



F. No. 1-47/IT&R/PPRA/2024
Government of Pakistan
Public Procurement Regulatory Authority
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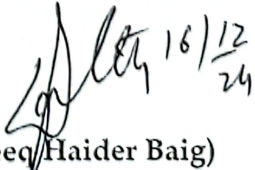
Dated: 16-Dec-2024

CORRIGENDUM

This Corrigendum is hereby issued to amend and clarify specific Terms and Conditions outlined in the Request for Proposal (RFP) document for the referenced Invitation to Bids titled "PPRA Office Renovation." All potential bidders are hereby notified of the following approved amendments:

- a) **PEC Category:** Only bidders with PEC C5 and higher categories are eligible to participate, replacing the earlier requirement of PEC C6 stated in the RFP.
- b) **Performance Guarantee:** The performance guarantee (10% of the contract price) in the form of a bank guarantee will be released upon the completion of works after the issuance of the completion certificate and the handover of the project, including resolving all punch-list items or repairs highlighted by the client. The 10% retention money deducted from the bill, as outlined in the RFP, will remain applicable and will be released only after the Defects Liability Period of one year.
- c) **Design Renders:** Design renders must strictly comply with the BOQ quantities and specifications. No additional work will be entertained in the event of major design changes proposed by the bidders.
- d) **Evaluation Criteria:** The 5 marks previously assigned for video animation have been reallocated to past performance in government works. Presentations will now focus on photographic evidence of previously completed projects with completion certificate. The requirement for design renders remains unchanged.
- e) **Taxation:** Bids must include Income Tax, Sales Tax on Services, and all other applicable taxes, levies, or duties as per the prevalent rules of the Federal Board of Revenue (FBR). Applicable taxes will be deducted at the rates effective at the time of each payment.
- f) **Working Hours:** Flexible working hours are permitted. However, noisy works must not be scheduled or performed during office hours, i.e., 8:30 AM to 4:30 PM (Monday to Friday).
- g) **Cargo Lift:** Cargo lift is not available for material shifting. All materials must be shifted manually / arrangements should be made by the bidder at their own.

This corrigendum shall supersede the previously stated provisions in the RFP. All bidders are requested to ensure strict compliance with these amendments in their submissions.


(Ateeq Haider Baig)
Director-IT/Convener GPC
Ateeq Haider Baig
Director (IT)

PPRA Office Renovation

Request For Proposal

(Single Stage Two Envelop Procedure)

(National Competitive Bidding)



**Public Procurement Regulatory Authority
Pakistan**

December 2024

PART-A – BIDDING PROCEDURE & REQUIREMENTS

Section I - Invitation for Bids

Section II- Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their Bids. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. *(This Section contains provisions that are to be used without modifications.)*

Section III- Bid Data Sheet (BDS)

This Section includes provisions specific to procurement and to supplement Section-II, Instructions to Bidders. *(This section may be customized where option is available, in accordance with the requirements of the Procuring agency/Employer).*

Section IV - Eligible Countries

This Section contains information regarding eligible countries.

Section V – Evaluation and Qualification Criteria

This section contains information regarding evaluation and qualification criteria including domestic preference.

Section VI – Works Requirements, Technical Specifications, Drawings, Supplementary Information and Bill of Quantities

This Section includes the Drawings, and supplementary information that describe the Works to be procured. *(To be filled by the Procuring agency/Employer).*

Section VII – Standard Bidding Forms

This Section includes the standard forms for the Bid Submission, Price Schedules, and Bid Security etc. These forms are to be completed and submitted by the Bidder as part of its Bid.

PART-B – CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section VIII - General Conditions of Contract (GCC)

This Section includes the general clauses to be applied in all the contracts. *(This Section contains provisions that are to be used without modifications).*

Section IX - Special Conditions of Contract (SCC)

This Section consists of Contract Data and Specific Provisions which contains clauses specific to this contract. *(This section may be customized where option is available, in accordance with the requirements of the Procuring agency/Employer).*

Section X - Contract Forms

This Section contains forms which, once completed, will become part of the Contract including Letter of Acceptance, Contract Agreement, Integrity Pact and other relevant forms. The forms for **Performance Security/ Guarantee and Beneficial Owners Information** will be provided by the successful bidder to whom Letter of Acceptance is issued, before the award of contract.

PART-A
BIDDING PROCEDURE & REQUIREMENTS

SECTION I: INVITATION FOR BIDS

Public Procurement Regulatory Authority



Bid No. 1-47/IT&R/PPRA/2024

For

PPRA Office Renovation

Invitation For Bids

Date: **08-12-2024**

1. This Invitation for Bids follows the Procurement Notice (PN) for the subject Procurement which appeared in Newspaper dated **08th December 2024 (Sunday)**, **PPRA website** and on **EPADS**.
2. The Public Procurement Regulatory Authority now invites Electronic Bids from eligible bidders for PPRA Office Renovation situated at 1st floor, FBC building, near State Bank of Pakistan, Sector G-5/2, Islamabad.
3. The bidding shall be conducted in line with the **Single Stage - Two Envelop procedure** prescribed under Public Procurement Rules 2004, e-Pak Procurement Regulations, 2023 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential eligible bidders registered in the EPADS.
4. All bids must be accompanied by a **Bid Security of Rs. 1,100,000/-** in an acceptable form.
5. The pre-bid meeting is scheduled for **12th December 2024 (Thursday)** at **12:30 PM** at the Public Procurement Regulatory Authority, 1st Floor, FBC Building, Near State Bank of Pakistan, Sector G-5/2, Islamabad. Queries must be submitted through the EPADS Clarification section at least two days prior to the meeting.
6. The electronic bids prepared in accordance with the instructions prescribed in the **Electronic Bidding Documents must be submitted through EPADS** on or before **11am** dated **23rd December 2024 (Monday)**, Electronic bids will be opened through EPADS on the same day at **11:30am**.

Convener General Purchase Committee

Public Procurement Regulatory Authority

1st floor, FBC building,

Near State Bank of Pakistan,

Sector G-5/2,

Islamabad

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SECTION II: INSTRUCTION TO BIDDERS (ITBs)

[This Section contains provisions that are to be used without modifications.]

A. INTRODUCTION

<p>1. Scope of Bid</p>	<p>1.1</p>	<p>The Procuring agency/Employer (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the execution of Works as specified in the BDS and Section V- Works Requirements. The name, identification, and number of lots (contracts) of this National/ International Competitive Bidding process are specified in the BDS.</p>
<p>2. Source of Funds</p>	<p>2.1</p>	<p>Source of funds as referred in Bid Data Sheet.</p>
<p>3. Eligible Bidders</p>	<p>3.1</p>	<p>A bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture or consortium. In the case of a joint venture or consortium, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture or consortium shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture or consortium during the Bidding process, and in case of award of contract, during the execution of contract. <i>(The limit on the number of members of JV or Consortium may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).</i></p>
	<p>3.2</p>	<p>The appointment of Lead Member in the joint venture or consortium shall be confirmed by submission of a valid Power of Attorney to the Procuring agency/Employer</p>
	<p>3.3</p>	<p>Verifiable copy of the agreement that forms a joint venture or consortium shall be required to be submitted as part of the Bid.</p>
	<p>3.4</p>	<p>Any bid submitted by the joint venture or consortium shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring agency/Employer and in line with any instructions issued by the Authority.</p>
	<p>3.5</p>	<p>The invitation for bids is open to all prospective bidders subject to any provisions of incorporation or licensing by the respective</p>

		national/ international incorporating agency or statutory body established for that particular trade or business.
	3.6 .	Foreign Bidders must be locally registered with the appropriate national incorporating body or the statutory body, before participating in the national/international competitive bidding with the exception of such procurements made by the foreign missions of Pakistan. For such purpose the bidder must have to initiate the registration process before the bid submission and the necessary evidence shall be submitted to the Procuring agency/Employer along with their bid, however, the final award will be subject to the complete registration process.
	3.7	<p>A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:</p> <ul style="list-style-type: none"> a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring agency/Employer to provide consulting services for the preparation of design or technical specifications of the works that are the subject of the bid; or b) any of its affiliates has been hired (or is proposed to be hired) by the Procuring agency/Employer as Engineer for the Contract implementation; or c) The works to be executed are resulting from or directly related to consulting services for the preparation or implementation of the project that the bidder provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; d) have controlling shareholders in common; or e) receive or have received any direct or indirect subsidy from any of them; or f) have the same legal representative for purposes of this Bid; or g) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the Procuring agency/Employer regarding this Bidding process; or h) Submit more than one bid in this bidding process.
	3.8	A Bidder may be ineligible if –

		<p>(a) he is declared bankrupt or, in the case of company or firm, insolvent;</p> <p>(b) payments in favor of the bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;</p> <p>(c) legal proceedings are instituted against such bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;</p> <p>(d) the bidder is convicted, by a final judgment of a Court of Law or relevant Professional Statuary Body, of any offence involving professional conduct;</p> <p>(e) The bidder is debarred/ blacklisted by a national level Procuring agency/Employer and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration.</p> <p>(f) The bidder is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them.</p>
	3.9	Bidders shall provide to the Procuring agency/Employer evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
	3.10	Bidders shall provide such evidence of their continued eligibility to the satisfaction of the Procuring agency/Employer, as the Procuring agency/Employer shall reasonably request.
	3.11	Bidders shall submit proposal relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract is envisaged.
4. Eligible Material and Equipment	4.1	All the material and equipment to be mobilized under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such materials and equipment. For this purpose, ineligible countries are stated in the section-IV titled as “Eligible Countries”.
	4.2	For purposes of this Clause, “origin” means the place where the material, equipment is produced, manufactured, or processed, or through manufacture, procession, or assembly, another

		commercially recognized article results that differs substantially in its basic characteristics from its imported components or the place from where the services are/to be supplied.
	4.3	The nationality of the bidder shall not determine the origin of the material and equipment.
	4.4	To establish the eligibility of the material and equipment, Bidders shall fill the country-of-origin declarations included in the Form of Bid.
5. One Bid per Bidder	5.1	A bidder shall submit only one bid, in the same bidding process, either individually as a bidder or as a member in a joint venture or any similar arrangement.
	5.2	No bidder can be a sub-contractor while submitting a bid individually or as a member of a joint venture in the same bidding process.
6. Cost of Bidding	6.1	The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency/Employer shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. BIDDING DOCUMENTS

7. Contents of Bidding Documents	7.1	The scope of Works, bidding procedures, and terms and conditions of the contract are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents which should be read in conjunction with any addenda issued in accordance with ITB 9.2 include: Section I -Invitation for Bids Section II Instructions to Bidders (ITBs) Section III Bid Data Sheet (BDS) Section IV Eligible Countries Section V Works Requirements Technical Specifications & Schedule of Requirements Section VI Standard Bidding Forms Section VII General Conditions of Contract (GCC) Section VIII Special Conditions of Contract (SCC) Section IX Contract Forms
	7.2	The number of copies to be completed and submitted with the Bid is specified in the BDS .
	7.3	The Procuring agency/Employer is not responsible for the completeness of the bidding documents and their addenda, if they were not obtained directly from the Procuring agency/Employer or the signed pdf version downloaded from the website of the Procuring agency/Employer or the Authority’s website or e-Procurement System as the case may

		be. However, Procuring agency/Employer shall place both the pdf and editable version of the same on its website and Authority's website or e-Procurement System to facilitate the bidder for filling the standard bidding forms.
	7.4	The bidder is expected to examine all instructions, forms, specifications, terms and conditions prescribed in the bidding documents. Failure to furnish all the information required in the bidding documents will be at the bidder's risk and may result in the rejection of his bid.
8. Clarification of Bidding Document, Pre-bid Meeting	8.1	A prospective bidder requiring any clarification of the bidding document may notify the Procuring agency/Employer in writing or in electronic form that provides record of the contents of communication at the Procuring agency/Employer's address indicated in the BDS .
	8.2	The Procuring agency/Employer will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in ITB 24.1 . However, this clause shall not apply in case of alternate methods of procurement.
	8.3	Copies of the Procuring agency/Employer's response will be forwarded to all identified prospective bidders through an identified source of communication, including a description of the inquiry, but without specifying its source. In case of downloading of the bidding documents from the website of Procuring agency/Employer or e-Procurement System, the response of all such queries will also be available on the same platform available at the website.
	8.4	Should the Procuring agency/Employer deem it necessary to amend the bidding documents as a result of a clarification, it shall do so following the procedure as prescribed under ITB 09 .
	8.5	If indicated in the BDS , the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned in the BDS . During this pre-bid meeting, prospective bidders may request clarification of the schedule of requirement, the evaluation criteria or any other aspects of the bidding documents.
	8.6	Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective bidders who

		have obtained the bidding documents. Any modification to the bidding documents that may become necessary as a result of the pre-bid meeting shall be made by the Procuring agency/Employer exclusively through the use of an Addendum pursuant to ITB 9 . Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.
	8.8	The bidder and any of its authorized personnel will be granted permission by the Procuring agency/Employer to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the bidder and its personnel will release and indemnify the Procuring agency/Employer from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.
	8.9	The contractor shall submit comprehensive shop drawings for civil, electrical, and plumbing layouts for prior approval before commencing work. The contractor is responsible for the accuracy of all shop drawings and must adhere to design parameters for civil, electrical, and MEP works, including load calculations for electrical systems. Additionally, distribution boards (DB) should be designed with provisions for future expansion, including space for additional breakers and the potential installation of a solar system in Package 2.
9. Amendment of Bidding Documents	9.1	Before the deadline for submission of bids, the Procuring agency/Employer for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addenda.
	9.2	Any addendum issued including the notice of any extension of the deadline shall be part of the bidding documents pursuant to ITB 7.1 and shall be communicated in a timely manner and on equal opportunity basis. Where notification of such change, addition, modification or deletion becomes essential, such notification shall be made in a manner similar to the original advertisement. <i>Provided that the bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline.</i>
	9.3	To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring agency/Employer may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring agency/Employer shall extend the deadline for submission of bid, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. PREPARATION OF BIDS

