

10  
**Daily Business Recorder**

DATED: 25-08-2024

**KARACHI PORT TRUST**  
Gateway to Pakistan  
A Great Heritage - A Vibrant Future

**INVITATION TO BID**

Tender Fees	Last Date & Time of Tender Issued	Date & Time of Receipt of Tender Document & Opening of Tender Document
Rs. 5000/-	06-09-2024 04.00pm	09-09-2024 Receipt at 10:30am 09-09-2024 Opening at 11:00am

Karachi Port Trust invites Bids from reputed Event Management Firms for management of additional tasks in lieu of International Maritime Conference to be held in the month of September 2024 in Islamabad & Karachi.

The method of hiring services shall be single stage one envelope procedure in accordance with rule 36(a) of PPR 2004. The bidding document indicating scope of work and requirements desired from the event management firm can be obtained from the office of GM (Finance) on presentation of a pay order for Rs. 5,000/- (non-refundable) in favor of Chief Account Officer, KPT.

The bids will be received in the office of GM (Finance) KPT Head Office on 09-09-2024 at 10:30am. All tender documents shall be opened on the same day i.e. 09-09-2024 at 11:00am in the presence of bidder's authorized representative(s), who may so wish to witness.

A pre-bid meeting will be held in the office of General Manager Finance on 02-09-2024 at 1130 hrs.

The bidding documents can also be downloaded from the website of KPT & PPRA websites.

KPT may reject any or all bids / proposals at any time prior to acceptance, KPT shall upon request communicate to any firm who submitted a bid or proposal, the ground for its rejection of bid or proposal, but is not required to justify its ground.

**General Manager (Finance)**  
Finance Division  
Karachi Port Trust  
Head Office Building,  
Tel: 99214316  
Email: gmf@kpt.gov.pk

**"SAY NO TO CORRUPTION"**

PID K 634/24

Invitation to Bid

Finance Division

Karachi Port Trust



**Invitation to Bid for Hiring an Event Management Services Firm for management of additional tasks in lieu of Maritime Exhibition & Conference IMSEC 2024 to be held in the month of September 2024 in Islamabad and Karachi.**

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## **SECTION 1 - INVITATION TO BID**

**Subject: Invitation to Bid for Hiring an Event Management Services Firm for management of additional tasks in lieu of Maritime Exhibition and Conference IMSEC 2024 to be held in the month of September 2024 in Islamabad and Karachi.**

### **1. INTRODUCTION**

Ministry of Maritime Affairs (MoMA)/ Karachi Port Trust (KPT) intends to make additional arrangements of “**International Maritime Exhibition & Conference IMSEC 2024 to attract foreign investment convening stakeholders in National/ International maritime Sector** “. Hence the interested Event Management Services (EMS) firms are invited to submit a technical and a financial proposal for the subject event according to PPRA Rule 36(a) Single Stage – Single envelope Procedure.

Your proposal may lead to a contractual agreement between your firm and Karachi Port Trust (KPT).

### **2. MANDATORY REQUIREMENTS**

The following requirements/documents must be submitted by the bidding firm(s): **(MUST MEET)**

Constitution of Firm/ Registration of Firm Document & Company Profile
Submission of original documents defining legal status, place of registration, and principal place of business with valid NTN and GST certificate
Income Tax/ Sindh Services Revenue Board (SSRB) registration
Undertaking of Firm that it is not been blacklisted by any government organization/ agency
Audited Report/ Financial Statements of Firm showing financial strength to undertake such an event
Relevant Experience and Past Performances
Methodology to plan and organize the tasks as per BOQ of subject event

2.1. A brief overview of the Subject Event task along with its objectives are provided below, with detailed information available in the attached Terms of Reference (TOR).

2.2 Karachi Port Trust will oversee the task, expecting the hired firm to adhere to the defined milestones/ prior event arrangements as per TOR.

2.3. Prospective bidders are encouraged to visit KPT before submitting proposals and attend a pre-bid meeting on the specified date. Representatives should engage with the officials of Finance division during the visit.

