



**PUNJAB SAAF PANI COMPANY
GOVERNMENT OF PUNJAB**



HIRING OF EVENT MANAGEMENT FIRM

**Dated: 13th November, 2015
Ref. No.: PSPC/2015/Event/01**

Government of Punjab is committed to develop safe drinking water supply solutions in rural and peri-urban areas of Punjab. Government of Punjab has established Punjab Saaf Pani Company (PSPC) for planning, designing, executing and managing safe drinking water supply solutions. PSPC is a public sector company incorporated under section- 42 of the Companies Ordinance 1984, wholly owned by the Government of Punjab.

PSPC intends to hire an Event Management Firm to organize an event of 800 to 1000 person to be held in South Punjab. The event shall cover following items:

- i. Arrangement of Water-proof Tents
- ii. Alternative Opening – Joint Inauguration / Videos
- iii. Welcome Desk
- iv. Stage and Stage decoration / beautification.
- v. Sitting arrangement with carpet (Sofas and Chairs).
- vi. Flower and other decoration.
- vii. Multi Media Projector Screens.
- viii. Hi Tech Sound System.
- ix. Lighting Arrangement.
- x. Arrangement of Back Drop, Side Drop & Streamer Flex and Banners.
- xi. Arrangement of HD Pictures and Video Recording.
- xii. Arrangement for Refreshment and catering
- xiii. Arrangement of backup Generators.
- xiv. Any incidental arrangement required.

Eligibility Criteria:

Sealed Bids are invited from the eligible Event Management Firms with following requirements:

- Registered with relevant Tax Authorities.
- Should not have been blacklisted/suspended by any Government agency.
- Complete in house suite of capabilities to organize mega events.
- 2 Years' experience of organizing events for known corporate firms and Government departments.
- Proven experience of organizing events with special arrangements for VVIPs.
- Managing medium level conferences/seminars/public events.
- Capacity to manage hi-tech support to the events e.g. video conferencing etc.
- Provide innovative and out of the box solutions in organizing mega events.
- Must have complete office set up at Lahore.





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The Bids should be received in hard copy at the address given below by 4th December 2015 till 11:00 am which shall be opened on the same date at 11:30 am at 44-C-1, Gulberg III, M.M. Alam Road, Lahore in the presence of representative of the bidders who wish to participate. Tender must be accompanied with 2% earnest money (refundable) of the total bid price in the shape of CDR in favor of the "Punjab Saaf Pani Company". Rates may be quoted for each items/ services. Least evaluated bidder will be awarded the work order.

Sr. No.	Particulars	Rate (PKR)
1	Arrangement of Waterproof Tents	
2	Alternative Opening – Joint Inauguration / Videos	
3	Welcome Desk	
4	Stage and Stage decoration / beautification	
5	Sitting arrangement with carpet (Sofas and Chairs)	
6	Flower and other decoration	
7	Multi Media Projector Screens	
8	Hi Tech Sound System	
9	Lighting Arrangement	
10	Arrangement of Back Drop, Side Drop & Streamer Flex and Banners	
11	Arrangement of HD Pictures and Video Recording	
12	Arrangement for Refreshment and catering	
13	Arrangement of backup Generators	
14	Any incidental arrangement required	
TOTAL		

Chief Contracts & Procurement
Punjab Saaf Pani Company
44-C-1, Gulberg-III, M. M. Alam Road, Lahore, Pakistan
Phone: (92) 042-99268274-8 Fax: (92) 042-99268279
Website: www.saafpani.org.pk