<p>10. Language of Bid</p>	<p>10.1</p>	<p>The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring agency/Employer shall be written in the English language unless specified in the BDS. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless specified in the BDS, in which case, for purposes of interpretation of the bidder, the translation shall govern.</p>
<p>11. Documents Establishing Eligibility of Material, Equipment and Works, their Conformity to Bidding Documents</p>	<p>11.1</p>	<p>The bid prepared by the bidder shall constitute the following components: -</p> <ul style="list-style-type: none"> a) Documentary evidence established in accordance with ITB 11 that the material, equipment and services to be provided by the Bidder are eligible material, equipment and services, and conform to the Bidding Documents; b) Documentary evidence established in accordance with ITB 12 that the bidder has been authorized to carry out the Construction works; c) Documentary evidence established in accordance with ITB 12 that the bidder is eligible and/or qualified for the subject bidding process; d) Form of Bid and Bid Prices completed in accordance with ITB 14 and 15; e) Completed schedules as required, including priced Bill of Quantities in accordance with ITB 13 & 15. f) Technical Proposal completed in all aspects in accordance with ITB-17. g) Bid security or Bid Securing Declaration furnished in accordance with ITB 19; h) Alternative bids, if permissible, in accordance with ITB 20; i) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and j) Any other document required in the BDS.

	11.2	In addition to the requirements, bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all members and submitted with the bid, together with a copy of the proposed Agreement.
	11.3	The bidder shall furnish, as part of its bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the bidding documents for all material, equipment and works which the bidder proposes to execute.
	11.4	The documentary evidence of conformity of the material, equipment and works to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of: a) a detailed description of the work methodology, approach, schedule and resources to be mobilized at site; b) an item-by-item commentary on the Procuring agency/Employer's Technical Specifications demonstrating substantial responsiveness of the material, equipment and works to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications; c) any other procurement specific documentation requirement as stated in the BDS .
	11.5	The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.
12. Documents Establishing Eligibility and Qualification of the Bidder	12.1	The bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.
	12.2	The documentary evidence of the bidder's eligibility to bid shall establish to the satisfaction of the Procuring agency/Employer that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".
	12.3	The documentary evidence of the bidder's qualification to perform the contract if its bid is accepted shall establish to the satisfaction of Procuring agency/Employer that: a) The bidder has the financial and technical capability necessary to perform the Contract, meets the qualification

		<p>criteria specified in Section-V, Evaluation and Qualification Criteria and BDS.</p> <p>b) In the case of a bidder not doing business within Pakistan, the bidder is or will be (if awarded the contract) represented by a local bidder (Joint Venture) in accordance with the PEC works bylaws, and in case of award of works such foreign firm is required to participate in the execution of works to carry out its obligations as prescribed in the Conditions of Contract and /or Technical Specifications.</p> <p>c) That the bidder meets the qualification criteria listed in Section-V, Evaluation and Qualification Criteria and BDS.</p>
13. Letter of Bid and Schedules	13.1	The Letter of Bid (Technical or Financial as the case may be) and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished in Standard Bid Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITB 22 . All blank spaces shall be filled in with the information requested.
14. Letter of Bid	14.1	The bidder shall fill the Letter of Bid (Technical or Financial as the case may be) furnished in the bidding documents. The Standard Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.
15. Bid Prices	15.1	The bid prices quoted by the bidder in the Standard bid Forms, Bill of Quantities and in the Price Schedules shall conform to the requirements specified below or exclusively mentioned hereafter in the bidding documents.
	15.2	The bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items in the Bill of Quantities and will not be paid for separately by the Procuring agency/Employer.
	15.3	<p>Items not listed in the Price Schedule shall be assumed not to be included in the bid, and provided that the bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive bidder(s) shall be construed to be the price of those missing item(s):</p> <p>Provided that:</p> <p>a) where there is only one (substantially) responsive bidder, or</p> <p>b) where there is provision for alternate proposals and the respective items are not listed in the other bids,</p>

		The Procuring agency/Employer may fix the price of missing items in accordance with market survey, and the same shall be considered as final price.
	15.4	The Bid price to be quoted in the Form of Bid in accordance with ITB 15.1 shall be the total price of the bid.
	15.5	Unless otherwise specified in the BDS and the Contract, the rates and prices quoted by the bidder are subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract.
	15.6	If so specified in ITB 1.1 , bids may be invited for individual lots (contracts) or for any combination of lots (packages).
	15.7	Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, pursuant to ITB 30 , unless otherwise price adjustment is permissible under Conditions of the Contract.
	15.8	All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date twenty-eight (28) days prior to the deadline for submission of bids, shall be included in the rates and prices and the total bid price submitted by the bidder.
16. Currencies of Bid and Payment	16.1	The currency(ies) of the bid and the currency(ies) of payments shall be as specified in the BDS .
	16.2	For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
	16.3	Bidders shall indicate details of their expected foreign currency requirements in the Bid, if prescribed in the BDS .
	16.4	Bidders may be required by the Procuring agency/Employer to clarify their foreign currency requirements, if prescribed in the BDS and to substantiate that the amounts included in Lump Sum and in the SCC are reasonable and responsive to ITB 16.1 .
17. Documents Comprising the Technical Proposal	17.1	The bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV – Standard Bid Forms , in sufficient detail to demonstrate the adequacy of the bidder's proposal to meet the work requirements and the completion time.

18. Bid Validity Period	18.1	Bids shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring agency/Employer. A bid valid for a shorter period shall be rejected by the Procuring agency/Employer as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.
	18.2	Under exceptional circumstances, prior to the expiration of the initial bid validity period, the Procuring agency/Employer may request the bidders' consent to an extension of the period of validity of their bids only once, for the period not more than the period of initial bid validity. The request and the bidders' responses shall be made in writing or in electronic forms that provide record of the content of communication. The Bid Security provided under ITB 19 shall also be extended 28 days beyond the deadline of extended bid validity period. A bidder may refuse the request for the extension of his bid without forfeiting his bid security or causing to be executed his Bid Securing Declaration. A bidder agreeing to the request will not be required nor permitted to modify its bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension, and in compliance with ITB 19 in all respects.
19. Bid Security or Bid Securing Declaration	19.1	Pursuant to ITB 11.1 unless otherwise specified in the BDS , the bidder shall furnish as part of its bid, a Bid Security in form of fixed amount not exceeding five percent of the estimated value of procurement determined by the Procuring agency/Employer and in the amount and currency specified in the BDS or Bid Securing Declaration as specified in the BDS in the format provided in Section VI (Standard Bidding Forms) . In case Procuring agency/Employer is inviting bids in lots / packages, the bidder shall be required to submit his bid security against the respective lot/ package for which he is submitting his bid, which shall not exceed five percent of the estimated value of that particular lot/ package.
	19.2	The Bid Security or Bid Securing Declaration is required to protect the Procuring agency/Employer against the risk of Bidder's conduct before award of the contract to the most advantageous bidder which would warrant the security's forfeiture, pursuant to ITB 19.9 .

	19.3	<p>The Bid Security shall be denominated in the local currency or in another freely convertible currency, and it shall be in the form specified in the BDS which shall be in any of the following:</p> <ul style="list-style-type: none"> a) A bank guarantee, an irrevocable letter of credit issued by a Scheduled bank in the form provided in the Bidding Documents or another form acceptable to the Procuring agency/Employer and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bid Validity is extended. In either case, the form must include the complete name of the bidder; b) A cashier's or certified cheque; or c) Another security as indicated in the BDS.
	19.4	<p>The Bid Security or Bid Securing Declaration shall be in accordance with the Form of the Bid Security or Bid Securing Declaration included in Section VI (Standard Bidding Forms) or another form approved by the Procuring agency/Employer prior to the bid submission.</p>
	19.5	<p>The Bid Security shall be payable promptly upon written demand by the Procuring agency/Employer in case any of the conditions listed in ITB 19.9 are invoked.</p>
	19.6	<p>Any bid not accompanied by a Bid Security or Bid Securing Declaration in accordance with ITB 19.1 or 19.3 shall be rejected by the Procuring agency/Employer and shall be declared as non-responsive bid, pursuant to ITB 30.</p>
	19.7	<p>Unsuccessful bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring agency/Employer pursuant to ITB 18. The Procuring agency/Employer shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:</p> <ul style="list-style-type: none"> (a) The expiry of the Bid Security; (b) The entry into force of a procurement contract and the provision of a performance security (or guarantee), for the performance of the contract if such a security (or guarantee), is required by the Biding documents; (c) The rejection by the Procuring agency/Employer of all Bids; (d) The withdrawal of the bid prior to the deadline for the submission of bids, unless the biding documents stipulate that no such withdrawal is permitted.

	19.8	The successful bidder's Bid Security will be discharged upon the bidder signing the contract pursuant to ITB 47 , or furnishing the performance security (or guarantee), pursuant to ITB 48 .
	19.9	The Bid Security may be forfeited or the Bid Securing Declaration executed: a) if a Bidder: i) Withdraws its Bid during the period of Bid Validity as specified by the Procuring agency/Employer, and referred by the bidder on the Form of Bid except as provided for in ITB 18.2 ; or ii) Does not accept the correction of errors pursuant to ITB 32 ; or b) In the case of a successful bidder, if the bidder fails: i) to sign the contract in accordance with ITB 47 ; or ii) to furnish performance security (or guarantee) in accordance with ITB 48 .
	19.10	In case of Bid Security issued by the foreign bank is allowed by the Procuring agency/Employer, the same should be counter guaranteed by a corresponding bank in Pakistan. Furthermore, in case of joint venture, it should be in the name of Joint venture to ensure joint responsibility.
20. Alternative Bids by Bidders	20.1	Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic bidder's technical design as indicated in the specifications and Bill of Quantities. Alternatives will not be considered, unless specifically allowed for in the BDS . If so allowed, ITB 20 shall prevail.
	20.2	When alternative schedule for execution of works is explicitly invited, a statement of that effect will be included in the BDS as will the method for evaluating different schedule for execution of works.
	20.3	If so allowed in the BDS , bidders wishing to offer technical alternatives to the requirements of the bidding documents must also submit a bid that complies with the requirements of the bidding documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic bid, the bidder shall provide all information necessary for a complete evaluation of the alternative by the Procuring agency/Employer, including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the Most Advantageous Bidder conforming to the basic evaluation technical requirements (without altering the bid price) shall be considered by the Procuring agency/Employer.

21. Withdrawal of Bids	21.1	Before bid submission deadline, any bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and the corresponding must accompany the respective written notice.
	21.2	Bids requested to be withdrawn in accordance with ITB 21.1 shall be returned unopened to the bidders.
22. Format and Signing of Bid	22.1	The Bidder shall prepare an original and the number of copies of the bid as indicated in the BDS , clearly marking each “ ORIGINAL ” and “ COPY ” as appropriate. In the event of any discrepancy between them, the original shall prevail: <i>Provided that except in Single Stage One Envelope Procedure, the bid shall include only the copies of technical proposal.</i>
	22.2	The original and the copy (ies) of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to sign on behalf of the bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
	22.3	Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) authorized for signing the Bid.

D. SUBMISSION OF BIDS

23. Sealing and Marking of Bids	23.1	In case of Single Stage One Envelope Procedure, the bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ ORIGINAL ” and “ COPY ”. The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected. Note: <i>The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-36 of Public Procurement Rules,2004.</i>
	23.2	The inner and outer envelopes shall: a) be addressed to the Procuring agency/Employer at the address given in the BDS ; and b) bear the title of the subject procurement or project name, as the case may be as indicated in the BDS , the Invitation for Bids (ITB) title and number indicated in the BDS , and a statement: “ DO NOT OPEN BEFORE ”, to be completed

		with the time and the date specified in the BDS , pursuant to ITB 24.1 .
	23.3	In case of Single Stage Two Envelope Procedure , The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under: <ul style="list-style-type: none"> a) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes and enclosed in a single outer envelope. b) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such. c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in ITB 23.2.
	23.4	The inner and outer envelopes shall: <ul style="list-style-type: none"> a) be addressed to the Procuring agency/Employer at the address provided in the BDS; b) bear the name and identification number of the contract as defined in the BDS; and provide a warning not to open before the time and date for bid opening, as specified in the BDS pursuant to ITB 24.1. c) In addition to the identification required in ITB 23 hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to ITB 25.
	23.5	If all envelopes are not sealed and marked as required by ITB 23.2 , ITB 23.3 and ITB 23.4 or incorrectly marked, the Procuring agency/Employer will assume no responsibility for the misplacement or premature opening of bid.
24. Deadline for Submission of Bids	24.1	Bids shall be received to the Procuring agency/Employer no later than the date and time specified in the BDS .
	24.2	The Procuring agency/Employer may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 9 , in which case all rights and obligations of the Procuring agency/Employer and bidders previously subject to the deadline will thereafter be subject to the new deadline.

