

BIDDING DOCUMENT

**Procurement of Services
(Non-Consultant)**

FOR

**Hiring of Event Management Firm for Punjab Education Initiatives
Management Authority (PEIMA) under framework contract rule 15 of
PPRA, 2014 (amended till date of advertisement).**



**Chief Executive Officer, PEIMA
50 Babar Block Garden Town, Lahore**

November, 2025

INVITATION FOR BIDS (IFBs)

Punjab Education Initiatives Management Authority, School Education Department, Government of Punjab invites bids from eligible firms **to perform the following non consultancy services under Framework Contract (Rule No-15 PPRA-2014)** for the period of two years (extendable upto one year with mutual consent) subject to satisfactory performance:

Description of Services	Bid Security Amount within 5% of Estimated Cost
Hiring of Event Management Firm for PEIMA under framework contract Rule 15 of PPRA, 2014 (amended till date of advertisement).	Rs. 2,300,000/-

1. The Bidders are required to be registered with relevant tax and regulatory authorities and registered on E-PADS under PPR-14 Rule 38 (2) (a) (amended till date of advertisement of this ITB notice)
2. The bidders are required to submit the bid on **single stage-two envelope procedure** as defined in the PPRA 2014 (amended till date of advertisement)
3. Bidders are requested to submit online bids through E-PADS. Scanned copy of Bid security will be uploaded on E-PADS on or before **16th December, 2025 at 11:30AM.**
4. Original Bid Security in sealed & stamped envelope, under rule 27 of PPRA Rules, 2014 (amended till date of advertisement), must be delivered to the office of undersigned till **16th December, 2025 at 11:30AM.** in the form of CDR/Bank Guarantee / Demand Draft / Pay Order from a Scheduled Bank of Pakistan in favour of Chief Executive Officer. Late submission shall not be accepted.
5. Bids will be opened through PPRA EPADS online portal in the presence of representatives of bidders who choose to attend at **16th December, 2025 at 12:00 (Noon)** in the office of the undersigned. In case of official holiday on the day of submission, next day will be treated as closing date.
6. Only the bidders who are technically qualified will be invited for the opening of their financial bids, in the presence of such representatives of the bidders who care to be present at that time.
7. The bidding documents are immediately available after publication of advertisement on PPRA websites www.ppra.punjab.gov.pk and E-PADS portal.
8. The bidders are requested to give their best and final prices as no negotiations are accepted, however the bidders must quote price of each item on unit basis
9. Punjab Education Initiatives Management Authority (PEIMA) reserves the right to reject all the proposals at any time prior to the acceptance of a bid or proposal.
10. The bidding documents carrying all details can be downloaded free of cost from websites www.ppra.punjab.gov.pk & [http:// peima.punjab.gov.pk](http://peima.punjab.gov.pk).

CHIEF EXECUTIVE OFFICER

Punjab Education Initiatives Management Authority (**PEIMA**)

50-Babar Block New Garden Town, Lahore

<https://peima.punjab.gov.pk/>

042-99232040

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Summary Description

PART 1 – BIDDING PROCEDURES

Section I: Instructions to Bidders (ITB)

This Section provides relevant information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts. **Section I contains provisions that are to be used without modification.**

Section II. Bidding Data Sheet (BDS)

This Section consists of provisions that are specific to each procurement and that supplement the information or requirements included in Section I, Instructions to Bidders.

Section III: Bidding Forms

This Section contains the forms which are to be completed by the Bidder and submitted as part of his Bid.

Section IV: Scope of Services

This Section contains detailed description of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Agency etc.

Section V: Performance Specifications and Drawings

The specifications must be drafted to permit the widest possible competition, and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. And the actual Drawings, Site Plans or Geographical Areas covered, should be attached to this section or annexed in a separate folder.

Section VI: Priced Activity Schedule

This Section provides an itemized list of Services with quantities of Services to be performed, reflected in a priced Activity Schedule to be filled by the bidders.

PART 2 – CONDITIONS OF CONTRACT AND FORMS

Section VII: General Conditions of Contract (GCC)

This Section contains the general clauses to be applied in all contracts.
The text of the clauses in this Section shall not be modified.

Section VIII Special Conditions of Contract (SCC)

The contents of this Section supplement the General Conditions of Contract and shall be prepared by the Procuring Agency.

Section IX: Contract Forms

This Section contains forms which, once completed, will form part of the Contract. The forms for **Performance Security**, when required, shall only be completed by the successful Bidder after contract award.

Section X: Appendices

This section contains Scope of Services, Performance Specifications & Drawings, Priced Activity Schedule, Reporting Requirements, Key Personnel & Subcontractors, and Breakdown of Contract Price.

Part I – Bidding Procedures

Section I. Instructions to Bidders

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Instructions to Bidders

Note: - All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014 (amended till date of advertisement of the this ITB notice). In case of any conflict between the provisions of this document and PPRA Act-2009/ PPRA Rules-2014, the later shall prevail.

A. General

- 1. Scope of Bid**
 - 1.1 The Procuring Agency, as defined in the **Bidding Data Sheet (BDS)**, invites bids for the Services, as described in the Appendix A to the Contract. The name and identification number of the Contract is **provided in the BDS**.
 - 1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date **provided in the BDS**.
- 2. Source of Funds**
 - 2.1 The Procuring Agency has received budget from the Government of Punjab. It intends to apply a portion of the proceeds of this budget to eligible payments under the contract for which this Tender is issued.
- 3. Eligible Bidders**
 - 3.1 All bidders shall provide in Section III, Bidding Forms, a statement that the Bidder (including all members of a joint venture and subcontractors) is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Procuring Agency to provide Consultant Services for the preparation or supervision of the Services, and any of its affiliates, shall not be eligible to bid.
 - 3.2 Government-owned enterprises may only participate if they are legally and financially autonomous, operate under commercial law, and are not a dependent agency of the Government.
 - 3.3 The bidders are required to be possessed adequate experience in the relevant field, not currently blacklisted by the procuring agency (PEIMA) as per as per PPRA Circular No.MD(PPRA)48-BOM/2023/000697 dated 07-07-2023 and Punjab Procurement Regulatory

Authority Rules 2014,

3.4 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

- a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.
- b) have controlling shareholders in common; or
- c) receive or have received any direct or indirect subsidy from any of them; or
- d) have the same legal representative for purposes of this Bid; or
- e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
- f) submit more than one Bid in this Bidding process, However, this does not limit the participation of subcontractors in more than one Bid.