#### 2.4. Please note:

(i) Costs incurred in proposal preparation, including visits to KPT/ port vicinities and venue selection visits/ official meetings are non-reimbursable.

(ii) KPT may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. KPT shall upon request communicate to any firm who submitted a bid or proposal, the ground for its rejection of all bids or proposals, but is not required to justify those grounds.

(iii) All eligible firms are welcomed to participate having a minimum of 05 large scale exhibitions experience (National/ international level exhibitions) and fulfilling mandatory requirements.

### 3. PREPARATION OF PROPOSAL

3.1. Use the attached forms and include necessary documents.

3.2. Requests for clarification must be submitted in writing to the General Manager (Finance), KPT, at least five days before the proposal submission date.

3.3. KPT may amend the documents before the proposal submission deadline, with notifications sent to all invited consulting firms.

3.4. Submit technical and financial proposals in English according to PPRA RULE 36(a) i.e. Single stage - single envelope tendering procedure.

Technical Proposal: Provide all requested information accurately to avoid rejection whilst Financial Proposal: List all costs inclusive of all applicable taxes associated with the Event Management Services (EMS) in Pakistani Currency (PKR) inclusive of all applicable taxes.

3.5. The participating agency comments, if any, on the data, services and facilities to be provided by the KPT and indicated in the TOR shall be included in the proposal.

3.6. Karachi Port Trust/ Ministry of Maritime Affairs shall not be liable for any cost incurred in preparing a response to this TOR. The respondent hereby indemnifies to hold, KPT/ MoMA harmless from all liability(ies), claim(s) or expense(s) incurred in any manner whatsoever by or on its behalf by any person or organization in connection with or relation to this process.

3.7. The information provided within this TOR is intended to help prospective respondents in creating a viable proposal. However, it shall be the sole and absolute responsibility of those responding to this TOR to complete it on their own with due diligence.

### 4. SUBMISSION OF PROPOSALS

4.1. The bidders will prepare their bids in accordance with PPRA rule 36(a).The envelope shall be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”**

4.2. Proposals must be indelible, signed, stamped, and accompanied by a written power of attorney.

- 4.3. No interlineations or overwriting allowed, except for necessary corrections, which must be initialed.
- 4.4. Proposals must be delivered by the specified deadline.
- 4.5. Proposals shall remain valid for 90 days from the submission date.

**5. PROPOSAL EVALUATION**

Quality cum cost Based Selection (QCBS) method will be adopted for ranking of the proposals. Firms scoring below seventy percent in the technical evaluation will be rejected. Afterwards, Firms shall be ranked **using a combined technical (60%) and financial score (40%)**.

**5.1 Technical Proposal Evaluation Max. Marks = 100**

**(WEIGHTAGE = 60%)**

S. No	CRITERIA	Max. MARKS
1.	A detailed plan for conducting additional tasks in this event, a Clear and Step by step methodology for the event.	15
2.	<p><b>Technical Functionality</b></p> <p>Expertise of the firm/company and its experience in the field.</p> <p>(a) Number of years:</p> <p style="padding-left: 40px;">Up to 2 years            1 Mark</p> <p style="padding-left: 40px;">Up to 4 years            2 Marks</p> <p style="padding-left: 40px;">Up to 6 years            3 Marks</p> <p style="padding-left: 40px;">More than 6 years      5 Marks</p> <p>(b) Number of large-scale events (Conferences/ Cultural Shows/ Product/brand Launch/ Award Shows/Soft Launch/Curtain Raiser</p> <p style="padding-left: 40px;">Up to 5 events            3 Marks</p> <p style="padding-left: 40px;">Up to 7 events            4 Marks</p> <p style="padding-left: 40px;">More than 7 events      5 Marks</p> <p>(c) CLIENTELE</p> <p style="padding-left: 40px;">More than 5 and up to 10 MNC or leading national companies/government institutions 04 marks (less than 05 clientele = 0 marks)</p> <p style="padding-left: 40px;">More than 10 and up to 15 MNC or leading national companies /government institutions    06 marks</p>	<p>35</p> <p>(05)</p> <p>(05)</p> <p>(10)</p>