25. Late Bids	25.1	The Procuring agency/Employer shall not consider for evaluation of any bid that arrives after the deadline for submission of bids, in accordance with ITB 24 .
	25.2	Any bid received by the Procuring agency/Employer after the deadline for submission of bids shall be declared late, recorded, rejected and returned unopened to the bidder.
26. Substitution and Modification of bids	26.1	A bidder may substitute or modify his bid after it has been submitted, provided that written notice of the substitution or modification of the bid, is received by the Procuring agency/Employer prior to the deadline for submission of bids.
	26.2	Revised bid may be submitted after the substitution or modification made in the original bid in accordance with the provisions referred in ITB 22 .

E. OPENING AND EVALUATION OF BIDS

27. Opening of Bids	27.1	The Procuring agency/Employer will open all bids, in public, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the BDS . The bidders' representatives present shall sign an attendance sheet as a proof of their attendance.
	27.2	First, envelopes marked " WITHDRAWAL " shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening.
	27.3	Second, outer envelopes marked " SUBSTITUTION " shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
	27.4	Next, outer envelopes marked " MODIFICATION " shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the bids. Any modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification,

		will remain unopened till the prescribed financial bid opening date.
	27.5	Other envelopes holding the bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the bidders' names, the bid prices, the total amount of each bid and of any alternative bid (if alternatives have been requested or permitted), the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring agency/Employer may consider appropriate, will be announced by the Procurement Evaluation Committee.
	27.6	In case of Single Stage Two Envelope Procedure, the Procuring agency/Employer will open the Technical Proposals in public at the address, date and time specified in the BDS in the presence of bidders' designated representatives who choose to attend and other parties with a legitimate interest in the bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring agency/Employer until the specified time of their opening.
	27.7	The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security or Bid Securing Declaration, if required; and (d) Any other details as the Procuring agency/Employer may consider appropriate.
	27.8	Bids not opened and not read out at the bid opening shall not be considered further for evaluation, irrespective of the circumstances.
	27.9	Bidders are advised to send in a representative with the knowledge of the content of the bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent bidder's representative shall indemnify the Procuring agency/Employer against any claim or failure to read out the correct information contained in the bidder's bid.
	27.10	No bid will be rejected at the time of bid opening except for late bids which will be returned unopened to the bidder, pursuant to ITB 25 .
	27.11	The Procuring agency/Employer shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and whether or not there is a withdrawal, substitution or modification, the bid price if applicable and the presence or absence of a Bid Security or Bid Securing Declaration.

	27.12	The bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the bidders.
	27.13	A copy of the minutes of the bid opening shall be furnished to individual bidders upon request.
	27.14	In case of Single Stage -Two Envelop Bidding Procedure, after the announcement of technical evaluation report, the Procuring agency/Employer, shall at a time within the bid validity period, publicly open the financial proposals of the technically responsive bidder only. The financial proposal of bidders found technically non-responsive shall be returned un-opened to the respective bidders after seven days of the announcement of technical evaluation report, except those aggrieved bidder(s) whose complaints are pending before the Grievance Redressal Committee.
28. Confidentiality	28.1	Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.
	28.2	Any effort by a bidder to influence the Procuring agency/Employer processing of bids or award decisions may result in the rejection of its bid.
	28.3	Notwithstanding ITB 28.2 from the time of bid opening to the time of contract award, if any bidder wishes to contact the Procuring agency/Employer on any matter related to the bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.
29. Clarification of Bids	29.1	To assist in the examination, evaluation and comparison of bids, the Procuring agency/Employer may, ask any bidder for a clarification of its bid including breakdown of prices invariably in writing. Any clarification submitted by a bidder that is not in response to a request by the Procuring agency/Employer shall not be considered.
	29.2	The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. No change in the prices or substance of the bid shall be sought, offered, or permitted, except clarification for the correction of arithmetic errors discovered by the Procuring agency/Employer during the evaluation of bids which shall be sought in accordance with ITB 32 .

	29.3	<p>The alteration or modification in the bid which in any case affect the following parameters will be considered as a change in the substance of a bid:</p> <ul style="list-style-type: none"> a) evaluation & qualification criteria; b) required scope of work; c) contract price; d) all securities requirements; e) tax requirements; f) terms and conditions of bidding documents. g) change in the ranking of the bidder
	29.4	<p>From the time of bid opening to the time of Contract award if any bidder wishes to contact the Procuring agency/Employer on any matter related to the bid it should do so in writing or in electronic forms that provide record of the content of communication.</p>
30. Preliminary Examination of Bids	30.1	<p>Prior to the detailed evaluation of bids, the Procuring agency/Employer will determine whether each bid:</p> <ul style="list-style-type: none"> a) meets the eligibility criteria defined in ITB 3 and ITB 4; b) has been prepared as per the format and contents defined by the Procuring agency/Employer in the bidding documents; c) has been properly signed; d) is accompanied by the required securities; and e) is substantially responsive to the requirements of the bidding documents. <p>The Procuring agency/Employer's determination of a bid's substantial responsiveness will be based on the contents of the bid itself.</p>
	30.2	<p>A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one that: -</p> <ul style="list-style-type: none"> a) affects in any substantial way the scope, quality, or performance of the Works; b) limits in any substantial way, inconsistent with the bidding documents, the Procuring agency/Employer's rights or the bidders' obligations under the Contract; or

		c) if rectified, would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
	30.3	The Procuring agency/Employer will confirm that the documents and information specified under ITB 11, 12 and 13 have been provided in the bid. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bid shall be rejected.
	30.4	<p>The Procuring agency/Employer may waive-off any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.</p> <p><i>Explanation: A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the works. The Procuring agency/Employer either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to the Procuring agency/Employer. Examples of minor informalities or irregularities include failure of a bidder to –</i></p> <p>(a) <i>Submit the number of copies of signed bids required by the invitation;</i></p> <p>(b) <i>Furnish required information concerning the number of its employees;</i></p> <p>(c) <i>the firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by typewritten, printed, or stamped signature and submits evidence of such authorization and the bid carries such a signature.</i></p>
	30.5	Provided that a Technical Bid is substantially responsive, the Procuring agency/Employer may request the bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Technical Bid related to documentation requirements. Requesting information or

		documentation on such nonconformities shall not be related to any such aspect of the technical Proposal linked with the ranking of the bidders. Failure of the bidder to comply with the request may result in the rejection of its bid.
	30.6	Provided that a Technical Bid is substantially responsive, the Procuring agency/Employer shall rectify quantifiable nonmaterial nonconformities or omissions related to the Financial Proposal. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or nonconforming item or component.
	30.7	If a bid is not substantially responsive, it will be rejected by the Procuring agency/Employer and may not subsequently be evaluated for complete technical responsiveness.
31. Examination of Terms and Conditions; Technical Evaluation	31.1	The Procuring agency/Employer shall examine the bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the bidder without any material deviation or reservation. For this purpose: “Deviation” means departure from the requirements specified in the Bidding Document. “Reservation” means setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document.
	31.2	The Procuring agency/Employer shall evaluate the technical aspects of the bid submitted in accordance with ITB 31 , to confirm that all requirements specified in Section V – Works Requirement, Technical Specifications of the Bidding Documents have been met without material deviation or reservation.
	31.3	If after the examination of the terms and conditions and the technical evaluation, the Procuring agency/Employer determines that the bid is not substantially responsive in accordance with ITB 30 , it shall reject the bid.

<p>32. Correction of Arithmetic Errors</p>	<p>32.1</p>	<p>Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -</p> <ul style="list-style-type: none"> a) if there is a discrepancy between unit prices and the sub-total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the sub-total price shall be corrected, unless in the opinion of the Procuring agency/Employer there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and c) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern. d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.
	<p>32.2</p>	<p>The amount stated in the Bid will, be rectified by the Procuring agency/Employer in accordance with the above procedure for the correction of errors and, with, the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, its bid shall be rejected after forfeiture of Bid Security or execution of the Bid Securing Declaration, as the case may be, in accordance with ITB 19.9.</p>

<p>33. Conversion to Single Currency</p>	<p>33.1</p>	<p>The unit rates and the prices shall be quoted by the bidder entirely in Pak rupees. A bidder expecting to incur expenditures in other currencies for inputs to the Works from outside the Procuring agency/Employer’s country (referred to as the “Foreign Currency Requirements”) shall indicate the same in the letter of bid-financial proposal. The proportion of the Bid Price (excluding Provisional Sums) needed by him for the payment of such Foreign Currency Requirements either (i) entirely in the currency of the Bidder’s home country or, (ii) at the bidder’s option, entirely in Pak rupees provided always that a bidder expecting to incur expenditures in a currency or currencies other than those stated in (i) and (ii) above for a portion of the foreign currency requirements, and wishing to be paid accordingly, shall indicate the respective portions in his bid.</p>
	<p>33.2</p>	<p>To facilitate evaluation and comparison, the Procuring agency/Employer will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.</p>
	<p>33.3</p>	<p>The currency selected for converting bid prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified in the BDS.</p>
<p>34. Evaluation of Bids</p>	<p>34.1</p>	<p>The Procuring agency/Employer shall evaluate and compare only the bids determined to be substantially responsive, pursuant to ITB 30.</p>
	<p>34.2</p>	<p>In evaluating the Technical Proposal of each Bid, the Procuring agency/Employer shall use the criteria and methodologies listed in the BDS (Appendix A to Bid) and in terms of works requirement. No other evaluation criteria or methodologies shall be permitted.</p>
	<p>34.3</p>	<p>The Procuring agency/Employer’s evaluation of a bid will take into account:</p> <ul style="list-style-type: none"> a) the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

		<p>b) price adjustment for correction of arithmetic errors in accordance with ITB 32.1;</p> <p>c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITB 33;</p>
	34.4	The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.
	34.5	If these bidding documents allow bidders to quote separate prices for different lots, and the award to a single bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the BDS .
	34.6	<p>If the bid, which results in the Evaluated Bid Price (Most Advantageous Bid), is seriously unbalanced or front loaded in the opinion of the Employer, the Employer may require the Bidder to produce detailed price analyses for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those prices with the construction methods and schedule proposed. After evaluation of the price analyses, taking into consideration the schedule of estimated Contract payments, the Employer may require that the amount of the performance security be increased at the expense of the Bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful Bidder under the Contract.</p> <p>Explanation: <i>“Unbalanced” or “front-loaded” bids consist of deliberately submitting bids with artificially high prices or unit rates for the early stages of a construction project, offset by artificially low prices or unit rates for the later stages of the project, to improve the contractor’s cash flow.</i></p>

35. Domestic Preference	35.1	If the BDS so specifies, the Procuring agency/Employer will grant a margin of preference to the domestic contractor in line with the rules, regulations, regulatory guides or instructions issued by the Authority from time to time.
36. Determination of Most Advantageous Bid	36.1	The Procuring agency/Employer shall compare the evaluated bids in accordance with the predefined bidding procedure, of all substantially responsive bids to determine the Most Advantageous bidder.
37. Qualification of Bidder	37.1	<p>The Procuring agency/Employer shall determine to its satisfaction whether the bidder is substantially responsive and whose bid is declared as most advantageous bid either continues to meet (if prequalification applies) or meets (if post-qualification applies) the qualifying criteria specified in Evaluation and Qualification Criteria.</p> <p><i>Note: In case of International bidding, the parameters for incorporation or licensing within Pakistan may be fulfilled as part of post qualification.</i></p>
	37.2	The determination shall be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to ITB 12 .
	37.3	Prior to contract award, the Procuring agency/Employer will verify that the successful bidder (including each member of a JV) is not blacklisted/debarred. The Procuring agency/Employer will conduct the same verification for each sub-contractor proposed by the successful bidder.
38. Sub-Contractors	38.1	The bidder shall provide details regarding any specialized sub-contractor to the Procuring agency/Employer. In case change of sub-contractors, the bidder shall promptly notify the Procuring agency/Employer and obtain approval for replacement of sub-contractors.
	38.2	Bidders may propose sub-contracting up to the percentage of total value of contracts or the volume of works as specified in the BDS .

