BIDDING DOCUMENT
Hiring of Services for Organizing Event (s) on Energy Efficiency and Conservation in Punjab

Single Stage Single Envelope (SSSE)

Issued: May, 2026

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TENDER NOTICE
FOR
Hiring of Services for Organizing Event (s) on Energy Efficiency and Conservation in Punjab.

Punjab Energy Efficiency and Conservation Agency (PEECA), Energy Department, Government of the Punjab intends to undertake **Hiring of Services for Organizing Event (s) on Energy Efficiency and Conservation in Punjab** in accordance with Punjab Procurement Rules, 2014 (amended up to date).

Interested Parties (Sole Proprietors/Firms/Companies) can participate in the bidding process. The details are provided in the Bidding Document. Single Stage Single Envelope (SSSE) Bidding procedure will be adopted through e- Pak Acquisition Disposal System (EPADS) and Interested Parties (Sole Proprietors/Firms/Companies) are requested to upload their Technical and Financial Proposal (s) separately along with a *copy of the CDR* valued at 02% of the estimated amount mentioned in the Bidding Document in favour of **Managing Director-PEECA.** The *original CDR* must be submitted in hard form before the closing time.

The Bidding Document will be accessible to all the Interested Parties (Sole Proprietors/Firms/Companies) on the PEECA website at https://peeca.punjab.gov.pk and EPADS www.punjab.eprocure.gov.pk. The deadline for submission of Technical and Financial Proposal (s) is **02-06-2026 at 02:00 PM.** The Technical and Financial Proposal (s) will be opened on the same day at **02:30 PM**, in accordance with the Punjab Procurement Rules, 2014 (amended up to date). The Pre-Bid meeting will be conducted as per the schedule provided on EPADS. Any requests for clarification received from prospective applicants will be addressed accordingly.

The URL of the website of the PPRA is (http://eproc.punjab.gov.pk/ViewTender.aspx) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.

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Punjab Energy Efficiency & Conservation
Agency (PEECA), Energy Department,
48-A, Block CII, Ghalib Road, Gulberg III, Lahore, Pakistan
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Bidding Procedure

Section I. Instructions to Bidders

Table of Clauses

Instructions to Bidders
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 Section IV: Description of Services/Terms of Reference (TORs). The name 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 receives an annual budget from the Government of Punjab (GoPb). It intends to apply a portion of this budget to eligible payments under the contract for which this Bidding Document is issued.

3. Eligible

3.1 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.

3.2 Bidders shall not be under a declaration of blacklisting by the Procuring Agency or Punjab Procurement Regulatory Authority (PPRA).

4. Qualification

4.1 All bidders shall include the following information and documents with their bids as mentioned in Section 2 (Evaluation Criteria:

(a) Copies of original documents with respect to registration of sole proprietorship, firm or company with relevant tax authorities (NTN & relevant provincial authority eg. PRA).

(b) Bank Statement for the last One (01) Year;

(c) Experience of at least Three (03) Years in services of a similar natured assignment (evidence should be provided)

(d) Qualifications and experience of key management staff required to perform the said services as described in Section IV: Description of Services/Terms of References (TORs)

(e) Non-Blacklisting Certificate to be furnished on Stamp Paper

(f) Personnel requirement in accordance with Section IV: Description of Services/Terms of Reference (TORs)

4.2 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.

4.3 To qualify for award of the Contract, bidders shall meet the minimum qualifying and evaluation criteria mentioned in bid data sheet.

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

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 *if applicable* 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 including Evaluation Criteria
Section III	Bidding Forms
Section IV	Scope of Services
Section V	Draft Contract Agreement

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. The Forms in Section III must be completed.

9. Clarification of Bidding Documents

9.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing via EPADS. The Procuring Agency will respond to any request for clarification received on EPADS prior to the deadline for submission of bids.

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 on EPADS.

10.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing via EPADS.

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 via EPADS in the language **specified in the BDS**. Supporting documents and printed literature furnished by the Bidder must be in same language.

12. Documents Comprising the Bid

12.1 The Bid submitted by the Bidder shall comprise of the following:

(a) The Form of Bid (in the format indicated in Section III);

(b) Bid Security;

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

13. Bid Prices

13.1 The Contract shall be for the Services, as described in Section 4: Description of Services.

The Bidder shall quote prices (inclusive of all applicable taxes) for Services described in the Description of Services.

