



URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED



PREQUALIFICATION DOCUMENT FOR HIRING OF EVENT MANAGEMENT FIRM

(Note: Procurement is done by Urban Unit in line with PPRA Rules 2014)

PQ-Doc # UU/2017-18/22

Sign & Stamp of bidder



TERMS & CONDITIONS

Urban Sector Planning & Management Services Unit (Pvt.) Limited (*hereinafter referred to as "The Urban Unit" or "Client"*) invites sealed applications from eligible and experienced income tax & sales tax registered Printers / Publishers / Firms (*hereinafter referred to as "Firm"*) for event management, printing, branding jobs and allied services (*hereinafter referred to as "work"*).

1. General:

- 1.1 Any offer not received as per terms & conditions of the pre-qualification enquiry is liable to be ignored. No offer shall be considered if:
 - a) it is received after the time and date fixed for its receipt
 - b) not signed & stamped by authorized person on each page of pre-qualification document
 - c) the offer is ambiguous
 - d) the offer is received by fax or e-mail
 - e) the offer is from a black listed firm
 - f) offer received with shorter validity than required
 - g) any additional term(s) & condition(s), added by the Firm
 - h) Offer received without bid security
 - i) any conditional offer
- 1.2 Only Income & Sales tax/PRA registered Printers / Publishers / Firms / Companies are eligible to participate in the pre-qualification.
- 1.3 Printers / Publishers / Firms / Companies shall be pre-qualified Lot-wise for a period of six months.
- 1.4 The cover envelope must indicate particulars of prequalification. The envelope must be properly sealed.
- 1.5 The Firm must indicate their National Income Tax No. / Sales Tax/PRA No.
- 1.6 Offered rates will be on the basis of management responsibilities in the event at any place in Lahore as specified in the request for quotation (RFQ) letter for getting rates from pre-qualified Firms for different responsibilities.
- 1.7 Firm(s) will have to present the management plan to The Urban Unit as and when required.
- 1.8 Work order(s) will be issued by The Urban Unit after the approval of Competent Authority.

2. Time Period:

The Firm(s) will have to complete the job within stipulated time as the Competent Authority will approve in case to case basis.

3. Extension of Performance period:

- 3.1 In special circumstances, request for extension of performance period may be considered by the Competent Authority (Chief Executive Officer, Urban Unit) on the written request of the Firm before deadline. The CEO is authorized to either accept or reject the request of Firm(s) without assigning any reason.

Sign & Stamp of bidder

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4. Cancellation / Penalty of Delay:

4.1 In case, Firm fails to execute the contract in accordance with the terms & conditions laid down in the pre-qualification document, performance security will be encashed.

4.2 The performance/management will be inspected by The Urban Unit through an authorized personnel and will be rejected, if not found according to the given specifications/requirements and The Urban Unit will not be responsible for any costs or expenses incurred by the Firm in connection with the completion of work.

5. Payment to the Contractors:

5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% completion of satisfactory job done.

6. Bid Security:

6.1 Bid security of Rs. 50,000/- shall have to be submitted along with prequalification document in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of "Urban Sector Planning & Management Services Unit (Pvt.) Limited".

6.2 Bid security of unsuccessful bidders shall be refunded on the finalization of prequalification process whereas the bid security of successful bidder shall be refunded on the submission & verification of performance security.

6.3 The bid security shall be forfeited if:

- a. The offer is withdrawn, amended or revised;
- b. The bidder fails to execute the contract strictly in accordance with terms and conditions of pre-qualification document / work order.

7. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

8. Dispute:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules.

9. Prequalification Process:

For prequalification of Firms, Rules 16 & 17 of PPRA Rules 2014 will be adopted.

10. - Eligibility / Evaluation Criteria (For Lot – I, Event Management)

- i. Income tax registration
- ii. Sales Tax/PRA registration (if applicable)
- iii. Three years' experience with Govt. / Public Sector Organizations;
- iv. VVIP Event Management for VVIP State Level and above (Min. 10 in last 03 years). Documentary evidence for requirements mentioned above must be attached along with prequalification document.
- v. Income Tax return for last financial year.
- vi. Audited financial statements for last three financial years showing average turnover more than Rs. 20 million.

- Eligibility / Evaluation Criteria (For Lot – II, Printing)

- i. Income tax registration
- ii. Sales Tax/PRA registration (if applicable)

Sign & Stamp of bidder