<p>39. Abnormally Low Financial Bid</p>	<p>39.1</p>	<p>Where the bid price is considered to be abnormally low, the Procuring agency/Employer shall perform price analysis either during determination of Most Advantageous Bid or as a part of the post-qualification process. The following process shall apply:</p> <ul style="list-style-type: none"> a) The Procuring agency/Employer may reject a bid if the Procuring agency/Employer has determined that the price in combination with other constituent elements of the bid is abnormally low in relation to the subject matter of the procurement (i.e. scope of the procurement or ancillary services) and raises concerns as to the capability and capacity of the respective Bidder to perform that contract; b) Before rejecting an abnormally low bid the Procuring agency/Employer shall request the bidder an explanation of the bid or of those sections which it considers contribute to the bid being abnormally low; take account of the evidence provided in response to a request in writing; and subsequently verify the bid or parts of the bid being abnormally low; c) The decision of the Procuring agency/Employer to reject a bid and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the bidder concerned; d) The Procuring agency/Employer shall not incur any liability solely by rejecting abnormally bid; and e) An abnormally low bid means, in the light of the Procuring agency/Employer’s estimate and of all the bids submitted, the bid appears to be abnormally low by not providing a margin for normal levels of profit. <p>Guidance for Procuring agency/Employer: In order to identify the Abnormally Low Bid (ALB) following approaches can be considered to minimize the scope of subjectivity:</p> <ul style="list-style-type: none"> (i) Comparing the bid price with the cost estimate; (ii) Comparing the bid price with the bids offered by other bidders submitting substantially responsive bids; and (iii) Comparing the bid price with prices paid in similar contracts in the recent past either government- or development partner-funded.
	<p>39.2</p>	<p>The Procuring agency/Employer will determine to its satisfaction whether the bidder that is selected as having</p>

		submitted the most advantageous bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB 12
	39.3	The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to ITB 12 , as well as such other information as the Procuring agency/Employer deems necessary and appropriate. Factors not included in these bidding documents shall not be used in the evaluation of the bidders' qualifications.
	39.4	<p>Procuring agency/Employer may seek "Certificate for Independent Price Determination" from the bidder and the results of reference checks may be used in determining award of contract.</p> <p><i>Explanation: The Certificate shall be furnished by the bidder. The bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.</i></p>
	39.5	An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid, in which event the Procuring agency/Employer will proceed to the next ranked bidder to make a similar determination of that bidder's capabilities to perform satisfactorily.

F. AWARD OF CONTRACT

<p>40. Criteria of Award</p>	<p>40.1</p>	<p>Subject to ITB 36 and 37, the Procuring agency/Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has been declared as Most Advantageous Bidder, provided that such bidder has been determined to be:</p> <ul style="list-style-type: none"> a) eligible in accordance with the provisions of ITB 3; b) is determined to be qualified to perform the Contract satisfactorily; and c) Successful negotiations have been concluded, if any.
<p>41. Negotiations</p>	<p>41.1</p>	<p>The Committee of the Procuring agency/Employer may negotiate with the Most Advantageous Bidder relating to the following areas:</p> <ul style="list-style-type: none"> (a) a minor alteration to the technical (drawings, design technical specifications) details of the statement of works; (b) Methodology, work plan, staffing in view to streamline the work; (c) a minor amendment to the special conditions of Contract; (d) finalizing payment arrangements; (e) clarifying details that were not apparent or could not be finalized at the time of Bidding;
	<p>41.2</p>	<p>Where negotiation fails to result into an agreement, the Procuring agency/Employer may invite the next ranked bidder for negotiations. Where negotiations are commenced with the next ranked bidder, the Procuring agency/Employer shall not reopen earlier negotiations.</p>
<p>42. Procuring agency/Employer's Right to reject All Bids</p>	<p>42.1</p>	<p>Notwithstanding ITB 37, the Procuring agency/Employer reserves the right to reject all the bids, and to annul the bidding process at any time prior to acceptance of bid, without thereby incurring any liability to the affected bidder(s). However, the Authority (i.e. PPRA) may call from the Procuring agency/Employer the justification of those grounds.</p>
	<p>42.2</p>	<p>Notice of the rejection of all bids shall be given promptly to all bidders that have submitted bids.</p>
	<p>42.3</p>	<p>The Procuring agency/Employer shall upon request communicate to any bidder the grounds for its rejection of its bids, but is not required to justify those grounds.</p>

<p>43. Variations</p>	<p>43.1</p>	<p>The Engineer shall make any variation in the quantity of the Works or any part thereof that may, in his opinion, be necessary and for that purpose, or if for any other reason it shall, in his opinion, be appropriate, he shall have the authority to instruct the Contractor to do and the Contractor shall do any of the following:</p> <ul style="list-style-type: none"> a) increase or decrease the quantity of any work included in the Contract, b) omit any such work (but not if the omitted work is to be carried out by the Employer or by another contractor), c) change the character or quality or kind of any such work, d) change the levels, lines, position and dimensions of any part of the Works, e) execute additional work of any kind necessary for the completion of the Works, or f) change any specified sequence or timing of construction of any part of the Works. <p>No such variation shall in any way vitiate or invalidate the Contract, but the effect, if any, of all such variations shall be valued in accordance with ITB 15. Provided that where the issue of an instruction to vary the Works is necessitated by some default of or breach of contract by the Contractor or for which he is responsible, any additional cost attributable to such default shall be borne by the Contractor.</p>
<p>44. Instructions for variations</p>	<p>44.1</p>	<p>The Contractor shall not make any such variation without an instruction of the Engineer. Provided that no instruction shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an instruction given under this Clause, but is the result of the quantities exceeding or being less than those stated in the Bill of Quantities.</p>

<p>45. Valuation of Variations</p>	<p>45.1</p>	<p>All variations and any additions to the Contract Price which are required to be determined in accordance with ITB 15 (for the purposes of this Clause referred to as "varied work"), shall be valued at the rates and prices set out in the Contract if, in the opinion of the Engineer, the same shall be applicable. If the Contract does not contain any rates or prices applicable to the varied work, the rates and prices in the Contract shall be used as the basis for valuation so far as may be reasonable, failing which, after due consultation by the Engineer with the Procuring agency/Employer and the Contractor, suitable rates or prices shall be agreed upon between the Engineer and the Contractor. In the event of disagreement, the Engineer shall fix such rates or prices as are, in his opinion, appropriate and shall notify the Contractor accordingly, with a copy to the Employer. Until such time as rates or prices are agreed or fixed, the Engineer shall determine provisional rates or prices to enable on-account payments to be included in certificates issued in accordance with ITB 15.</p> <p>Refer FIDIC Clause 52.1 for VALUATION OF VARIATIONS In the tenth line, after the words "Engineer shall" the following is added:</p> <p>The valuation will be carried out on the basis of actual with the application of current market rates for labor and material. No escalation on account of material or labor wages shall be allowed on such items if the valuation is carried out on the basis of actual. The percentage (%) of overheads, taxes and profit, carriage, wastage etc. all-inclusive to be allowed in such cases be twenty-five (25) percent (%).</p>
<p>46. Notification of Award</p>	<p>46.1</p>	<p>Prior to the award of contract, the Procuring agency/Employer shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.</p>
	<p>46.2</p>	<p>Where no complaints have been lodged, the bidder whose bid has been accepted will be notified of the award by the Procuring agency/Employer prior to expiration of the bid validity period in writing or through electronic means that provide record of the content of communication. However, the Procuring agency/Employer shall not award any procurement contract at least for fifteen (15) days after the acceptance of bid. The notification letter (herein after and in the condition of the contract and contract form called "Letter of Acceptance" will specify the sum that the Procuring agency/Employer will pay the successful bidder in consideration for the execution and</p>

		completion of the works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).
	46.3	The notification of award will constitute the formation of the Contract, subject to the bidder furnishing the Performance Security (or guarantee) in accordance with ITB 48 and signing of the contract in accordance with ITB 47 .
	46.4	Upon the successful bidder's furnishing of the performance security (or guarantee) pursuant to ITB 48 , the Procuring agency/Employer will promptly notify each unsuccessful bidder, the name of the successful bidder and the Contract amount and will discharge the Bid Security or Bid Securing Declaration of the bidder(s) pursuant to ITB 19 .
47. Signing of Contract	47.1	Promptly after notification of award, procuring agency/Employer shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.
	47.2	Immediately after the Redressal of grievance by the GRC, and after fulfillment of all condition's precedent of the Contract Form, the successful bidder and the Procuring agency/Employer shall sign the contract.
	47.3	Where no formal signing of a contract is required, work order issued to the bidder shall be construed to be the contract.
48. Performance Security (or Guarantee)	48.1	After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring agency/Employer a Performance Guarantee in the amount and in the form stipulated in the BDS and SCC , denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
	48.2	If the Performance Guarantee is provided by the successful bidder and it shall be in the form specified in the BDS which shall be in any of the following: <ul style="list-style-type: none"> (a) certified cheque, cashier's or manager's cheque, or bank draft; (b) irrevocable letter of credit issued by a scheduled bank of Pakistan or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a scheduled bank of Pakistan; (c) bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign bidder, bonded by a foreign bank; or (d) surety bond callable upon demand issued by any reputable surety or insurance company.

		Any Performance Guarantee submitted shall be enforceable in Pakistan.
	48.3	Failure of the Most Advantageous Bidder to comply with the requirement of ITB 47 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or declare blacklisted (in case bid securing declaration is submitted) in which event the Procuring agency/Employer may make the award to the next most advantageous bidder or reinitiate the procurement process afresh (as a case may be).
49. Advance Payment	49.1	Advance payment will be provided to the bidder in percentage and in the manner as agreed by the both parties in terms of Conditions of the Contract.
	49.2	The Procuring agency/Employer will provide an advance payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated and/or Conditions of the Contract. The advance payment request shall be accompanied by an advance payment security (guarantee) in the form provided in Section X. For the purpose of receiving the advance payment, the bidder shall make and estimate of, and include in its bid, the expenses that will relate to the purchase of equipment, machinery, materials, and on the engagement of labor during the first month beginning with the date of the Procuring agency/Employer’s “Notice to Commence” as specified in the SCC .

50. General Performance of the Bidders	50.1	The Procuring agency/Employer reserves the right to obtain information regarding performance of the bidders on their previously awarded contracts / works. The Procuring agency/Employer may seek information / report from the previous employer for consideration. However, the Procuring agency/Employer shall incorporate such parameters in the evaluation criteria and accordingly decide the fate of the bid submitted.
51. Corrupt & Fraudulent Practices	51.1	Procuring agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

F. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM

52. Constitution of Grievance Redressal	52.1	Procuring agency/Employer shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.
53. GRC Procedure	53.1	Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.
	53.2	Any bidder feeling aggrieved by any act of the Procuring agency/Employer after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.

	53.3	In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
	53.4	In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelope bidding procedure is adopted.
	53.5	The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.
	53.6	Any bidder or the Procuring agency/Employer not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee.
	53.7	The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to appeal.
	53.8	The committee shall call the record from the concerned Procuring agency/Employer or the GRC as the case may be, and the same shall be provided within prescribed time.
	53.9	The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
	53.10	The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

G. MECHANISM OF BLACKLISTING

54. Mechanism of Blacklisting	54.1	The Procuring agency/Employer shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; i) Fails to perform his contractual obligations; and ii) Fails to abide by the id securing declaration;
	54.2	The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring agency/Employer proposes to debar the bidder or contractor from participating in any public procurement of the Procuring agency/Employer; and (c) the statement, if needed, about the intention of the Procuring agency/Employer to make a request to the Authority for debarring the bidder or

		contractor from participating in public procurements of all the procuring agencies.
	54.3	The Procuring agency/Employer shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice.
	54.4	In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring agency/Employer may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the Procuring agency/Employer shall decide the matter on the basis of available record and personal hearing, if availed.
	54.5	In case the bidder or contractor submits written reply of the show cause notice, the Procuring agency/Employer may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.
	54.6	The Procuring agency/Employer shall give minimum of seven days to the bidder or contractor for appearance before the designated officer of the Procuring agency/Employer for personal hearing. The designated officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.

	54.7	The Procuring agency/Employer shall decide the matter within fifteen (15) days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
	54.8	The Procuring agency/Employer shall communicate to the bidder or contractor the order of debaring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty (30) days, prefer a representation against the order before the Authority.
	54.9	Such blacklisting or barring action shall be communicated by the Procuring agency/Employer to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the Procuring agency/Employer.
	54.10	The bidder may file the review petition before the Review Petition Committee Authority within thirty (30) days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety (90) days of filing of review petition.
	54.11	The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the Procuring agency/Employer. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
	54.12	The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

SECTION III: BID DATA SHEET

Bid Data Sheet (BDS)

The following specific data for the for the procurement of works shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITBs). Whenever there is a conflict, the provisions herein shall prevail over those in ITBs.