13.2 All duties, taxes, and other levies payable by the Service Provider

14. Currencies of Bid and Payment

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

(a) the prices shall be quoted in Pak Rupees (PKR

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 via EPADS. 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.

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) and shall:

(a) at the bidder's option, be in the form of either a letter of credit, bank draft or a bank guarantee from a banking institution.

(b) be issued by a reputable institution selected by the bidder.

(c) be substantially in accordance with one of the forms of Bid Security included in Section 3

(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 or the lead partner.

17. Alternative Proposals by Bidders

17.1 Alternative bids shall not be considered.

18. Format and Signing of Bid

18.1 The Bidder shall prepare the Bid as described in ITB Clause 12 of these Instructions to Bidders and the BDS.

18.2 The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the Bid where entries or amendments have been made shall be initialled 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 initialled by the person or persons signing the Bid.

D. Submission of Bids

19. Sealing and Marking of Bids

19.1 The Bidder shall submit its Bid via e- Pak Acquisition Disposal System (EPADS)**. (Only Bids uploaded via EPADS will be acceptable)**

19.2 The Bid shall

(a) be addressed to the Procuring Agency at the address **provided in the BDS;**

(b) bear the name and identification of the proposal/bid as **defined in the BDS**

(c) provide the specified time and date for Bid opening as **defined in the BDS.**

19.3 In addition to the identification required in ITB Sub-Clause 19.2, the Bid shall indicate the name and address of the Bidder.

20. Deadline for Submission of Bids

20.1 Bids shall be submitted online via e-PADS no later than the time and date **specified in the BDS.**

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 received by the Procuring Agency after the deadline prescribed in ITB Clause 20 will not be downloaded/opened.

22. Modification and

22.1 Bidders may modify or withdraw their bids on EPADS before the deadline prescribed in ITB Clause 20.

23. Bid Opening

23.1 The Procuring Agency will open /download the bids in the presence of the bidders' representatives who choose to attend at the time and in the place **specified in the BDS.**

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

23.3 The Procuring Agency will prepare minutes of the Bid opening.

24. Process to Be Transparent

24.1 Information relating to the evaluation 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 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. The request for clarification and the response shall be via EPADS, 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 via EPADS.

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 and evaluation criteria (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.

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 Currency for bid evaluation is PKR rupees.

29. Evaluation of Bids

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

29.2 Technical Proposals will be evaluated in accordance with the evaluation criteria mentioned in the BDS. The Financial Proposals of only those bidders shall be downloaded/opened who are technically qualified. The bidder having quoted the lowest price will be recommended for the award of contract.

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.

30. Non-Preferential Treatment	30.1 No bidder 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 who has offered the lowest evaluated Bid price.
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 through a "Letter of Acceptance/Intent") via EPADS. The LOA/LOI will state the sum that the Procuring Agency will pay the Service provider in consideration of the execution and completion 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 with the required performance security performance security pursuant to Clause 34
	33.4 Upon fulfilment 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 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.**

34.2 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.

35. Corrupt or Fraudulent Practices

35.1 (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 misprocurement 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.

35.2 Furthermore, Bidders shall be aware of the provision stated in the Contract Agreement.

Section II. Bidding Data Sheet

Instructions to Bidders Clause Reference

A. General	
1.1	The Procuring Agency is: Punjab Energy Efficiency & Conservation Agency Bidding Procedure: Single Stage Single Envelope (SSSE)
	Intended Completion Date: 31 December, 2026.
	The Project is: "Hiring of Services for Organizing Event (s) on Energy Efficiency and Conservation in Punjab."
4.1	The qualifying criteria in Sub-Clause 4.1 is in accordance with the qualifying criteria as provided for in Section IV: Description of Services
B. Bidding Data	
8.1 and 18.1	Single Stage Single Envelope (SSSE) Bidding procedure will be adopted through e- Pak Acquisition Disposal System (EPADS) and (Interested Parties) Sole Proprietors/Firms/Companies are requested to upload their **Technical** and **Financial Proposal (s)** separately along with a copy of CDR amounting to 2% of the estimated price in the name of the Managing Director.
C. Preparation of Bids	

