x4=480 sqft	Per Unit	100		
7.	Designing, printing, Installation & Removal of Bridge Panel on China flex (280gm) without metal framing	100x6=600 sqft	Per Unit	100		
		100x5=500 sqft	Per Unit	100		
		140x5=700 sqft	Per Unit	100		
		220x8=1760 sqft	Per Unit	100		
		133x8=1064 sqft	Per Unit	100		
		120x4=480 sqft	Per Unit	100		
8.	Designing, printing, Installation & Removal of Bridge Panel on Korea mat flex 13 ounce) without metal framing with installation & removal	100x6=600 sqft	Per Unit	100		
		100x5=500 sqft	Per Unit	100		
		140x5=700 sqft	Per Unit	100		
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		133x8=1064 sqft	Per Unit	100		
		120x4=480 sqft	Per Unit	100		

9.	Designing, printing, Installation & Removal of Gantri on China flex (280gm) with installation & removal	90x8=720 sqft	Per Unit	100		
		95x7=665 sqft	Per Unit	100		
		82x7=574 sqft	Per Unit	100		
		100x7=700 sqft	Per Unit	100		
10.	Designing, printing, Installation & Removal of Gantri on Korea mat flex 13 ounce) with installation & removal	90x8=720 sqft	Per Unit	100		
		95x7=665 sqft	Per Unit	100		
		82x7=574 sqft	Per Unit	100		
		100x7=700 sqft	Per Unit	100		
11.	Designing, printing, Installation & Removal of Reflector Flex (China 340gm)	10x20=200 sqft	Per Unit	50		
12.	Designing and printing of Adhesive Vinyl Sticker (China) with pasting (280gm)	20x30=600 sqft	Per Unit	50		
13.	Designing and printing of Flex banner on China flex (280gm.) size along with supporting sticks and rope for hanging along or across the road	60x20=1200 sqft	Per Unit	100		
14.	Invitation Card 8'x10' 280 Gram matt Card with envelop with 4 Color Printing and envelop	8'x10' inch	Per Unit	2000		
15.	Provision, designing and printing of Rollup-Standee (6.5'x3'), with Korean Flex,13 Ounce	6.5x3=19.5 sqft	Per Unit	500		
16.	Designing & printing of flex and making stud Holes at corners for X-display stand of size (2'x5') using Star Korea flex (13 Ounce)	2x5=10 sqft	Per Unit	200		

17.	Mazda Publicity float with SMD, vehicle branding LED lights including designing & printing, hiring charges / rent with driver salary and fuel (Rental Basis)	Per Unit	Per Day	100		
18.	Cutout on 12 mm foam board 3x3 with Structure, vinyl with installation & removal	3x3=9 sqft	Per Unit	300		
19.	Complete Stage with solid brick support underneath and wooden structure 40x20 (Rental Basis)	40x20=800 sqft	Per Day	10		
20.	Hanging truss with parking lights, cop lights and moving Head lights 60x20 (Rental Basis)	60x20=1200 sqft	Per Day	20		
21.	VIP Sofa 5-Seater (Rental Basis)	Per Set	Per Day	50		
22.	Chairs with Cover and Ribbon (Rental Basis)	Per Unit	Per Day	2000		
23.	VIP Carpet/ Red Carpet (Rental Basis)	100x20=2000 sqft	Per Day	50		
24.	SMD 10' x 20' P5 with Truss installation and Removal (Rental Basis)	10x20=200 sqft	Per Unit Per Day	50		
25.	Generator 100 KVA including Installation & Removal (Rental Basis)	100 KVA	Per day/ per unit	50		
26.	Generator 50 KVA including Installation & Removal (Rental Basis)	50 KVA	Per day/ Per Unit	50		
27.	Sound System simple with Microphone (Rental Basis)	Per Unit	Per Day/	20		
28.	Sound System line ray (Rental Basis)	Per Pair	Per Day	10		
29.	Flower Decor (Complete Stage Front Décor, Coffee Table, silk cloth) including installation (Rental Basis)	Complete Stage (40ft)	Per Day	10		