	<p>More than 15 MNC or leading national companies/ government institutions 10 marks</p> <p>(d) Detail of services rendered by the firm in last 10 years along with documented proofs to be provided:</p> <p>(i) Event management services provided in any kind of exhibitions – 1.5 marks per event 7.5 marks</p> <p>(ii) Event management services provided in Maritime Sector related events or exhibitions – 2 marks per event 7.5 Marks</p>	(15)
3.	<p><b>Company Information / Profile</b></p> <p>1. Proof of legal status of the firm or company issued by SECP or Registrar of Partnership firms (5 marks) <u>*Also a Mandatory Condition*</u> <b>JV is not allowed</b></p> <p>2. Geographical Coverage of large-scale events/exhibitions/conference already organized by the bidder (05 marks)</p> <p>Place Score:</p> <p>Local/ National 2.5 Marks</p> <p>International 5 Marks</p>	<p><b>10</b></p> <p>(05)</p> <p>(05)</p>
4.	<p><b>Detail of dedicated workforce offered by the bidder for the event</b></p> <p>Management team (1 mark per member)</p> <p>Technical manpower (0.5 mark per member)</p> <p>Support Staff (0.5 Mark per member)</p> <p>(Names, qualifications and other relevant details to be provided)</p>	<p><b>30</b></p> <p>(12)</p> <p>(08)</p> <p>(10)</p>
5.	<p><b>FINANCIAL CAPABILITY / STANDING</b></p> <p>Audited financial statement of last 03 years portraying at-least turnover of rupees 05 million per annum. (10marks)</p>	<b>10</b>
	<b>Grand Total</b>	<b>100</b>

Nota Bene: **The bidder securing minimum 70 marks and fulfilling mandatory requirements shall be considered as qualified for financial bid consideration.**

**5.2 Financial Proposal Evaluation**

**WEIGHTAGE = 40%**

## Financial Proposal Evaluation

S. No	Description	Pricing (Cost inclusive of all taxes , in PKR Only)
1.	Bid cost	

The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the three shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

$$S_f = \frac{100 \times F_m}{F}$$

F

(F = amount of specific financial proposal)

Proposals, in the quality cum cost-based selection shall finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T- the weight given to the technical proposal, P = the weight given to the financial proposal; and T+P=1) indicated in RFP:

$$S = S_t \times T \% + S_f \times P\%$$

St = Technical Score

Sf = Financial score

T = Weightage assigned to the technical proposal

P = Weightage assigned to the Financial proposal

Fm = Lowest financial proposal

Sf<sub>max</sub> = Maximum Financial score

F = Price of proposal under consideration

S = Combined Score Technical & Financial Score

## 7. Combined Evaluation



<b>Note!</b>	<p>The weightages given to the Technical and Financial Proposals are:</p> <p><b>Technical: 60%</b></p> <p><b>Financial: 40%</b></p>
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Proposals, in the quality cum cost-based selection shall finally be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights (T - the weight given to the technical proposal, P = the weight given to the financial proposal; and T+P=1) indicated in RFP.

$$S = S_t \times T \% + S_f \times P\%$$

$S_t$	=	Technical Score
$S_f$	=	Financial score
T	=	Weightage assigned to the technical proposal
P	=	Weightage assigned to the Financial proposal
$F_m$	=	Lowest financial proposal
$S_{f_{max}}$	=	Maximum Financial score
F	=	Price of proposal under consideration
S	=	Combined Score Technical & Financial Score

Firm securing highest combined score shall be considered for negotiation and award of Contract.

#### **8. AWARD OF CONTRACT**

- a. The contract shall be awarded to the most advantageous firm duly approved by the competent authority.
- b. The selected agency shall submit **Performance Guarantee** of 10% of the project bid price in the form of Pay order in favor of Chief Accounts Officer, KPT. The Performance Guarantee shall be returned after successful completion of the assignment.

#### **SECTION 2 - TERMS OF REFERENCE (TOR's)**

## 1. Background Information

Karachi Port Trust (KPT) serves as a pivotal maritime gateway to Pakistan. Karachi Port Trust (KPT) is a federally administered public sector organization that oversees operations of Karachi Port. KPT is a premier port bearing a distinguished history. KPT was vested in a trust, was established in 1887 and handles about 50% of the Nation's trade.

