



**DIRECTORATE GENERAL SPORTS
KHYBER PAKHTUNKHWA**
PESHAWAR SPORTS COMPLEX, PESHAWAR CANTT.
Ph: # 9212767, Fax # 9212766

BID SOLICITATION DOCUMENT
After Pre Bid Meeting

HIRING
EVENT MANAGEMENT FIRM / SERVICE PROVIDER FOR EXECUTION OF
KHYBER PAKHTUNKHWA SPORTS RECOGNITION AWARDS 2022-23”

INVITATION FOR BIDS

Directorate General of Sports Khyber Pakhtunkhwa invites sealed bids from well-established service providers / event management for outsourcing for their services to execute the “ KP Sports Hero Recognition Awards” etc.

The Event Management firms / service provider must be registered at relevant forums and tax authorities’ i.e. registrar of firms, SECP in case of Pvt Ltd, FBR and KPRA, Govt of Pakistan for taxes etc. Bidding documents containing bidding procedure terms, & conditions, scope of work and items specifications can be obtained from Directorate General of Sports KP on a written request and payment of Rs. 1000/- till one day before closing date during office hours.

Service Providers / event management firms will be selected for the services under rule Quality Cost based Selection method i.e single stage two envelops procedures. Sealed proposals should be submitted on or before October 11th, 2022 (Friday) at 02:00 PM to Directorate General of Sports Khyber Pakhtunkhwa. The technical proposal will be opened on same day at 02:30 PM while financial proposals of only qualified bidders will be opened after technical evaluation.

A pre bid meeting will be held on 03-10-2022 (Monday) at 02.00 PM. interested bidders are requested to attend this meeting.

Clarification/information (if any) may be obtained on any working day during office hours.

DIRECTRESS (SPORTS)
Directorate General of Sports, KP.
Contact# 091-921276

GENERAL TERMS & CONDITIONS

INSTRUCTIONS TO THE BIDDERS

Directorate General of Sports Khyber Pakhtunkhwa, invites sealed bids from well-established service providers / event management firms for hiring their services to execute the “**KP Heroes Recognition Awards**” under **KPPRA Rules 2014, rule Quality Cost based Selection** that meet the following eligibility criteria for the financial year 2022-23.

1. Valid/renewed certificate of registration with legal/recognized professional bodies like Registrar of firms / SECP, FBR (NTN) KPRA (sales tax on services), Firm/Service Providers must be active on active tax payer list.
2. Bidding shall be conducted through **Single Stage–Two Envelope** Bidding Procedure as per KPPRA Rules-2014. The bidders are bound to provide their complete information along with its postal as well as valid email address and phone number/s on the envelope.
3. Bidding documents can be obtained from the office of the undersigned during office hours against the non-refundable of Pak Rupees one thousand (Rs.1000/-PKR) Non-Refundable.
4. The bids shall reach to the Office of the Director General Sports, Peshawar Sports Complex, Peshawar Cantt, on or before 11th **October, 2022**, at **02:00 p.m.**
5. Bank Draft / CDR / pay Order of 2% as bid security in the name of Director General Sports must be attached with financial proposal.
6. A pre bid meeting will be held on 03-10-2022 at 02.00 PM at Committee Room of Directorate General of Sports. Interested bidders are requested to attend this meeting
7. The bids shall be opened on the 11th October, 2022, at 02:30 p.m. by the Procurement committee in the presence of bidders or their representatives who chose to attend in the office of Conference Room of Directorate General of Sports, Peshawar Sports Complex, Peshawar Cantt. Bids submitted after due date & time shall not be entertained.
8. Presentations by the firms/service providers will be either on the same day of the opening of technical bid or as decided by the committee.