11.1	Language of the Bid: English
14.1	The price shall be quoted in Pak Rupees. The estimated price is **PKR 30 Million.**
15.1	The period of Bid validity shall be 60 days after the deadline for Bid submission specified in the BDS.
16.1	The Bidder shall provide 2% Bid Security of the estimated price. Please note that failure to submit hard copy of the Bid Security before the deadline shall result in the Bid being deemed as Non-Responsive.
16.2	The amount of Bid Security shall be **PKR 600,000** (refundable) and it must be submitted in hard copy along with the Bid.
17.1	Alternative Bids are not permitted.
D. Submission of Bids	

19.1 & 19.2	Only e- Pak Acquisition Disposal System (EPADS) www.punjab.eprocure.gov.pk submitted bids are entertained.
	For identification, the Bid should indicate: Bid / Proposal Name: **Hiring of Services for Organizing Event (s) on Energy Efficiency and Conservation in Punjab.”**
20.1	The deadline for submission of bids shall be **1400 Hrs on and before 02 June, 2026**
E. Bid Opening and Evaluation	
23.1	Bids will be downloaded / opened through www.punjab.eprocure.gov.pk EPADS at **1430 Hrs on 02 June, 2026.**
F. Award of Contract	
34.1	The Performance Security of 5% shall be submitted in the form of a Bank Guarantee from a scheduled bank in Pakistan.

EVALUATION CRITERIA

Bidders shall provide the following documents:

a) Covering Letter
b) Proof of Registration (sole proprietor/firm/company) with relevant authority
c) NTN and Sales Tax certificate (s)
d) Affidavit of Non-blacklisting on E-stamp Paper confirming no blacklisting by either the Procuring Agency or Punjab Procurement Regulatory Authority (PPRA)
e) Bank statement (Last One Year)
f) Minimum Three (03) Years of Operational History
g) Minimum Three (03) Years' experience in similar assignments

Section III. Bidding Forms

Table of Forms

Technical Proposal - Standard Forms

Form TECH-1: Technical Proposal Submission Form

Form TECH-2: Firm/Company Organization and Experience

A - Firm/Company Organization

B - Firm/Company Experience

Form TECH-3: Team Composition and Task Assignments

Form TECH-4: Curriculum Vitae (CV) for Proposed Professional Staff

Form TECH-5 Work Schedule

Form TECH-1: Technical Proposal Submission Form

[*May 2026*]

MANAGING DIRECTOR
Punjab Energy Efficiency and Conservation Agency (PEECA),
48-A, Ghalib Road-II, Gulberg III,
Lahore.

Dear Madam/ Sir:

We, the undersigned, offer to provide the services for **Hiring of Services for Organizing Event (s) on Energy Efficiency and Conservation in Punjab** in accordance with the Bidding Document issued on __________May 2026 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

We are submitting our Proposal in association with: [*Insert full name and address of Sole Proprietor/ Firms/ Companies]*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment will be as per the requirements

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized
Signature [*In full and initials*]:
Name and Title of Signatory:
Name of Firm:
Address:

Form TECH-2: Firm/Company Organization and Experience

A – Sole Proprietor/Firm/Company Organization

B - Sole Proprietor/Firm/Company Experience

Form TECH-3: Team Composition and Task Assignments

Professional Staff

Name of Staff	Sole Proprietor/ Firm/ Company	Area of Expertise	Position Assigned	Task Assigned

Form TECH-4:
Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position [*only one candidate shall be nominated for each position*]:

Name of Firm [*Insert name of firm proposing the staff*]:

Name of Staff [*Insert full name*]:

Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:

Membership of Professional Associations:

Countries of Work Experience: [*List countries where staff has worked in the last ten years*]:

Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From ____ __________ [*Year*]: To [*Year*]:

Employer: ____________________________

Positions ________________________ held:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

____ Date: ______________

[Signature of staff member or authorized representative of the staff]
Day/Month/Y ear

Full name of authorized representative: _______

Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal and are to be submitted separately along with the Technical Proposal.