4. Qualification of the Bidder

4.1 All bidders shall provide in Section III, Bidding Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

4.2 All bidders shall include the following information and documents with their bids in Section III, unless otherwise stated in the **BDS**:

- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder;
- (b) total monetary value of Services performed for each

of the last five years;

- (c) experience in Services of a similar nature and size for each of the last five years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
 - (d) list of major items of equipment proposed to carry out the Contract;
 - (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
 - (f) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past five years;
 - (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
 - (h) authority to the Procuring Agency to seek references from the Bidder's bankers;
 - (i) information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount; and
 - (j) proposals for subcontracting components of the Services amounting to more than 10 percent of the Contract Price.
- 4.3 Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated in the **BDS**:
- (a) the Bid shall include all the information listed in ITB Sub-Clause 4.2 above for each joint venture partner;
 - (b) the Bid shall be signed so as to be legally binding on all partners;
 - (c) the Bid shall include a copy of the agreement entered into by the joint venture partners defining the division of assignments to each partner and establishing that all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; alternatively, a Letter of Intent to

execute a joint venture agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed agreement;

- (d) one of the partners shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and
 - (e) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.
- 4.4 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:
- (a) annual volume of Services of at least the amount **specified in the BDS;**
 - (b) experience as prime contractor in the provision of at least two service contracts of a nature and complexity equivalent to the Services over the last 5 years (to comply with this requirement, Services contracts cited should be at least 70 percent complete) **as specified in the BDS;**
 - (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment **listed in the BDS;**
 - (d) a Contract Manager with five years' experience in Services of an equivalent nature and volume, including no less than three years as Manager; and
 - (e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified in the **BDS.**

A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

- 4.5 The figures for each of the partners of a joint venture shall be added together to determine the Bidder's compliance with the minimum qualifying criteria of ITB Sub-Clause 4.4(a), (b) and (e); however, for a joint venture to qualify the partner in charge must meet at least 40 percent of

those minimum criteria for an individual Bidder and other partners at least 25% of the criteria. Failure to comply with this requirement will result in rejection of the joint venture's Bid. Subcontractors' experience and resources will not be taken into account in determining the Bidder's compliance with the qualifying criteria, unless otherwise stated in the BDS.

- | | |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. One Bid per Bidder | 5.1 Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified. |
| 6. Cost of Bidding | 6.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Procuring Agency will in no case be responsible or liable for those costs. |
| 7. Site Visit | 7.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense. |

B. Bidding Documents

- | | |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 8. Content of Bidding Documents | 8.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with ITB Clause 10: |
| | Section I Instructions to Bidders |
| | Section II Bidding Data Sheet |
| | Section III Bidding Forms |
| | Section IV Scope of Services |
| | Section V Performance Specifications and Drawings |
| | Section VI Priced Activity Schedule |
| | Section VII General Conditions of Contract |
| | Section VIII Special Conditions of Contract |
| | Section IX Contract Forms |
| | 8.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. |

Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. Sections III, V, and IX should be completed and submitted scanned copies through E-PADS as specified in the **BDS**.

- 9. Clarification of Bidding Documents**
- 9.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing or through prescribed manner in E-PADS indicated in the invitation to bid. The Procuring Agency will respond to any request for clarification received earlier than **3 days** prior to the deadline for submission of bids. Copies of the Procuring Agency's response will be forwarded to all purchasers of the bidding documents, including a description of the inquiry, but without identifying its source.
- 10. Amendment of Bidding Documents**
- 10.1 Before the deadline for submission of bids, the Procuring Agency may modify the bidding documents by issuing addenda.
- 10.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by email to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by email to the Procuring Agency.
- 10.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Procuring Agency shall extend, as necessary, the deadline for submission of bids, in accordance with ITB Sub-Clause 20.2 below.

C. Preparation of Bids

- 11. Language of Bid**
- 11.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency shall be written in the language **specified in the BDS**. Supporting documents and printed literature furnished by the Bidder may be in same language.
- 12. Documents Comprising the Bid**
- 12.1 The Bid submitted by the Bidder shall comprise the following:
- (a) The Form of Bid (in the format indicated in Section

III);

- (b) Bid Security;
- (c) Priced Activity Schedule;
- (d) Qualification Information Form and Documents;
- (e) Alternative offers where invited;

and any other materials required to be completed and submitted by bidders, as **specified in the BDS**.

12.2 Bidders bidding for this contract together with other contracts stated in the IFB to form a package will so indicate in the bid together with any discounts offered for the award of more than one contract

13. Bid Prices

13.1 The Contract shall be for the Services, as described in Appendix A to the contract and in the Specifications, Section VIII, based on the Priced Activity Schedule, Section VI, submitted by the Bidder.

13.2 The Bidder shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), Section VIII and listed in the Activity Schedule, Section V. Items for which no rate or price is entered by the Bidder will not be paid for by the Procuring Agency when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

13.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder.

13.4 If **provided for in the BDS**, the rates and prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Bidder shall submit with the Bid all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

13.5 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Bidder in the form of Appendices

D and E to the Contract

14. Currencies of Bid and Payment

14.1 The lump sum price shall be quoted by the Bidder separately in the following currencies:

- (a) for those inputs to the Services which the Bidder expects to provide from within Pakistan, the prices shall be quoted in Pak Rupees (PKR), unless otherwise **specified in the BDS**; and
- (b) for those inputs to the Services which the Bidder expects to provide from outside Pakistan, the prices shall be quoted in any freely convertible foreign currency.

14.2 Bidders shall indicate details of their expected foreign currency requirements in the Bid.

14.3 Bidders may be required by the Procuring Agency to justify their foreign currency requirements and to substantiate that the amounts included in the Lump Sum are reasonable and responsive to ITB Sub-Clause 14.1.

15. Bid Validity

15.1 Bids shall remain valid for the period **specified in the BDS**.

15.2 In exceptional circumstances, the Procuring Agency may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by email. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will be required to extend the validity of Bid Security for the period of the extension, and in compliance with ITB Clause 16 in all respects.

15.3 In the case of contracts in which the Contract Price is fixed (not subject to price adjustment), if the period of bid validity is extended by more than 60 days, the amounts payable in local and foreign currency to the Bidder selected for award, shall be increased by applying to both the local and the foreign currency component of the payments, respectively, the factors specified in the request for extension, for the period of delay beyond 60 days after the expiry of the initial bid validity, up to the notification of award. Bid evaluation will be based on the Bid prices without taking the above correction into

consideration.

- 16. Bid Security**
- 16.1 The Bidder shall furnish, as part of the Bid as **specified in the BDS**.
- 16.2 The Bid Security shall be in the amount **specified in the BDS** and denominated in Pak Rupees (PKR) or a freely convertible currency, and shall:
- (a) at the bidder's option, be in the form of either a letter of credit, or a bank guarantee from a banking institution, or a bond issued by a surety;
 - (b) be issued by a reputable institution selected by the bidder. If the institution issuing the bond is located outside Pakistan, it shall have a correspondent financial institution located in Pakistan to make it enforceable.
 - (c) be substantially in accordance with one of the forms of Bid Security, Contract Forms, or other form approved by the Procuring Agency prior to bid submission;
 - (d) be payable promptly upon written demand by the Procuring Agency in case the conditions listed in ITB Sub-Clause 16.5 are invoked;
 - (e) be submitted in its original form; copies will not be accepted;
 - (f) remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Sub-Clause 15.2;
- 16.3 If a Bid Security or a Bid- Securing Declaration is required in accordance with ITB Sub-Clause 16.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 16.1, shall be rejected by the Procuring Agency as non-responsive.
- 16.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 34.
- 16.5 The Bid Security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid

validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 15.2; or

- (b) if the successful Bidder fails to:
 - (i) sign the Contract in accordance with ITB Clause 33;
 - (ii) furnish a Performance Security in accordance with ITB Clause 34.

16.6 The Bid Security of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners as named in the letter of intent to constitute the JV.

17. Alternative Proposals by Bidders

17.1 **Unless otherwise indicated in the BDS**, alternative bids shall not be considered.

17.2 When alternative times for completion are explicitly invited, a statement to that effect will be **included in the BDS**, as will the method of evaluating different times for completion.

17.3 Except as provided under ITB Sub-Clause 17.4 below, bidders wishing to offer technical alternatives to the requirements of the bidding documents must first submit a Bid that complies with the requirements of the bidding documents, including the scope, basic technical data, graphical documents and specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Procuring Agency, including calculations, technical specifications, breakdown of prices, proposed work methods and other relevant details. Only the technical alternatives, if any, of the lowest evaluated Bidder conforming to the basic technical requirements shall be considered by the Procuring Agency. Alternatives to the specified performance levels shall not be accepted.