ELIGIBILITY CRITERIA:

- Service providers firms/ Event Management firms can apply).
- Non-for-profit Organizations (NGOS, INGOS, CBO's, VBO's) Foundations, Trusts Educational Institutions (including their affiliated Bodies – centers and Institutions) cannot apply for the said project.
- Service Providers / Event management firms shall have rich profile along with strong organizational capacity.
- Service Providers / Event management firms should be registered with FBR, KPPRA and visible on ATL at time of submission of bid and other regulatory bodies and shall submit their organizational capacity support documents i-e Company Profile, Similar experience details, Staff details, Audit reports last 5 Financial Years ending 2022, Tax Returns of last 5 Financial years ending 2022, Bank Statement of last 5 Financial Years ending 2022.
- Service Providers / Event management firms shall not be involved in any direct/indirect litigations, charges of Fraud, Corruption, or any Departmental Inquiry for said reasons.
- Service Providers / Event management firms found involved in corruption – Bribing or other corrupt practices shall be disqualified and will be blacklisted at any stage of the procurement or event.

Other Requirements:

- Service Providers / Event management firms should have at least 5 Years of relevant experience of organizing similar nature of Projects/Events with Govt, semi Govt or Autonomous bodies and international donor organizations. (In particular with Government Departments of Pakistan & Khyber Pakhtunkhwa). While more Experience in the relevant field will be adding more weight on Technical Score.
- Service Providers / Event management firms should have experience verifiable support documents (Experience/Appreciation Letters) At least from 5 different Government Departments /Institutions / Organizations.
- Applicant should submit timely proposal; late submission will not be entertained.

Selection

- Qualifying marks in technical evaluation shall be 70%.
- Financial bid of only qualifying firms obtaining 70% marks in technical evaluation will be opened.
- Evaluation shall be done on Single Stage Two Envelop Procedure with percentage formula of 70% Technical and 30% Financial scoring under rule Quality Cost based Selection.

Directorate General of Sports Khyber Pakhtunkhwa

Evaluation Criteria:-

Marking Criteria:

Category	Total Marks	Explanation	Marks	Evidence need to be provided
Organizational Incorporation	05	Incorporated with registrar of firms or SECP. 5 years is mandatory. 1 mark shall be awarded per year.	05	Certificate of registration or Incorporation.
Functional Office in Khyber Pakhtunkhwa	05	Functional Office shall mean an established office at least from last one year with regular staff and proper financial & operational systems.	05	To be proven through physical visit verification by the committee of Directorate General of Sports.
Experience in Implementing Government Funded Projects/ Events	35	05 Marks shall be awarded to a firm per project in last 5 years. Maximum 05 projects shall be considered. (To be proven through MoUs/ Agreements that involves Management consultancy/event management and will be verifiable). 05 Additional Marks per project will be awarded to a firm having experience of the specific nature of projects. (max 2 Projects)	35	Notes: Projects must have been implemented in Khyber Pakhtunkhwa in last 05 financial years. Each project worth must be PKR 05 Million or above.
Annual Projects Turnover	10	2 Marks shall be awarded per 15 million turn over. 75 Million and above turnover shall be awarded full 10 marks.	10	Turnover shall be counted of last 5 Financial Years.
Human Resource/ Technical Staff	15	Project Lead/ Project Director - 01 - Master's degree in management sciences/ Business Administration/ Project Management or relevant (02 Marks) - A minimum of 05 years work experience in event planning and management. (02 Marks) - Experience managing at least 03 similar high profile/Scope projects. (01 Marks) Project Manager/Event Coordinators - 04 - At least bachelors' degree or higher in social sciences or relevant. (02 marks for 04 staff members) - A minimum of 05 years' work experience in event planning and management. (02 marks for 04 coordinators) - Experience of conducting at least 02 similar projects. (01 marks for 04 coordinators)	05 05	Detailed CV/Portfolio with contact details of Individual A separate consent letter signed by individual key staff is mandatory.

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		<p>Graphics Designer- 01</p> <p>At least bachelors' degree or higher in Fine Arts or relevant. (02 Marks)</p> <p>- A minimum of 03 years' work experience in graphics designing/ Photography. (02 Marks)</p> <p>- Experience of conducting at least 03 similar projects. (01 Marks)</p> <p>Notes:</p> <ul style="list-style-type: none"> • <i>Regular staff member must be on company's payroll from the last 6 months.</i> • <i>At least 50% of the staff shall be from Khyber Pakhtunkhwa.</i> 	05	
Methodology, Approach and Work Plan / Presentation of the project.	30	<p>05 Marks for Effective Methodology, effective approach and for Comprehensive Work Plan.</p> <p>25 Marks will be of project innovation, design and Presentation.</p>	05 25	<p>As per KPPRA Technical proposal format.</p> <p>Presentation will be on the same bid opening Day. (Innovative ideas will be highly appreciated)</p>
Total	100		100	