The Karachi Port is administered by a Board of Trustees, comprising of the Chairman and Trustees. The Port has three state-of-the-art container terminals namely, **Karachi International Container Terminal (KICT)** and **South Asia Pakistan Terminal Limited (SAPTL)** both operated by Hutchison Port whilst **Karachi Gateway Terminal Limited (KGTL)** operated by Abu Dhabi Port's Group.

KPT has three multipurpose Oil-Piers, modern cargo handling equipment, 300 km of internal railway tracks and network of computerized services. Fleet of Tugs, dredgers, navigational aids and a well-equipped fire station.

## 2. Objectives

In order to support National Efforts for attracting investment in maritime sector, KPT and Ministry of Maritime Affairs (MoMA) is planning to host an international maritime conference IMSEC 2024 to bring together international and national stake holders in Maritime Arena for Pakistan. Event is intended to provide a foundation to bring together stake holders from diverse Maritime Industries such as Coastal Development, Shipping, Port Infrastructure, Fisheries, Marine Tourism, off-shore Renewable Energy, Aqua culture, sea bed mining, Marine services, Maritime Security. KPT and MoMA is looking for an Event Management Company which has the expertise/ capabilities and capacity to plan and execute such an event on a national/ international standard.

The Event Management Firm will oversee the additional tasks as defined in BoQ of the three-days (tentative) event i.e. on 12<sup>th</sup> September, 2024 in Islamabad, and 13<sup>th</sup> to 14<sup>th</sup> September, 2024 in Karachi, 2024, ensuring the provision of all necessary services as outlined in the BoQ.

This is a time bound assignment, will need to be carried on a short notice but satisfactorily and successfully.

- Complete arrangements as per details mentioned in BOQ.

## 3. Scope of Work

### 1. Event Overview

**Major components include Maritime Exhibition & Conference in Serena Hotel Islamabad and Pearl Continental, Karachi. Decoration of Marquee/ Hall along with allied accessories of sound system, provision of elegant design Reception on entrance, rostrum, digital wall/SMD and projector(s), temperature-controlled seating plan etc. G2G meetings, lunch/ dinner/ Hi-Tea, Cultural Show, logistics support, marketing, room reservations, and shipment facilitation.**

The Event Management firm shall make sure the availability and working of necessary installations required for the subject Conference/ Exhibitions, as per requirement of the delegates and exhibitors.

- The Event management firm shall hire, train and place Guest Relations Officers (GROs)/ushers at the Exhibition Hall at Islamabad for support of exhibitors and facilitation to guests. The GROs/ushers shall be fluent in English and local language and would be required to wear a smart uniform tailored to fit and designed to match the event theme/ colors. The GROs/ushers are also expected to be well conversant with the entire arrangements for the exhibition.

## **2. Venue Setup:**

**- Ensure adequate seating arrangements, stage setup, backdrop, screens, digital wall/SMD/projector(s) and display of different countries flag etc. at Serena Hotel, Islamabad.**

**- Customized pavilions for exhibitors and setup of B2B lounge and business meeting center at Islamabad.**

- The floor plan as developed by the Management firm will not be final and it may change depending on the space reservations made till the time of exhibition. Changes in floor layout may be made by the event management firm to accommodate thematic displays.
- The event management firm is expected to come up with different thematic designs for such props, seek KARACHI PORT TRUST (KPT) `s approval and create, erect and maintain such props in the most elegant manner as per international standards. Simple props made out of normal advertising material like panaflex etc. shall not be acceptable.
- Event management firm shall arrange for Shell scheme, upgraded to match the product at display in cost effective but elegant manner, for exhibitors who are not putting up their own customized stands. KARACHI PORT TRUST (KPT) understands that the options to upgrade a standard shell scheme are limited and cost effective and therefore price for such up-gradation shall be included in the bid price for shell scheme. The upgraded designs/scheme shall be subject to KARACHI PORT TRUST (KPT) `s approval.
- Event Management firm shall create and execute the entire branding at the Venue in an elegant manner. KARACHI PORT TRUST (KPT) & the Exhibitors shall provide the Management firm with basic logos and thematic designs, however, further refinement; creation of branding material, fit to each space, along with its installation is Management firm's responsibility. Flags of different countries along with pole banners etc. are inclusive, if required.
- Event Management firm shall arrange for display & printing of outdoor publicity/hoarding/banners/bridge panels in the city of Islamabad. The Management firm shall identify the locations to display the publicity material for events and get them approved by KARACHI PORT TRUST (KPT). The theme, design and write up for the publicity will be provided by the exhibitors/KARACHI

