



Primary & Secondary  
Healthcare Department

**Tender Document for  
Hiring of Firm/Event Management Company for Arranging  
International Conference on Dengue Prevention and Control  
under  
EP&CDC Program, DGHS**

**(FINANCIAL YEAR 2019-20)**

**GOVERNMENT OF THE PUNJAB  
DIRECTORATE GENERAL HEALTH SERVICES, PUNJAB**

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Lahore.**  
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# **Part-I**

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

### **A. Introduction**

- |                                      |   |
|--------------------------------------|---|
| <b>1. Source of Funds</b>            | 1.1 The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply a portion of the proceeds of this budget to eligible payments under the contract for which this Invitation for Tender is issued.  |
| <b>2. Eligible Service Providers</b> | 2.1 This Invitation for Tender is open to all Service Providers, except as provided hereinafter.<br><br>2.2 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government.<br><br>2.3 Service Providers shall not be under a declaration of blacklisting by any Government Department (Federal or Provincial) or Punjab Procurement Regulatory Authority (PPRA).   |
| <b>3. Eligible Services</b>          | 3.1 All Services (and / or Goods) to be supplied under the contract shall have their origin in eligible source countries, defined in the <i>Bid Data Sheet (BDS)</i> , and all expenditures made under the contract will be limited to such Services (and / or Goods).<br><br>3.2 For purposes of this clause, “origin” means the place from where the services (and / or goods) are supplied, produced, mined, or grown. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.<br><br>3.3 The origin of Services (and / Goods) is distinct from the nationality of the Service Provider. |
| <b>4. Cost of Bidding</b>            | 4.1 The Service Provider shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as “the Purchaser,” will in no case be responsible or liable for those costs, regardless of the conductor or outcome of the bidding process.   |

## **B. The Tender documents**

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

### C. Preparation of Tender

#### 8. Language of Bid

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

#### 9. Documents Comprising the Bid

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

#### 10. Bid Form

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

#### 11. Bid Prices

11.1 The Service Provider shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the Services it proposes to supply under the contract.

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

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

**11.5** Prices quoted by the Service Provider shall be fixed during the Service Provider's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an **adjustable price quotation** will be treated as nonresponsive and will be rejected, pursuant to ITS Clause 24.

- 12. Bid Currencies** 12.1 Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.
- 13. Documents Establishing Service Provider's Eligibility and Qualification**
- 13.1 Pursuant to ITS Clause 9, the Service Provider shall furnish, as part of its bid, documents establishing the Service Provider's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 13.2 The documentary evidence of the Service Provider's eligibility to bid shall establish to the Purchaser's satisfaction that the Service Provider, at the time of submission of its bid, is eligible as defined under ITS Clause 2.
- 13.3 The documentary evidence of the Service Provider's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:
- (a) that, in the case of a Service Provider offering to supply Services and ancillary Goods under the contract which the Service Provider did not produce or manufacture, the Service Provider has been duly authorized by the original Service provider or ancillary goods' Manufacturer or producer to supply the inPakistan;
  - (b) that the Service Provider has the financial, technical, and managerial capability necessary to perform the contract;
  - (c) that, in the case of a Service Provider not doing business within Pakistan, the Service Provider is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Service Provider's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and / or Terms of Reference; and
  - (d) that the Service Provider meets the qualification criteria.
- 14. Documents Establishing Services' and ancillary Goods' Eligibility and Conformity to Tender documents**
- 14.1 Pursuant to ITS Clause 9, the Service Provider shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Tender documents of all Services and ancillary goods which the Service Provider proposes to supply under the contract.
- 14.2 The documentary evidence of the eligibility of the Services and ancillary Goods shall consist of a statement in the Price Schedule of the country of origin of the Services and ancillary Goods offered which shall be confirmed by a **certificate of origin** issued at the time of shipment.
- 14.3 The documentary evidence of conformity of the Services and ancillary Goods to the Tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the Services and ancillary Goods;
- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Services and ancillary Goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the Services and ancillary Goods by the Purchaser;and
- (c) an item-by-item commentary on the Purchaser's demonstrating **substantial responsiveness** of the Services and ancillary Goods and / or specifications, or a statement of deviations and exceptions.

14.4 For purposes of the commentary to be furnished pursuant to ITS Clause 14.3(c) above, the Service Provider shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Purchaser, are intended to be descriptive only and not restrictive. The Service Provider may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence.