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
A. Introduction		
1.	1.1	<p>Name of Procuring agency/Employer: Public Procurement Regulatory Authority, Islamabad.</p> <p>The subject of procurement is: PPRA Office Renovation (at 1st and 2nd Floor of FBC building)</p> <p>Period for completion of the works: 10 weeks</p> <p>Commencement date execution of the works: After signing the contract as intimated by the PPRA</p> <p>Type of Procurement: National competitive bidding</p>
2.	2.1	<p>Financial year for the operations of the Procuring agency/Employer: 2024-25</p> <p>Name of Works: PPRA Office Renovation</p> <p>Name of financing institution: Public Procurement Regulatory Authority, Islamabad</p> <p>Name and identification number of the Contract: 1-47/IT&R/PPRA/2024</p>
3.	3.1	Joint venture, consortium shall Not Allowed.

B. Bidding Documents

4.	7.2	Bids must be submitted through EPADS.
5.	8.1	<p>The address for clarification of Bidding Documents is:</p> <p style="text-align: center;">Convener General Purchase Committee Public Procurement Regulatory Authority 1st floor, FBC building, Near State Bank of Pakistan, Sector G-5/2, Islamabad</p>
	8.5	The pre-bid meeting is scheduled for 12th December 2024 (Thursday) at 12:30 PM at the Public Procurement

		Regulatory Authority, 1st Floor, FBC Building, Near State Bank of Pakistan, Sector G-5/2, Islamabad. Queries must be submitted through the EPADS Clarification section at least two days prior to the meeting.
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C. Preparation of Bids

6.	10.1	The Language of all correspondences and documents related to the Bid is: English
7.	11.1 (i)	In addition to the documents stated in ITB 11 , the following documents must be included with the Bid <ul style="list-style-type: none"> a. NTN certificate b. GST certificate c. FBR Filer status d. Valid PEC License Category C-6 or higher category e. Audited Financial Statements (Last 3 years) f. Bidder's past experience (3 completed work orders, completion certificates of similar nature and contact details for verification) g. Contractor must have established office in Islamabad / Rawalpindi.
8.	11.5 (c)	Other procurement specific documentation requirements are: The Bidder has to ensure that all the required items are top quality and original. Bids proposing substandard, low quality, refurbished or copy items will be rejected. Documentary evidence showing genuineness of brand name, model number must be provided.
9.	15.5	Not applicable
10.	15.6	Name of the works: PPRA Office Renovation The identification No. 1-47/IT&R/PPRA/2024 The No. and identification of lots (contracts) comprising this open competitive bid: Not applicable
11.	16.1	The currency of the Bid shall be Pakistan Rupees (PKR)
12.	18.1	The Bid Validity period shall be 120 days .
13.	19.1	The amount of Bid Security is fixed at PKR 1,100,000 . The currency of the Bid Security shall be: Pakistan Rupees (PKR) . Bid Securing Declaration is Not applicable
14.	19.3	<u>Bid Security:</u>

		The Bid Security shall be in the form of CDR / Pay Order in favor of Public Procurement Regulatory Authority (PPRA), 1 st floor, FBC Building, Near State Bank of Pakistan, Sector G-5/2, Islamabad, from any Scheduled Bank of Pakistan.
15.	19.3 (c)	Bids without required amount of Bid Security in the form of CDR / pay order shall be rejected forthwith without any right of appeal.
16.	20.1	Alternative Bids / options shall not be considered and the bid will be rejected.
17.	20.2	Not applicable
18.	22.1	Bids must be submitted through EPADS. The bid submitted in any other form shall be rejected forthwith without any right of appeal.
19.	22.2	The written confirmation of authorization to sign on behalf of the Bidder shall consist of: <ul style="list-style-type: none"> a. A Board resolution or its equivalent, or b. Notarized Power of Attorney specifying the representative's authority to sign the Bid on behalf of, and to legally bind the Bidder shall be provided.

D. Submission of Bids

20.	23.2 (a)	Bid shall be submitted through EPADS to: Public Procurement Regulatory Authority 1st floor, FBC building, Near State Bank of Pakistan, Sector G-5/2, Islamabad
21.	23.2 (b)	Title of the subject Procurement: PPRA Office Renovation ITB title and No: 1-47/IT&R/PPRA/2024 Time and date for submission: 11:00 AM, 23 December 2024
22.	24.1	The deadline for Bid submission through EPADS is a) Day: Monday

		b) Date: 23 December 2024
		c) Time: 11:00 AM

E. Opening and Evaluation of Bids

23.	27.1	<p>The Bid Opening shall take place through EPADS at:</p> <p style="text-align: center;">Public Procurement Regulatory Authority 1st floor, FBC building, Near State Bank of Pakistan, Sector G-5/2, Islamabad</p> <p>Day: Monday Date: 23 December 2024 Time: 11:30 AM</p>
24.	33.2	The Bidder shall submit bid in Pakistan Rupees (PKR) , the bid submitted in any other currency shall be rejected forthwith without any right of appeal.
25.	33.3	The bids shall be quoted in Pakistan Rupees (PKR)
26.	34	<p>Evaluation Techniques</p> <p><u>Technical Evaluation (Marks-40):</u> On the Bid Opening date, the bidders are required to present their proposals to the Procurement Committee, (accompanied by soft copies provided on a USB). The presentation must cover the following aspects: (1) <u>understanding of space utility and the proposed layout plan;</u> (2) <u>3D photorealistic renders, an animated video, and interior design concepts;</u> (3) <u>a summary of materials included in the Bill of Quantities;</u> and (4) <u>details of past performance, team structure, current commitments, as well as the qualifications and experience of the team.</u></p> <p>An initial 2D layout plan, meeting the procuring agency's requirements, is provided with the bidding documents. However, bidders are encouraged to suggest innovative adjustments to enhance this plan to better meet the Procuring Agency's needs and present these ideas during their presentation at the day of tender opening. Bidders are also advised to clarify any requirements during the Pre-Bid meeting for a full understanding. A strong interior decoration plan will secure favorable marks. Each procurement</p>

committee member will assess the technical proposal according to the following criteria:

1. **Understanding of Space Utility and Layout Plan** - 05 Marks
2. **Presentation Quality** - 15 Marks (including 3D photorealistic renders, animated video on USB, and interior design ideas).
3. **Quality of Fixtures and Materials Offered** - 05 Marks (a summary of materials used in the Bill of Quantities must be submitted)
4. **Firm's Experience and Capacity** - 15 Marks (covering past performance, team structure, current commitments, qualifications, and experience)

Technical Evaluation Proforma:

#	Aspect under assessment	Max Marks	Evaluator's Assessment (Marks)
1	Understanding of space Utility	5	
1.0	Understanding of space Utility	5	
2	Presentation Quality	15	
2.1	3D Photorealistic renders	5	
2.2	Animated Videos	5	
2.3	Interior design ideas	5	
3	Quality of Fixture & Material	5	
3.0	Quality of Fixture & Material	5	
4	Firms Experience & Capacity	15	
4.1	Past Experience-Projects of similar nature <i>(e.g. 10 and above projects in 10 years=Excellent)</i>	7	
4.2	Current Commitments No. of projects in hand <i>(1 mark for each commitment)</i>	3	
4.3	Human Resource - Qualification & Experience <i>(e.g. Having all three MSC, BSc & DAE = Excellent)</i>	3	
4.4	Working capital for the last three years <i>(e.g. current ratio 2:1=Excellent)</i>	2	
Grand Total:		40	
Assessment Criteria: Excellent=100%, Very Good= 80%, Good=60%, Average=40%, Below Average=20%, Unacceptable=0%.			

All required information must be accurately filled on the prescribed forms, accompanied by the necessary supporting documents, to secure the marks.

		<p>The final technical score for each bidder will be the average of all committee members' marks. <u>Minimum Qualifying Marks in Technical Bid will be 25.</u> Below Qualifying Marks, bid will be considered technically disqualified and the financial bid will be returned to the bidder without opening.</p> <p><u>Financial Evaluation (Marks 60):</u> The bidder with the lowest financial proposal will receive the full score for financial evaluation. Other bidders' scores will be calculated inversely proportional to their quoted prices.</p> <p>Award of Contract: The contract will be awarded to the bidder with the highest combined score from both technical and financial evaluations.</p>
27.	34	Not applicable
28.	34	Not applicable
29.	35	Not applicable
30.	38.2	Not applicable
F. Award of Contract		
31.	48	The Performance Guarantee (PG) shall be equal to 10% percent of the Contract Amount.
32.	48	The Performance Guarantee will be submitted by the successful bidder prior to signing of the contract in the shape of Bank Guarantee in favor of Public Procurement Regulatory Authority. Insurance Guarantee will not be accepted.

G. Review of Procurement Decisions

33.	53.6	<p>The Address of PPRA to submit a copy of appeal:</p> <p>Grievance Redressal Committee notified by the PPRA. Public Procurement Regulatory Authority 1st Floor, G-5/2, Islamabad, Pakistan</p> <p>Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority 1st Floor, G-5/2, Islamabad, Pakistan Tel: +92-51-9202254</p>
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Section IV. Eligible Countries

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Section V. Evaluation and Qualification Criteria

The Procuring agency/Employer shall evaluate the bids in accordance with predefined evaluation and qualification criteria mentioned in this document. No other factors, methods or criteria shall be used. The Bidder shall provide all the information requested in the forms included in the Bidding Forms.

Wherever a Bidder is required to state a monetary amount, Bidders should indicate the currency prescribed in the BDS. In case of foreign currency, the exchange rates shall be taken from State Bank of Pakistan on that bid opening day. Any error in determining the exchange rates in the Bid may be corrected in accordance with **ITB 32** (Correction of Arithmetic Errors)

Qualification

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
1. Eligibility				
1.1	Nationality	Nationality in accordance with ITB 4.3	Must meet requirement	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITB 3.7	Must meet requirement	Letter of Bid

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
Historical Contract Non-Performance				
2.1	History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default since last 03 years.	Must meet requirement	Form CON-2
2.2	Pending Litigation	Bidder's financial position and prospective long term profitability sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Bidder.	Must meet requirement	Form CON – 2
2.3	Litigation History	No consistent history of court / arbitral award decisions against the Bidder since 1 st January 2021.	Must meet requirement	Form CON – 2

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
3. Financial Situation and Performance				
3.1	Financial Capabilities	<p>(i) The Bidder shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements for the subject contract(s) net of the Bidders other commitments</p> <p>(ii) The Bidders shall also demonstrate, to the satisfaction of the Procuring agency/Employer, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of the Bidder's country, other financial statements acceptable to the Procuring agency/Employer for the last 01 year shall be submitted and must demonstrate the current soundness of the Bidder's financial position and indicate its prospective long-term profitability.</p>	Must meet requirement	Form FIN – 3.1, with attachments
3.2	Average Annual Construction Turnover	Minimum average annual construction turnover, calculated as total certified payments received for contracts in progress and / or completed within the last 03 years.	Must meet requirement	Form FIN – 3.2

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
4. Experience				
4.1	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last 05 years, starting from application submission deadline.	Must meet requirement	Form EXP – 4.1
4.2	Specific Construction & Contract Management Experience	A minimum number of similar contracts specified below that have been satisfactorily and substantially completed as a prime contractor, joint venture member, management contractor or sub-contractor between 03 years and application submission deadline: 03 contracts, each of minimum value PKR 20 million.	Must meet requirement	Form EXP 4.2(a)

**SECTION VI: WORKS REQUIREMENT, TECHNICAL
SPECIFICATIONS, DRAWINGS, SUPPLEMENTARY INFORMATION
AND BILL OF QUANTITIES**

Scope of Works

Detailed Scope of Work is furnished in BoQ. The tentative scope of work is as follows.

Scope of Work for PPRA Office Renovation

1. Dismantling Work

- Brick masonry, RCC Works, Shades, counter, I/C any tiles marble etc.
- Dismantling and removal of Floor i/c tiles, marble concrete etc.
- Carefully removal of marble/granite/tiles etc. from Stair, attached washroom walls, kitchen without disturbing wall/floor structure.
- Wooden or Soft partitions
- Removal of Plumbing PPR and UPVC Pipes, Sanitary Fitting, Wash Basins Fire Hose Cabinets
Removal and carefully temporary Plugging Supply & Disposal lines.
 - Toilet Block at FF & 2F
 - Single Toilets
- Hollow Ply wood Duct removal
- Removing of Existing 2'x2' Ceiling carefully, stacking of reusable material and disposing of unsuitable materials as directed by the Engineer.
- Filing & Kitchen Cabinets dismantling & Disposal
- Removal of PVC wall Paneling
- Taking out existing wooden doors
- Removal of Multimedia screen & Refixing at New Location
- Removal of existing frame including chipping of debris material and making surface ready for refixing new frame
- Dismantling/Removal of HAVC Duct complete in all aspects
- Removing of Existing 2'x2' Ceiling carefully, including suspension system tee's, angles, and tiles etc. and stocking at Agency's specified areas or disposing of outside project premises as per instructions of the Agency

2. Waterproofing of Washroom Floors

- For seepage control, modified bituminous membrane torch applied polymerized containing non-woven polyester coated on both sides with APP modified bitumen compound having upper and lower surface with polyethylene film and applying approved primer @ 3 to 4 Sq. M per liter on RCC surface, roof and unrolling including overlap 10cm at side and 15cm at ends. Including cleaning & drying of surface Complete as per manufacturers specifications.