PORT TRUST (KPT) to the Exhibition/Event Management firm. Management firm shall take permission on behalf of KARACHI PORT TRUST (KPT) from KMC, Cantonment Boards, DHA etc. for the identified locations (of the Hoarding, Bridge Panels, Poles etc.), so the publicity material can be installed.

- Event Management firm shall also provide services for printing of invitation cards and envelopes for the EVENT(s). The Management firm shall provide KARACHI PORT TRUST (KPT) with designs and format of the cards and once approved, it shall ensure prompt dispatch and delivery to the guests.
- Event Management firm shall also create Media center, business center and an elegant reception.
- Sign gate for different halls, paths along with large floor plans shall be created in good quality material to guide the visiting guests, (if required)
- Event management firm shall provide good quality food i.e., Lunch, Dinner & Tea during the days of the Exhibition for Seminar Attendees, Ministry of Maritime Staff, Guest Relations Officers and other support staff working at the Venue.
- If it is required by the Security agencies that special branch passes be arranged for all exhibitors then the event management firm shall coordinate with all exhibitors and security agencies for provision of special passes to the exhibition center including those for KARACHI PORT TRUST (KPT) officers and other support staff.
- The event management firm shall be responsible to timely send out the invitations to the participants and visitors of the Seminar/Exhibition. The list of the participants/exhibitors/visitors shall be provided by KARACHI PORT TRUST (KPT) to the firm.
- The event management firm shall arrange for janitorial and security services. The toiletries of good quality shall be arranged and it shall be ensured that the rest areas are clean at all times.
- The event management firm shall design, create and distribute all different kinds of passes like for exhibitors, officials, Managers, foreign delegates, sponsors, diplomats, service providers etc. in good quality hard lamination with neckbands. They shall also be required to print tickets for the local visitors and arrange provision of same as per plan finally decided by KARACHI PORT TRUST (KPT).
- The event management firm shall rent out ground for parking purposes, if so required. Charges for this rental shall be the sole responsibility of the event management firm.

- The event management firm would devise an appropriate registration system for exhibitors and visitors. The registration cards shall be in different colors suited to each category. These shall be pre-printed paper cards with necessary event details on the back and card holders' details on the front. Transparent plastic pouches, open from top, along with EVENT NAME printed neckbands in similar colors shall be provided. The details of card holders along with barcode shall be generated/ printed on each card so as to register movements in and out of the VENUE and control traffic. The system to be installed and card designs shall be approved by KARACHI PORT TRUST (KPT). Cards for exhibitors shall be coordinated and distributed by Management firm themselves. Cards for foreign guest and local invitees shall be printed and delivered to KARACHI PORT TRUST (KPT) or the focal person of the Event Manager posted at KARACHI PORT TRUST (KPT) (for the Event) in close coordination with and as decided by KARACHI PORT TRUST (KPT) for further distribution.

### **3. Logistics and Facilitation:**

- Facilitate transportation of exhibits to venue, if required.

### **4. Delegate and Exhibitor Coordination:**

- Finalize nominations and listings of delegates and exhibitors from Local and International Countries.

### **5. Marketing and PR Campaign: (for Islamabad only)**

- Execute marketing and publicity strategy to attract economic operators and business buyers/investors/donors from national and international maritime sector.
- Utilize various channels such as print, electronic media, social media, streamers and billboards.
- Arrange press briefings, media interviews, and coverage of the event.

