

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA – I

(As Per Rule 47 of PP Rules, 2004)

To Be Filled And Uploaded on PPRA Website In Respect of All Public Contracts of Works, Services and Goods.

- NAME OF THE ORGANIZATION/DEPTT. **NADRA HEADQUARTER ISLAMABAD**
- FEDERAL / PROVINCIAL GOVT. **FEDERAL**
- TITLE OF CONTRACT:- **Providing and Fixing of Tiles at HQ NADRA, Islamabad.**
- TENDER NUMBER:- **108/2023**
- BRIEF DESCRIPTION OF CONTRACT **Providing and Fixing of Tiles at HQ NADRA, Islamabad.**
- TENDER VALUE **Rs. 06 MILLION**
- ENGINEER'S ESTIMATE (for civil Works only) **Rs. 06 MILLION**
- CONTRACT PERIOD **04 WEEKS**
- ESTIMATED COMPLETION PERIOD **04 WEEKS**
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN? Yes /No **YES**

➤ **ADVERTISEMENT**

(Federal Agencies) (If yes give date and PPRA's tender number)

511517

(i) PPRA Website

Tender # 108/2023

dated 24th May, 2023

(ii) Newspapers

The News, Lahore

dated 24th May, 2023

(iii) Newspapers

Dunya, Islamabad

dated 24th May, 2023

- TENDER OPENED ON (DATE & TIME) **08th June, 2023 at 11:30 hours**

- NATURE OF PURCHASE **NATIONAL**



4 nadra 24624.6

- EXTENSION IN DUE DATE (If any) No
- NUMBER OF TENDER DOCUMENTS SOLD /DOWNLOADED 04 Nos
1. M/s WEMCO Engineers
2. M/s Frontier Works Promotors
3. M/s Abbaseen Associates
4. M/s MK Design
- WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS (If yes enclose a copy). Yes
- WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS (Please refer RFP copy attached) Yes
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____
- b) SINGLE STAGE - TWO ENVELOPE PROCEDURE. _____
TWO STAGE BIDDING PROCEDURE. _____
- c) TWO STAGES – TWO ENVELOPE BIDDING PROCEDURE. ____
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED WITH BRIEF REASONS (i.e. EMERGENCY, DIRECT CONTRACTING NEGOTIATED TENDERING ETC.) No
- WHO IS THE APPROVING AUTHORITY CHIEF ADMINISTRATIVE OFFICER (CAO)
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING. N/A
- NUMBER OF BIDS RECEIVED (1. M/s WEMCO Engineers, 2. M/s Frontier Works Promotors 3. M/s Abbaseen Associates, 4. M/s MK Design) 04
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER. Yes
- WHETHER INTEGRITY PACT WAS SIGNED No



Deputy Director
NADRA HQ Procurement
(Imran Hashim)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA – II

To Be Filled And Uploaded on PPRA Website In Respect of All Public Contracts of Works, Services & Goods.

➤ NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS **01 Nos**

NAME AND ADDRESS OF THE SUCCESSFUL BIDDER RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT

i) **M/s MK Design,**
Office#: 116, 1st Floor, Benazir Plaza,
Jinnah Avenue, Blue Area, Islamabad

(i.e. 1st, 2nd, 3rd EVALUATED BID). **1st**

➤ NEED ANALYSIS (Why the procurement was necessary?) **Providing and Fixing of Tiles at HQ NADRA, Islamabad**

➤ IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE REASONS (Briefly describe) **No**

➤ WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS **Yes**

➤ DATE OF SIGNING THE PURCHASE ORDER **01st August, 2023**
(Attach a copy of agreement)

➤ CONTRACT AWARD PRICE **Rs. 6,379,993/-**

➤ WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS **Yes**
(Attach copy of the bid evaluation report)

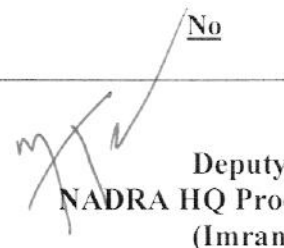
➤ ANY COMPLAINTS RECEIVED **No**

➤ ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS **No**
(If yes give details)

➤ DEVIATION FROM QUALIFICATION CRITERIA **No**
(If yes give details)

➤ SPECIAL CONDITIONS, IF Any **No**
(Give Brief Description)

[F.No.2/1/2008PPRA-RA.III]


Deputy Director
NADRA HQ Procurement
(Imran Hashim)

