



Utility Stores Corporation of Pakistan (Pvt) Limited

Admin Department

Head Office, Plot No.2039, Sector F-7/G-7, Blue Area, Islamabad

Phone No.9245050, Fax No.9245042

TENDER DOCUMENT

FOR Hiring Of

Architectural Services

Tender No. USC/ARK/2021

Cost of Tender Document: Rs.2000/-

Issuance Date: _____

Last Date of Submission: 01:30 PM hrs on _____

Date of Opening: 02:00 PM hrs on _____

Venue: Conference Room, Utility Stores Corporation Head Office

Phone No: 051-9245050

Fax No: 051-9245042

Website: www.usc.com.pk

TABLE OF CONTENTS

Section	Title	Page
I	Invitation to Bid	3
II	Terms & Conditions	4 – 6
III	Draft Agreement	7 – 12

TENDER NOTICE
For Hiring of Architectural Services

The Utility Stores Corporation of Pakistan invites sealed bids from well reputed and professionally sound architect firms/consultants for interior layout/designing and supervision of USC Head Office measuring approximately 3250 sq ft of its building at Plot No.290-A, I-9 Sector Industrial Area Islamabad.

The scope of work, instructions, terms & conditions of the contract are provided in the Tender Document, which can be obtained from the office of Manager Administration (Ph#051-9245050) during working hours, through a simple application on the letter head of the firm, on payment of non-refundable fee of Rs.2000/- either through cash or Pay Order/Demand Draft in favour of Utility Stores Corporation of Pakistan. Tender documents will not be issued on the tender opening date.

The last date for receipt of bids is **02-11-2021** up to 01:30 pm hours which will be opened on the same day at 02:00 pm hours in the Conference Room of USC Head Office in presence of bidders or their representatives who wish to attend.

USC reserves the right to reject any or all bids under the provisions provided in PPRA Rules.

General Manager (HR&A)
Utility Stores Corporation of Pakistan
Head Office, Plot No.2039, Sector F-7/G-7,
Blue Area, Islamabad
(Ph# 051-9245050)

Terms & Conditions

The scope of the work in broader terms (but not limited to) is as under:

Designing

- a. Detailed architectural layout plan of the floor.
- b. Furniture layout for work stations and individual cabins/cubicals.
- c. Flooring layout plan (if required).
- d. Bathroom layout and other details.
- e. Plumbing layout.
- f. Complete electrification layout.
- g. Elevation renovation/necessary changes.
- h. False ceiling design/details.
- i. Walls treatment/finishing details.
- j. Telephone points and computer networking.
- k. One 3D view of overall layout (general)

Bill of Quantity

- a. Preparation of bill of quantities of each item along with specification and cost estimate.

Supervision

- a. Periodical Supervision on site to ensure quality of works.
- b. Verifying the quality and quantity of works.
- c. Verification of contractor's bill.

Terms and Conditions

The firm/consultant must have at least 5 years experience in interior designing for offices. The bidder must have executed at least 2 similar projects and possess National Tax Number (NTN).

Interested firms/consultants should submit complete profile/portfolio covering the following details:

- (i) Full name with location of head office/branch office of firm along with postal address, telephone, fax, email, detail of organizational/administrative set up.
- (ii) Firm's valid registration with Income Tax Department.
- (iii) Particulars of registration with Pakistan Council of Architect and Town Planner and CDA Islamabad.
- (iv) The documentary evidence of executing 2 similar projects in past including job completion certificates from the respective clients should also be attached.
- (v) The rates should be quoted in Pak Rupees. A lump sum amount shall be quoted of the entire job.
- (vi) The quoted rates shall be valid for a period of 2 months.
- (vii) The award of contract shall be effective by a letter of award. The quoted rates of successful bidder shall remain fixed throughout the project cycle.
- (viii) The site can be visited during office hours from 10 am to 4 pm by coordinating with Manager Administration (Ph#051-9245050) at USC Head Office.
- (ix) The sealed offer shall be submitted in two separate envelopes. Envelop 1 super scribed as Technical Bid shall contain the documents/information mentioned above at Para I to IV. Envelop 2 super scribed as Financial Bid shall contain the Price Offer. A single cover containing both the envelopes should be addressed to General Manager (HR&A), USC Head Office, Plot No.2039, Sector F-7/G-7, Blue Area, Islamabad.
- (x) In the first stage the Technical Bids shall be opened at 02:00 pm hours on tender opening date. The Financial Bids of only those parties who qualify in the first stage shall be opened at time and date to be notified separately.