Directorate General of Sports Khyber Pakhtunkhwa

Bid Data Sheet

ITB Ref	Description	Detail
ITB Clause 1.1	Bid reference number	INF (P) 5469/22 KPPRA tender no. 20664
ITB Clause 2.1	Name of the Assignment is:	Khyber Pakhtunkhwa Sports Recognition Awards
ITB Clause 3.1	Name of PE Official (s) and Source of Funds	Directorate General of Sports Khyber Pakhtunkhwa.
ITB Clause 3.2	Qualification requirements for eligible bidders	Firms having 5-year minimum experience
ITB Clause 6.1	Commencement date of provision of Bidding Document	19th September,2022 at 11:00 am
ITB Clause 6.1	Closing date of issuance of Bid documents	October 11^h ,2022 at 02.00 pm
ITB Clause 7	Name of Services	Service Providers / Event Management Firms
ITB Clause 9.1	Bidding procedure	Single Stage–Two Envelopes bidding procedure (QCBS)
ITB Clause 9.2	Method of determining Best evaluated Bidder	QCBS
ITB Clause 11.1	Clarification(s) on Bidding Documents	DIRECORATE GENERAL OF Sports Khyber Pakhtunkhwa.
ITB Clause 12	Consultant may associate with another consultant: Yes	Joint Venture/ Consortium at part of Consultant are allowed (Joint Venture / Consortium documents as per law in vogue)
ITB Clause 13	Language of bid	English
ITB Clause 14.2	Specific Description of Services in the Bidding Documents	Quotations shall be submitted for Schedule of Requirements of the Standard Bidding Documents.
ITB Clause 15.4	Bid Price	Bid Price shall be inclusive of all duties, taxes & levies.
ITB Clause 16	Currency of Bid	PKR
ITB Clause 18	Name of the Bid Form (Primary documents)	BID COVER SHEET BID FORM 1: Letter of Intention BID FORM 2: Affidavit BID FORM 3(A): Eligibility of the Bidders & Goods BID FORM 3(B): Team List BID FORM 4: Firm's Past Performance BID FORM 5: Price Schedule BID FORM 6: Contract Agreement
ITB Clause 20	The format of Technical Proposal to be submitted on KPPRA Format.	Fully Technical Proposal.
ITB Clause 21	Bid validity period	90 days
	Pre Bid Meeting	October 03, 2022 at 02.00 PM
ITB Clause 24	Last date and time for the receipt of bidding document	October 11th 2022 at 02.00 P.m.
ITB Clause 27	Date, time and venue of opening of technical bids	11th October, 2022 at 02:30 p.m. Office of the Deputy Director (Operations) Directorate General of Sports, Peshawar Sports Complex, Peshawar Cantt.

SCOPE OF WORK

Directorate General of Sports Khyber Pakhtunkhwa has planned for Khyber Pakhtunkhwa Sports Recognition Awards Show to recognize the Sports heroes of KP in the month of Nov, 2022 to be held at Peshawar with an average of about 500 persons are expected to participate in the event including Provincial Ministers, Member of Parliament, Secretaries and Beurocrates. Service Providers / Event Management firm should bring a creative and strategic lens to the coordination, planning, and event management processes for Directorate General of Sports Khyber Pakhtunkhwa. Event Management/ Service provider firm will be required to offer its bids for the below mentioned works (new ideas/activities shall be highly appreciated).

- The Bidders should provide creative designing and execution plan of the Awards show in their presentations. The bidders must provide quotations for the following list of items/ services:

The Details of services required are mentioned below:

Coordination and Communications

On behalf on Directorate General of Sports Khyber Pakhtunkhwa the firm will coordinate with different stakeholders of project. i.e Award nominees, Govt departments, Artists, guests etc.