17.4 When bidders are **permitted in the BDS** to submit alternative technical solutions for specified parts of the Services, such parts shall be described in the Specifications (or Terms of Reference) and Drawings, Section VIII. In such case, the method for evaluating such alternatives will be as **indicated in the BDS**.

18. Format and Signing of Bid

- 18.1 The Bidder shall submit typed Bid in original. All pages of the Bid, shall be initialed and stamped by the person signing the Bid as described in ITB Clause 12 of these Instructions to Bidders.
- 18.2 The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, pursuant to Sub-Clauses 4.2(a) or 4.3(b), as the case may be. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.
- 18.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Procuring Agency, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

D. Submission of Bids

19. Sealing and Marking of Bids

- 19.1 The mode of procurement is Single Stage Two Envelopes As per Rule 24, Bidders shall submit their bids online through E-PADS. No bids submitted manually shall be accepted, except for and if so specified clearly in the BDS the samples or any other items such as product catalogues, drawings which are not available in soft copies or not scan able for submission online.
- 19.2 Where Bid Security and/or bulky documents referred to in the preceding paragraph have to be submitted manually they shall be forwarded (hard copies) to the Office of the Procuring Agency's address before the designated time and date scheduled for Bid Submission (bid preparation and submission), as specified in the BDS.
- 19.3 Bidders shall follow the Punjab Procurement Rules – 2014 (Amended) & Punjab Procurement Regulations 2024 for online submission of e-bids.

20. Deadline for Submission of Bids

- 20.1 Bid preparation and its submission must be executed online through E-PADS only within time specified in the BDS. Bid Security in its original format and other items, must be submitted to the Procuring Agency at latest by the same time and date, and at the place **specified in the BDS. Bids received through courier services or by hand shall not be entertained. Only bid submitted**

through e-PADS will be entertained.

20.2 The Procuring Agency may extend the deadline for submission of bids by issuing an amendment in accordance with ITB Clause 10, in which case all rights and obligations of the Procuring Agency and the bidders previously subject to the original deadline will then be subject to the new deadline.

21. Late Bids

21.1 Any Bid Security / samples / catalogues/documents, (where applicable) received by the Procuring Agency after the deadline for e-submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 20, such e-bid will be rejected.

21.2 The Procuring Agency shall not consider for evaluation any Bid Security/samples / catalogues/documents (where applicable) that arrives after the deadline for submission of Bids.

22. Modification and Withdrawal of Bids

22.1 The Bidder shall be allowed to alter or modify his e-bid or proposal before the closing date for submission of e-Bid or e-Proposal deadline prescribed in ITB Clause 20.

22.2 Since the e-Procurement System allows modifications / substitutions of Bid Data and attachments by the Bidders up to the last date and time set for e-bid submission, Bidders are allowed to rework on their bids as per requirements. However, after the set deadline the start date and time of closing, the time-lock feature of the eProcurement system will not allow Bidders to modify / substitute their bid data and attachments in any way.

22.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the BDS or as extended pursuant to ITB Sub-Clause 15.2 may result in the forfeiture of the Bid Security pursuant to ITB Clause 16.

22.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause, or included in the original Bid submission.

E. Bid Opening and Evaluation**23. Bid Opening**

23.1 The Procuring Agency will open all bids (technical) through PPRA online portal E-PADS, including

modifications made pursuant to ITB Clause 22, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the BDS. The Financial Proposals will remain unopened in e-PADS until the specified time of their opening. The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record.

23.2 Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 22 shall not be opened.

23.3 The bidders' names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, Bid modifications and withdrawals, the presence or absence of Bid Security, and such other details as the Procuring Agency may consider appropriate, will be announced by the Procuring Agency at the opening. No bid shall be rejected at bid opening except for the late bids and bid security pursuant to ITB Clause 21; Bids, and modifications, sent pursuant to ITB Clause 22 that are not opened at bid opening will not be considered for further evaluation regardless of the circumstances.

23.4 The Procuring Agency will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with ITB Sub-Clause 23.3.

**24. Process to
Be
Transparent**

24.1 Information relating to the evaluation and comparison of bids and recommendations for the award of a contract shall be disclosed to bidders **10 days before the award** to the successful Bidder is notified.

**25. Clarification
of Bids**

25.1 As per rule 33(2) of PPR-14, to assist in the examination, evaluation, and comparison of bids, the Procuring Agency may, at its discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Procuring Agency may require. The request for clarification and the response shall be in writing or email, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Procuring Agency in the

evaluation of the bids in accordance with ITB Clause 27.

25.2 Subject to ITB Sub-Clause 25.1, no Bidder shall contact the Procuring Agency on any matter relating to its bid from the time of the bid opening to publication of evaluation report. If the Bidder wishes to bring additional information to the notice of the Procuring Agency, he should do so in writing.

25.3 Any effort by the Bidder to influence the Procuring Agency in the Procuring Agency's bid evaluation or contract award decisions may result in the rejection of the Bidder's bid.

26. Examination of Bids and Determination of Responsiveness

26.1 Prior to the detailed evaluation of bids, the Procuring Agency will determine whether each Bid (a) meets the eligibility criteria defined in ITB Clause 3; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents.

26.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Procuring Agency's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

26.3 If a Bid is not substantially responsive, it will be rejected by the Procuring Agency, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

27. Correction of Errors

27.1 Bids determined to be substantially responsive will be checked by the Procuring Agency for any arithmetic errors. Arithmetical errors will be rectified by the Procuring Agency on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words

will prevail.

27.2 The amount stated in the Bid will be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with ITB Sub-Clause 16.5(b).

28. Currency for Bid Evaluation

28.1 The Procuring Agency will convert the amounts in various currencies in which the Bid Price, corrected pursuant to ITB Clause 27, is payable (excluding Provisional Sums but including Daywork where priced competitively) to either:

(a) the currency (PKR) at the selling rates established for similar transactions by the authority **specified in the BDS** on the date **stipulated in the BDS**;

or

(b) a currency widely used in international trade, such as the U.S. dollar, **stipulated in the BDS**, at the selling rate of exchange published in the international press as **stipulated in the BDS** on the date **stipulated in the BDS**, *for the amounts payable in foreign currency; and, at the selling exchange rate established for similar transactions by the same authority specified in ITB Sub-Clause 28.1 (a) above on the date **specified in the BDS** for the amount payable in the currency of the Procuring Agency's country.*

29. Evaluation and Comparison of Bids

29.1 The Procuring Agency will evaluate and compare only the bids determined to be substantially responsive in accordance with ITB Clause 26.

29.2 In evaluating the bids, the Procuring Agency will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:

(a) making any correction for errors pursuant to ITB Clause 27;

(b) excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule, Section V, but including Day work, when requested in the Specifications (or Terms of Reference) Section VIII;

(c) making an appropriate adjustment for any other

acceptable variations, deviations, or alternative offers submitted in accordance with ITB Clause 17; and

- (d) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with ITB Sub-Clause 22.5.

29.3 The Procuring Agency reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Procuring Agency will not be taken into account in Bid evaluation.

29.4 The estimated effect of any price adjustment conditions under Sub-Clause 6.6 of the General Conditions of Contract, during the period of implementation of the Contract, will not be taken into account in Bid evaluation.