## **15. Bid Security**

- 15.1 Pursuant to ITS Clause 9, the Service Provider shall furnish, as part of its bid, a bid security in the amount specified in the Bid DataSheet.
- 15.2 The bid security is required to protect the Purchaser against the risk of Service Provider's conduct which would warrant the security's forfeiture, pursuant to ITS Clause 15.7.
- 15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:
  - (b) Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for thirty (30) days beyond the validity of bid.
- 15.4 Any bid not secured in accordance with ITS Clauses 15.1 and 15.3 will be rejected by the Purchaser as nonresponsive, pursuant to ITS Clause 24.
- 15.5 Unsuccessful Service Providers' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to ITS Clause 16.
- 15.6 The successful Service Provider's bid security will be discharged upon the Service Provider signing the contract, pursuant to ITS Clause 32, and furnishing the performance security, pursuant to



ITS Clause 33.

15.7 The bid security may be forfeited:

- (a) if a Service Provider withdraws its bid during the period of bid validity specified by the Service Provider on the Bid Form; or
- (b) in the case of a successful Service Provider, if the Service Provider fails:
  - (i) to sign the contract in accordance with ITS Clause 32;
  - or**
  - (ii) to furnish performance security in accordance with ITS Clause 33.

**16. Period of  
Validity of  
Tenders**

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

**17. Format and  
Signing of Bid**

- 17.1 The Bidder shall prepare and submit its bid and provide original documents, as appropriate. Copies of any documents must be signed and stamped by the bidder.
- 17.2 The original bid shall be typed or written in indelible ink. All documents should contain proper page marking, attached in sequence as indicated for evaluation in the bidding document and signatures of authorized person. Moreover, signing and stamping of each page of bidding document/form is mandatory.
- 17.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

#### D. Submission of Tender

##### 18. Sealing and Marking of Tenders

18.1 The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the proposals/bids in separate envelopes. The envelopes shall then be sealed in an outer envelope marked with **Bid Reference Number/Tender Number**.

The inner and outer envelopes shall:

(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and

(b) Bid Reference/Tender Number indicated in **Bid Data Sheet** and a statement: “DO NOT OPEN BEFORE,” the time and the date specified for opening of Bids.

18.2 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”.

18.3 If the outer as well as inner envelope is not sealed and marked as required by 18.1 to 18.3 above, the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

##### 19. Deadline for Submission of Tenders

19.1 Tender must be received by the Purchaser at the address specified under ITS Clause 18.2 no later than the time and date specified in the Bid DataSheet.

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

##### 20. Late Tenders

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

##### 21. Modification and Withdrawal of Tenders

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

21.2 The Service Provider’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITS Clause 18. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy,

- postmarked not later than the deadline for submission of Tenders.
- 21.3 No bid may be modified after the deadline for submission of Tenders.
- 21.4 No bid may be withdrawn in the interval between the deadline for submission of Tender and the expiration of the period of bid validity specified by the Service Provider on the Bid Form. Withdrawal of a bid during this interval may result in the Service Provider's forfeiture of its bid security, pursuant to the ITS Clause 15.7.

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

### **22. Opening of Tenders by the Purchaser**

- 22.1 The Purchaser will open all Tender in the presence of Service Providers' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The Service Providers' representatives who are present shall sign an attendance sheet evidencing their presence.
- 22.2 The Service Providers' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late Tenders, which shall be returned unopened to the Service Provider pursuant to ITS Clause 20.
- 22.3 Tender (and modifications sent pursuant to ITS Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Tender will be returned unopened to the Service Providers.
- 22.4 The Purchaser will prepare minutes of the bid opening.

### **23. Clarification of Tenders**

- 23.1 During evaluation of the Tender, the Purchaser may, at its discretion, ask the Service Provider for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

### **24. Preliminary Examination**

- 24.1 The Purchaser will examine the Tender to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Tender are generally in order.
- 24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in

words will prevail.

- 24.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Service Provider.
- 24.4 Prior to the detailed evaluation, pursuant to ITS Clause 25 the Purchaser will determine the substantial responsiveness of each bid to the Tender documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Tender documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITS Clause 15), **Applicable Law** (GCC Clause 30), and **Taxes and Duties** (GCC Clause 32), will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 24.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Service Provider by correction of the nonconformity.

**25. Qualification & Evaluation of Tenders**

- 25.1 The Purchaser will determine to its satisfaction whether the Service Provider is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITS Clause 13.3.
- 25.2 The determination will take into account the Service Provider's financial, technical and managerial capabilities. It will be based upon an examination of the documentary evidence of the Service Provider's qualifications submitted by the Service Provider, pursuant to ITS Clause 13.3, as well as such other information as the Purchaser deems necessary and appropriate.
- 25.3 The Purchaser will **technically evaluate** and compare the Tenders which have been determined to be substantially responsive, pursuant to ITS Clause 24, as required.
- 25.4 The Purchaser's **financial evaluation** of a bid will be on delivered duty paid (DDP) price inclusive of prevailing taxes and duties.