3. Block Masonry Works

- Providing and laying solid brick masonry to create spaces for revised layout in washroom, kitchen and other areas approved.

4. Plaster

cement sand plaster 1:3 on walls and columns for seepage areas and repairs.
Brick Ballast for Washroom
Complete Washroom Renovation including floor dismantling and reinstallation.

5. Tiles

For all rooms and new offices, board room and washrooms, providing and laying floor of 6mm (approx.: 1/4") thick colored glazed tiles More than 1 sq.ft up to 2 sq.ft.

6. Black Granite on Stair Landings

For stair and landing, Granite on Vanity Top, on Kitchen Counter Top, Providing and laying floor of 3/4 inches (19 mm) thick Granite stone Pakistani Original more than 7 sq. ft. up to 16 Sq.

7. Tempered glass, swing door

FOR partition works Glass i/c 3mm safety film 175-micron aluminum and frost paper on glass.

8. Paint

Paint in all offices, including new and old.

9. Wall Cladding/Paneling

Wooden Batons ceiling for MD office, Corridor & Reception Providing Assembling and fixing of U Channel shaped Oak Veneered on 1/2" the MDF
Gypsum board False ceiling in Board Room & MD Office
Wall Cladding for seepage affected areas and board room.

10. Door Works

UPVC Doors for Washrooms
MS Door Frames at first floor,
New Pressed veneered door shutters for damaged doors at first floor.
Repairing of Aluminum windows & Doors for new partitions

11. Wood Polishing

For all old furniture and wood works in offices.

12. Replacement of Glass of existing window, ventilators etc.

Replacement of Glass of existing window, ventilators etc. for kitchen washrooms and offices.

13. Wooden Blinds

For MD Office and Board Room, Supply and installation of premium wooden Venetian blinds with 50mm x 3mm slats in oak, walnut, or mahogany, varnished for durability and UV protection

14. Zebra Blinds

For all other offices Zebra Blinds Supply and installation of high-quality Zebra blinds with dual-layered, alternating opaque and sheer fabric for adjustable light control and privacy.

15. Cabinets

Office & kitchen, office File cabinet, Providing making and fixing office file cabinet 18" depth according to the size and dimensions as shown on drawings, made with 17mm super Gloss shutters & car-case with Lamination board of approved colors.

16. Oak Veneered Strips

For Reception and MD Office, Supply, fabrication, and installation of 2" x ¾" red oak veneered strips for cladding, spaced at 1" center-to-center, per approved drawings.

17. Genset Canopy

Fabrication and fixing of the Fiber shed consisting of 5-Ply fiber sheet and 2"x2" M.S. Box pipe 16 gauge main frame beams and central bracing 2"x2" at 24" c/c diagonal and 2"x2" support up to 2 feet c/c over 4" diameter M.S. pipe 16 gauge 10-14 feet high i/c the cost of excavation, with PCC 1:2:4 and RCC with steel and MS steel plate 1/2" thick in foundation, size 2'x2' cutting fitting, welding painting etc. complete as per direction of engineer in charge.

18. Media Wall MDF Cladding

For Board Room, Supply and installation of a custom-designed media wall for the boardroom, crafted from high-quality MDF with decorative elements and cloth-wrapped accents for an elegant, lush finish.

19. Mirror for all Washrooms

Supply and installation of high-quality mirror in front of vanities, including secure wall-mounting mechanism.

20. Crockery Shelf

Providing & Fixing of Crockery Shelf in Kitchen complete in all aspects

21. Aluminum Glass Windows

Repair and Refurbishment of Existing Aluminum Glass Windows damaged and seepage issues.

22. wallpaper for board room

Supply and installation of premium-quality wallpaper for board room including pasting and surface preparation for elegant look as per approval of Engineer.

23. PLUMBING WORKS for washroom

All piping, plumbing, accessories, fixtures, auxiliary water tank and plumbing connections. All electrical and plumbing connections to be completed in accordance with safety standards and as per the engineer's specifications

24. Electric Instant Geysers for washroom

Supply and installation of an electric instant geyser, complete with wall-mounting bracket and secure fixing. Unit includes rapid heating technology for on-demand hot water supply, adjustable temperature settings, and energy-efficient performance.

25. Refurbishment of Firefighting Cabinet,

Refurbishment of Firefighting Cabinet, including replacement of hose reel, pipe valves etc. Complete in all aspects as per instructions of engineer in charge.

26. ELECTRICAL WORKS

Distribution Boards for LT, DB for Air Conditioning, DB for IT. Wiring for new offices and Lighting for all old and new offices.

27. AC three phase digital energy meter

Supply and Installation for AC three phase digital energy meter.

28. ADDRESSABLE FIRE ALARM SYSTEM

Connecting with initial system.

29. Networking Cable Supply & Installation

For new offices, board room all cables and repairing of existing amenities.

30. RFID access control machine

Supply, installation, and configuration of an RFID access control machine, including mounting, wiring, and integration with the existing security system as per the Engineer's specifications. The machine is equipped to handle secure entry and exit for authorized personnel, with high-accuracy card scanning and anti-tampering features. Complete with power supply.

31. HEATING & VENTILLATION

DC Inverter (New)

Supply and installation of decorative plastic body DC Inverter Reversible type Wall Mounted type air conditioning units for Board room 1.5 Ton and new offices 1 ton.

DC Inverter (Relocation Only)

Capacity 1 Ton complete with piping and installation
Capacity 4 Ton complete with piping and installation.

Technical Specifications

Material Specifications:

1) Full Glass Partition

- **Material:** 12mm tempered glass.
- **Frame:** Aluminum channels.
- **Finish:** Frosted glass with polished edges.
- **Height:** As per ceiling height, with air circulation spacing.
- **Hardware:** Stainless steel brackets and fasteners.

2) Floor Tiles

- **Material:** Porcelain or ceramic tiles.
- **Finish:** Matte, slip-resistant for high-traffic areas.
- **Grade:** AAA grade

3) Washrooms

- **Wall & Floor Tiles:** Water-resistant ceramic/porcelain tiles, slip-resistant floor tiles.
- **Fittings:** Stainless steel or chrome-plated fixtures.
- **Waterproofing:** Use of waterproof membranes on walls and floors.
- **Ventilation:** Exhaust fan with a capacity of 200-250 CFM.
- **Plumbing:** CPVC or PPR pipes for water supply, PVC for drainage.

4) Air Conditioner (01 Ton Split DC Inverter)

- **Capacity:** 1 Ton (12,000 BTU).
- **Energy Efficiency:** Energy efficient.
- **Refrigerant:** R410A.
- **Features:** Inverter technology, cooling and heating options.

5) Electrical Wires (7/36, 7/29, 3/29)

- **Material:** Fire-retardant copper wires.
- **Gauge:**
 - 3/29: For lighting circuits.
 - 7/29: For power circuits.
 - 7/52: For heavy-duty appliances.
- **Insulation:** PVC, flame-resistant.

6) LED Lights (Ceiling Mounted)

- **Type:** Recessed or surface-mounted LED.
- **Wattage:** 12W - 18W depending on room size.
- **Color Temperature:** 3000K to 6000K (warm white to cool white).
- **Lifespan:** Minimum 30,000 hours.

7) Light Plugs

- **Type:** Modular, 10A / 20A capacity.
- **Material:** Polycarbonate, fire-resistant.

8) Power Plugs

- **Type:** 10A / 20A for appliances.
- **Material:** Polycarbonate, fire-resistant.

9) Wall Tiles

- **Material:** Ceramic or porcelain.
- **Size:** As per measurement.
- **Finish:** Glossy or matte.
- **Grade:** AAA grade

10) Wooden Door and Iron Door Frame

- **Door Material:** Ply wood.
- **Frame Material:** Steel.
- **Size:** As per measurement.
- **Finish:** Paint / polish.

11) UPVC Door and Door Frame

- **Material:** UPVC (Unplasticized Polyvinyl Chloride).
- **Size:** As per measurement.
- **Finish:** White or colored, with wood grain texture options.
- **Fittings:** Stainless steel handles and hinges.

12) Smoke Detector

- **Type:** Photoelectric / ionization type.
- **Power Supply:** Battery-operated.
- **Mounting:** Ceiling-mounted.

16) CAT6 Cable and Wall Network Outlet

- **Cable Type:** CAT6 UTP (Unshielded Twisted Pair), supports up to 1 Gbps data transfer.
- **Outlet:** Modular network outlet.

17) Kitchen Sink

- **Material:** Stainless steel.
- **Size:** As per measurement.
- **Finish:** Brushed.
- **Installation:** Top-mount.

18) Electric Instant Geyser

- 10 Liters,

- ABS Plastic body,
- Adjustable Thermostat,
- ELCB Double Protection,
- Auto Thermal Cutoff Safety Device,
- Safety Valve,
- Water Proof Grade IPX4,
- Imported Element 2000W

19) Bathroom Sanitary Fittings

- **Material:** Stainless steel.
- **Fittings:** Faucets, showerheads, taps, and mixers.

20) Bathroom Commode

- **Type:** Floor-mounted.
- **Material:** Ceramic coated with Vitreous china coating.
- **Flushing System:** Dual flush (3L/6L water-saving).

21) Bathroom Basin

- **Material:** Ceramic coated with Vitreous china coating.
- **Size:** As per measurement.
- **Installation:** Install in Marble slab.

22) Washroom Mirror

- **Material:** 5mm thick glass with beveled edges.
- **Mounting:** Wall-mounted with brackets or adhesive.
- **Size:** As per measurement.

23) Dry Powder Fire Extinguisher

- **Type:** ABC-rated dry powder extinguisher.
- **Capacity:** 6kg.
- **Features:** Easy-pull safety pin and pressure gauge.

24) False Ceiling Mounted Ceiling Fan

- **Type:** Ceiling-mounted, 18-inch.
- **Power:** 90 W or less.
- **Speed:** 1300 RPM.
- **Noise Level:** Less than 50 dB.

25) Distemper Paint

- **Type:** Water-based distemper paint.
- **Finish:** Matte finish.
- **Coverage:** 120 - 140 sq. ft./liter.
- **Drying Time:** 3-4 hours between coats.

Work Specifications:

1) Brick Masonry

- **Materials:** Standard bricks, cement mortar (1:4 or 1:6 ratio), water.
- **Procedure:** Lay bricks in a straight line using a string for alignment, applying mortar evenly between each layer. Ensure proper bonding between bricks and remove excess mortar.
- **Quality Control:** Check for straightness and vertical alignment of walls. Ensure mortar joints are uniform.

2) Floor Tile Installation

- **Materials:** Tiles, tile adhesive, grout, spacers.
- **Procedure:** Clean the surface, apply tile adhesive with a notched trowel, lay tiles with spacers for uniform gaps, and press firmly. Allow to set before grouting.
- **Quality Control:** Ensure tiles are level and gaps are uniform.

3) Wall Tile Installation

- **Materials:** Wall tiles, adhesive, spacers, grout.
- **Procedure:** Prepare the wall surface, apply adhesive evenly, and place tiles using spacers for uniform gaps. Grout after adhesive dries.
- **Quality Control:** Ensure alignment and levelness of tiles.

4) Dismantling of Existing Wall

- **Procedure:** Carefully remove the wall using hammers, chisels, or a demolition saw. Dispose of debris in an approved manner.
- **Safety Measures:** Use personal protective equipment (PPE) and ensure structural integrity.

5) Dismantling of Existing Wall Tiles

- **Procedure:** Remove tiles using chisels or tile removers. Clean the surface for future installation.
- **Safety Measures:** Wear safety glasses and gloves.

6) Dismantling of Floor Tiles

- **Procedure:** Use a chisel and hammer or tile removal tool to lift tiles and remove them. Clean surface thoroughly.
- **Safety Measures:** Use protective gear to avoid injury from broken tiles.

7) Dismantling of Glass Partition

- **Procedure:** Carefully dismantle glass panels using proper lifting equipment. Remove fasteners and framing materials.
- **Safety Measures:** Wear safety gloves, goggles, and use suction pads to handle glass.

8) Dismantling of Old Glass-Wood Partition

- **Procedure:** Remove the wood frames first, then carefully dismantle the glass. Remove fasteners and clean the worksite.
- **Safety Measures:** Ensure proper lifting and handling techniques for both wood and glass.

9) Installation of Glass Partition

- **Materials:** Glass panels, aluminum or steel frames, screws, fasteners, sealant.
- **Procedure:** Install frames first, secure glass panels within frames, apply sealant to ensure airtight fitting.
- **Quality Control:** Ensure glass is clean, aligned, and securely fitted.

10) Wall Distemper Paint

- **Materials:** Distemper paint, primer, brushes, rollers.
- **Procedure:** Clean and prime the wall, apply two coats of distemper evenly, and allow drying between coats.
- **Quality Control:** Ensure smooth, even application without brush marks.

11) Washroom Seepage Control

- **Materials:** Waterproofing membrane, sealants.
- **Procedure:** Apply waterproofing membrane to affected areas, seal cracks with appropriate sealant.
- **Quality Control:** Check for moisture using a moisture meter post-application.