**30. Non-
Preferential
Treatment**

30.1 No bidder (domestic or foreign) shall be eligible for any margin of preference in Bid evaluation.

F. Award of Contract

**31. Award
Criteria**

31.1 Subject to ITB Clause 32, the Procuring Agency will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of ITB Clause 3, and (b) qualified in accordance with the provisions of ITB Clause 4.

31.2 If, pursuant to ITB Sub-Clause 12.2 this contract is being let on a "slice and package" basis, the lowest evaluated Bid Price will be determined when evaluating this contract in conjunction with other contracts to be awarded concurrently. Taking into account any discounts offered by the bidders for the award of more than one contract.

**32. Procuring
Agency's
Right to
Accept or
Reject all
Bids**

32.1 Notwithstanding ITB Clause 31, the Procuring Agency reserves the right to accept all Bids, or to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the

Procuring Agency's action.

33. Notification of Award and Signing of Agreement

- 33.1 The Bidder whose Bid has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bid validity period by email, confirmed by registered letter from the Procuring Agency. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Procuring Agency will pay the Service provider in consideration of the execution, completion, and maintenance of the Services by the Service provider as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").
- 33.2 The notification of award will constitute the formation of the Contract.
- 33.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Procuring Agency and the successful Bidder. It will be signed by the Procuring Agency and sent to the successful Bidder along with the Letter of Acceptance. Within **14 days** of receipt of the Contract, the successful bidder shall sign the Contract and return it to the Procuring Agency, together with the required performance security pursuant to Clause 34.
- 33.4 Upon fulfillment of ITB Sub-Clause 33.3, the Procuring Agency will promptly return the bid security of unsuccessful Bidders as soon as possible.

34. Performance Security

- 34.1 Within 21 days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Procuring Agency a Performance Security in the amount and in the form (Bank Guarantee) **stipulated in the BDS**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.
- 34.2 If the Performance Security is provided by the successful Bidder in the form of a Bank Guarantee, it shall be issued either (a) at the Bidder's option, by a bank located in the country of the Procuring Agency or a foreign bank through a correspondent bank located in the country of the Procuring Agency, or (b) with the agreement of the Procuring Agency directly by a foreign bank acceptable to the Procuring Agency.
- 34.3 Failure of the successful Bidder to comply with the

requirements of ITB Sub-Clause 34.1 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.

36. Adjudicator 36.1 The Procuring Agency proposes the person **named in the BDS** to be appointed as Adjudicator under the Contract, at an hourly fee **specified in the BDS**, plus reimbursable expenses. If the Bidder disagrees with this proposal, the Bidder should so state in the Bid. If, in the Letter of Acceptance, the Procuring Agency has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

37. Corrupt or Fraudulent Practices 37.1 (a) For the purpose 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, bidder or contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- (iii) “collusive practices” is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gain, and to deprive the procuring agency of the benefits of free and open competition, and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;
- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any person or the property of the person (participant in the selection process or contract execution) to influence improperly the actions of that person;
- (v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before

investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of the Client's inspection and audit rights.

- (b) The Procuring Agency will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- (c) The Procuring Agency will declare mis-procurement if it determines at any time that its representatives were engaged in corrupt, fraudulent, collusive, coercive or obstructive practices during the procurement or the execution of that contract,;
- (d) 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 they its representatives, directly or through an agent, were engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a contract; and
- (e) The Procuring Agency will have the right, requiring bidders, suppliers, contractors and consultants to permit the Procuring Agency to inspect their accounts and records and other documents relating to the Bid submission and contract performance and to have them audited by auditors appointed by the Procuring Agency.

37.2 Furthermore, Bidders shall be aware of the provision stated in Sub-Clauses 1.7 and 2.6.1 of the General Conditions of Contract.

38. Grievance Redressal

- i. As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressal 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.

- ii. Any Bidder feeling aggrieved can file its complaint/Grievance on E-PADS and in written form against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
- iii. Any party can file its written complaint or on e-PADS against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.
- iv. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint and on ePADS concerning his grievances within 5 days of announcement of the technical evaluation report (on e-PADS and PPRA Website) and ten days after issuance of final evaluation report (on e-PADS and PPRA Website).
- v. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that detail technical evaluation report has been uploaded on the website of the Authority.
- vi. The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Section II. Bidding Data Sheet
Instructions to Bidders Clause Reference

A. General			
1.1	The Procuring Agency is Punjab Education Initiatives Management Authority (PEIMA) . The name and identification number of the Contract is Hiring of Event Management Firm for Punjab Education Initiative Management Authority (PEIMA) under framework contract rule 15 of PPRA, 2014 (amended till date of advertisement).		
1.2	The Intended Completion Date is 2 year subject to satisfactory performance under framework contract. Services can be extended with mutual consent for upto one year		
2.1	The assignment is hiring of Event Management Firm for Punjab Education Initiative Management Authority (PEIMA) under framework contract rule 15 of PPRA, 2014 (amended till date of advertisement).		
4.2	Sr. No.	Criteria	
	1	General	
	1.1	Corporate capacity (core business and years of experience in same business for at least 05 years). The firm should also provide a copy of the certificate of incorporation / business license.	Qualifying Criteria
	1.2	The firm shall demonstrate financial capacity by submitting annual turnover of 10 million supported with documentary evidence for the last five years.	Qualifying Criteria
	1.3	Proven experience and familiarity with similar activities, including having executed at least ten (10) similar contracts related to public sector/donor funded projects, within the last five (05) years supported with documentary evidence i.e contract agreement/work order/completion certificates issued by the concerned clients	Qualifying Criteria
	1.4	Availability of technically qualified staff along with organizational structure (brief qualification) e.g. 1. Event Manager/ Hospitality Expert 2. Creative/ Art Expert 3. Audio & Video Expert 4. Logistics & Coordination Expert	Qualifying Criteria
	1.5	Certificate on stamp paper of Rs. 100/- that the firm is not blacklisted by Procuring Agency and PPRA	Qualifying Criteria
	1.6	Registration with FBR i.e; NTN and PRA etc.	Qualifying Criteria
B. Bidding Data			
8.2 and 18.1	Bid will be submitted through E-PADS under Single stage two envelop bidding procedure as defined in the PPRA, 2014 (amended till date of advertisement). All Bids must be submitted on E-PADS till 16th December, 2025 at 11:30AM . At https://punjab.eprocure.gov.pk		

C. Preparation of Bids	
11.1	Language of the bid: <i>English</i>
13.4	The Contract shall not be subject to price adjustment in accordance with Clause 6.6 of the Conditions of Contract. The unit rates will be fixed under framework contract and the selected firm will be bound to execute the services as per quoted/agreed rates.
15.1	The period of Bid validity shall be <i>120</i> days after the deadline for Bid submission specified in the BDS.
16.2	Bid Security: Rs. 2,300,000/- (5% of the estimated cost) Financial instruments should be in the name of Chief Executive Officer, PEIMA in the form of CDR.
17.1	Alternative bids are not permitted.
17.2	The Client will issue the work order time to time during 02 years and extended period of the contract (if extended) under framework contract on need basis.
D. Submission of Bids	
19.1	The mode of procurement is Single Stage Two Envelopes. The Bid shall be submitted through E-PADS and all relevant documents / forms must be scanned and uploaded through E-PADS. Each scanned page must be numbered properly.
20.1	The deadline for submission of bids shall be 16th December, 2025 at 11:30AM
E. Bid Opening and Evaluation	
23.1	Bids will be opened on 16th December, 2025 at 12:00 (Noon) at PEIMA, 50 Babar Block Garden Town, Lahore.
28.1	Currency chosen for the purpose of converting to a common currency. Pak Rupees
F. Award of Contract	
34.0	The Performance Security acceptable to the Procuring Agency shall be in the Standard Form of 5% of work order amount in shape of CDR.

