

LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT, PUNJAB

TERMS OF REFERENCE FOR HIRING THE EVENT MANAGEMENT FIRM FOR CONDUCTING VARIOUS

EVENTS BY LG&CD DEPARTMENT WITH THE SUPPORT OF DONOR AGENCIES

General Terms & Conditions:

1. The event management firm having at least 5 years experience of event management will be preferred.
2. The event management firm must have experienced human resources
3. The event management firm must have good professional reputation
4. The event management firm must have financial management experience
5. Each and every event management firm may apply through email indicating financial bid
6. Procurement committee notified by the LG&CD Department will open the bids and after conducting the technical ranking, a comparative statement will be prepared
7. Procurement committee on the basis of competitive rates will be authorized to accept or reject the bid without assigning any reason.

The Event Management Firm will be responsible for the following tasks:

1. Preparation of list of participants
2. Preparation of the schedule of event
3. Preparation of session plan
4. Finalization of venue
 5. Arrangement for conduct of stage
 6. Intimation to all the participants
 7. Preparation of back drop & seating arrangements etc
 8. To ensure attendance
 9. To ensure registration
10. Logistic arrangements including refreshment, digital photography etc
11. Preparation of stationary kits etc

Deliverables:

The firm/event manager will be responsible to ensure the following deliverables:

1. Attendance sheet
2. Registration forms of all the participants
3. Digital snaps
4. Detail of expenditure on firm's letterhead
5. Press clippings of all events
6. Event report

Responsibility of LG&CD Department:

1. LG&CD Department will pay 30% of total estimated expenditures as mobilization advance, 50% amount will be paid after completion of the task and last installment 20% will be released after obtaining the event report
2. All the payments will be made through cross cheques
3. Each and every document will be verified by the Dy. Director (CD&T)