National Database and Registration Authority NADRA, Islamabad

Submission Date	24/5/2023
Receipt No	174801
Tender No	NADRA-HQ-RFB-108/2023
Sector	Civil Works
Tender Title	Providing and Fixing of Tiles at HQ NADRA Islamabad
Tender Note	Providing and Fixing of Tiles at HQ NADRA Islamabad
Description	<p>National database and Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders i.e. Suppliers/Contractors/Firms having valid registration with PEC in minimum Category C-6 and having valid registration from Income Tax & Sales Tax Departments and who are Active on Tax payers List (ATL) of the FBR for providing and fixing of Tiles HQ NADRA, Islamabad. 2. The bid documents contain detailed Specification, Instruction, conditions and forms for participating in the bid. The bid documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address & upon payment of a non-refundable fee of Rs.2,000/- into NADRA bank account and provision of deposit slip to NADRA Office. Detail of NADRA bank account is: Bank HBL Account Title: NADRA Headquarters Account # 0004600051009601. The bidding documents are also available on NADRA official website for the interested bidders which can be viewed and downloaded from www.nadra.gov.pk without any cost. 3. Rupees 250/- additional (courier charges) to be deposited by the out stationed bidders for the purpose to purchase complete set of bidding documents. The complete set of Bidding Documents will be sent via Courier Services. Request for the same must reach at least 07 working days before closing date of tender else any delay liability cannot be claimed. 4. A pre-bid meeting will be held on 31st May, 2023 at 1100 hrs in HQ NADRA Sector G-5/2, Islamabad. 5. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the address mentioned below on or before 1100 hours on 8th June, 2023. Bids will be opened on same day at 1130 hours. 6. All the vendors are requested to provide request for issuance of tender documents on company letter head including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company representative must possess company employee card. 7. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004. CONFERENCE ROOM PROCUREMENT DEPARTMENT NADRA HQ NADRA RHO Building (Ground Floor) 30 - Mauve Area G-10/4, Islamabad - 44000. Telephone: 051-90391854 Fax No: 9108188 Providing and Fixing of Tiles at HQ NADRA Islamabad</p>
Advertisement Date	24/5/2023
Closing Date	8/6/2023
Closing Time	11:00:00 AM
Opening Time	11:30:00 AM
Estimated Cost	
Tender Nature	National
Earnest Money	Rs.120,000/-
Bid Validity	120 days
Bidding/Tender Document Cost	Rs.2000/-
Remarks	
Attach Document	

Person to be Contacted

Naveed Agha

Designation

Head of Procurement

Tel No.

31-818145

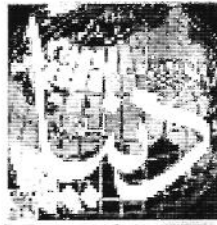
Address


Ground Floor Procurement Department Regional HQ Building
Mauve Area GPO, Islamabad

PID STATEMENT OF MEDIA RELEASED TO DAILY NEWSPAPERS


PID ISLAMABAD 23-05-2023| PED-HQ NADRA)

Name of Client	Agency	Size	Publication Date	Caption	Region	Name of Newspapers/Periodicals	Publication Status
NADRA PID (I) 7175 /22	PID	15x3	24-05-2023	TENDER NO. NADRA-HQ- RFB-108.2023	Isb/lhr	The News, Lhr English Newspaper	24-05-2023
						Dunya,Isb Urdu Newspaper-	24-05-2023





GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
NADRA HEADQUARTERS ISLAMABAD



INVITATION OF BID
PROVIDING AND FIXING OF TILES AT HQ NADRA, ISLAMABAD

TENDER # NADRA-HQ-RFB-108/2023

1. The Government of Pakistan (G.O.P) Ministry of Interior Government of Islamabad Capital Territory (G.O.I) is hereby inviting bids for providing and fixing of tiles at HQ NADRA, Islamabad. The bids will be opened on 09/06/2023 at 11:00 AM. The bids will be opened on 09/06/2023 at 11:00 AM. The bids will be opened on 09/06/2023 at 11:00 AM.

2. Bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad. The complete details of the tender are available on the NADRA website. The bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad.

3. The bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad. The bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad.

4. The bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad. The bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad.

5. The bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad. The bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad.


6. The bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad. The bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad.

7. NADRA is not responsible for the bids. The bids should be submitted in sealed envelopes with the following details for the purpose of providing and fixing of tiles at HQ NADRA, Islamabad.


CONFERENCE ROOM
PROCUREMENT DEPARTMENT NADRA HQ
NADRA RHO Building (Ground Floor)
30 - Manve Area G-10/4, Islamabad - 44000.
Telephone: 051-90391854 Fax No: 9108188

PID(1)7175/22

https://e.dunya.com.pk/roznama/flip.php?e_name=ISL



GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
NADRA HEADQUARTERS ISLAMABAD