### **6. B2B and G2G Meetings: (for Islamabad only)**

- Organize and facilitate preplanned interactions meetings between investors/ interested donors and MoMA/ KPT officials.
- Develop networking opportunities to attract a large number of investors/ donors and economic operators.
- Prepare schedules and create networking platforms for effective coordination.

### **7. Targeted Audience:**

- Government of Pakistan
- Local Shipping Companies
- International Shipping Agencies
- Ministries of Pakistan
- Private Shipping Sector

- All stake holders relevant to Ministry of Maritime Affairs (MoMA)
- International Shipping and trade organizations

**Bill of Quantity (BoQ)**

**Price Schedule in Pak. Rupees/ Financial Bid**

S#	Description of Items	Quantity	Unit Rate (Rs)	Amount (Rs)
<b>1.0 <u>Serena Hotel Islamabad</u></b>				
1	Provision of facilities at Serena Islamabad Hotel	01		
1.1	Booking and payments of Conference Hall at Serena Islamabad Hotel	01		
1.2	Booking of one suite for Chief Guest in Serena Hotel Islamabad	01 day		
1.3	Booking of deluxe rooms for guests with breakfast in Serena Hotel Islamabad	05 Rooms (01 Day)		
1.4	Sitting Sofa and front table (vvip's) for Conference Hall, Serena Hotel Islamabad	100 pax		
1.5	General sitting setup, theatre style, round table for Conference Hall, Serena Hotel Islamabad	200 pax		
1.6	Formation of stage with head table and presidential chairs and lightings with all relevant accessories at Conference Hall, Serena hotel Islamabad	01		
1.7	SMD, Sound system including all lighting and wiring etc. in Conference Hall Serena hotel Islamabad	Lump Sum		
1.8	Master of ceremony for 1-Day Islamabad conference	01		
1.9	Giveaways	300		
1.10	Special Souvenir for vvips	60		
1.11	Refreshment / coffee break	300		
1.12	Lunch / Hi - tea	300		

1.13	Media wall	01		
1.14	Souvenir for Chief Guest	03		
1.15	Provision of Transport - 1300 CC with chauffer's (whole day) for Islamabad 1 day only	15 (tentative)		
1.16	Provision of ushers	10 (tentative)		
1.15	Red carpet and fresh flower arrangement for hall	01 Hall		
1.16	Venue Branding. Complete branding of corridors, foyer area and conference halls with branding panels and props	01 No.		
1.17	Wireless Internet Connectivity (100 mb GPoN per Hall)	Lump Sum		
1.18	<b>Event Photo Album Coverage</b> Provide photo album coverage of the event's activities, sessions, and highlights across all social media platforms.	Lump Sum		
1.19	<b>Event Highlight Video Coverage</b> Produce and publish highlight videos capturing the most engaging moments and activities of the event.	Lump Sum		
1.20	<b>Video Coverage &amp; still photography</b>	Lump Sum		
<b>2.0 <u>Cultural Show and Gala Dinner Karachi</u></b>				
2.1	Karachi (Cultural Show & Gala Dinner) at KPT Head Office	Lump Sum		
2.2	Venue setup of cultural show at KPT Head Office	300 pax		
2.3	Sitting Sofa and table (VIP) for cultural show and Gala Dinner at KPT Head office	50		
2.4	General sitting setup for cultural show and gala dinner, theatre style, round table at KPT Head Office	200		



2.5	Formation of stage with head table and presidential chairs and lightings with all relevant accessories for cultural show and Gala Dinner at KPT HeadOffice	01		
2.6	SMD, Sound system including all lighting and wiring etc for cultural show and Gala Dinner at KPT Head office	Lump Sum		
2.7	Master of ceremony for Cultural Show	01		
2.8	Giveaways for cultural show and Gala Dinner	250		
2.9	Special Souvenir for VIPs (Cultural gifts of all 6 provinces in special packaging)	25		
2.10	Traditional – Cultural Dinner – A class caterer - buffet setup at KPT Head Office	250		
<b>3.0 <u>Additional Arrangements work at Pearl Continental, Karachi</u></b>				
3.1	Booking, Payment and complete arrangements of conference halls/marquee for 3 days at Pearl Continental Karachi	03		
3.2	Lunch and Hi-teas for two days of Conference for 350 guests each day at Pearl Continental Karachi	2 x 350		
3.3	Curtain Raiser and cake cutting	01		
3.4	Booking of one Presidential Suite for 2 nights along with breakfast	01		
3.5	Booking of deluxe rooms for guests for 2 nights along with breakfast	15 Tentative		
3.6	Exhibition hall wiring and lightings	Lump sum		