30.	Canopy Tent 45' x 45' Complete Set with top & side cover including installation & removal (Rental Basis)	45x45=2025 sqft	Per Unit Per Day	50		]
31.	Canopy Tent 10' x 10' Complete Set with Kannats on Sides and Canopy on top including installation & removal (Rental Basis)	10x10=100 sqft	Per Unit Per Day	120		
32.	Marquee rental 300' x 100' with side cover including installation & removal (Rental Basis)	300x100=30,000 sqft	Per Unit Per Day	10		
33.	Air Conditioning 1200 HP Complete Unit Per Day (Rental Basis)	Per Unit	Per Day	20		
34.	Air Conditioning Tower (Rental Basis)	Per Unit	Per Day	20		
35.	Photography/ Videography / Drone Shoot with Editing (03 Hours shoot)	Per Day	Per day	100		
36.	Pakistani and Foreign Flags for distribution	2x4=8 sqft	Per Unit	10000		
37.	Multi-color Flags 9x3	9x3=27 sqft	Per Unit	1000		
38.	Washing/ pressing of Pakistani and Foreign Flag	Per Unit	Per Unit	1000		
39.	High resolution video content for digital Streamers (3x6), Digital Screens (10x20) & (12x24) or any other size as per requirement Up to 20 Seconds video	(one video clip in all sizes/ formats)	(one video clip in all sizes/ formats)	50		
40.	Bucket with Basket (Rental Basis) for installation / removal of flags on National Days, VVIP Visit etc, polls installed at Rawal Dam, Faizabad, Zeropoint, Red Zone etc.	Per Unit	Per Day	40		

41.	Installation /Removal of Flag Iron polls at the route (Polls will be provided by DMA)	Per Pole	Per Pole	5600		
42.	Standard Stitched Double side Flag Matt Knitted Polyester flag for poles 6x4 =24 sqft (with iron, wash) installation, removal with clamp 110gsm	6x4=24 sqft	Per Flag	2000		
43.	Standard Stitched Single Side Light Weight Flag Matt Knitted Polyester for distribution/poles 110gsm	6x4=24 sqft	Per Flag	5000		
44.	Premium Stitched Single Side Matt Woven Polyester poles / hang 150gsm	6x4=24 sqft	Per Flag	1000		
45.	Premium Stitched Double Side Flag Matt Woven Polyester for poles / hanging 150gsm	6x4=24 sqft	Per Flag	1000		
46.	Cut Out with back & front lit with 3D animation in acrylic	5x3=15 sqft	Per Cut Out	30		
47.	Cut Out with back & front lit with 3D animation in CNC cutting steel	5x3=15 sqft	Per Cut Out	30		
48.	Cut Out with back & front lit with 3D animation in CNC cutting wood	5x3=15 sqft	Per Cut Out	30		
49.	Small Flags 12x6 inch (hand flags)	12x6 inch= 06 sqft	Per Flag	4000		
50.	Premium Woven Hand-sewn Cotton flag with embroidery (Singe Side) 155 gsm or more 3x5ft	3x5ft = 15sqft	Per Flag	600		
51.	Premium Woven Hand-sewn flag with embroidery (Double Side) 155x2 Gsm or More	3x5ft = 15sqft	Per Flag	600		

52.	Premium Woven Hand-sewn Cotton flag (Single Side) 155 gsm o	6x10 = 60sqft	Per Flag	100		
53.	Premium Woven Hand-sewn Cotton flag (Single Side) 155	6x10 = 60sqft	Per Flag	100		
54.	Wooden Arch with vinyl branding	10x20=200 sqft	Per sqft	100		
55.	Steel Arch with Panaflex branding	10x20=200 sqft	Per sqft	100		
56.	Premium Flag 8x4ft (32sqft) Turkish fabric	8x4=32 sqft	Per flag	500		
57.	Spot light 50 watt LED light for beautification with installation and removal (Rental Basis)	50 watt	Light Per Event	15000		
58.	Tower light 300 Watt including installation , removal and service wire (Rental Basis)	300watt	Per Tower/ Per Event	1500		
Grand Total						