12) Dismantling of Old Door and Door Frame

- **Procedure:** Remove door and hinges first, then carefully dismantle the frame using a crowbar or saw.
- **Safety Measures:** Ensure surrounding wall structure is not damaged.

13) False Ceiling Installation

- **Materials:** Gypsum or metal panels, framing material, fasteners.
- **Procedure:** Install ceiling framework, secure panels to the framework, ensure all electrical or HVAC outlets are properly incorporated.
- **Quality Control:** Ensure panels are level and joints are seamless.

14) Dismantling of Old HVAC Ducts and Wall Outlets

- **Procedure:** Disconnect HVAC system, remove ducts and wall outlets carefully. Dispose of old ducts properly.
- **Safety Measures:** Ensure power supply to the HVAC is disconnected during work.

15) Installation of Split Air Conditioner

- **Materials:** Split AC unit, mounting brackets, wiring, refrigerant lines.
- **Procedure:** Install indoor and outdoor units, connect refrigerant lines, and electrical wiring. Test for proper cooling function.
- **Quality Control:** Check for leaks and ensure correct refrigerant levels.

16) Removal of Existing Split Air Conditioner

- **Procedure:** Disconnect power and refrigerant lines, remove mounting brackets and disconnect wiring.
- **Safety Measures:** Ensure refrigerant is properly drained and disposed of according to local regulations.

17) Installation of Network CAT 6 Cabling Outlets and Patch Panel

- **Materials:** CAT 6 cables, patch panel, outlets, connectors.
- **Procedure:** Run cables through walls or ceiling, install outlets, terminate cables in patch panels, and test for connectivity.
- **Quality Control:** Ensure cables are not bent and pass testing for data transmission.

18) Installation of Wall Ducts

- **Materials:** PVC ducts, screws, and adhesive.
- **Procedure:** Mount ducts on the wall, secure with screws or adhesive, and ensure proper routing of cables.
- **Quality Control:** Ensure ducts are securely fixed and cover cables entirely.

19) Installation of UPVC Bathroom Door and Door Frame

- **Materials:** UPVC door, frame, hinges, and screws.
- **Procedure:** Fix the frame in the opening, align and secure the door using hinges. Adjust for smooth opening and closing.
- **Quality Control:** Ensure proper alignment and secure fitting.

20) Installation of Sanitary Fittings

- **Materials:** Sanitary fixtures (faucets, showers), sealants, connectors.
- **Procedure:** Install fittings using correct piping and sealants. Test for leaks and water flow.
- **Quality Control:** Ensure all fittings are properly sealed and functional.

21) Installation of Basin

- **Materials:** Basin, brackets, sealant, plumbing.
- **Procedure:** Secure basin to the wall with brackets, connect to water and waste lines, and apply sealant around edges.
- **Quality Control:** Check for leaks and ensure proper water drainage.

22) Installation of Commode

- **Materials:** Commode, bolts, wax ring, plumbing.
- **Procedure:** Secure the commode over the drain, tighten bolts, connect water supply, and test flushing system.
- **Quality Control:** Ensure no leaks and proper flush performance.

23) Installation of Washroom Mirror

- **Materials:** Mirror, adhesive or screws, mounting hardware.
- **Procedure:** Fix mirror to the wall using brackets or adhesive. Ensure level and secure fitting.

- **Quality Control:** Ensure the mirror is securely mounted and aligned.

24) Installation of Wall Power Outlets

- **Materials:** Power outlets, wiring, screws.
- **Procedure:** Install outlets in prepared wall boxes, connect wiring to the circuit, and secure the outlet to the wall.
- **Quality Control:** Test for proper electrical connections and functionality.

25) Installation of LPG Cylinder and LPG Gas Stove

- **Materials:** LPG cylinder, regulator, gas pipe, stove.
- **Procedure:**
 - Place the cylinder in a ventilated area, attach the regulator securely to the cylinder valve, and connect the gas pipe to the stove inlet.
 - Ensure all connections are tight and perform a leak test using soap water.
 - Install the stove on a flat, heat-resistant surface.
- **Quality Control:** Test the gas flow and stove burners for proper functioning.

26) Installation of Fire Extinguishers

- **Materials:** Fire extinguisher, mounting brackets, screws.
- **Procedure:**
 - Mount the brackets securely to the wall at a height easily accessible during emergencies.
 - Hang the fire extinguisher on the bracket, ensuring the label is visible and readable.
- **Quality Control:** Check that the extinguisher is securely fixed and easily accessible.

27) Installation of Fire Alarms

- **Materials:** Fire alarms, mounting screws, wiring (for wired alarms), batteries (for wireless alarms).
- **Procedure:**
 - Install alarms on the ceiling or high on the wall in recommended areas such as kitchens or hallways.
 - For wired alarms, connect to the power supply; for wireless, insert batteries and mount using screws.
- **Quality Control:** Test each alarm for functionality after installation.

32) Installation of Kitchen Cabinet

- **Materials:** Kitchen cabinets, screws, mounting brackets.
- **Procedure:**
 - Measure and mark positions on the wall, install brackets, and secure the cabinets to the wall with screws.
 - Ensure all doors and drawers operate smoothly.
- **Quality Control:** Ensure cabinets are level, securely fastened, and aligned properly.

33) Installation of Ceiling LED Lights

- **Materials:** LED ceiling lights, screws, wiring.

- **Procedure:**
 - Turn off the power supply, install the mounting brackets, connect the wiring, and secure the LED light fixtures to the ceiling.
 - Turn the power back on and test the lights.
- **Quality Control:** Ensure proper functioning of all lights and check for any flickering or loose connections.

34) Installation of False Ceiling Mounted Ceiling Fan

- **Materials:** Ceiling fan, mounting brackets, wiring.
- **Procedure:**
 - Install the fan mounting brackets on the false ceiling, ensuring they are anchored to a solid support above.
 - Connect the fan wiring to the electrical circuit and secure the fan to the ceiling.
- **Quality Control:** Test the fan for smooth operation and no excessive vibration.

35) Installation of 42U IT Cabinet

- **Materials:** 42U IT rack, screws, grounding kit, power supply units (PSUs).
- **Procedure:**
 - Place the cabinet in a level, ventilated area.
 - Secure the cabinet using screws or brackets.
 - Install PSUs and networking equipment, and ensure proper cable management.
- **Quality Control:** Ensure the cabinet is grounded, equipment is securely installed, and cables are neatly routed for airflow.

INTERIOR DESIGN SELECTION PARAMETERS SPECIFICATIONS

Bidder Can take Color Print of the following documents for clarity. Bidder will prefer BoQ and consider the renders provided herein for quoting their rates. This document outlines multiple design options and cost considerations for interior elements within the PPRA Office FBC Building Project. Each option includes tailored selections for materials, colors, and styles for different functional zones, including corridors, boardrooms, offices, and staircases. Renderings and sample images are provided to support execution and material selection, and Bidding purpose on the following key items

1. Tiles Selection
2. Black Granite on Stair Treads and Risers / WPC Panel for Seepage Areas
3. Ceiling Designs
4. Paint Colors
5. Curtain Blinds Options

1. Tiles Selection

a. Corridors & New Offices, Boardroom, Old Offices Tiles (Wooden Texture)

Options: Full Body porcelain or marble-look tiles for a professional, elegant appearance.

Color Schemes: Natural stone tones or muted greys in either matte or semi-gloss finishes.

Specifications:

Wood Texture: Available in 6x37 inches, finishes include Teak Off White, Teak Brown, Teak Grey, and Teak Mustard. If available in market 8"x36" will be preferred.

Glaze Matte: 6x37 inches, natural look in muted shades, glaze matte finish.



E-WP-006 GREY MATT



E-WP-001-MUSTARD



E-WP-003-BEIGE



E-WP-004-BROWN



E-WP-005-GREY



E-WP-015-BROWN



E-WP-016-GREY



E-WP-036-EARLY AMERICAN



Size: INCHES 6x37 RFT

Color TEAK OFF WHITE, TEAK BROWN, TEAK GREY, TEAK MUSTARD

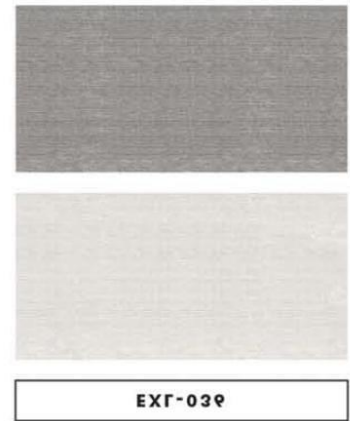
b. Washroom Tiles (Combination of Two tiles and border)

Type: Ceramic tiles, 2'x1' or other relevant sizes as per BoQ, matte finish for longevity.

Colors: Light, neutral shades (**proposed grey and white**) with optional border accents.



COLOUR: (MATT)
GREY, LIGHT GREY,
MOTIF GREY



2. Black Granite on stair treads and risers & WPC Panel for Seepage Areas

Staircase: Black granite for treads and risers, or WPC cladding for a cohesive look. The granite will add durability while keeping within the marginal 3.5' width.

Alternative: Engraved artificial grass accents over existing marble for added elegance.

WPC Panels: For seepage-prone areas, moisture-resistant WPC panels in light wood or neutral colors, adding texture and visual depth.

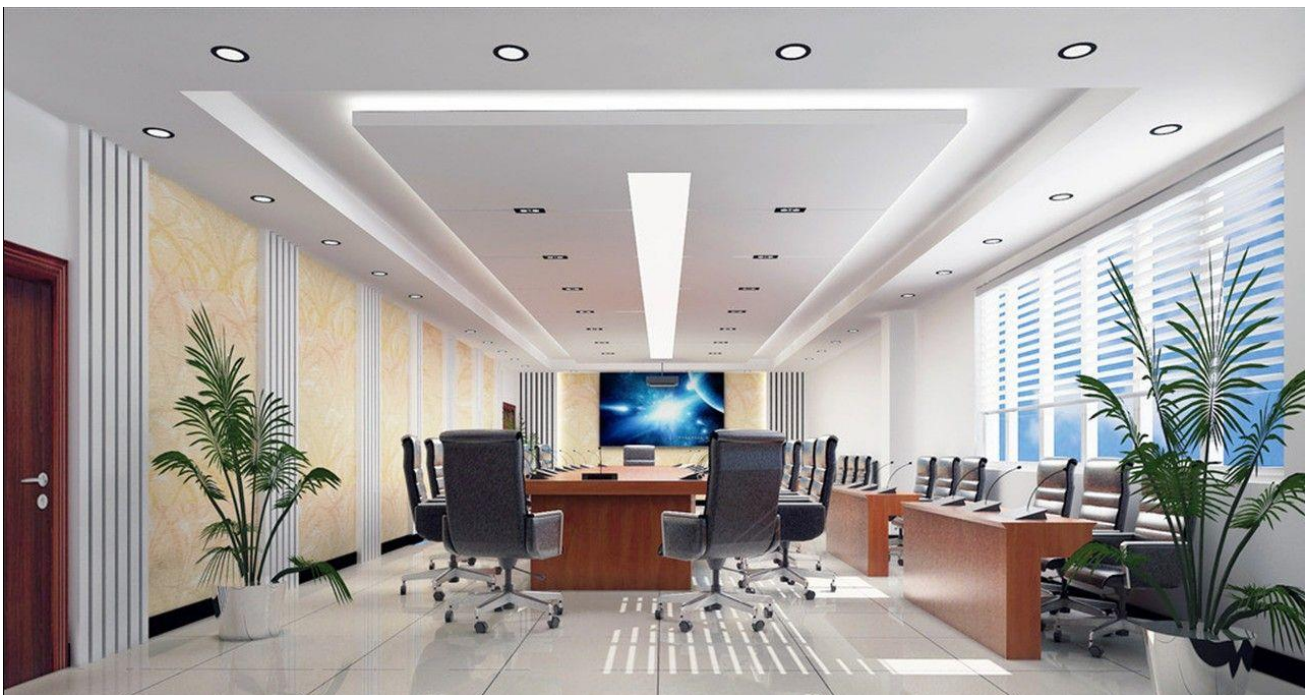
3. Ceiling Designs:

3.1 Wooden Planks Ceiling with Oak Veneered MDF for Board Room

Specifications: Oak-veneered MDF, U-channel design with 2.5"x3"x2.5" planks, suspended with galvanized steel channels.

Finish: Lacquer sealer and polish, providing a high-quality, durable finish.

For Grove Look Design, WPC Panels of approved make and color will be installed along with proper framing and support system.



3.2 2’x2’ Modern Ceiling Gypsum Board Sheets 9mm as Per BoQ



3.3 Natural Oak Wood Veneered Semi-Solid Ceiling Rafters for Reception Area and MD Office

Design: High-end oak-veneered rafters, L-shaped, suspended with MS pipe framework.

Finish: PU polish, matte black MS supports for a premium, industrial finish.



4. Paint Colors on Walls & Ceilings:

Colors: Neutral tones for walls with accent feature walls in darker shades.

Application: Designed to complement both natural and artificial lighting for a sophisticated ambiance.

Sample Approval: Execution vendor to provide sample installations for final color selection.