3.7	Provision of Transport - 1300 CC with chauffer's (two days) for Karachi	15 Tentative		
3.8	SMD and Sound System with allied accessories for Break Out Rooms 2 nos.	Lump sum		
3.9	Master of Ceremony for 2 days	Lump sum		
3.10	Stalls for Stakeholders - 6mx3m	06 Nos		
3.11	Complete Branding of breakout 02 conference halls with branding panels, props, registration desk	Lump sum		

**TOTAL \_\_\_\_\_**

4.0	<b>05% Contingency on Total</b>			
	Add applicable Sales Tax			
	<b>Grand Total amount PKR (INCLUSIVE OF ALL TAXES)</b>			

**\*\* Note: all payments inclusive of contingencies will be made as per actual utilization of BOQ items.**

## **PROPOSED CONTRACT**

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(Client)

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(Project Name)

S.No.	FOR	READ
a.	<p><b>Form of Contract</b>  <b>Text before:</b>  <b>The Parties hereto agree as under:</b></p>	<p>This agreement made on _____ between the Board of Trustees of the Port of Karachi incorporated under the Karachi Port Act 1886 as amended from time to time (hereinafter called the Board) / "Client hereto which expression shall include the successors, legal representatives and permitted assigns of the one part and _____, registered office at _____, Karachi (hereinafter called the "Consultant") of the other part. Whereas the Board / Client has sanctioned for awarding Tender to most advantageous Bidder _____ Ltd. at total cost of Rs _____ (Rupees _____ only, inclusive of taxes) for hiring of <b><u>AN EVENT MANAGEMENT SERVICES FIRMS FOR MANAGEMENT of additional tasks in lieu of Maritime Exhibition and conference IMSEC 2024 to be held in the month of September 2024 in Islamabad and Karachi.</u></b> Board / Client is desirous to hire <b><u>AN EVENT MANAGEMENT SERVICES FIRMS FOR MANAGEMENT of additional tasks in lieu of Maritime Exhibition and conference IMSEC 2024 to be held in the month of September 2024 in Islamabad and Karachi.</u></b>, in regard thereto, The Consultant has offered and the Board / Client has accepted that the consultant shall carry out the work at the rates set out in Bid Form to this Contract and subject to the terms and conditions here in below set out. The consultant has already deposited the performance bond of Rs. _____ (Rupees _____ only) vide Pay Order # _____ dated _____ of M/s _____ Bank Ltd. and has given to Board a lien over sum as security for the due fulfillment of the contract</p>
b.		<p>2. The following documents which for the purpose of identification have been signed by Mr. _____ (name of company's representative) CNIC _____ on behalf of the Consultant and by Mr. _____ (Manager Public Relations) (the Manager Public Relations of the Board / Client) on behalf of the Board all of which shall be deemed to form and be read and construed as part of this agreement viz.</p> <ol style="list-style-type: none"> <li>a. Tender Notice</li> <li>b. Instruction to Tenderer &amp; Terms and Conditions</li> <li>c. The Scope of Work, Deliverables, Work Plan</li> <li>d. The Tender</li> <li>e. Standard Conditions of Contract; <ol style="list-style-type: none"> <li>i) General Conditions of Contract</li> <li>ii) Special conditions of contract Evaluation &amp; Selection Criteria</li> </ol> </li> <li>f. Evaluation &amp; Selection Criteria</li> <li>g. Payment Terms / Method</li> <li>h. Special Note</li> <li>j. Composition and Particulars of the Tendering Firm</li> </ol>