Section III – Bidding Forms
BID FORM

[To be signed & stamped by the Service Provider and reproduced on the letter head.
To be attached with the Financial Bid]

Date: _____

To:

Chief Executive Officer,
Punjab Education Initiatives Management Authority (PEIMA), Lahore

Having examined the Bidding documents including Addenda Nos. _____, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the **sum of** _____ or such other sums as may be ascertained in accordance with the Priced Activity Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **5%** percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period from the date fixed to Bid opening under Clause 15.1 of the Instructions to Bidders, 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 (*if required*), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

Technical bid includes the following: -

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- c) Copy of bid security form along with copy of financial instruments *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for **twenty-eight (28)** Days, beyond the validity of Bid in the manner as prescribed on the bid security form.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

Financial bid includes the following: -

- a) Original Bid form (as per Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid security form along with Original financial instrument [*i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque*] valid for **twenty-eight (28)** Days, beyond the validity of Bid.
- d) *Any other document required by the procuring agency not inconsistent with PPR-14.*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of service provider	Amount and Currency
--------------------------------------	---------------------

(if none, state "none")

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

BIDDER PROFILE FORM

*[To be signed & stamped by the Bidder and reproduced on the letter head.
To be attached with Technical Bid]*

Sr.#	Particulars
1.	Name of the company:
2.	Registered Office:
	Address:
	Office Telephone Number:
	Fax Number:
3.	Contact Person:
	Name:
	Personal Telephone Number:
	Email Address:
4.	Local office if any:
	Address:
	Office Telephone Number:
	Fax Number:
5.	Registration Details:

a) Audited Financial Statement Attachment (FY 2024-25)

Yes	No
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b) Details of Experience

(i)	Similar Project (Agency/Department)	Item Name
(ii)	Value of total Projects/Tenders/POs	Amount

GENERAL INFORMATION FORM

*[To be signed & stamped by the Bidder and reproduced on the letter head.
To be attached with Technical Bid]*

	Particulars		
Company Name			
Abbreviated Name			
National Tax No.		Sales Tax Registration No	
PRA Tax No.			
No. of Employees		Company's Date of Formation	
E-PADS Registration No.			

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

AFFIDAVIT

*[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner.
To be attached with Technical Bid]*

Name: _____
(Applicant)

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

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Punjab Education Initiatives Management Authority (**PEIMA**), Lahore. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the Procuring Agency Or the Punjab Procurement Regulatory Authority (PPRA).
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.

_____ ***[Name of the Contractor/ Bidder/ Service Provider]*** undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Official Stamp of Company: _____

Registered Address: _____

Date: _____

TECHNICAL BID FORM

*[To be signed & stamped by the Bidder and reproduced on the letter head.
To be attached with Technical Bid]*

Insert Details of Technical Offer Here

Stamp & Signature of Bidder _____

BID SECURITY FORM

*[To be signed & stamped by the Bidder and reproduced on the letter head.
To be attached with Financial Bid]*

Whereas _____ *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its Bid dated _____ *[date of submission of Bid]* for the Hiring of Event Management Firm for Punjab Education Initiatives Management Authority (PEIMA) under framework contract rule 15 of PPRA, 2014 (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that we _____ *[name of bank]* of Pakistan, having our registered office at _____ *[address of bank]* (hereinafter called "the Bank"), are bound unto Punjab Education Initiatives Management Authority (**PEIMA**), Lahore (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
 - (a) Fails or refuses to execute the Contract Form, if required; or
 - (b) Fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty-eight (28) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

PERFORMANCE SECURITY FORM

TO,
Chief Executive Officer), PUNJAB EDUCATION INITIATIVES MANAGEMENT
AUTHORITY,
50 Babar Block, New Garden Town, Lahore.

Email: _____

WHEREAS (Name of the "Supplier") _____
 hereinafter called " the Supplier " has undertaken, in pursuance of "**Hiring of Event Management Firm for Punjab Education Initiatives Management Authority (PEIMA) under framework contract rule 15 of PPRA, 2014**":

1. ***Procurement of following [Please insert details],(Herein after called "the Contract").***

AND WHEREAS it has been stipulated by you in the Contract that the Supplier shall furnish you with a bank guarantee by a scheduled bank for the sum specified there in as security for compliance with the Suppliers performance obligations in accordance with the Contract; **AND WHEREAS** we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____

of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____(Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until _____day of, 2026 ,or twenty-eight (28) days beyond the time of Services, whichever is later.

[NAME OF GUARANTOR]

Signature with Stamp or Seal _____

Name _____ Title _____

Address _____

BIDDER'S JV MEMBERS INFORMATION FORM

{To be reproduced and signed & stamped by the lead partner and all JV members on their letter Pad, to be attached with **Technical Bid** in addition to the JV agreement}

{The Service Provider shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Service Provider and for each member of a Joint Venture}.

Date: **[insert date (as day, month and year) of Bid submission]**

RFB No.: **[insert number of RFB process]**

Alternative No.: **[insert identification No if this is a Bid for an alternative]**

Page _____ of _____ pages

1. Bidder's Name: [insert Bidder's legal name]
2. Bidder's JV Member's name: [insert JV's Member legal name]
3. Bidder's JV Member's country of registration: [insert JV's Member country of registration]
4. Bidder's JV Member's year of registration: [insert JV's Member year of registration]
5. Bidder's JV Member's legal address in country of registration: [insert JV's Member legal address in country of registration]
6. Bidder's JV Member's authorized representative information Name: [insert name of JV's Member authorized representative] Address: [insert address of JV's Member authorized representative] Telephone/Fax numbers: [insert telephone/fax numbers of JV's Member authorized representative] Email Address: [insert email address of JV's Member authorized representative]
7. Attached are copies of original documents of [check the box(es) of the attached original documents] <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Service Provider.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Section IV – Scope of Services

4.1 Introduction

The Punjab Education Initiatives Management Authority (PEIMA) intends to engage a qualified Event Management Firm (the “Service Provider”) under a two (02) year framework contract for planning, management, execution and reporting of events, workshops, conferences, trainings, exhibitions and related activities as required by PEIMA.

4.2 General Obligations

The Service Provider shall perform the Services with due diligence, professional skill and care in accordance with accepted industry practice and applicable government regulations. The Service Provider shall nominate a Contract/Project Manager and key personnel for approval by PEIMA.

4.3 Detailed Scope of Work

4.3.1 Venue & Logistics

- Venue booking for 50–500+ participants (minimum 3-star standard for outstation).
- Marquees, tents, gazebos and temporary structures.
- Accommodation arrangements.
- AC arrangements, generator backup (50 KVA+) with fuel.
- Transportation logistics including airport pick & drop.
- High-speed Wi-Fi.
- Onsite registration and QR-based check-in.

4.3.2 Stage, Set-up & Décor

- Stage fabrication, carpeting, skirting and staircases.
- VIP seating, stage furniture, podiums.
- Backdrops, standees, media walls, 3D branding, thematic décor.

4.3.3 Branding, Creative & Print

- Creative design services for all event materials.
- Printing of invitations, brochures, literature, standees, flexes.
- Outdoor branding and signage.