Form FIN-1: Financial Proposal Submission Form

Form FIN-2: Summary of Costs

Form FIN-1: Financial Proposal Submission Form

[Date]

MANAGING DIRECTOR
Punjab Energy Efficiency and Conservation Agency,
48-A, Ghalib Road-C-II, Gulberg III,
Lahore.

Dear Madam/ Sir:

We, the undersigned, offer to provide the services for **Hiring of Services for Organizing Event (s) on Energy Efficiency and Conservation in Punjab** in accordance with the Bidding Document issued on **_______**- May, 2026 and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of all applicable taxes.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]:
Name and Title of Signatory:
Name of Firm:
Address:

Form FIN-2: Summary of Costs

Sr. No	Deliverables	Unit	Quantity	Unit Price Per Head (PKR)	Amount (PKR)
1	Venue / Hall Charges	Job	1	—	—
2	Tea & Refreshment	Per Head	—	—	—
3	Lunch / Hi-Tea	Per Head	—	—	—
4	Multimedia & Sound System	Job	1	—	—
5	Lighting/Stage & Backdrop Branding	Job	1	—	—
6	Media Coverage, Photography & Videography	Job	1	—	—
7	Printing Material and Stationary	Job	1	—	—
8	Registration Desk Arrangement (s)	Job	1	—	—
9	Shields / Souvenirs / Certificates	Nos.	—	—	—
10	Event Coordination Staff	Job	1	—	—
11	Contingencies	% Basis	—	—	—
12	Applicable Taxes	% Basis	—	—	—
	TOTAL (PKR)				

NOTE:

(i) The quote must be inclusive of all applicable taxes.
(ii) The Financial Proposal must include a unit price per head as the final head count may vary as finalized by PEECA. The payment (s) shall be adjusted in accordance with the final head count and the deliverable (s) used from the afore-mentioned list in actual.
(iii) PEECA reserves the right to finalize the venue following approval from the Competent Authority.

Draft Performance Bank Guarantee

To: ____________________

Whereas ________________ (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. ________ dated ________ to execute ________________________ (hereinafter called “the Contract”);

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of ________, ________, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of ________________*]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor

____

Name of Bank
Address
Date

Section IV. Description of Services

TERMS OF REFERENCE

HIRING OF SERVICES FOR ORGANIZING AN EVENT (s) ON ENERGY EFFICIENCY AND CONSERVATION IN PUNJAB

1. BACKGROUND

Punjab Energy Efficiency and Conservation Agency (PEECA) under the Energy Department, Government of the Punjab (GoPb) is seeking to hire the services of a sole proprietor/firm/company to organize three (03) high level event (s) on Energy Efficiency and Conservation Agency (PEECA) in Punjab. The event is envisaged to be held at a 5-star facility to be finalised by PEECA.

2. SCOPE OF ASSIGNMENT

The Sole Proprietor/Firm/Company shall be responsible for the end to end arrangement (s) related to the event including but not limited to the following:

(i) venue arrangements and logistics
(ii) audio/visual equipment
(iii) souvenirs / certificates
(iv) participant management and registration
(v) media coverage and photography
(vi) printing and branding materials
(vii) refreshments and hospitality
(viii) final report including attendance, photographs and feedback.

3. EVALUATION CRITERIA

The Sole Proprietor/Firm/Company must fulfil the following basic criteria:

1. It must submit its proof of registration with the relevant authority.
2. It must submit its NTN and Sales Tax Certificate.
3. It must submit its Bank Statement for the last One Year (FY 2024-25)

4. It must submit an Affidavit of Non-Blacklisting on E-stamp Paper confirming no blacklisting by either the Procuring Agency or Punjab Procurement Regulatory Authority (PPRA)
5. It must possess minimum three (03) years of operational history.
6. It must have a proven portfolio encompassing similar natured assignments geared towards high profile events.