- (xi) The Technical Bid shall be reviewed for completeness and compliance with the requirements of this tender notice and scored as per criteria given below:

S#	Technical Attributes	Points
1	Previous Experience	20
2	Relevant Experience of designing and supervision of two similar projects	70
3	Registration with PCATP & CDA Islamabad	10
	Total:	100

Issued by

(Asif Iqbal Awan)
Admin Manager

AGREEMENT FOR ARCHITECTURAL SERVICES

THIS Agreement is made on this _____.

BETWEEN

Utility Stores Corporation of Pakistan (Private) Limited having its registered office at Plot No.2039, Sector F-7/G-7, Blue Area, Islamabad (which expression shall include its successors and assigns), hereinafter referred to as USC of the First Part,

AND

M/s _____ having its office at _____ (which expression shall include its successors and assigns) hereinafter referred to as the **Architect** of the Second Part

WHEREAS

- a) The USC desires to construct/develop a corporate office facility at its building situated at Plot No.290-A Sector I-9 Industrial Area Islamabad.
- b) The Architect has offered to provide the necessary architectural services in relation to the above project.
- c) Following the above, the parties now desire to set out their definitive and binding agreement for architectural services in relation to the project.

NOW it is hereby agreed between the Parties as follows:

ARCHITECT'S SERVICES

BASIC SERVICES

1. The Architect's Basic Services consist of the three phases described below. All architectural and schematic interior layouts are to be provided under architects basic services. Detailed design development of building interiors for the Offices including design and selection of partition systems, ceilings, floorings, furniture, fabrics, fittings, artworks, color schemes, wall & floor coverings, and integration of interior with building systems and services will be included in Basic Services.

CONCEPTUAL DESIGN PHASE

2. The Architect shall present a conceptual design to USC, which will be approved by USC.
3. The Architect shall consult with the USC to ascertain their comments on the conceptual design and shall confirm such requirements to the USC.
4. The Architect shall incorporate the USC's comments and refine the conceptual Design Studies consisting of drawings and other documents illustrating the scale and relationship of Project components during the preliminary development phase.

WORKING DRAWINGS PHASE

5. The Architect shall prepare from the approved conceptual sketch, working/detailed drawings and specifications, which describe in detail requirements of construction of entire project including (but not limited to) the following works:
 - a. Detailed architectural layout plan of the floor.
 - b. Furniture layout for work stations and individual cabins/cubicals.
 - c. Flooring layout plan (if required).
 - d. Bathroom layout and other details.
 - e. Plumbing layout.
 - f. Complete electrification layout.
 - g. Elevation renovation/necessary changes.
 - h. False ceiling design/details.
 - i. Walls treatment/finishing details.
 - j. Telephone points and computer networking.
 - k. One 3D view of overall layout (general)
6. The Architect shall prepare all drawings and assist the USC in filling the required documents for the approval of Governmental authorities having jurisdiction over the Project. All plan submission fees and other costs have to be paid by the USC.

DEVELOPMENT PHASE

7. Upon sufficient completion of working/detailed drawings, the architect will submit specifications and bills of quantity, cost estimate and conditions of contract for works which will be carried out.

8. Accordingly, bids shall be invited by USC for the proposed project. The Architect will assist the USC in identifying a shortlist of contractors.

9. The Development Phase will commence with the award of the Contract to the successful bidder(s) and will terminate when the project is completed.

10. The Architect shall supervise all the work and for this purpose, at all times have access to the Work whether it is in preparation or progress.