Designing

Award show main theme
Award Design
Print, electronic and social Media Campaign
Stage set design
Venue Indoor Design
General Campaign

Animation / Promos

Award show Teaser
Award 3D design
General Campaign Promo
Animations for Digital Standees and Screens

Rental and Installation

SMD Screen size 10*60 fts
Digital Standees 06 Of size 3*6 fts
Aluminum Light Trusses Chokat of size 40*40
Truss Lights with Beams and Face Lights
Smoke Machines
Aluminum Stage size of 40*20 fts
Victoria Lounge of 100 Persons
Acrylic Chairs with round table of 500
General Venue Lighting

Directorate General of Sports Khyber Pakhtunkhwa

Sound Proof Generators of 100kva 02

- Procurement and Visibility Items

Thematic high quality Awards 18 (materials will be as per the approved design)

Eco Friendly Jute-Fiber Souvenir Bags 300

Vacuum Flasks size 500ml Stainless Steel thermos 200

Key Chains with Comic Characters 300

Branded Shields 50

Printed Black Ballpoint 500

Production of wooden Cutouts with vinyl printing

Invitation Cards 500

Organizer Cards 50

Certificates with folders 100

Backdrops for venue 04 of size 10*20

Roll Up Standees 06

Publicity

Bill boards 2 of size 20*60 for one week

Digital / wooden streamers Campaign for 5 days on Uni Road/ BRT route and other parts of the city (300 Nos) .

Social Media (Facebook, Instagram and Twitter) Campaign for 15 pre-event and 3 days post-event.

- Entertainment / Performances

One vocalist with tunes and instruments live band of National level.

Two mid-tier Pashto live performance bands.

One National Level Instrumental musical band.

One Male host.

One Female host.

One host for red carpet activity.

Boarding and Lodging

Domestic Air Travel for 05 Guests

Transpiration for out of Province 10 Guests

Five star accommodation (single occupancy) for 15 Guests (Out of Province).

Five star accommodation for 10 performers/Artists (Out of province).

Production / Media Coverage

300 edited high quality pictures of the event in digital copies resolution Including 1 photo documentary of the event (photo book) with resolution of 1920 X 1080 about 200 pictures contained

- Short video of the overall event of about 3 min in 4K resolution

Live streaming of the show

- General Arrangements

-

Create and maintain a better entertaining environment for the visitors and participants in the event.

- Timely cleanliness to be made of full venue throughout the event

Directorate General of Sports Khyber Pakhtunkhwa

- Electrification, lighting, sound systems, and Power arrangements with backup generators
- Availability of either of Fans, Air-coolers, Heaters as per weather demands at the venue
- Availability of drinking water at the venue.
- Fire safety and housekeeping services
- Audience Guidance Pattern

Note: Detailed Breakup of each item and each event to be provided in financial proposal as per KPPRA format separately marked with FINANCIAL PROPOSAL FOR KP SPORTS HEROES AWARDS.

STANDARD FORMS

BID COVER SHEET

- BID FORM 1:** Letter of Intention
- BID FORM 2:** Affidavit
- BID FORM 3(A):** Eligibility of the Bidders & Goods
- BID FORM 3(B):** Team Details
- BID FORM 4:** Firm's/Company Past Performance
- BID FORM 5:** Price Schedule
- BID FORM 6:** Contract Agreement Template

TENDER DOCUMENT FOR OUT SOURCING SPORTS FUNCTIONS

BID COVER SHEET

Bid Ref. No. -----

Date-----

Name of the Services Provider/Firm Contractor: -----

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Address:-----

E-mail: _____

Phone: _____

Facsimile: _____

Bid for:

NO DS: All Items mentioned in the Schedule of Requirements.

NO DS: Selected Items from the Schedule of Requirements¹.

List of Selected Items: *(In case the Bidder has opted to bid for Selected Items, please type the Serial No². and the name of the Items selected for Bidding. Use additional Sheets if Required)*

S. No.	Name of the Item

Signed:

Dated:

Official Stamp:

Attachment³: **NO DS** Original receipt for the purchase of the bidding documents.

¹ In case a bidder is bidding for only some of the items mentioned in the list Technical Specifications , he is advised to take note of ITB Clauses 7 & 15.6

² The Serial No. of the item as mentioned in the Technical Specifications.

³ The Attachment must be made within the Bid Cover Sheet.