		<p>k. Performa of Bank Guarantee</p> <p>l. other correspondence and documents pertain to the contract.</p> <p>m. The following Appendices:</p> <p>A. The Project &amp; Scope of Service A-1: The Project A-2: Scope of Services</p> <p>B. The Schedule B-1: Effective date of commencement of Services. B-2: Time Schedule of Services</p> <p>C. Special Conditions C-1; Project Manager C-2; Representative of the Client C-3; Venue of Arbitration C-4; Location of the Courts having Jurisdiction.</p>																		
c.		<p>3. In consideration of the payments to be made by the Board / Client to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Board / Client to render the services in conformity in all respect with the provisions of the contract and the Board / Client hereby covenants to pay the Consultant in consideration of the services rendered in the manner prescribed in the contract.</p> <p>IN WITNESS WHEREOF the parties hereto have hereunto set their respective hands and seals the day and year first above written.</p> <p>SIGNED SEALED AND DELIVERED by the Chairman and two Trustees on behalf of the Board of Trustees of the Port of Karachi.</p> <p>Signed by:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;"><b>Chairman KPT</b></td> <td style="text-align: center;"><b>Trustee KPT</b></td> <td style="text-align: center;"><b>Trustee KPT</b></td> </tr> <tr> <td colspan="3" style="text-align: center; padding-top: 10px;"><b>M/s.</b> _____</td> </tr> </table> <p>For &amp; on behalf of; _____</p> <p style="margin-left: 150px;">Name: _____</p> <p style="margin-left: 150px;">CNIC: _____</p> <p style="margin-left: 150px;">Title: _____</p> <p>In presence of;</p> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 33%;">_____</td> <td style="width: 33%;">_____</td> <td style="width: 33%;">_____</td> </tr> <tr> <td>Name: _____</td> <td>Name: _____</td> <td>Name: _____</td> </tr> <tr> <td>Manager Public Relations</td> <td>GM(A)</td> <td>SECRETARY</td> </tr> </table>	_____	_____	_____	<b>Chairman KPT</b>	<b>Trustee KPT</b>	<b>Trustee KPT</b>	<b>M/s.</b> _____			_____	_____	_____	Name: _____	Name: _____	Name: _____	Manager Public Relations	GM(A)	SECRETARY
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<b>M/s.</b> _____																				
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Name: _____	Name: _____	Name: _____																		
Manager Public Relations	GM(A)	SECRETARY																		

d.		Stamp duty @ 0.35 paisa per hundred to be imposed on E-stamp paper on full consideration of the contract i.e. Rs= _____/- accordingly.
e.		<p>following should be annexed with the contract before its ratification by the Trustees accordingly: Please flag copy of the bidding documents issued to all bidders at the time of tender.</p> <ol style="list-style-type: none"> <li>a. Copy of Memorandum of Article (MOA) of the company.</li> <li>b. Copy of Association of Article (AOA) of the company.</li> <li>c. Copy of Registration of the company with Securities &amp; Exchange Commission of Pakistan.</li> <li>d. Valid evidence in respect of Declared Business Capital with FBR by the company.</li> <li>e. Copy of the List of Board of Directors of the Company with their addresses and telephone numbers etc.</li> <li>f. Copy of Resolution of Board of Directors of the Company, whereby, the representative of the Company has been hereby authorized and ordained to sign Contract Agreement on behalf of the Company.</li> <li>g. Copy of Independent Auditor's Report in respect of the Company for the preceding year comprising Financial Statement; Profit &amp; Loss Account, Balance Sheet and overall assessment of the company.</li> <li>h. A certificate of Banker which shows the financial status of the Company.</li> <li>i. ATL Certificate</li> <li>j. Certificate of Sindh Sale Tax.</li> <li>k. Certificate of Sale Tax (if applicable).</li> <li>l. The Company should give an undertaking on a valued e-stamp paper that; <ol style="list-style-type: none"> <li>i. All documents furnished by the Company with the Contract Agreement are true and has never been indulged / involved in any corrupt, fraudulent or collusive practices in dealing contract agreements.</li> <li>ii. The Firm is not black listed by Government, Semi-Government or Autonomous bodies/SOE.</li> </ol> </li> </ol>