11. The Architect shall make periodic visits to the site to familiarize itself generally with the progress and quality of the work and to attend co-ordination meetings called by USC. On the basis of his on-site observations as an architect, he shall advise USC about defects and deficiencies in the Work of the Contractor.

12. The Architect shall have authority to advise USC to reject work which does not conform to the Bidding/Contract Documents. Whenever, in his reasonable opinion, he considers it necessary or advisable he will have authority to require special inspection or testing of any work in accordance with the provisions of the Bidding/Contract Documents whether or not such work be then fabricated, installed or completed.

13. The Architect shall issue necessary clarifications, detail drawings, revisions etc that may be required for the smooth progress of work at site.

14. The Architect shall advise USC regarding the work under execution during visits to the site and submit periodic reports on his observations.

15. The Architect shall verify all the bills of the contractor.

OWNERHIP OF DRAWINGS

16. Drawings and specifications as instruments of service are and shall remain the property of the Architect whether the project for which they are made

is executed or not. They are not to be used by the USC on other Projects or extensions to this Project except by agreement in writing and with appropriate compensation to the Architect.

17. The Architect hereby agrees and commits that these designs, drawings, specifications etc. made for the USC shall not be used by the Architect for any other projects or assignments without prior written consent from the USC.

THE USC'S RESPONSIBILITIES

18. The USC shall provide full information regarding his requirements for the Project.

19. The USC shall designate, when necessary, a representative authorized to act on his behalf with respect to the Project. The USC or his representative shall examine documents submitted by the Architect and shall tender decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the Architect's work.

20. The USC shall furnish information required of him expeditiously as necessary for the orderly progress of the work.

PAYMENTS OF THE ARCHITECT

21. Payments on account of the Architect's Services shall be made as follows:

- a. Rs._____ to be paid as advance
- b. Rs._____ on presentation of conceptual sketch
- c. Rs._____ for BOQs/Specification
- d. Rs._____ on commencement of project
- e. Rs._____ on completion of project

22. Payments will be subject to deduction of taxes at source as applicable and other statutory provisions.

EXECUTION OF THE ASSIGNMENT:

23. The works throughout the stipulated period of contract will be carried out with diligence, time being the essence of the contract.

24. In the event of the failure on the part of the architect to complete his work within reasonable time frame, USC shall be entitled to rescind this Agreement without prejudice to its rights to claim damages or remedies under the law. In such a case, Architect shall be liable to return the payment for incomplete work, if any, made to it by USC.

25. The architect must have the authority of USC before initiating any stage of his duties.

26. The architect shall assume full responsibility for the designs and specifications for items described in the scope of work. The USC will have full access to the details of the calculations for purpose of scrutiny for satisfying themselves as to their correctness.

27. The architect shall not make any deviation, alteration or omission from the approved drawings, involving financial implications without prior consent of client.

28. The client shall have the liberty to postpone or not to execute any work and the architect shall not be entitled to any compensation for non execution of the work in its entirety except the fees which are payable to the architect up to the stage of services then in progress.

ARBITRATION

29. All efforts should be made to resolve disputes arising out of the understanding of this agreement mutually. In case parties fail to resolve any issue, one arbitrator will be jointly appointed by both parties, and the arbitrator's decision shall be final and binding on both the parties.

SUCCESSORS AND ASSIGNS

30. The USC and the Architect each binds itself, his partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the USC nor the Architect

shall assign, sublet or transfer his interest in this Agreement without the written consent of the other.

EXTENT OF AGREEMENT

31. This Agreement represents the entire and integrated agreement between the USC and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both USC and Architect.

32. The headings of the Articles used in the Agreement are inserted for convenience of reference only and shall not affect the interpretation of the respective Articles of this Agreement.

33. This Agreement is executed in one set; the original shall be retained with USC and photocopy thereof is to be kept with the contractor.

In witness whereof this Agreement has been executed on this date and year therein written.

SIGNATORIES

For the USC

For the Architect

Asif Iqbal Awan
Manager Administration

Principal Architect

Witnesses

1. _____

1. _____

2. _____

2. _____