BID FORM 1

Letter of Intention

Bid Ref No.

Date of the Opening of Bids

Name of the Contract: {Event Management Services- 2022.}

To: **[Name and address of Procuring Agency]**

Dear Sir/Madam,

Having examined the bidding documents, including Addenda Nos. *[insert numbers& Date of individual Addendum]*, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Services under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to deliver the Services in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

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

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 &19 of the bidding documents.

Dated this *[insert: number]* day of *[insert: month]*, *[insert: year]*.

Signed:

In the capacity of *[insert: title or position]*

Duly authorized to sign this bid for and on behalf of *[insert: name of Bidder]*

BID FORM 2

AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the Bidding Document and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Services that we propose to supply under this contract are eligible Services within the meaning of Clause 18 of the ITB.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB of the Standard Bidding Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The undersigned has no dispute anywhere in the province regarding supplies.
- 9) The undersigned also declare that Bid Security is included in their Financial Bid.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed

Note: The affidavit must be on judicial stamp paper by the Executive of the Firm & attested by Oath Commissioner.

BID FORM 3(B)

FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENTS

Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Note: CVS & Support documents attached Annex 3A

Signature: -----.

Designation: -----

Official Stamp: -----

TENDER DOCUMENT FOR OUT SOURCING SPORTS FUNCTIONS

BID FORM 4

Consultant's Experience

Name of the Firm:

Bid Reference No:

Assessment Period: (One Year as per Evaluation Criteria)

Name of the Project	Client Name.	Description Of the Project

CONTRACT AGREEMENT

THIS AGREEMENT is made and agreed today on _____, 2020 between **Directorate General of Sports Khyber Pakhtunkhwa, Government of Khyber Pakhtunkhwa** (*hereinafter referred to as the Procuring Entity or the first party*) and **M/s _____, Peshawar** (*hereinafter referred to as the Bidder or the second*) that:

WHEREAS the Procuring Entity has made an open competitive bidding for **Khyber Pakhtunkhwa SPORTS RECOGNITION AWARDS** for (**Management Consultancy/Event Management**).

The following items have been selected for “**Khyber Pakhtunkhwa SPORTS RECOGNITION AWARDS**” for the Financial Year 2022-23.

S. No.	Particulars	UOM (Unit of Measurement)	Rates Inclusive of Taxes

Both the parties agreed that: -

1. The approved prices of all services (mentioned above) quoted in the financial bids shall remain valid till and up to _____, 2023.
2. During the period of the contract, M/s _____ will be bound to provide the services of the approved quality of approved rates within mentioned timeframe.
3. M/s _____ will NOT claim or charge transportation, loading / unloading, labor or any other charges related to or in the name of logistics, accidents, insurance, freight, etc.
4. The Cost agreed in the Price Schedule as quoted by him in the financial bid, is inclusive of installation, testing, commissioning, all applicable taxes and costs associated with transportation and other agreed incidental costs.
5. Bill for payment in triplicate along with all other relevant and required documents shall be submitted by the Bidder to the Procuring Entity immediately after complete supply. The Bidder shall be bound to pay all sorts of government taxes, duties and stamp duties, imposed earlier or during the financial year by the Government of Pakistan or by the Provincial Government of Khyber Pakhtunkhwa on any supplied / purchased item.
6. All the payments as per payment schedule subject to complete satisfaction of the management of DIRECTORATE GENERAL OF SPORTS KP, GOVT of Khyber Pakhtunkhwa.
7. In case of the situation related to Force Majeure, the Bidder may inform the Procuring Entity and the Procuring Entity in writing about the situation immediately without delay along with solid proof through the fastest, lawful and available means of communication, but not through the electronic mail, and request the Procuring Entity for the grant of extension in the supply period.
8. The DIRECTORATE GENERAL OF SPORTS Khyber Pakhtunkhwa as the case may be, and the M/s _____ shall make every effort to resolve amicably by direct

TENDER DOCUMENT FOR OUT SOURCING SPORTS FUNCTIONS

negotiation any disagreement or dispute arising between them under or in connection with the contract/supplies. However, despite such negotiation if the DIRECTORATE GENERAL OF SPORTS KP and M/s _____ have been unable to resolve amicably a contract dispute, either party may refer the case to Directorate General of SPORTS to, DIRECTORATE GENERAL OF SPORTS, Government of Khyber Pakhtunkhwa for decision and shall be settled through arbitration under the Arbitration Act of 1940 (As amended from time to time).

