Part-I
Section IV. Bidding Forms

1. Bid Submission Form

Date: ___________________________

No: ____________________________

To
Deputy Director (Extension),
Agriculture Department,
[Insert the address of Concerning Office Address]

Having examined the tender documents including Addenda Nos. [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said Pre-Qualification documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid during the bid validity period starting from the date fixed for Bid opening under Clause 22 of the Instructions to Service Providers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

<table>
<thead>
<tr>
<th>Name and address of agent</th>
<th>Amount and Currency</th>
<th>Purpose of Commission or gratuity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(if none, state “none”)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Dated this ______________ day of ______________ 20__

[signature]  [In the capacity of]

Duly authorized to sign Bid for and on behalf of ________________________________
# Part-I

## Section V. Bidding Forms

### 1. Schedule of Prices

#### Required Services & Per Unit Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit &amp; Qty</th>
<th>Per unit Cost (PKR)</th>
<th>Total Cost (PKR)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sitting and Refreshment Arrangements</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farmer Days at [insert number of places] selected places for participants. (list of places is attached)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tent arrangement for [insert number of participants]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration of Farmer Day will be 3 to 4 hours</td>
<td>[insert no of events]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Chairs for [insert number of participants]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs for [insert number of participants]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage arrangement for 10-12 persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability of standard size Multimedia projector with sound system for [insert number of participants]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refreshment for [insert number of participants] during each seminar/ Farmer Day (a box containing Chicken patties, Samosa, Chicken Shami, cold drink) or One Dish (chicken korma, Nan, Water, Salad, Raita, Khir,)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>½ Liter Mineral Water Bottle for [insert number of participants] during each seminar/ Farmer Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Promotional Material Designing &amp; Printing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Streamers size 5x3 feet</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standees size 5x2 feet</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banners 8x4 Feet</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The quantities mentioned above are tentative. The exact quantities will be decided at the time of signing of contract without increasing the unit cost.

Dated __________

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of ________________

24
Part-II
Section I. Contract Forms
1. Contract Form

THIS AGREEMENT made the ______ day of _______ 20____ between
Deputy Director (Extension), Agriculture Department, [Insert the address of
Concerning Office Address]
(hereinafter called “the Purchaser”) of the one part and [name of Service Provider] of
(hereinafter called “the Service Provider”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [brief
description of goods and services] and has accepted a bid by the Service Provider for the supply of
those goods and services in the sum of [contract price in words and figures] (hereinafter called
“the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:
1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part
of this Agreement, viz.:
(a) the Bid Form and the Price Schedule submitted by the Service Provider;
(b) the Schedule of Requirements;
(c) the Terms of Reference;
(d) the General Conditions of Contract;
(e) the Special Conditions of Contract; and
(f) the Purchaser’s Notification of Award.
(g) Annexures I-II
3. In consideration of the payments to be made by the Purchaser to the Service Provider
as hereinafter mentioned, the Service Provider hereby covenants with the Purchaser to
provide the goods and services and to remedy defects therein in conformity in all respects
with the provisions of the Contract

4. The Purchaser hereby covenants to pay the Service Provider in consideration of the
provision of the goods and services and the remedying of defects therein, the Contract Price
or such other sum as may become payable under the provisions of the contract at the times
and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in
accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by __________________ the ____________ (for the Purchaser)
Signed, sealed, delivered by __________________ the ____________ (for the Service
Provider)
ANNEXURE-I
Authority Letter
(For signatory of Tender document)
(On Letterhead of the Firm / Company)

It is certified that [Insert name of firm / Company] having its registered office at [-----], does hereby nominate, appoint and authorize Mr. [-----] having CNIC No. [-----] hereinafter referred to as the “Signatory of Application”, to do in our name and on our behalf the following:
Sign and submit to Deputy Director (Extension), Agriculture Department, [Insert the address of Concerning Office Address]

i. or its authorized nominee, the Bid for Non-Consultancy Services for Hiring of Event Management Company, in response to the advertisement dated [-----] issued by The Procuring Agency and all other documents and instruments required to submit the Bid.

ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and

iii. do and carry out all other actions as may be required by the Procuring Agency in connection with the Bidding process as a whole;

iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Authority Letter.

v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid in response to the above referred Pre-Qualification including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-bid conference meetings and bid opening meetings) and providing information/responses to the Procuring Agency in all matters in connection with our Bid.

We, [Insert name of Firm / Company], do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Authority Letter shall be binding on us.

Furthermore, each provision of this Authority Letter is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Authority Letter at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.
FOR: [INSERT NAME OF FIRM / COMPANY]

Signature and Thumb impression:
Name: 
Title: 
CNIC No.: 

FOR SIGNATORY OF THE APPLICATION (Attorney)

Signature: 
Name: 
Title: 
CNIC/Passport No.: 

Note:

i. In case of Firm, to be executed by all Partners

ii. In case of Company, to be executed by Chairman Board of Directors
ANNEXURE-II

Undertaking for Correctness of Information and Eligibility
(To be printed on PKR 100 Stamp Paper)

I, the undersigned, do hereby certify that all the statements made in the Pre-Qualification documents and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Procuring Agency at any time, if it deems necessary.

The undersigned hereby authorize all concerned to furnish any additional information requested by the Procuring Agency to verify this statement regarding credentials of my firm / company.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Procuring Agency.

Moreover, the undersigned certify that my firm / company has not been declared ineligible / blacklisted by any of the Federal / Provincial Government or any other entity due to any reason whatsoever and is eligible to carry out the business for which this bid is being made.

Signed by an authorized representative
Name & Designation
CNIC No.----------------
Name of the firm / company
Date:--------------

Witness No. 1
Signature:
Name:
CNIC No.

Witness No. 2
Signature:
Name:
CNIC No.

Notarized by the Notary Public