The points shall be awarded as per the following criteria:

1.	**General Experience – (Total Marks 50)** **Note: Applicants must score at least 50 % in this Category.**	**Maximum Marks**
a)	Five (5) events of similar nature completed over the last three (3) years (Documentary evidence must be provided by the Applicant otherwise no marks will be given) **Marks distribution** 10 marks for each event. • For less than 5 events in *relevant* field, marks will be given as per the following formula: = (A/5) × 50 • A =No of Events **Note:** An event with no proof / evidence will be awarded zero marks.	50
	Sub-Total	**50**

2.	**Personnel Capabilities (Total Marks 50)** **Note: Applicants must score at least 50 % in this Category.**	**Maximum Marks**
i)	Personnel Requirement	
(a)	**Event Manager** (Bachelors in Project Management, Business Administration, Public Relations with minimum five (5) years of experience in event management) **Marks distribution** • 20 marks will be given if the Applicant has at least 5 years of event management experience. • For less than 5 years' relevant experience, marks will be given as per following formula: = (A/5) × 20 • A =No of years' experience	20
(b)	**Coordinator** (Bachelors with minimum three (3) years of	10

	experience in event management) **Marks distribution** • 10 marks will be given if the Applicant has at least 3 years' of event management experience. • For less than 3 years' relevant experience, marks will be given as per the following formula: = (A/3) × 10 • A =No of years' experience	
(c)	**Media Team** (Bachelors in Mass Communication, Media Studies, Digital Marketing or equivalent with minimum experience of 3 years in event management) **Marks distribution** • 10 marks will be given if the Applicant has at least 3 years' event management experience. • For less than 3 years' relevant experience, marks will be given as per the following formula: = (A/3) × 10 • A =No of years' experience	10
(d)	**General Staff** (5 Members having Intermediate with minimum experience of 2 years in event management) **Marks distribution** • 2 marks will be given to each member if the Applicant has at least 2 years' event management experience. • For less than 2 years' relevant experience, marks will be given as per the following formula: = (A/2) × 10 • A =No of years' experience	10

The Sole Proprietor/ Firm/Company must submit the following:

(i) Technical Proposal
(ii) Financial Proposal (inclusive of all applicable taxes)[1]

4. TIMELINE

The assignment shall be completed on or before December 31, 2026.

[1] The Financial Proposal must include a unit price per head. The final head count may vary as finalized by PEECA and the payment (s) shall be adjusted accordingly.

5. BUDGET

The total budget for this event is PKR 10 Million inclusive of all applicable taxes.

6. REPORTING ARRANGEMENTS

1. The Sole Proprietor/Firm/Company shall report to the Managing Director, PEECA for the said services.

2. All documentation, reports if required shall be submitted in the English Language.

3. All the data, documents and deliverables submitted for the said services shall be the property of PEECA. The Sole Proprietor/Firm/Company shall not share and use this data, documents and deliverables for any other purpose/assignment without explicit written approval of the Managing Director PEECA.

4. In case the Sole Proprietor/Firm/Company fails to fulfil the contractual obligations and violates the Contract Agreement, the said Agreement shall be terminated and it shall not the liable to make any pending claims.

Section V. Draft Contract Agreement

CONTRACT AGREEMENT

BETWEEN

PUNJAB ENERGY EFFICIENCY & CONSERVATION AGENCY (EMPLOYER)

AND

__________________________ (SERVICE PROVIDER)

FOR

HIRING OF SERVICES FOR ORGANIZING EVENT (S) ON ENERGY EFFICIENCY AND CONSERVATION IN PUNJAB

Contract for Hiring of Services for Organizing Event (s) on Energy Efficiency and Conservation in Punjab

LUMP-SUM

This CONTRACT (hereinafter called the "Contract") is executed on the *[_______________]*, *2026* between, on the one hand, ***Punjab Energy Efficiency and Conservation Agency*** (hereinafter called the "Employer") and, on the other hand, ***[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") and

(b) the Service Provider, having represented to the Employer that it has the required professional skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of [________________];

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 Description of Services/Terms of Reference;

   (e) the Priced Activity Schedule; and

   (f) 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 ***Punjab Energy Efficiency and Conservation Agency***

____

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

____
[Authorized Representative]

Witnesses:

1.________________________ 2. _______________________

Name:	Name:
CNIC NO.	CNIC NO:
Address:	Address:

Table of Contents

Section II. General Conditions of Contract

A. General Provisions

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

(a) "Activity Schedule" is the priced and completed list of items of Services to be performed by the Service Provider forming part of its Bid;

(b) "Completion Date" means the date of completion of the Services by the Service Provider as certified by the Employer;

(c) "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;

(d) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;

