



**KARACHI SHIPYARD & ENGINEERING WORKS LTD.
(MINISTRY OF DEFENCE PRODUCTION)
WEST WHARF, DOCKYARD ROAD, KARACHI.
PH: 99214045 TO 99214064**

**ENGAGEMENT OF EVENT PLANNING FIRMS FOR EVENTS HELD AT
KS&EW**

Karachi Shipyard & Engineering Works Limited invites the interested parties for the following services, described as follows:

SERVICE REQUIRED	DESCRIPTION
Decorating & Catering services for the Venue	<ul style="list-style-type: none">The Event Planning Firms are required to provide well managed / equipped decorating / catering services for pre-selected venue for creating a visually appealing and inviting atmosphere at events.Firms must be in possession of new sofa sets (3 Seaters, 2 Seaters & 1 Seater), new utensils & crockery items, new trestle cloth & marquee
Videography	<ul style="list-style-type: none">To capture a high quality / high definition professional video content with technical expertise
PA Sound System	<ul style="list-style-type: none">PA Sound system should produce clear & uninterrupted sound to ensure that audience can understand the spoken words clearly
SMD Display	<ul style="list-style-type: none">To display a good quality effects along with wide view angle on screensMust have spotless SMD of Minimum size 10' x 20' ft

TERMS & CONDITIONS

The Event Planning Firms must submit their proposal alongwith following:

- A covering letter / EoI alongwith complete contact details, copies of tax registration certificate, legal form of business (company / partnership / proprietorship etc.) and designated point of contact.
- Last 03 years work experience of similar jobs including names of clients, work description, value of work, telephone/ cell number of client personnel for references and year of execution.
- Firm profile and Resume of senior management and key staff.
- Details of any arbitration / litigation of similar proceeding against any government / Autonomous / Private body.

PRE-REQUISITES:

Only those parties will be considered as successful bidders who:

- Have relevant experience of working with multinational firms / companies.
- Ensure that all their staff do not, in any way, have a criminal record and are reliable and trustworthy.
- Abide by all Environmental, Health & Safety and Product Integrity & Traceability Standards of the Company.
- Comply with all applicable labor laws and other applicable laws of Pakistan
- The firm must be registered with tax authorities (i.e SRB, FBR etc).
- The firm must have worked with Government/ Semi Govt/ Autonomous Body.
- The firm must be well reputed with respect to performance and not blacklisted with any Government/ Semi Govt/ Autonomous/ reputed Private organizations.

The selected firms will act as KS&EW's Event Planner. The payment structures will be negotiated for each job separately.

Interested firms may obtain Pre-qualification Documents (PQD) from the address given below on payment of Rs. 2,000/- through Bank Draft / Pay Order in favor of KS&EW during office hours. PQD containing detailed Terms & Conditions complete with above mentioned information must reach the office of the undersigned latest by 1400 hours on 14 November 2024.

**Manager (Admin),
Karachi Shipyard and Engineering Works Ltd
West Wharf, Dockyard Road, Karachi 74000
Ph: 021-99210624
Website: www.karachishipyard.com.pk**