INVITATION OF BID
PROVIDING AND FIXING OF TILES AT HQ NADRA, ISLAMABAD

TENDER # NADRA-HQ-RFB-108/2023

1. National database and Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders i.e. Suppliers/Contractors/Firms having valid registration with PFC in minimum Category C-6 and having valid registration from Income Tax & Sales Tax Departments and who are Active on Tax payers List (AHL) of the FBR for providing and fixing of Tiles HQ NADRA, Islamabad.
2. The bid documents contain detailed Specification, Instruction, conditions and terms for participating in the bid. The bid documents complete set can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address & upon payment of a non-refundable fee of Rs 2000/- into NADRA bank account and provision of deposit slip to NADRA Office. Detail of NADRA bank accounts: Bank HBL, Account Title: NADRA Headquarters, Account # 0004600051009001. The bidding documents are also available on NADRA official website for the interested bidders which can be viewed and downloaded from www.nadra.gov.pk without any cost.
3. Rupees 25% additional recurring charges to be deposited by the un-stationed bidders for the purpose to purchase complete set of bidding documents. The complete set of Bidding Documents will be sent via Courier Services. Request for the same must reach at least 07 working days before closing date of tender else any delay liability cannot be claimed.
4. A pre-bid meeting will be held on 31st May, 2023 at 11:00 hrs in HQ NADRA Sector G-5-2, Islamabad.
5. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the address mentioned below on or before 11:00 hours on **8th June, 2023**. Bids will be opened on same day at 11:30 hours.
6. All the vendors are requested to provide request for issuance of tender documents on company letter head including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company representative must possess company employee card.
7. NADRA reserves the right to reject all the bids as per Rule 73 of PPRA 2004.

CONFERENCE ROOM
PROCUREMENT DEPARTMENT NADRA HQ
NADRA RHO Building (Ground Floor)
30 - Mauve Area G-10/4, Islamabad - 44000.
Telephone: 051-90391854 Fax No: 9108188 **PID(I)7175/22**


EVALUATION REPORT
(As Per Rule 35 of PP Rules, 2004)

1.	Name of Procuring Agency:	HQ NADRA Islamabad
2.	Method of Procurement:	Single Stage (02) Envelopes Method
3.	Title of Procurement:	Provision and Fixing of Tiles at VIP Lobby Area at HQ NADRA Islamabad
4.	Tender Inquiry No:	NADRA-HQ/RFB-108/2023
5.	PPRA Ref. No. (TSE):	TSS11517E
6.	Date & Time of Bid Closing:	08 th June, 2023 at 1100 Hrs.
7.	Date & Time of Bid Opening:	08 th June, 2023 at 1130 Hrs.
8.	No of Bids Received:	04 x Bids
9.	Criteria for Bid Evaluation:	Based on Eligibility Criteria and Technical Compliance, as per Tender Documents
10.	Details of Bid(s) Evaluation:	As under:-

Name of Bidder	Marks		Evaluated Cost	Rule/Regulation/SBD*/ Policy/ Basis for Rejection / Acceptance as per Rule 35 of PPRA Rules, 2004.
	Technical (if applicable)	Financial (if applicable)		
M/s WEMCO Engineers	Qualified	Only technical qualification was required	Rs. 8,948,150/-	Four firms i.e M/s WEMCO Engineers, M/s Frontier Works, M/s Abbaseen Associate and M/s MK Design participated in the tender. Technical bids were opened on 08 th June, 2023. Technical bids were forward to technical evaluation board for technical evaluation. As per technical evaluation report all bids are technical qualified. Same was communicated to the respective bidders (F/A). Financial bid of technically qualified firms were opened on 26 th June, 2023. As per financial evaluation M/s MK Design was found most advantageous.
M/s Frontier Works	Qualified	Only technical qualification was required	Rs. 6,485,851/-	
M/s Abbaseen Associates	Qualified	Only technical qualification was required	Rs. 11,947,964/-	
M/s MK Design	Qualified	Only technical qualification was required	Rs. 6,379,993/-	

Most Advantageous Bidder: **M/s MK Design**

11. Any other additional / supporting information, the procuring agency may like to share. Nil


 A/Head of Department
 NADRA HQ Procurement
 (Imran Hashim)
 12 July, 2023



MUST BE IMMEDIATE BY COURIER/BY FAX
GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
HEADQUARTERS NATIONAL DATABASE
& REGISTRATION AUTHORITY (NADRA)
PROCUREMENT DEPARTMENT (HQ)
(GHORAMALABAD BUILDING) MAUVE
AREA 1-10/4, ISLAMABAD
PHONE NO- 9181854 FAX NO- 9108188
TENDER # NADRA-PROC/FB- 08/2023

June, 2023

To: Mr. A. Hashim Hashmi
27 Constitution Avenue,
Islamabad
Phone No: 33-648555
Fax # 33-648555

Subject: Against Tender # TENDER # NADRA-PROC/FB-08/2023

1. We are advised that your firm is not technically qualified to submit a financial bid opening of the subject tender will be on 16th June, 2023 at Procurement Department (Conference Room) at G-10/4, Regional Head Office Islamabad.