(e) "Defect (s)" means any shortcomings and or discrepancies in the performance of the Service Provider;

(f) "Employer" means the party who employs the Service Provider;

(g) "GCC" means these General Conditions of Contract;

(h) "Government" means the Government of the Punjab;

(i) "Liquidated Damages" means the amount that the Service Provider shall pay in the event it fails to meets its Completion Date;

(j) "Local Currency" means Pak Rupee (PKR);

(k) "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;

(l) "Party" means the Employer or the Service Provider, as the case may be, and "Parties" means both of them;

(m) "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;

(n) "Service Provider" is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;

(o) "Service Provider's Bid" means the completed bidding document submitted by the Service Provider to the Employer;

(p) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;

(q) "Specifications" means the specifications of the service included in the bidding document submitted by the Service Provider to the Employer;

(r) "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;

(s) "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.

2.3 Completion Date

Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Completion Date, as is **specified in the SCC.** If the Service Provider does not complete the activities by the Completion Date, it shall be liable to pay Liquidated Damages as per Sub-Clause 3.8.

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 fulfil 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 by the due date stated in the SCC in accordance with Sub-Clause 6.5, the Service Provider may immediately issue a fourteen (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 agrees 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) any business or professional activities which would conflict with the activities assigned to them under this Contract and

(b) 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;

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 insurance against the risks, and for the coverage 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") and

(c) changing the Program of activities.

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, however, it must obtain prior written approval from the Employer before using any of these documents in the future.

3.8 Liquidated Damages

3.8.1 Payments of Liquidated Damages The Service Provider shall pay liquidated damages to the Employer as **stated in the SCC**. 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.

3.9 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 twenty-eight (28) days from the Completion Date of the Contract 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 and/or Replacement of Personnel

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

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.
6.2 Contract Price	The price payable in Pak Rupees (PKR)**.**
6.3 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 has submitted an invoice to the Employer specifying the amount due.

7. Quality Control

7.1 Identifying Defects	The Employer shall check the Service Provider's performance and notify it 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	(a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. (b) The Service Provider shall correct the notified deficiency within the length of time specified by the Employer's notice at its own cost.

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 of the Services or after their completion, the matter shall be referred to the Authorized Representatives within 14 days of the occurrence of the dispute.

8.2.2 The Authorized Representatives shall make efforts to amicably resolve the dispute and shall give a decision in writing within twenty-eight (28) days of receipt of a notification of a dispute. Decision of the Authorized Representatives shall be final in this regard.

Section III. Special Conditions of Contract

Number of GC Clause	Supplements to Clauses in the General Conditions of Contract
1.1(c)	The contract name is: **Hiring of Services for Organizing Event (s) on Energy Efficiency and Conservation in Punjab.**
1.1(f)	The Employer is: **Punjab Energy Efficiency and Conservation Agency**
1.1(k)	The Member in Charge (if applicable) is: ____________________
1.1(n)	The Service Provider is: ____________________
1.3	The language is: **English**
1.4	The addresses are: Employer: **Punjab Energy Efficiency and Conservation Agency** Attention: Managing Director Tel: 042-99268362-3 Email: peeca.qu@energy.punjab.gov.pk Service Provider: ____ Attention: ____ Tel: ____ Email: ____
1.6	The Authorized Representatives are: For the Employer: ______________________________ For the Service Provider: __________________________________
2.1	The date on which this Contract shall come into effect is **the date of the signing of the Contract.**
2.3	The Completion Date is 31 December, 2026.
3.8.1	The maximum amount of Liquidated Damages for the whole contract is **5%** of the final Contract Price.
6.2	The amount in Pak Rupees is ____________________.
6.3	Payments shall be made according to payment terms specified in Section IV: Description of Services/Terms of Reference (TORs)

IV. APPENDICES

Appendix A

TERMS OF REFERENCE

1. BACKGROUND

Punjab Energy Efficiency and Conservation Agency (PEECA) under the Energy Department, Government of the Punjab (GoPb) is seeking to hire the services of a sole proprietor/firm/company to organize three (03) high level event (s) on Energy Efficiency and Conservation Agency (PEECA) in Punjab. The event is envisaged to be held at a 5-star facility to be finalised by PEECA.