**26. Contacting the Purchaser**

- 26.1 Subject to ITS Clause 23, no Service Provider shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e. 10 days before the contract is awarded. If the Service Provider wishes to bring additional information or has grievance to the notice of the Purchaser, it should do so in writing.
- 26.2 Any effort by a Service Provider to influence the Purchaser during bid evaluation, or bid comparison may result in the rejection of the Service Provider's bid.

## **F. Award of Contract**

- 28. Award Criteria** 28.1 Subject to ITS Clause 30, the Purchaser will award the contract to the successful Service Provider whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Service Provider is determined to be qualified to perform the contract satisfactorily.
- 29. Purchaser's Right to Vary Duration and Quantities at Time of Award** 29.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage the quantity/scope of Services and ancillary Goods originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
- 30. Purchaser's Right to Accept or Reject All Tenders** 30.1 The Purchaser reserves the right to accept or reject all Tenders, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Service Provider or Service Providers or any obligation to inform the Service Provider or Service Providers of the grounds for the Purchaser's action.
- 31. Notification of Award** 31.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Service Provider in writing by registered letter or by email, to be confirmed in writing by registered letter, that its bid has been accepted.
- 31.2 The notification of award will constitute the formation of the Contract.
- 31.3 Upon the successful Service Provider's furnishing of the performance security pursuant to ITS Clause 33, the Purchaser will promptly notify each unsuccessful Service Provider and will discharge its bid security, pursuant to ITS Clause 15.

**32. Signing of Contract**

- 32.1 At the same time as the Purchaser notifies the successful Service Provider that its bid has been accepted, the Purchaser will send the Service Provider the Contract Form provided in the Tender documents, incorporating all agreements between the parties.
- 32.2 Within seven (07) days of receipt of the Contract Form, the successful Service Provider shall sign and date the contract and return it to the Purchaser.

**33 Performance Security**

- 33.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Service Provider shall furnish the performance security 5% of total contract value in accordance with the Conditions of Contract, in the Performance Security Form provided in the Tender documents, or in another form acceptable to the Purchaser.
- 33.2 Failure of the successful Service Provider to comply with the requirement of ITS Clause 32 or ITS Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Service Provider or call for new Tender.

**34. Corrupt or Fraudulent Practices**

- 34.1 The Procuring Agency requires that Service Providers, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:
  - (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency,
  - (iii) “collusive practice” is an arrangement among Service Providers (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive the Procuring Agency of the benefits of free and open competition;
- (b) The Procuring Agency will reject a proposal for award if it determines that the Service Provider recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) The Procuring Agency will sanction a firm, in accordance with prevailing Blacklisting procedures under Punjab Procurement Rules 2014, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.

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

## **Part-I**

### **Section II. Bid Data Sheet**

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

<b>Introduction</b>	
<b>ITS 1.1</b>	Name of Procuring Agency: <b>Director General Health Services,</b>
<b>ITS 1.1</b>	Name of Project: International Conference on Dengue Prevention and Control at Pearl Continental Hotel Lahore from 9 <sup>th</sup> to 10 <sup>th</sup> January, 2020.
<b>ITS 1.1</b>	Name of Contract: <b><i>Hiring of Firm/Management Company for arrangement of Event from 9<sup>th</sup> to 10<sup>th</sup> January, 2020.</i></b>
<b>ITS 6.1</b>	For clarification purposes, the address of Procuring Agency is: <b>Directorate General Health Services, Punjab.</b> Requests for clarification shall be received by the noLater than <b>17 December,2019.</b>
<b>ITS 8.1</b>	Language of the bid is: <b>English</b>

<b>Bid Price and Currency</b>	
<b>ITS 11.2</b>	The price quoted shall be <b>Delivered Duty Paid</b> at the following locations in accordance with Schedule of Requirements including the delivery charges: <b>On locations as Mentioned.</b>
<b>ITS 11.5</b>	The price shall be in <b>Pak Rupees</b> and shall be <b>fixed.</b>