2. Submit your response to the above mentioned tender.

A/Head of Department
NADRA HQ Procurement
(Imran Hashmi)



URGENT/IMMEDIATE/BY COURIER/BY FAX
GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
HEADQUARTERS NATIONAL DATABASE
& REGISTRATION AUTHORITY (NADRA)
PROCUREMENT DEPARTMENT (HQ)
(FERO ISLAMABAD BUILDING) MAUVE
AREA G-10/4, ISLAMABAD
PHONE NO- 90391854 FAX NO- 9108188
TENDER # NADRA-HQ/RFB-108/2023

[Signature] June, 21 23

To: M/s Frontier Works Engineers
Opp. Mall Road, Peshawar Bank Street,
Ming Road, Peshawar G.T Road, Peshawar
Tel: 091-2192411 Fax: 091-33-9358681

Subject: Requirement of services of Engineer against Tender # TENDER # NADRA-HQ/RFB-108/2023

1. With reference to your letter of 15/06/2023, it is to inform that your firm has been technically qualified. detail is attached herewith. The financial bid opening of the subject tender will be on 23rd June, 2023 at 11:00 AM in the Procurement Department (Conference Room) at G-10/4, Regional Head Office Islamabad.

2. Submitted by the undersigned, i.e.

[Signature]
A/Head of Department
NADRA HQ Procurement
(Imran Hashmi)



VIC ST IMMEDIATE/BY COURIER/BY FAX
GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
HEADQUARTERS NATIONAL DATABASE
& REGISTRATION AUTHORITY (NADRA)
PROCUREMENT DEPARTMENT (HQ)
(RHO ISLAMABAD BUILDING) MAUVE
AREA G-10/4, ISLAMABAD
PHONE NO- 9991851 FAX NO- 9108188
TENDER # NADRA-HQ/GB-108/2023
June, 2, 23

To: Mr. General Store,
Nainah Wali Road, Butt General Store,
Block 7, Islamabad
Contact # 3300 15,9723607

Subject: Against Tender # TND/RP/NADRA-HQ/GB-108/2023

1. With reference to your letter, it is to inform that your firm has been technically qualified. detail is attached for your reference. financial bid opening of the subject tender will be on 16th June, 2023 at 10:00 AM at Procurement Department (Refer to Room) at G-10/4, Regional Head Office Islamabad.

2. Subject to the above conditions.

A/Head of Department
NADRA HQ Procurement
(Imran Hashmi)



**GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR**

**PROCUREMENT DEPARTMENT (HQ) GROUND FLOOR
(RHO ISLAMABAD BUILDING) MAUVE AREA, G-10/4, ISLAMABAD
PHONE NO 051-90391854 FAX NO 051-9108188**

*EPO: 4104
REQ: 10964
RFQ: 3858*

Work Order No: NADRA/Proc/Admin/8337
01st August, 2023

To: **M/s MK Design
Office # 116, 1st Floor, Benazir Plaza,
Jinnah Avenue, Blue Area, Islamabad
Tele # 051-2273825, Cell # 0300-8508988**

I am directed to confirm an order for providing & fixing of Tiles at VIP lobby area HQ NADRA Islamabad quoted vide our tender # NADRA-HQ/RFB-108/2023 financial bid opened on 26.06.2023 as per following details:-

Sr #	Name of Item / Description	Qty	Unit Price (Rs)	Total Price (Rs)	15% GST	Total Price (Rs)
1.	Removing of all carpets from the floor and stack off as per the direction and under the carpet floor all electric points and data points re-route as per the direction of the Network Dept.	01 Job	26,120/-	26,120/-	3,918/-	300,038/-
2.	Floor Tile 4' x 2' Providing and fixing of Floor Tiles 4-feet by 2-feet (4'x2') of RAK/equivalent in lobby area, the tiles shall be fixed using 4mm wide spacer and filling the joints with grout of approved shade and color and complete as per the direction of the client.	7200 Sqft	545/-	3,924,000/-	588,600/-	4,512,600/-
3.	Leveling of Floor:- Providing and laying of PCC 1:2:4 for floor leveling to fix the tiles in appropriate way.	7200 Sqft	125/-	900,000/-	135,000/-	1,035,000/-
4.	Skirting: Providing and laying of 1/2" thick and 4" high skirting of RAK/equivalent including 1:4 cement complete in all respects and as approved by the Client.	720 Rft	380/-	273,600/-	41,040/-	314,640/-
5.	Providing and fixing of Artificial Grass Imported (Malaysian Made) as approved by the client and complete in all respects.	150 Sqft	550/-	82,500/-	12,375/-	94,875/-
6.	Dismantling of wall and debris removed from the 1st Floor to outside the building.	01 Job	50,000/-	50,000/-	7,500/-	57,500/-
7.	Providing and fixing of 12mm Glass (Tempered) with Glass Handle, Imported swing machine and as the direction of the client and complete in all respects.	150 Sqft	1,300/-	195,000/-	29,250/-	224,350/-
8.	Providing and fixing of 12mm Glass (Tempered) with Glass Handle, Imported swing machine and as the direction of the client and complete in all respects.	42 Sqft	2,300/-	966,000/-	14,490/-	111,090/-
(Corrected bid price rupees six million three hundred seventy nine thousand nine hundred and ninety three only including 15% GST) Total:						6,379,993/-