4.3.4 Audio-Visual & Technical Services

- SMD/LED screens, multimedia, LCDs.
- Complete sound system with wireless mics.
- OB setup (minimum 3-camera).
- Walkie-talkies, technical staff, rehearsals.

4.3.5 Media, Photography & Documentation

- Photography, videography, documentary production.
- Media coordination and press coverage.
- Event report and testimonial recordings.

4.3.6 Human Resources & Facilitation

- Event managers, ushers, reception staff.
- MoC, protocol staff and labor teams.

4.3.7 Catering & Hospitality

- Tea/coffee/snacks, standard & VIP lunches, lunch boxes.
- Crockery/cutlery arrangements.
- Bedding for student events if required.

4.4 Compulsory Clauses

4.4.1 Health, Safety & Security

The Service Provider shall prepare an HSE plan including first aid, fire safety, emergency procedures and crowd management.

4.4.2 Contingency Measures

Backup equipment, standby personnel and rapid response for any technical failure.

4.4.3 Data Protection

Confidential handling of participant data.

4.5 Deliverables

- Event plan and layout.
- Approved artwork.
- Full event execution.
- Photos/videos/documentary.
- Event completion report within 7 days.

4.6 Reporting

The Service Provider shall maintain complete records available for audit.

4.7 Contract Duration

Two (02) years, extendable by one (01) year on performance.

4.8 Confidentiality & Ethics

The Service Provider shall maintain confidentiality of all PEIMA information.

Section VI. Priced Activity Schedule (Attach with financial proposal)

Hiring of Event Management Firm for Punjab Education Initiatives Management Authority under framework contract rule 15 of PPRA, 2014.

Note: Bidders are required to quote their rates for each & every item and must provide the total price of the bid. Incomplete quote may lead to disqualification of the bidder from the bidding process.

Sr#	Bill of Quantities			
	Item	Description	Unit	Unit rate (Inclusive all applicable taxes)
1	Hall charges 50-100 participants	For Lahore Pearl Continental, Falettis, Avari, Ramada Hotels etc. For Outstation at least a 3-star hotel.	Per event	
2	Hall charges 100-150 participants		Per event	
3	Hall charges 150-200 participants		Per event	
4	Hall charges 200-300 participants		Per event	
5	Hall charges 300-400 participants		Per event	
6	Hall charges 400-500 participants		Per event	
7	Hall charges for more than 500 participants		Per event	
8	Rooms (Single Occupancy)		Per event	
9	Rooms (Double Occupancy)		Per event	

10	Facilitation in Visa Application Processing for International Guests.			
11	Facilitation in Flight Reservation etc.			
12	Pick & Drop of guest to and from Airport & Venue.			
13	Onsite registration	QR based check-in system	Per event	
14	Stage Base	Platform stage with wooden base and staircase	Per Sq Feet	
15	Stage Lamination	For the complete stage	Per Sq Feet	
16	Stage Chairs	High quality chairs for dignitaries	Per unit	
17	Stage Tables	High quality tables for dignitaries	Per unit	
18	Stage Carpet and Scurt	For the complete stage	Per Sq Feet	
19	Stage Podium	High quality podium	Per unit	
20	Seating for VIP Guests	Fine quality Sofa/Chairs with cushions	Per unit	
21	Tables for VIP Guests	Fine quality tables	Per unit	
22	Seating for Participants	Fine quality chairs and tables with covers and ribbons	Per unit	

23	Air Conditioning Charges	500 HP (complete unit) per day	Per unit	
24	Generator Charges (Heavy duty) with fuel (50KVA)	50-KVA with backup, per day	Per unit	
25	Wi-Fi Charges	As per number of participants	Per event	
26	Deployment of trained security guards for crowd management	As per protocol and requirements of the event	Per event	
26	Walk through gates and baggage scanners	As per protocol and requirements of the event	Per event	
28	Medical and emergency arrangements including firefighting, first aid etc	As per protocol	Per event	
29	Fresh Flower Setting Charges	Fresh flower setting on stage and venue	Per event	
30	Ambiance Lighting	Ambiance lighting for stage and venue	Per event	
31	Reception Desk	Fine quality Reception Desk with branding of the event	Per Unit	
32	Backdrop	Star flex backdrop with wooden frame	Per Unit	
33	Side Wings	Set of side wings (1 left+ 1 right) with star flex + wooden frame	Per Unit	
34	Panels	3x6 ft star flex panels with wooden frame	Per Unit	

35	Standees	3x6 ft standees with Star flex + roll-up stand	Per Unit	
36	Standees	2x5 ft standee with star flex + frame	Per Unit	
37	Streamer	Standard size (3x6 ft)	Per Unit	
38	Drop Down	Drop down with star flex and fitting	Per Unit	
39	Media Wall	Media Wall for the event with branding – star flex	Per Sq Ft	
40	Feedback Wall	Feedback Wall for the event with branding – star flex	Per Sq Ft	
41	Signature Wall	Signature Wall for the event with branding – star flex	Per Sq Ft	
42	3D Letter Cut-outs	Cut-outs of logos, images, models for display in acrylic	Per Unit	
43	3D Models	3D Models of objects, logos for display in acrylic	Per Unit	
44	3D Models with Rotation	3D Models with a rotation board	Per Unit	
45	3D Models with Lighting	3D Models with lighting	Per Unit	
46	Booth	Booths/stalls for display and promotion	Per Unit	
47	Coffee Tables with branding	Coffee tables of acrylic with branding	Per Unit	

48	Outdoor Branding	Star flex with frame	Per Sq. Feet	
49	Branding Collaterals	Star flex or digital, depending upon the requirement	Per Unit	
50	Goody Bag	Bag, Notebook, Pen, Mug/ Bottle with branding, etc.	Per Unit	
51	Invitation Card	Designing and printing Fine quality (300gm) - texture	Per Unit	
52	Brochure	Designing & Brochure printing on fine quality paper (128 gm atleast)	Per Unit	
53	File/Folder/Bag	Fine quality, 4-color printing of files with branding	Per Unit	
54	Writing Pad	Fine quality writing pads	Per Unit	
55	Pen	Fine quality pens	Per Unit	
56	SMD Screen	High resolution SMD screen	Per Sq Ft	
57	LCD	High resolution LCD screen	Per Sq Ft	
58	Digital Standee	High resolution Digital Standees for display of images and videos.	Per Unit	
59	Collar Mic	Collar mic for presenter	Per Unit	

60	Cordless Mic	Cordless mic for host/presenter allowing wireless communication	Per Unit	
61	Podium Mic	Mic for podium	Per Unit	
62	Multimedia	Multimedia/Projector for display of presentation	Per Unit	
63	Sound System	High quality sound system	Per Unit	
64	OB Coverage	OB (3 cameras) setup for live streaming and screen management	Per event	
65	Walkie Talkie	Walkie talkie for management coordination	Per Unit	
66	USBs	USBs (32GB) for media storage	Per Unit	
67	Chief guest shields	As per protocol PM/CM/Minister	Per unit	
68	Plastic Shields	As per protocol	Per unit	
69	Wooden Shields	As per protocol	Per unit	
70	Certificates	Certificate design + printing	Per Unit	
71	Bouquet	Fine quality bouquet for guests	Lumpsum	
72	Event Brochure	Per page (150 grm/128 grm)	Lumpsum	