2. SCOPE OF ASSIGNMENT

The Sole Proprietor/Firm/Company shall be responsible for the end to end arrangement (s) related to the event including but not limited to the following:

(i) venue arrangements and logistics
(ii) audio/visual equipment
(iii) souvenirs / certificates
(iv) participant management and registration
(v) media coverage and photography
(vi) printing and branding materials
(vii) refreshments and hospitality
(viii) final report including attendance, photographs and feedback.

3. EVALUATION CRITERIA

The Sole Proprietor/Firm/Company must fulfil the following basic criteria:

1. It must submit its proof of registration with the relevant authority.
2. It must submit its NTN and Sales Tax Certificate.
3. It must submit its Bank Statement for the last One Year (FY 2024-25)
4. It must submit an Affidavit of Non-Blacklisting on E-stamp Paper confirming no blacklisting by either the Procuring Agency or Punjab Procurement Regulatory Authority (PPRA)
5. It must possess minimum three (03) years of operational history.
6. It must have a proven portfolio encompassing similar natured assignments geared towards high profile events.

The points shall be awarded as per the following criteria:

1.	**General Experience – (Total Marks 50)** **Note: Applicants must score at least 50 % in this Category.**	**Maximum Marks**
a)	Five (5) events of similar nature completed over the last three (3) years (Documentary evidence must be provided by the Applicant otherwise no marks will be given) **Marks distribution** 10 marks for each event. • For less than 5 events in *relevant* field, marks will be given as per the following formula: $= (A/5) \times 50$ • A =No of Projects **Note:** A project with no proof / evidence will be awarded zero marks.	50
Sub-Total		**50**

2.	**Personnel Capabilities (Total Marks 50)** **Note: Applicants must score at least 50 % in this Category.**	**Maximum Marks**
i)	Personnel Requirement	
(a)	**Event Manager** (Bachelors in Project Management, Business Administration, Public Relations with minimum five (5) years of experience in event management) **Marks distribution** • 20 marks will be given if the Applicant has at least 5 years' of event management experience. • For less than 5 years' relevant experience, marks will be given as per following formula: $= (A/5) \times 20$ • A =No of years' experience	20
(b)	**Coordinator** (Bachelors with minimum three (3) years of experience in event management) **Marks distribution** • 10 marks will be given if the Applicant has at least 3 years' of event management experience. • For less than 3 years' relevant experience, marks will be given as per the following formula: $= (A/3) \times 10$	10

	• A =No of years' experience	
(c)	**Media Team** (Bachelors in Mass Communication, Media Studies, Digital Marketing or equivalent with minimum experience of 3 years in event management) **Marks distribution** • 10 marks will be given if the Applicant has at least 3 years' event management experience. • For less than 3 years' relevant experience, marks will be given as per the following formula: = (A/3) × 10 • A =No of years' experience	10
(d)	**General Staff** (5 Members having Intermediate with minimum experience of 2 years in event management) **Marks distribution** • 2 marks will be given to each member if the Applicant has at least 2 years' event management experience. • For less than 2 years' relevant experience, marks will be given as per the following formula: = (A/2) × 10 • A =No of years' experience	10

The Sole Proprietor/ Firm/Company must submit the following:

(iii) Technical Proposal
(iv) Financial Proposal (inclusive of all applicable taxes)[2]

5. TIMELINE

The assignment shall be completed on or before December 31, 2026.

6. BUDGET

The total budget for this event is PKR 30 Million inclusive of all applicable taxes.

[2] The Financial Proposal must include a unit price per head. The final head count may vary as finalized by PEECA and the payment (s) shall be adjusted accordingly.

7. REPORTING ARRANGEMENTS

1. The Sole Proprietor/Firm/Company shall report to the Managing Director, PEECA for the said services.

2. All documentation, reports if required shall be submitted in the English Language.

3. All the data, documents and deliverables submitted for the said services shall be the property of PEECA. The Sole Proprietor/Firm/Company shall not share and use this data, documents and deliverables for any other purpose/assignment without explicit written approval of the Managing Director PEECA.

4. In case the Sole Proprietor/Firm/Company fails to fulfil the contractual obligations and violates the Contract Agreement, the said Agreement shall be terminated and it shall not the liable to make any pending claims.