TERMS AND CONDITIONS

a. Place of Work: **HQ NADRA, Sector G-5/2, Islamabad**

b. Completion Time: **4 Weeks**

- Delivery/completion period may be extended in case of events beyond the control of bidder and NADRA. Vendor shall inform in writing to NADRA of any such event and may request for extension in delivery period at least 2 weeks prior to the expiry of delivery period otherwise the request for extension will not be accepted.
- If any of the supplied items/equipment rejected by NADRA, firm shall provide the replacement within the above mentioned delivery period or within 4 weeks, whichever comes later otherwise LD will be charged as per the relevant clause.
- In case the firm fails to deliver the equipment even after the lapse of 30 days after the expiry of the delivery time, NADRA reserves the right to confiscate the bid security/performance bond (whichever is applicable) of the firm.

c. Inspection/Acceptability: As per acceptance by User Department

d. Liquidated Damages: In case of any delay from the completion time, Late Delivery Charges @ 0.5% per day on the delayed item / work, up to a maximum of 10% of the total value of delayed item / work shall be charged

e. Government taxes shall be deducted at the time of payments as per Government prescribed rates where applicable.

f. Payment Term:

a. 95% payments shall be made after completion/delivery of items and successful QC check to the supplier on provision of acceptance certificate / and on production of following documents:-

- Delivery Challan (in duplicate)
- Firm Bill (in duplicate)
- Sales Tax Invoice (in duplicate)
- Warranty / Guarantee form (in duplicate) for each equipment (if applicable)
- Valid professional Tax & Income Tax Exemption Certificate (if applicable)

b. 5% payment shall be retained as assurance of performance till the completion of warranty/defects liability period (whichever is applicable) and will be released on submission of invoice (in duplicate) by the vendor and provision of acceptance certificate by NADRA user department. However, for earlier release of this payment the vendor may provide a bank guarantee of equal amount issued by any scheduled Bank of Pakistan under URGD 758. The bank guarantee will be released after the expiry of warranty / defects liability (whichever is applicable) period upon submission of invoice/request from vendor and provision of NOC / Acceptance Certificate by the NADRA User Dept. NADRA reserves the right of confiscate this 5% payment in case of any non-performance by the bidder during the warranty and defects liability period.

g. Warranty and Defect Liability Period:

- The items are to be guaranteed for trouble free performance for a minimum period of **one year** after delivery. Firm shall warrant that all the components supplied under the order shall be new and of the best quality according to the manufacturers specifications and shall be free from the defects.
- All the works performed and services provided shall have a defects liability period of **four (4) months** from the date of completion of the work and of final acceptance from NADRA user department.
- All the equipment provided shall have a warranty period of **one year** from the date of final acceptance by NADRA user department.

M/K

Folder # 108/2023

Favorite's works Promoters 8/6/23 Sohail
② Abaseem Associates 08/06/23 Tala
③ Mence Engineers 8/06/23 Umair

03489310079 Download BY
0833-5062897 Download BY
03315178783 "



PPRA TENDER # NADRA-HQ-RFB-108/2023



Issue Date of Tender ----- 2023

NATIONAL DATABASE & REGISTRATION AUTHORITY

NADRA

TENDER DOCUMENTS

For

PROVIDING AND FIXING OF TILES AT HQ NADRA ISLAMABAD

NATIONAL DATABASE & REGISTRATION AUTHORITY

NADRA



**GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
NADRA HEADQUARTERS ISLAMABAD**



**INVITATION OF BID
PROVIDING AND FIXING OF TILES AT HQ NADRA, ISLAMABAD**

TENDER # NADRA-HQ-RFB-108/2023

1. National database and Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders i.e. Suppliers/Contractors/Firms having valid registration with PEC in minimum Category C-6 and having valid registration from Income Tax & Sales Tax Departments and who are Active on Tax payers List (ATL) of the FBR for providing and fixing of Tiles HQ NADRA, Islamabad.
2. The bid documents contain detailed Specification, Instruction, conditions and forms for participating in the bid. The bid documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address & upon payment of a non-refundable fee of Rs.2,000/- into NADRA bank account and provision of deposit slip to NADRA Office. Detail of NADRA bank account is: **Bank HBL Account Title: NADRA Headquarters Account # 0004600051009601.** The bidding documents are also available on NADRA official website for the interested bidders which can be viewed and downloaded from www.nadra.gov.pk without any cost.
3. Rupees 250/- additional (courier charges) to be deposited by the out stationed bidders for the purpose to purchase complete set of bidding documents. The complete set of Bidding Documents will be sent via Courier Services. Request for the same must reach at least 07 working days before closing date of tender else any delay liability cannot be claimed.
4. A pre-bid meeting will be held on 31st May, 2023 at 1100 hrs in HQ NADRA Sector G-5/2, Islamabad.
5. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the address mentioned below on or before **1100 hours on 8th June, 2023.** Bids will be opened on same day at **1130** hours.
6. All the vendors are requested to provide request for issuance of tender documents on company letter head including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company representative must possess company employee card.
7. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004.