THE PRICES ARE FIRM AND FINAL

02: GENERAL TERMS AND CONDITIONS: -

- (i) The work will be carried out according to the specification/ description given by the Authority to the contract from time to time.
- (ii) No escalation in rates, under any circumstances, would be entertained during currency of the agreement.
- (iii) **The above-mentioned quantities are approximate/estimated only and have been provided for the purpose of the rate running contract/framework agreement regarding the provision and installation of city branding arrangements on an as-and-when-required basis. The quantities are not final for the one-year contract period and are subject to increase or decrease depending upon the actual requirements and operational needs from time to time.**
- (iv) Firm will not sublet the work to anybody else. In case of subletting, contract will be liable for cancellation without any notice and also liable to forfeiture of security deposit and pending dues.
- (v) The contractor will provide a Non-relation certificate, that no employee of Directorate of Municipal Administration (MCI) is shareholder in his business.
- (vi) Authority reserves the right to cancel the contract any time during contractual period.

03. **SPECIAL TERMS AND CONDITIONS:**

- a) The iron frames for bridges, gantries, backdrops, and portraits shall be provided by the vendor on a rental basis for each designated route and shall not be treated as the property of DMA. However, upon completion of the assigned task, the firm/contractor shall be bound to hand over all dismantled items, including panaflex/skins of streamers, bridges, gantries, backdrops, and portraits, to the Store Incharge, DMA, MCI. A dismantling report, duly signed by the Store Incharge, DMA, must be submitted along with the bill as a mandatory requirement for processing payment.
- b) The rented items will not include in the dismantle and will be returned after completion of work.**
- c) The contractor is bound to come and visit the site along-with representatives of DMA prior to start of any work.
- d) The contractor shall be responsible for safe keeping of all public and private property / items during execution of work. In case of any loss or damage occurred to public or private property / item during execution of work by contractual firm, the firm will be wholly and solely responsible to pay 100% damages.
- e) In case the Authority required any other item(s) which is not included in the above list, the same will be decided mutually.
- f) In case of any natural calamity, the contractor will immediately intimate to Director Municipal Administration, MCI in case of any loss. Director DMA will personally visit the site or he may depute responsible officer for evaluation of loss and complete details will be submitted to Director Municipal Administrator, MCI.
- g) The contractor shall be solely responsible for making necessary arrangements to prevent theft after the installation of streamers, portraits, LEDs, iron frames, skins on various bridges, and all other items installed along the route. In the event of any theft, the contractor shall be liable for replacing the stolen items at their own expense. No compensation for theft shall be provided to the contractor under any circumstances.
- h) The contractor shall ensure that flags are installed in a proper manner, strictly adhering to the established protocols. Any negligence in this regard may result in the immediate termination of the contract without prior notice.
- i) The contractor shall ensure that all items installed along the route remain in proper condition until the completion of the installation. A dedicated surveillance team shall be present on-site throughout the entire duration to oversee and verify that all streamers, portraits, bridge installations, flag poles, and LEDs are properly installed and maintained.