<b>ITS 13.3 (d)</b>	In addition ITS 13.2, and ITS 13.3 (b), the potential Service Provider must also fulfill the following:- a) <b>Authority Letter</b> on firm / company letterhead authorizing the relevant person to represent the company (format of Authority Letter is placed at Annexure-I.
<b>ITS 13.2</b>	<b>Eligibility:</b> 1. The firm must be registered with FBR with active Tax Payer Status. 2. The firm must be registered with PRA with active Tax Payer Status.
<b>ITS 15.1</b>	<b>Amount of Bid Security:</b> 2% of estimated cost
<b>ITS 16.1</b>	<b>Bid Validity Period:</b> 120 days after the date of opening of bid.
<b>ITS 17</b>	<b>Format of Bid:</b> marked as “ <b>Technical Proposal</b> ” and “ <b>Financial Proposal</b> ” on the inner envelopes and then place both envelopes in an outer envelope containing name of the bidding Company / Firm with the following line as subject: <i>Hiring of Firm/Event Management Company for arrangement of Event.</i>
<b>ITS 18.1 (a)</b>	<b>Address for Bid Submission:</b> <b>Directorate General Health Services, Punjab, 24-Cooper Road, Lahore</b>
<b>ITS 18.2</b>	<b>Bid Reference/Tender Number:</b> IPL-11604
<b>ITS 19.1</b>	Deadline for <b>Bid Submission:</b> 28 December, 2019 at 11:00 AM
<b>ITS 22.1</b>	<b>Time, Date, and Place for Bid Opening:</b> <b>Conference Room, Directorate General Health Services, Punjab, 24-Cooper Road, Lahore on 28 December, 2019 at 11:30 AM.</b>

## Section III: Evaluation Criteria

### Knock Down Criteria:

- Failure to comply with any parameter of knock down criteria will result in disqualification of bidder.

S.No.	PARAMETERS	DOCUMENTS REQUIRED	COMPLIANCE STATUS(Yes/No)
01	Original receipt of purchase of tender	Original receipt	
02	2% Bid Security of estimated Cost (CDR/Pay Order/Irrevocable Bank Guarantee)	Copy with technical bid and original with financial bid	
03	Nationality / Identity of Owner(s)/Director(s)/CEO	Valid CNIC copy	
04	NTN / GST Registration Certificate	Attach copies	
05	The bidder must be enlisted on the Active Tax Payer List (ATL) available on Federal Broad of Revenue (FBR) website.	Attach proof	
06	Reliability (The firm/company must not be blacklisted/debarred from any procuring agency and never been convicted from any court of law.)	Under taking on notarized judicial stamp paper of Rs.100/-	

### Marking Criteria: (Passing Marks 60%)

<b>Financial Worth /Annual Turnover</b> <b>Any of The Financial Year 2016-17, 2017-18 &amp; 2018-19</b> (Maximum Marks 20)			
01	Firm will submit FBR document as evidence	Firm having financial turnover 25 Million	20 Marks
		Firm having financial turnover 15 Million	15 Marks
		Firm having financial turnover 05 Million	10 Marks
<b>Past Experience of arranging International Level Conferences (Maximum Marks 20)</b>			
02	The bidder has experience of conducting/arranging international level conferences in any five-star hotel in Pakistan Firm shall attach proof (Copy of contract executed/Payment proof)	Conducting/arranging 03 or more international level conferences in any five-star hotel in Pakistan during last three years i.e. 2016-17,2017-18 & 2018-19	20 Marks

		Conducting/arranging 02 international level conferences in any five-star hotel in Pakistan during last three years i.e. 2016-17, 2017-18 &2018-19.	15 Marks
		Conducting/arranging 01 international level conference in any five-star hotel in Pakistan during last three years i.e. 2016-17, 2017-18 & 2018-19.	10 Marks
<b>Past Experience of arranging Seminar/Symposium/Workshop/Ministerial Conference (Maximum Marks 30)</b>			
03	The bidder has experience of Ministerial level Conferences/ Events, Seminar/Symposium/Workshop. Firm shall attach proof (Copy of contract executed/Payment proof).	Experience of arranging at least 03 Prime Minister/Chief Minister Conferences/Events	30 Marks
		Experience of arranging 03 Seminar/Symposium/Workshop for Military/Armed Forces of Pakistan during last three years i.e. 2016-17, 2017-18 & 2018-19.	25 Marks
		Experience of arranging 02 Seminar/Symposium/Workshop for Public Sector organization other than Military/Armed Forces of Pakistan during last three years i.e. 2016-17, 2017-18 & 2018-19.	20 Marks
		Experience of arranging 01 Seminar /Symposium/Workshop for reputed well-known local/multinational organization during last three years i.e. 2016-17, 2017-18 & 2018-19.	15 Marks
<b>Conference Branding / Project Proposal (Maximum Marks 30)</b>			
04	Firm shall attach relevant documents / presentation regarding Conference Branding /Project Proposal	The notified body of Directorate General Health Services, Punjab will approve the Conference Branding / Project Proposal.	30 Marks