**CONFERENCE ROOM
PROCUREMENT DEPARTMENT NADRA HQ
NADRA RHO Building (Ground Floor)
30 - Mauve Area G-10/4, Islamabad - 44000.
Telephone: 051-90391854 Fax No: 9108188**



TERMS AND CONDITIONS FOR BID AND BIDDERS



1. **Tender Identification Number:** TENDER # NADRA-HQ-RFB-108/2023
2. **Procurement Agency:** Headquarters National Database and Registration Authority Islamabad
3. **Last Date & Time for Submission of Bid:** 08/06/2023 at 1100 Hours (PST).
Note: All bids submitted after the time prescribed shall be rejected and returned without being opened (Reference PPRA 2004 Rule 28-2).
4. **Bid Opening Date & Time:** 08/06/2023 at 1130 Hours (PST).
5. **Bid Submission and Opening Address:**

(Conference Room)
Procurement Department NADRA HQ,
RHO Building (Ground Floor),
Mauve Area G-10/4, Islamabad
6. **Procedure of Tender**
 - a. Single Stage Two Envelope Procedure.
 - b. The bids sealing and submission (of envelopes) must comply the prescribed procedures as defined in PP Rules 2004 (Rule # 36) (b).
 - c. It is to be ensured that Bid Security must not be sealed with the Technical Bid.
7. **Scope of Works/Deliverables:** Providing & fixing of Tiles
8. **Nature of Procurement:** Turnkey Solution
9. **Authorization of Bidder:** PEC Registration C-6 or above
10. **Place of Work:** HQ NADRA, Islamabad
11. **Bid Submission:**
 - The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened.
 - Note: Bidders are required to state, in their proposal, the name, title, fax number and e-mail address of the bidders authorized representative for all communications until the process has been completed.
 - NADRA will not be responsible for any costs or expenses incurred by bidders in connection with the preparation and submission of bids.
12. **Bid Opening Process/Method:**
 - a) In the first instance, only technical proposal will be opened in the presence of the bidders who chose to participate in the tender opening process. The names of the participating bidders will be read aloud/announced. Technical bids will then be forwarded to the technical evaluation board for technical evaluation. After the completion of the Technical Evaluation the financial proposal and bid security of only qualifying bidders will be opened and the bid prices will be read aloud/announced. The date and time of the financial bid opening will be communicated to bidders. The financial proposals and bid security of firms not meeting the required specifications/ criteria will be returned unopened.
 - b) The representative of the bidder shall bring an authority/nomination letter on company's letterhead for attending the financial bid opening.

13. **Bid Security:**

- a) The amount of the bid and bid security shall be in Pak Rupees. The bidders are required to deposit **Bid Security (refundable)** amounting to **Rs.120,000/-** in the shape of **pay order, call deposit, bankers Cheque or demand draft** issued by any scheduled bank of Pakistan, in favor of National Database and Registration Authority. Bid security shall be sealed with the financial bid or in an envelope separate from Technical and Financial bids. Bid security shall not be sealed with the technical bid. **Bids not accompanied by original bid security will not be entertained.**
- b) **Bid security of successful bidder will be released upon acceptance of Purchase / Work Order**

14. **Bid Validity Period:** 120 days from the date of opening of Tender.

15. **Withdrawal of Bid:**

- a. A bidder may withdraw the bid prior to the deadline for submission of bid as prescribed in these tender documents.
- b. The bid security will be forfeited if a bidder withdraws the bid after the deadline of bid submission or during the period of bid validity or in the case of a successful bidder fails to sign/accept the Purchase Order/Contract.

16. **Rejection of Bid:**

- a. Bids not sealed as per the instructions in the bidding documents.
- b. Bid security has not been submitted as per the relevant clause.
- c. Incomplete, conditional or optional bids will be rejected forthwith.
- d. Bids offering multiple options will be rejected.
- e. Bids received after due date & time will not be accepted.
- f. Bids failing to meet the eligibility / evaluation criteria.
- g. Any noncompliance to the terms and conditions of bidding documents.

17. **Bidder's Eligibility Criteria:**

- a. Bidders must fulfill all the requirements as per the eligibility criteria provided in these bidding documents.
- b. Non-compliance by the bidders will lead to disqualification and their bids will not be considered for further process.

18. **Compliance Instructions:**

- a. Quoted rates should be in Pak rupees and include all applicable GOP taxes & GST (if applicable).
- b. No cutting / overwriting of the offered prices will be accepted.
- c. Strict Compliance of bidding documents, given Specifications and eligibility / qualification criteria.