- j) The contractor shall ensure that all items installed along the route remain in proper condition until the completion of the installation. A dedicated surveillance team shall be present on-site throughout the entire duration to oversee and verify that all streamers, portraits, bridge installations, flag poles, and LEDs are properly installed and maintained. In case of any negligence, the authority reserves the right to impose a penalty of up to 30% deduction from the bill for the said route.
04. **INSPECTION:** Inspection will be carried out by the Director, DMA (MCI) or his representative as deputed by him from Time to Time.
05. **VALIDITY PERIOD OF CONTRACT:** The contract will remain valid for the period of one (01) year from the date of signing of the agreement and will be extendable on the same rates, terms & conditions for further period of one (01) year on the satisfactory performance of the agreement with the mutual consent of both parties.
06. **After expiry of agreement period, the contractor undertakes to provide the above said services on same rates/terms & conditions till the Authority does not finalize new agreement.**
07. The extension will be subject to provision of satisfactory performance report by Advertisement & Coordination (A&C) Section, DMA (MCI). However, formal approval for 2nd extension period will be granted by Mayor / Administrator / Chief Officer MCI.
08. **DELIVERY PERIOD:** Period of delivery will be as per requirement mentioned in supply order by DMA (MCI), Islamabad.
09. **SECURITY DEPOSIT:** Firm will deposit security Rs.1,000,000/- (Rupees One Million only).
- The security deposit will be refundable to the contractor subject to fulfillment of following conditions: -
 - Satisfactory performance report by Assistant Director A&C and approval by the Director Municipal Administration.
 - Conducting the Audit of the contractual period by Govt. Auditors (for relevant fiscal year) and clearance certificate from Drawing & Disbursing Officer, DMA, MCI that there is no Audit objection, Draft Para, Advance Para, Printed Para against the contract. In case of audit objection the amount of security deposit will not be released unless the audit objection is settled.
10. **TERMS OF PAYMENT: -**
- PAYMENT TERMS.**
- The D.D.O Directorate of Municipal Administration (MCI) will ensure payment to the Contractor within two months of production of the following documents:-
- Bill in quadruplicate on proper bill form duly printed/stamped and machine numbered showing quantity, unit price and total price.
 - Receipt and verification on the bill by the Deputy Director-I, Directorate of Municipal Administration (MCI) Islamabad.
 - Prescribed Sales Tax invoices showing amount of Sales Tax, if applicable.
 - Payment will be made subject to availability of funds and after issuance expenditure sanction by Finance Wing.
 - Income tax will be recovered at prevailing rates for supply from all payments made to them during the currency of contract period. Recovery of income tax will be made which will not be refunded.

11. **FAILURE AND TERMINATION:** Should the Contractor fail to render services within the period prescribed for such delivery, the DMA will be entitled at its option either:-
- To cancel the contract with forfeiture of security / black listing or a portion thereof and /or
 - To take services / supply, without notice to the contractor on the account and at the risk and cost of the contractor, if services are not delivered within time /or
 - To recover from the Contractor as liquidated damages and not by way of penalty.
12. If the assigned work is not properly performed up-to satisfaction of the authority then DMA Administration will have the right to deduct **upto 20% of total assigned work as penalty** from the bill of contractor / firm and issue warning letter.
13. **NON-COMPLIANCE:** - In case of Non-compliance of any of the above contractual clause, the contract agreement will liable to be cancelled anytime. Further, the authority reserves the right to increase or decrease the quantity of required items / work as per requirement.
14. **DISPUTE:** - In case of any disputes between procuring agency and firm at any stage, it will be settled / resolved amicably through direct negotiation with Director Municipal Administration and contractual firm. If the issue is not resolved within 14 days of complaint, the same will be presented before the Mayor / Administrator / Chief Officer MCI. The Mayor / Administrator / Chief Officer MCI will give reasonable time and opportunity to both parties to present their point of view. However, the decision of Mayor / Administrator / Chief Officer MCI will be considered final and binding on both parties. During all these proceeding, both the parties will perform their respective contractual obligations.

Contractor	Directorate of Municipal Administration
M/S _____ _____	Metropolitan Corporation Islamabad DMA Office, Fire Headquarter Building, Shahrah-e-Soharwardy Sector G-7/1, Islamabad
Witness 01 Name:- _____ CNIC No _____ Address:- _____	Witness 02 Name:- _____ CNIC No _____ Address:- _____