73	Invitation card Printing	Designing & High quality print + Envelope	Per unit	
74	Invitation Card dispatching and confirmation with invitees.	As per protocol		
75	Tilawat Khawan	As per protocol (Including transport and stay), per event	Lumpsum	
76	Naat Khawan	As per protocol (Including transport and stay), per event	Lumpsum	
77	Master of the Ceremony	Resource to host/steer the event	Lumpsum	
78	Ushers	Ushers for facilitation purpose	Lumpsum	
79	Mineral water	(Small)	Per unit	
80	Mineral water	(Large)	Per unit	
81	Tea with cookies	Fine quality tea with cookies or sandwiches	Per unit	
82	Coffee with cookies	Fine quality coffee with cookies or sandwiches	Per unit	
83	Lunch	Standard Lunch (One Dish)	Per unit	
84	Lunch	VIP Lunch (Salad, Main Course, Desserts, Beverages)	Per unit	
85	Gazeebo	12x12 complete package	Per unit	

86	Kanaat	Standard	Per unit	
87	Tent	Standard	Per unit	
88	Marquee	Rental per day for a Marquee (Dining & Event Hall)	Per unit	
89	Crockery & Cutlery	Fine quality crockery and cutlery	Lumpsum	
90	Creative Services	Designing of all branding materials and IEC materials for the event.	Lumpsum	
91	Event Documentary	Production of a video documentary for projection in the event	Per Min	
92	Event Pictures	Capturing full event	Per event	
93	Event Video Coverage	Video coverage of event	Per event	
94	Print Media coverage	Print Media Coverage (four to five newspapers)	Per unit	
95	Event Testimonials	Recording messages and testimonials of guests	Per event	
96	Event Report	Comprehensive report on event	Lumpsum	
97	Labor Cost	Complete Setup per event	Per unit	
98	Event Management Charges	Overall event management charges	Lumpsum	

99	Lunch Boxes	Nan/ Roti, Chicken Piece or Biryani, Sandwich/ Burgers etc. with drinks	Per unit	
100	Bedding for student related events at schools/ hostels	Pillow, Mattress, Sheet, Comfort	Per Unit	
101	Stall setup for student related exhibitions/ events.	MDF/ Aluminum/ Wood (As per requirement)	Per sft.	
102	Students badges/ Participants name tag / Organizers name tag	Paper / Plastic Cover / Dori	Per Unit	
	Total sum/Bid Price on unit basis (Inclusive of all applicable taxes)			

Part II – Conditions of Contract and Forms

Section VII. General Conditions of Contract

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General Conditions of Contract (GCC)

1. General Provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) The Adjudicator is the person appointed jointly by the Employer and the Contractor to resolve disputes in the first instance, as provided for in Sub-Clause 8.2 hereunder.
- (b) "Activity Schedule" is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
- (c) "Completion Date" means the date of completion of the Services by the Service Provider as certified by the Employer
- (e) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (f) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (g) "Dayworks" means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.
- (h) "Employer" means the party who employs the Service Provider
- (i) "Foreign Currency" means any currency other than the currency of the country of the Employer;
- (j) "GCC" means these General Conditions of Contract;
- (k) "Government" means the Government of the Punjab;
- (l) "Local Currency" means Pak Rupee (PKR);
- (m) "Member," in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; "Members" means all these entities, and "Member in Charge" means the entity specified in the SC to act on

their behalf in exercising all the Service Provider' rights and obligations towards the Employer under this Contract;

- (n) "Party" means the Employer or the Service Provider, as the case may be, and "Parties" means both of them;
- (o) "Personnel" means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- (p) "Service Provider" is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;
- (q) "Service Provider's Bid" means the completed bidding document submitted by the Service Provider to the Employer
- (r) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- (s) "Specifications" means the specifications of the service included in the bidding document submitted by the Service Provider to the Employer
- (t) "Services" means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Bid.
- (u) "Subcontractor" means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4.

1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

1.3 Language

This Contract has been executed in the language **specified in the SCC**, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address **specified in the SCC**.

- 1.5 Location** The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Employer may approve.
- 1.6 Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials **specified in the SCC.**
- 1.7 Inspection and Audit by the Procuring Agency** The Service Provider shall permit the Procuring Agency to inspect its accounts and records relating to the performance of the Services and to have them audited by auditors appointed by the Procuring Agency, if so required.
- 1.8 Taxes and Duties** The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2. Commencement, Completion, Modification, and Termination of Contract

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC.**
- 2.2 Commencement of Services**
- 2.2.1 Work Program** Before commencement of the Services, the Service Provider shall submit to the Employer for approval a Work Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Work Program as updated.
- 2.2.2 Starting Date** The Service Provider shall start carrying out the Services seven (07) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC.**
- 2.3 Intended Completion Date** Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is **specified in the SCC.** If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will

be the date of completion of all activities.

2.4 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

2.5 Force Majeure

2.5.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the Employer

The Employer may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.6.1:

- (a) if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within twenty-one (21) days after being notified or within any

further period as the Employer may have subsequently approved in writing;

- (b) if the Service Provider become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less forty-five (45) days; or
- (d) if the Service Provider, in the judgment of the Employer has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purposes of this Sub-Clause:

37.1 (a) For the purpose of this provision, the terms set forth below are defined as follows:

- (vi) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract;
- (vii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- (viii) “collusive practices” is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gain, and to deprive the procuring agency of the benefits of free and open competition, and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;
- (ix) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any person or the property of the person (participant in the selection process or contract execution) to influence improperly the actions of that person;
- (x) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements

before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of the Client's inspection and audit rights.

2.6.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- (b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than forty-five (45) days.

2.6.3 Suspension of Payment

If the Service Provider has not received sums due to by the due date stated in the SCC in accordance with Sub-Clause 6.5 the Service Provider may immediately issue a 14 day termination notice.

2.6.4 Payment upon Termination

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the foreign Personnel.

3. Obligations of the Service Provider

3.1 General

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency,

and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.

3.2 Conflict of Interests

3.2.1 Service Provider Not to Benefit from Commissions and Discounts

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contract or the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project

The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3 Prohibition of Conflicting Activities

Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Contract, any business or professional activities which would conflict with the activities assigned to them under this Contract;
- (b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- (c) after the termination of this Contract, such other

activities as may be **specified in the SCC**.

- 3.3 Confidentiality** The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.
- 3.4 Insurance to be Taken Out by the Service Provider** The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at the Employer's request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- 3.5 Service Provider's Actions Requiring Employer's Prior Approval** The Service Provider shall obtain the Employer's prior approval in writing before taking any of the following actions:
- (a) entering into a subcontract for the performance of any part of the Services,
 - (b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
 - (c) changing the Program of activities; and
 - (d) any other action that may be **specified in the SCC**.
- 3.6 Reporting Obligations** The Service Provider shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.
- 3.7 Documents Prepared by the Service Provider to Be the Property of the Employer** All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Employer, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

3.8 Liquidated Damages

3.8.1 Payments of Liquidated Damages The Service Provider shall pay liquidated damages to the Employer at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

3.8.2 Correction for Over-payment If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on that sum, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

3.8.3 Lack of performance penalty If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and **specified in the SCC**.

3.9 Performance Security The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract and subsequent extensions (if extended) in case of a bank guarantee.

4. Service Provider's Personnel

4.1 Description of Personnel The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.

4.2 Removal (a) Except as the Employer may otherwise agree, no

**and/or
Replacement
of Personnel**

changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.

- (b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.
- (c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the Employer

**5.1 Assistance
and
Exemptions**

The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC**.