19. **Completion Timelines:**

- a. 04 weeks
- b. Delivery / completion period may be extended in case of events beyond the control of bidder and NADRA. Vendor shall inform in writing to NADRA of any such event and may request for extension in delivery period at least 2 weeks prior to the expiry of delivery period otherwise the request for extension will not be accepted.
- c. If any of the supplied items / equipment rejected by NADRA, firm shall provide the replacement within the above mentioned delivery period or within 4 weeks, whichever comes later otherwise LD will be charged as per the relevant clause.
- d. In case the firm fails to deliver the equipment even after the lapse of 30 days after the expiry of the delivery time, NADRA reserves the right to confiscate the bid security/performance bond (whichever is applicable) of the firm.

20. **Payment Terms:** (Standard terms are given below, you can change it as per requirements)

- a. 95% Payment shall be made after completion of delivery of items and successful QC check to the supplier on provision of acceptance certificate / and on production of following documents:-
 - I. Delivery Challan (In duplicate).
 - II. Firm bill (In duplicate).

- III. Sale tax invoice (In duplicate).
- IV. Warrantee/Guarantee form (in duplicate) for each equipment (If applicable).
- V. Valid Professional Tax & Income Tax exemption Certificate (If applicable).
- b. 5% Payment shall be retained as assurance of performance till the completion of warranty/defects liability (whichever is applicable) period and will be released on submission of invoice (in duplicate) by the vendor and provision of acceptance certificate by NADRA user department. However, for earlier release of this payment the vendor may provide a bank guarantee of equal amount issued by any Scheduled Bank of Pakistan under URGD 758. The bank guarantee will be released after the expiry of warranty/defects liability (whichever is applicable) period upon submission of invoice/request from vendor and provision of NOC/Acceptance Certificate by the NADRA User Dept. NADRA reserves the right of confiscate this 5% payment in case of any non-performance by the bidder.

21. Warranty and Defect liability period:

- a. The items are to be guaranteed for trouble free performance for a minimum period of one year after delivery. Firm shall warrant that all the components supplied under the order shall be new and of the best quality according to the manufacturers specifications and shall be free from the defects.
- b. All the works performed and services provided shall have a defects liability period of four months from the date of completion of the work and of final acceptance from NADRA user department.
- c. All the equipment provided shall have a warranty period of 01 year from the date of final acceptance by NADRA user department.
- d. During the warranty and defect liability period defects are to be rectified free of charge by arranging free replacement or providing the repair wherever necessary.
- e. The vendor shall provide the warranty and defects liability certificate after the final acceptance by NADRA user department.

22. Bidder's Queries:

Any queries by the Bidders must reach to NADRA Procurement department, at the already mentioned address, at least three (3) working days before the deadline of the bid submission, otherwise NADRA will not be liable to respond.

23. Performance of Bidder:

In case of any poor performance from selected bidder, NADRA reserves the right to issue Poor Performance Certificate to bidder and to confiscate the retention money/bid security/performance bond (whichever is applicable) of the bidder. Bidder receiving three poor performance certificates may be barred from participation in future procurements of NADRA.

24. Liquidated Damages (LD):

In case of any delay in delivery LD @ 0.5% of the total value of the delayed item, per day, up to a maximum of 10% of the total value of the delayed item / work shall be charged.

25. Corrupt or Fraudulent Practices by Bidder:

Any type of corrupt or fraudulent practices or provision of any false information by the bidder will lead to disqualification of the bid and confiscation of the bid security regardless of the price and quality of the product.

26. General Terms and Conditions:

- a. In case the selected bidders do not accept the Purchase Order/Contract, their bid security will be confiscated and a poor performance certificate will be issued to vendor.
- b. In case there is a difference between the unit price and total price for any items quoted in the bid, the unit price of that/those items shall prevail and decision of NADRA in this regard shall be final.
- c. Total Prices must conform to the individual prices of all the items quoted and supplied.
- d. Items Supplied must conform and commensurate to the prices as per the size i.e. Small/Medium/ Large.
- e. Items Supplied must be of Fresh production and new stock.
- f. In case, one or more bidders, quote the same unit/total price for one or more item(s), then those bidder(s) shall be required to submit bids again (for those specific item(s)), as per normal procedure.
- g. **Participating vendors are requested to avoid from all overt & covert activities that shall create any doubt that leads towards ambiguity in the tendering process and tender opening session.**
- h. Bidder must mention name of brand of all the items being quoted in financial bid.
- i. A pre-bid meeting will be held on 31st May, 2023 at 1100 hrs in HQ NADRA Sector G-5/2, Islamabad.
- j. **APPENDICES: (BOQ)**

27. **Mandatory Requirement: (can be amended as per requirements)**

<u>S. No</u>	<u>Requirement</u>	<u>Yes / No</u>
1	Firm has a Valid NTN Registration certificates	
2	Firm has a Valid GST Registration certificates	
3	Firm must be on active Tax payer list (Income and sales Tax) at FBR	
4	Past Relevant Work Experience of minimum 2 years from 30 th June 2022.	
5	Bank statement of last 1x year showing transaction over 5 million.	
6	Bid security (refundable) equal to Rs.120,000/- of bid value in Pak Rupees in form of a pay order / Demand Draft / Call Deposit/ Banker Cheque issued by any scheduled bank of Pakistan, in favor of National Database and Registration Authority.	
7	Documentary evidence / certificate of Registration of company.	
8	Copy of CNIC of the owner.	
9	Bid price valid for 120 days (Provide undertaking in Technical Bid on company letter head).	
10	Submission of undertaking on legal, valid and attested stamp paper that the firm is not blacklisted with any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan	
11	Authenticated / Avoidance Certificate of PEC Registration (at least C-6).	
12.	Original Bidding document as issued by NADRA, duly signed and stamped by the bidder.	