**Part-I**

**Section IV. Schedule of Requirements/TORs**

<b><i>Sr. No.</i></b>	<b><i>Description</i></b>	<b><i>Qty.</i></b>	<b><i>Total Estimated Cost</i></b>
1	SMD Screens	8	<b>23,095,000</b>
2	Sound System	1	
3	Media Kit (File Folder, Writing Pad, Pen, Brochure)	2,000	
4	Streamers	1,000	
5	Roll up Stands	30	
6	SMD Lights	10	
7	Backdrop (Design, Printing, Installation)	4	
8	Dengue cutouts	20	
9	Media Wall (Design, Printing, Installation)	2	
10	Welcome Boards on Pillars	5	
11	Flower Arrangements	10	
12	Video & Still Photography	1	
13	Branded Balloons	500	
14	Digital Standees	10	
15	Invitation Cards (Designing & Printing)	2,000	
16	Ushers (Male & Female)	10	
17	Hotel Hall Charges	3	
18	Lunch and Tea	2,000	
19	Event Documentary	1	
20	Dengue Awareness & Social Mobilization Stall	1	
21	Dengue Vector Stall	1	
22	Dengue Diagnostic & Clinical Management Stall	1	
<b>Grand Total</b>			<b>23,095,000</b>

**NOTE:**

1. The contractor shall be fully responsible to conduct/arrange international conference at concerned places/location identified by Procuring Agency.

# Part-I

## Section V. Bidding Forms

### 1. Bid Submission Form

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

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

To

**The Director General  
Health Services, Punjab.  
24-Cooper Road, Lahore.**

Having examined the tender documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said Tender documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the **guarantee of a bank in a sum equivalent to 05% percent of the Contract Price** for the due performance of the Contract, in the form prescribed by the Purchaser.

**We agree to abide by this Bid during the bid validity period starting from the date fixed for Bid opening** under Clause 22 of the Instructions to Service Providers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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

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

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

**Part-I**  
**Section VI. Bidding Forms**  
**1. Schedule of Prices**  
**Required Services & Per Unit Costs**

Sr. No.	Description	Rate per Unit	Qty.	Total Estimated Cost
1	SMD Screens			
2	Sound System			
3	Media Kit (File Folder, Writing Pad, Pen, Brochure)			
4	Streamers			
5	Roll up Stands			
6	SMD Lights			
7	Backdrop (Design, Printing, Installation)			
8	Dengue cutouts			
9	Media Wall (Design, Printing, Installation)			
10	Welcome Boards on Pillars			
11	Flower Arrangements			
12	Video & Still Photography			
13	Branded Balloons			
14	Digital Standees			
15	Invitation Cards (Designing & Printing)			
16	Ushers (Male & Female)			
17	Hotel Hall Charges			
18	Lunch and Tea			
19	Event Documentary			
20	Dengue Awareness & Social Mobilization Stall			
21	Dengue Vector Stall			
22	Dengue Diagnostic & Clinical Management Stall			

Dated \_\_\_\_\_

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

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

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

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

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between  
**Director General Health Services, Punjab, 24-Cooper Road, Lahore**  
(hereinafter called “the Purchaser”) of the one part and [name of Service Provider] of  
(hereinafter called “the Service Provider”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Service Provider for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Service Provider;
  - (b) the Schedule of Requirements;
  - (c) the General Conditions of Contract;
  - (d) the Special Conditions of Contract; and
  - (e) the Purchaser’s Notification of Award.
  - (f) Annexures I-II
3. In consideration of the payments to be made by the Purchaser to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Service Provider in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Purchaser)

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

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

It is certified that \_\_\_\_\_ having its registered office at \_\_\_\_\_, does hereby nominate, appoint and authorize Mr.-----, having CNIC No.----- hereinafter referred to as the “**Signatory of Application**”, to do in our name and on our behalf the following:

Sign and submit to **Director General Health Services, Punjab, 24-Cooper Road, Lahore**

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

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

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

**FOR:** [ \_\_\_\_\_ ]

Signature and Thumb impression:

Name: -----

Title:-----

CNIC No.-----

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

Signature:-----

Name:-----

Title:-----

CNIC/Passport No.-----



**Note:**

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

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

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

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

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

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

*Signed by an authorized representative*

Name&Designation

CNICNo.-----

Name of the firm /company

Date:-----

**WitnessNo.1**

Signature:

Name:

CNICNo.

**Witness No.2**

Signature:

Name:

CNIC No.

**Notarized by the Notary Public**