**5.2 Change in
the
Applicable
Law**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

**5.3 Services and
Facilities**

The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.

6. Payments to the Service Provider

**6.1 Lump-Sum
Remuneration**

The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the

Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.

6.2 Contract Price

- (a) The price payable in Pak Rupees (PKR).
- (b) The price payable in foreign currency is set **forth in the SCC.**

6.3 Payment for Additional Services

6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule **stated in the SCC.** Any payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.

6.5 Interest on Delayed Payments

If the Employer has delayed payments beyond **fifteen (15) days** after the due date stated in the SCC, interest shall be paid to the Service Provider for each day of delay at the rate stated in the SCC.

6.6 Price Adjustment

6.6.1 Prices shall be adjusted for fluctuations in the **cost of inputs only if provided for in the SCC.** If so provided, the amounts certified in each payment certificate shall be adjusted by applying the respective price adjustment factor to the payment amounts due.

6.6.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

6.7 Dayworks

6.7.1 If applicable, the Daywork rates in the Service Provider's Bid shall be used for small additional amounts of Services only when the Employer has given written instructions in advance for additional services to be paid in that way.

6.7.2 All work to be paid for as Dayworks shall be recorded by the Service Provider on forms approved by the Employer. Each completed form shall be verified and signed by the Employer representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.

6.7.3 The Service Provider shall be paid for Dayworks subject to obtaining signed Dayworks forms as indicated in Sub-

Clause 6.7.2

7. Quality Control

7.1 Identifying Defects

The principle and modalities of Inspection of the Services by the Employer shall be as **indicated in the SCC**. The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Employer may instruct the Service Provider to search for a Defect and to uncover and test any service that the Employer considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

7.2 Correction of Deficiencies, and Non-Performance Penalty

- (a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Deficiencies remain to be corrected.
- (b) Every time notice a Deficiency is given, the Service Provider shall correct the notified Deficiency within the length of time specified by the Employer's notice.
- (c) If the Service Provider has not corrected a Deficiency within the time specified in the Employer's notice, the Employer will assess the cost of having the Deficiency corrected, the Service Provider will pay this amount, and a Penalty for Non- Performance calculated as described in Sub-Clause 3.8.

8. Settlement of Disputes

8.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

8.2 Dispute Settlement

8.2.1 If any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, the matter shall be referred to the Adjudicator within 14 days of the notification of disagreement of one party to the other.

8.2.2 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute.

- 8.2.3 The Adjudicator shall be paid by the hour at the rate **specified in the BDS and SCC**, together with reimbursable expenses of the types **specified in the SCC**, and the cost shall be divided equally between the Employer and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.
- 8.2.4 The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place **shown in the SCC**.
- 8.2.5 Should the Adjudicator resign or die, or should the Employer and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will be jointly appointed by the Employer and the Service Provider. In case of disagreement between the Employer and the Service Provider, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 14 days of receipt of such request.

Section VIII. Special Conditions of Contract

Number of GC Clause	Supplements to, Clauses in the General Conditions of Contract
1.1(a)	The Adjudicator is <i>N.A</i>
1.1(e)	The contract name is hiring of Event Management Firm for Punjab Education Initiatives Management Authority (PEIMA) under framework contract rule 15 of PPRA, 2014 (amended till date of advertisement)
1.1(h)	The Employer is PEIMA, School Education Department, Govt. of the Punjab.
1.1(m)	The Member in Charge is <i>Chief Executive Officer, PEIMA</i>
1.1(p)	The Service Provider is <i>supplier</i>
1.2	The Applicable Law is: <i>Punjab Procurement Rules, 2014 (amended till date of advertisement)</i>
1.3	The language is <i>English</i>
1.4	<p>The addresses are:</p> <p>Employer: Punjab Education Initiative Movement Authority.50 Babar Block New Garden Town, Lahore.</p> <p>Tel: <u>042- 99232040</u></p> <p>Service Provider: _____</p> <p>Attention: _____</p> <p>Tel: _____</p> <p>Email: _____</p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Employer: _____</p> <p>For the Service Provider: _____</p>
2.1	The date on which this Contract shall come into effect is _____.
2.2.2	The Starting Date for the commencement of Services is _____.
2.3	The Intended Completion Date is <i>two year subject to satisfactory performance</i> . Contract can be extended for upto one year with mutual

Number of GC Clause	Supplements to, Clauses in the General Conditions of Contract
	consent.
2.5.3	The contract period is for the period of two (02) years subject to satisfactory performance. Contract can be extended for upto one year with mutual consent.
3.2.3	Activities prohibited after termination of this Contract are: The Client may terminate this Contract, by not less than thirty (30) days written notice of termination to the Supplier
3.3	The firm and the Personnel of either of them shall not, either during the term or after the expiration of this Contract, disclose any proprietary or confidential information relating to the programs, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.
3.8.1	The liquidated damages rate is 0.05% per day. The maximum amount of liquidated damages for the whole contract is 10% percent of the final Contract Price.
6.4	Payments shall be made against each work order subject to completion and verification of task/deliverable. No advance payment will be admissible.
6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents specified in Sub-Clause 6.4.
7.1	The Defects Liability Period is 48 hours
	The Client will provide at no cost to the supplier: Available relevant documents in physical/ electronic form, and support in obtaining working permits or any other relevant government clearances but no routine administrative support, office space, transportation, equipment, data collection/ processing or any other service.

Section IX-Contract Forms
Letter of Acceptance
[letterhead paper of the Procuring Agency]

[date]

To: *[name and address of the Service provider]*

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

Note: Insert one of the 3 options for the second paragraph. The first option should be used if the Bidder has not objected the name proposed for Adjudicator. The second option if the Bidder has objected the proposed Adjudicator and proposed a name for a substitute, who was accepted by the Procuring Agency. And the third option if the Bidder has objected the proposed Adjudicator and proposed a name for a substitute, who was not accepted by the Procuring Agency.

We confirm that *[insert name proposed by Procuring Agency in the Bidding Data]*,

or

We accept that *[name proposed by bidder]* be appointed as the Adjudicator

or

We do not accept that *[name proposed by bidder]* be appointed as Adjudicator, and by sending a copy of this letter of acceptance to *[insert the name of the Appointing Authority]*, we are hereby requesting *[name]*, the Appointing Authority, to appoint the Adjudicator in accordance with Clause 36.1 of the Instructions to Bidders

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Please return the attached Contract dully signed

Authorized Signature: _____
 Name and Title of Signatory: _____
 Name of Agency: _____

Attachment: Contract

Form of Contract
[letterhead paper of the Procuring Agency]

LUMP-SUM REMUNERATION

This CONTRACT (hereinafter called the "Contract") is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Procuring Agency]* (hereinafter called the "Employer") and, on the other hand, *[name of Service Provider]* (hereinafter called the "Service Provider").

[Note: *In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: "...(hereinafter called the "Employer") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Employer for all the Service Provider's obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (hereinafter called the "Service Provider").]*

WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;
- (c) the Employer has received budget from the Government of Punjab. It intends to apply a portion of the proceeds of this budget to eligible payments under the contract.

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Special Conditions of Contract;
- (c) the General Conditions of Contract;
- (d) the Scope of Services;
- (e) Performance Specifications and Drawings;
- (f) the Priced Activity Schedule; and
- (g) the Service Provider's Bid.

- 2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

[Authorized Representative]

For and on behalf of *[name of Service Provider]*

[Authorized Representative]

[Note: *If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]*

For and on behalf of each of the Members of the Service Provider

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]