Note:

- Failure to provide the required information mentioned above will lead to DISQUALIFICATION from Tender

28. **Bill of Quantity (BOQ)**

Sr. No.	Item/Description	Qty	Unit Price (Rs)	Total Price (Rs)	% GST	Total Price (Rs)
1.	Removing of all carpets from the floor and stack off as per the direction and under the carpet floor all electric points and data points re-route as per the direction of the Network Dept.	01 Job				
2.	Floor Tile 4' x 2' Providing and fixing of Floor Tiles 4-feet by 2-feet (4'x2') of RAK/equivalent in lobby area, the tiles shall be fixed using 4mm wide spacer and filling the joints with grout of approved shade and color and complete as per the direction of the client.	7200 Sqft				
3.	Leveling of Floor:- Providing and laying of PCC 1:2:4 for floor leveling to fix the tiles in appropriate way.	7200 Sqft				
4.	Skirting: Providing and laying of ½" thick and 4" high skirting of RAK/equivalent including 1:4 cement complete in all respects and as approved by the Client.	720 Rft				
5.	Providing and fixing of Artificial Grass Imported (Malaysian Made) as approved by the client and complete in all respects.	150 Sqft				
6.	Dismantling of wall and debris removed from the 1 st Floor to outside the building.	01 Job				
7.	Providing and fixing of 12mm Glass (Tempered) with Glass Handle, Imported swing machine and as the direction of the client and complete in all respects.	150 Sqft				
8.	Providing and fixing of 12mm Glass (Tempered) with Glass Handle, Imported swing machine and as the direction of the client and complete in all respects.	42 Sqft				
Grand Total with % GST:						

Undertaking for Bidders

It is hereby solemnly confirmed that the undertaking is submitted in respect of Tender # 108/2023.

a. Statement for Non –Black Listing

I, _____ s/o Mr. _____, Designation _____ of M/s _____ holding CNIC # _____ hereby confirms that our firm/company is not blacklisted by any Ministry / Division / Department of the Government / Semi government / Autonomous body of Federal Government of Pakistan.

b. Declaration

It is to certify that I have read, clearly understood and agreed upon to all the terms and conditions mentioned in the tender documents. Further, I certify that all of the information provided e.g. (certificates, etc.) in our bid is true and accurate. If at any stage the information provided is found to be false & fake or conflicting to eligibility / qualification criteria, than my firm and I/We shall be held accountable as per PPRA Rules 2004 & our bid shall be rejected.

Sign & Stamp: _____

Name: _____

Designation: _____

Note for Vendors

All vendors are hereby advised, not to give any favors, commission, gifts, bribe or any other items to staff of Procurement Department or to the end user in return for the acceptance certificate. Furthermore, if any concerned person from NADRA asks such type of bribe/favors against acceptance certificate, immediately inform **HOD (Procurement)** on the following e-mails. NADRA will protect the personal and confidential information of the Vendor, in this regard:

channa.naveed@nadra.gov.pk;

If any Vendor has already offered Bribe/favors to any person of NADRA than no Claims of foul play will be entertained.



**NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
PROCUREMENT DEPARTMENT
NADRA HEADQUARTERS
PAYMENT RECEIPT
TENDER # NADRA-HQ-RFB-108/2023
(Bidder Copy)**



The undersigned has received a Bank Deposit Slip bearing # _____ dated _____ of Rs.2000/- (Rupees two thousand only) deposited in Bank HBL (Foreign Office Branch) Account Title – NADRA Headquarters. Account # 0004600051009601 in respect of tender fee for tender # _____ from

M/s _____ Phone # _____ Mobile # _____

Bid issuance Register Record:

Sr. No: _____ Dated: _____ Signature of Issuer: _____

STAMP



**NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
PROCUREMENT DEPARTMENT
NADRA HEADQUARTERS
PAYMENT RECEIPT
TENDER # NADRA-HQ-RFB-108/2023
(Office Copy)**



The undersigned has received a Bank Deposit Slip bearing # _____ dated _____ of Rs.2000/- (Rupees two thousand only) deposited in Bank HBL (Foreign Office Branch) Account Title – NADRA Headquarters. Account # 0004600051009601 in respect of tender fee for tender # _____ from

M/s _____ Phone # _____ Mobile # _____

Bid issuance Register Record:

Sr. No: _____ Dated: _____ Signature of Issuer: _____

STAMP