9. In case your firm repudiates the contract or fails to furnish performance and as the case may be shall proceed for debarment and call deposit of the firm will be forfeited.

PARTY ONE

Name:
Designation:
CNIC: _____ - _____ - _____
Address:
Contact: +92-91-_____

PARTY TWO

Name:
Designation:
Firm:
CNIC: _____ - _____ - _____
Address:
Contact:

WITNESS 1

NAME
CNIC: _____ - _____ - _____
Address:

WITNESS 2

NAME
CNIC: _____ - _____ - _____
Address:

PROCUREMENT MECHANISM:

All the rules of business of Khyber Pakhtunkhwa Khyber Pakhtunkhwa public procurement authority KPPRA shall be followed as a regulatory procedure, as per QCBS Single Stage Two Envelop process of Consulting Firms will be adopted while selection will be done on the basis of 70% Technical and 30% Financial proposals evaluation. While the Technical Qualification is subjected upon all requirements satisfaction in documentation and presentation.

PROJECT TECHNICAL PROPOSAL:

It includes implementing Idea of the awareness seminars, project execution strategy, Scope and content of the event/project, technical feasibility of the idea, creativity, offering features/content, implementing methodology, promotional plan, M&E and Reporting Plan, Schedule and other details.

CONTENT REQUIRED IN TECHNICAL PROPOSAL:

Technical proposal for the said event should include proposed Event Content ,dates, Event

TENDER DOCUMENT FOR OUT SOURCING SPORTS FUNCTIONS

features, feasibility , implementation idea/methodology, other technical details, implementing team , promotional/ marketing plan, Execution plan, Content of the event , Project Presentation , along with all supporting documents required (Company Profile, Company Registration documents , NTN, KNTN, Tax Returns last 5 Financial Years , Audit Report last 5 Financial Years , Bank Statement last 5 Financial Years , Client Satisfaction/Experience letters at least 5 clients/Projects, Asset Details, Staff details , Affidavit / Declaration of noninvolvement in litigation (Sample attached) and other supporting documents.

Note; Technical Proposal will be as per KPPRA standard bidding format accepted only.

CONTENT REQUIRED IN FINANCIAL PROPOSAL:

Financial Proposal shall contain breakup of proposed budget in heads of operational cost, project cost, content, promotional communication cost (where applicable/if required) Financial proposal should include all taxes as per Government of Khyber Pakhtunkhwa taxation policy.

Financial proposal should have at least 90 days validity

Financial Proposal shall have the:

1. FIN 1 Financial Proposal Submission Form Annex II attached along with
2. Financial Proposal (Quotation).

FINANCIAL TECHNICALITIES:

The Proposed Budget shall cover all operational, administrative and other expenses of event and executing firm/ company, event proposed content, applicable taxes, for participants like accommodation, refreshment, stationary, venue props, first aid backup, transportation, Promotion and all other event management Services

PAYMENT PROCEDURE:

All payments will be made in total 2 Installments where mutual agreement will decide the schedule of payment where 30% will be paid after signing Agreement/ Inception Report, work initiation and pre-promotions While the final Installment of 70 % will be paid after event against project report, all payments shall be made subject to complete satisfaction of management of Directorate General of Sports KP.

REPORTING MECHANISM:

Final Project report the consultant firm/company must submit Project report where required along with taking department in loop (where applicable and required while communicating with various relevant stakeholders regarding the execution of the respective activity or any specific component, the project Report shall comprise all the pictorial references for the content executed as per Agreement.

ALTERATION/ADDITION/SUBTRACTION IN SCOPE:

The department shall be authorized to make necessary changes in scope and or features of any activity or a specific component (during or before the event schedule; provided it does not affect schedule or any major component) within the range of total released/agreed budget. In case if the budget exceeds due to any change desired by the department, the TOR's can be revised upon mutual agreement of both the parties.