



**GOVERNMENT OF PAKISTAN  
TRADE DEVELOPMENT AUTHORITY OF PAKISTAN**

**SHORTLISTING DOCUMENTS**

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**PARTICIPATION IN THE FOOD COURT**  
**EXPO PAKISTAN 2017**  
**(9-12 NOVEMBER, 2017)**

## INTRODUCTION

Subject: **PARTICIPATION IN THE FOOD COURT DURING EXPO PAKISTAN 2017**  
**(November 9-12, 2017)**

Trade Development Authority of Pakistan (TDAP) is organizing the mega Trade Exhibition "Expo Pakistan-2017" from 9<sup>TH</sup>-12<sup>TH</sup> November, 2017 at Karachi Expo Centre. The four day event shall be visited by hundreds of foreign delegates from around hundred countries and thousands of Pakistani corporate visitors as well as the general public on the last day of the event.

2. TDAP invites applications from the interested international and local fast food chains & PSQCA Certified Bottles Water Companies. The firms must be registered with Income Tax and Sales Tax Departments. Selection of the firms shall be done against the limited available stalls in each category which shall be the sole discretion of TDAP.

3. Shortlisting documents containing the detailed terms and conditions, method of applying, procedure for submission of applications, security deposit, last date for application, etc. are available for the interested firms at the Office of the Deputy Director (Expo Pakistan-2017), Trade Development Authority of Pakistan (TDAP), 3<sup>rd</sup> Floor Block-A, FTC Building, Shahrah-e-Faisal, Karachi free of cost. The shortlisting documents can also be downloaded from [www.tdap.gov.pk](http://www.tdap.gov.pk) free of cost.

5. Duly filled in application forms along with security deposit must reach at the office of the Deputy Director (Expo Pakistan-2017), Trade Development Authority of Pakistan (TDAP), 3<sup>rd</sup> Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi on or before 11:00 A.M. on 16<sup>th</sup> October, 2017. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

6. Trade Development Authority of Pakistan reserves the right to reject any or all application forms and to annul the bidding process at any time.

Deputy Director  
Expo Pakistan-2017

**Trade Development Authority of Pakistan**  
**Ministry of Commerce**  
**Government of Pakistan**

3<sup>rd</sup> Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi  
Tel: 021-99201511 Fax: 021-99206474: Email: [expopakistan.2017@tdap.gov.pk](mailto:expopakistan.2017@tdap.gov.pk)

## Terms of Reference

- The firms will submit their applications on their letter head with the following details:
  - i. Name of the firm with complete address, contact details and name of the authorized focal person
  - ii. Product of the firm
  - iii. Total experience of the firm
  - iv. NTN number
  - v. Income tax / sales tax registration certificate
  - vi. Any other relevant certification by Food Authorities, PSQCA Government of Pakistan
  - vii. Security Deposit of Rs.50,000/- in form pay order in favor of “Accounts Officer, TDAP, Karachi.
- Incomplete Applications forms shall not be considered / entertained and shall be rejected.
- All the firms shall submit a security deposit of Rs.50,000/- (Refundable) along with the application forms in form of pay order in favor of “Accounts Officer, TDAP, Karachi which shall be refunded to the firms after the conclusion of the event and after deposit of the payable percentage of the total sales by the firms to TDAP. Applications received without security deposit shall not be entertained.
- TDAP will provide space to the participating firms during the event. Other necessary arrangements including construction of stalls for display and catering will be made by the firms themselves.
- The firms will pay total 10% of their total sales during the 04 day event to TDAP. All transactions shall be based on receipt of sale which shall be monitored by TDAP representatives.
- The above amount i.e. 10% of total sales will be deposited to TDAP in the form of pay order (in name of Accounts Officer EMDF, TDAP Karachi) within 03 days after the event).
- The firms shall provide computerized receipts of sale as proof of their daily sales.

- The firms will ensure the international / best quality standard of their food during the event.
- The firms will provide in writing that their service will be available during the 04 day event.
- In Case of any dispute, the case will be referred to Director General (MS), TDAP Karachi whose decision will be final.
- TDAP reserves the right to impose any penalty, as it deems fit, in case of violation of the terms of contract.
- TDAP will decide the stall allocation on basis of the criteria given below and the availability of stalls for the relevant category.

## Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called “the Procuring agency”) of the one part and [*name of Supplier / service provider*] of [*city and country of Supplier*] (hereinafter called “the Supplier / service Provider”) of the other part:

WHEREAS the Procuring agency invited Expression of Interest for certain goods / ancillary services, viz., [*brief description of goods and services*] and has accepted a bid / Expression of interest by the Supplier for the supply of those goods / 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 Terms of Reference shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - TDAP will provide space to the participating firms during the event. Other necessary arrangements including construction of stalls for display and catering will be made by the firms themselves.
  - We, M/s. .... will pay total 10% of the total sales during the 04 day event to TDAP.
  - The above amount i.e. 10% of revenue will be deposited to TDAP in the form of pay order (in name of “Accounts Officer TDAP Karachi”) within 03 days after the event).
  - We, M/s. .... shall provide computerized receipts of sale as proof of their daily sales.
  - We, M/s. .... will ensure the international / best quality standard of their food during the event.
  - The firms will provide in writing that their service will be available during the 04 day event.
  - We, M/s. .... hereby certify that the cooking shall be done only in the allocated space for the same to be decided by TDAP.

- In Case of any dispute, the case will be referred to Director General (MS), TDAP Karachi whose decision will be final.
- TDAP reserves the right to impose any penalty, as it deems fit, in case of violation of the terms of contract.
- TDAP will decide the stall allocation on basis of the profile of the firm / brand and the available stalls.

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 Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

## **EVALUATION / SELECTION CRITERIA**

- i. Total years of experience in the relevant services
- ii. Annual turnover for the relevant year
- iii. Registration with income tax/sales tax
- iv. Quality certification from the relevant Government Departments
- v. Relevance of the brand
- vi. International Set UP