5. Curtain Blinds Options

Venetian Blinds (Wood): in MD Officer and Board Room

Zebra Blinds: For Offices

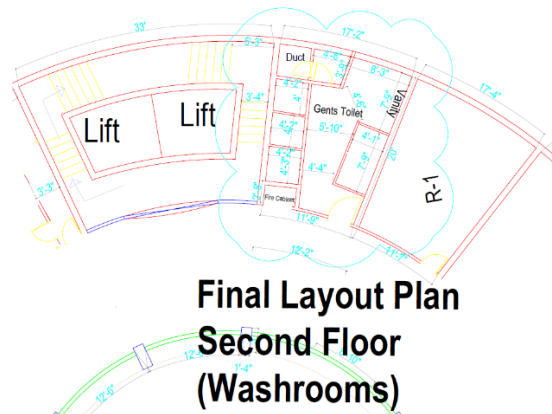
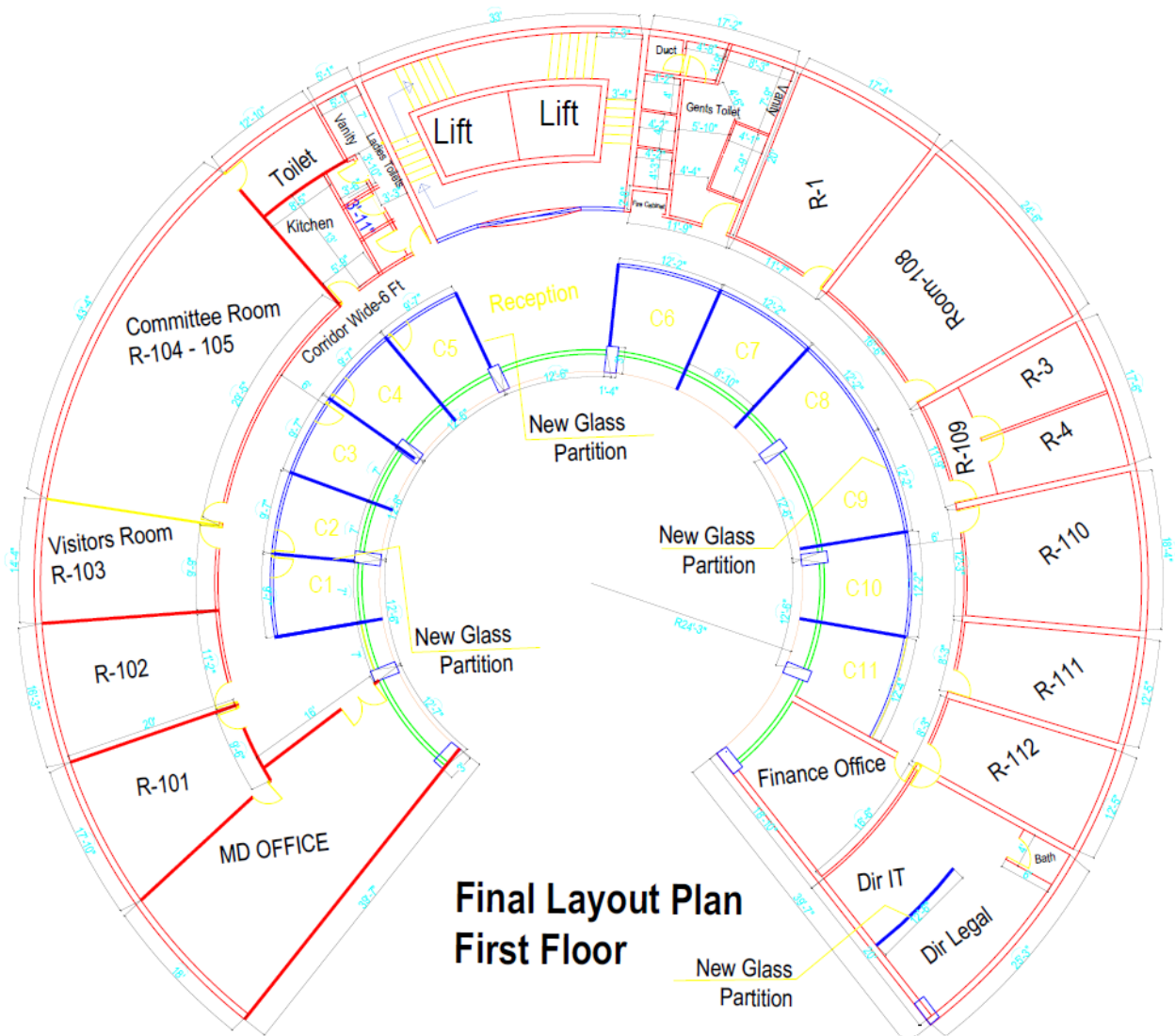


1. Venetian Blinds (Wood)



2. Zebra Blinds

Drawing (Layout Plan)



Bill of Quantities

A. Preamble

1. The Bill of Quantities shall be read in conjunction with the Conditions of Contract, Specifications and Drawings.
2. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work executed and measured by the Contractor and verified by the Engineer and valued at the rates and prices entered in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Engineer may fix in accordance with provisions of the Contract.
3. The rates and prices entered in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract include all costs of Contractor's plant, labour, supervision, materials, execution, insurance, profit, taxes and duties, together with all general risks, liabilities and obligations set out or implied in the Contract. Furthermore, all duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, as on the date 28 days prior to deadline for submission of Bids, shall be included in the rates and prices and the total Bid Price submitted by the Bidder.
4. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of items against which the Contractor will have failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
5. The whole cost of complying with the provisions of the Contract shall be included in the items provided in the priced Bill of Quantities, and where no items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related items of the Works.
6. General directions and description of work and materials are not necessarily repeated nor summarised in the Bill of Quantities. References to the relevant sections of the Bidding Documents shall be made before entering prices against each item in the priced Bill of Quantities.
7. Provisional sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Engineer in accordance with General Conditions of Contract.
8. The Bill of Quantities (BOQ) includes one (1) section totalizing the amount of the Bill of quantities to be carried out to the financial proposal submission form. The Prices in the Bill of quantities are in Pakistani Rupees.
9. Notwithstanding any limit which may be implied by the wording of the individual activities and/or the explanations in this Preamble, it is clearly understood that the amounts entered in the Bill of Quantities are for the work finished, complete in every respect; it will be deemed to have taken full account of all requirements and obligations, whether expressed or implied covered by all parts of this Contract and to have priced the activities herein accordingly.

10. The amount must therefore include for temporary works, health and safety protections, all incidental and contingent expenses and risks of any kind necessary to construct, complete and maintain the whole of the Works in accordance with the Contract. Unless separate items are provided in the Bill of Quantities full allowance shall be made in the sums stated for all costs involved. The prices shown in the Bill of quantities will includes all taxes and customs, import duties, levies etc. for proper evaluation.
11. It will be assumed that any activity or items left without a price entered against it, has the price of that activity or items included elsewhere in the Bill of Quantities. After the award of contract, no alteration will be made in the Bill of Quantities to rectify any un-priced activities or items.
12. The Employer may in accordance with the Conditions of the contract omit certain activities if he considers necessary to adjust the scope of the Works to come within the budgetary constraints; The Contractor shall be aware of this possibility and shall insure that any such variation by the Employer does no, in any way, affect the pricing of the retained activities.

2- Quantity of Items

The quantities set forth against the items in the BOQ are an estimate of the quantity of each kind of the work likely to be carried out under the contract and are given to provide a common basis for offers. There is no guarantee to the Contractor that he will be required to carry out the quantities of work indicated under any one particular item in the BOQ or that the quantities will not differ in magnitude from those stated in the bills. Bidders must consider every aspect of the dossier carefully.

The brief descriptions of the items in the BOQ are purely for the purpose of identification and they shall in no way modify or supersede the detailed description given in the Conditions of Contract or specifications (specifications mean standard **specifications used by PWD/MES** and a provided with the contract document). When pricing items, reference should be made to the Conditions of Contract, the Specifications and relevant drawings for directions and descriptions of work and materials involved. The quantities given in the BOQ are provisional and reflect the estimate made at the time of approval to provide a basis for this dossier and tenders.

The bidders are instructed to carry out their own due diligence, at no cost to the Employer, to physically verify the quantities and scope of work at site during the site visit arranged by the employer. Any deviation from the quantities or any drawings need to be prepared must be quantified in a separate bill with any drawings as an attachment clearly defining the deviation from the scope of work or quantities from those given in the BOQ's and/or drawings. All works so identified by the bidders must follow latest PWD/MES Schedule of rates and standard specifications followed by PWD/MES. No variation of quantities will be permitted as stated in the contract documents unless approval of the variation order as per contract stipulations.

Except where specifically and expressly otherwise stated in the General and Particular Technical Specifications, or in the BOQ, only permanent works are to be measured. Works will be measured net to the dimensions shown on the drawings or ordered in writing by the Engineer, save where described or prescribed elsewhere in the contract.

In adjusting extras on the contract, works will be measured on the same basis as that on which the quantities were prepared. All works not specifically mentioned in the BOQ will be taken as included in the prices of extra items. No allowance will be made for loss of materials or volume thereof during transport or compaction. It is deemed that all prices given by the Contractor include all necessary items

for performance and procurement of works, goods, and services he is tendering for. These items include but are not limited to construction, supply, transportation, loading, unloading, installation, testing, workmanship etc. and all overheads and profits.

For Item wise prices, the item descriptions given in breakdowns (or schedules) in the specifications in no way limit the Contractor's obligations under the contract to provide all the works as described elsewhere. Notwithstanding any limits which may be implied by the wording of individual items in the breakdowns. The Contractor will be deemed to have taken full account of all requirements and obligations, whether expressed or implied, covered in this contract and to have priced the items herein accordingly.

The amounts must therefore include for all incidental and contingent expenses and risks of every kind necessary to construct, complete, and maintain the works covered under Item wise prices in accordance with the contract. Unless separate items are provided in the breakdowns, rates and sums include all costs involved in the various items in the breakdowns. The amounts entered in Item wise price breakdowns will be used for calculating payments and interim payments and for valuing variations.

3- Units of Measurement

The units of measurement used in the annexed technical documentations are those of the International System of Units (SI). No other units may be used for measurements, pricing, detail drawings, etc. (Any units not mentioned in the technical documentation must also be expressed in terms of the SI.) The following abbreviations are used in the Bill of Quantities:

Ls or ls	Lump sum		h or hr	Hour
Ps or ps	Provisional sum		m2	Square meter
T or t	Ton		m3	Cubic meter
Kg	Kilogram		d or day	Calendar days
m or mt	Meter		Db	Decibel
cm	Centimeter		Pp	Piece
mm	Millimeter		No	Number/unit

4- Pricing

The contract is an Item wise Rate contract. Any variation remaining within the limits defined in the contract documents will not be considered a deviation. Any variation in quantities, beyond limit will be evaluated by the engineer and a variation order will be issued after approval from the employer. The method of measurement of complete work for payment shall be in accordance with the General Conditions (net measurement). Each item in the BOQ for which payment is to be made in Measurement Item rate shall be paid after the work covered by the Measurement Item rate has been completed to the full satisfaction of the Engineer. All items shall be paid after completion i.e. presentation of the corresponding document justifying the completion and/or acceptance of those items by the Engineer.

The prices and rates inserted in the BOQ are to be the full inclusive values of the works described under the items and as describe in the specifications, including all costs and expenses which may be required in and for the construction of the works described together with any temporary works and installations which

may be necessary and all general risks, liabilities and obligations set forth or implied in the documents on which the tender is based. It will be assumed that establishment charges, profit and allowances for all obligations are spread evenly over all the unit rates. The rates and prices tendered in the priced BOQ will be quoted at the rates current prior to the date of submission.

Rates and prices must be entered against each item in the BOQ.

BOQ
SUMMARY OF ALL WORKS

Public Procurement Regulatory Authority			
RENOVATION WORKS OF PPRA OFFICE ISLAMABAD B-1			
PART - HEATING & VENTILLATION (HVAC SYSTEM)			
Sr.#	Item Description	Amount (Rs.)	Remarks
1	Civil Works		
2	Plumbing Works		
3	Electrical System		
3	Data and IT Works		
4	Air Conditioning Works (HVAC)		
Sub-Total Amount including all Taxes as per FBR Rules but excluding GST on services (Rs.)			
Add GST on services as Applicable			
Grand Total Amount including all Taxes and GST on services (Rs.)			

PART - CIVIL WORKS

BILL OF QUANTITY

Sr.#	Item Description	Unit	Quantity (Estimated)	Unit Rate (Rs.)	Amount (Rs.)	Remarks
1	Dismantling Work Carefully Dismantling and Removal of existing architectural and finishing items, ensuring reusable materials are safely stacked at a designated location to prevent damage during removal and shifting. Safeguard all adjacent electrical and finishing items as per the site in-charge's instructions, while adhering to HSE standards as per Agency requirements. Properly cordon off the area as necessary and maintain the safety of the building's structural members. The scope of dismantling includes any floor, wall tiles, marble works, and the removal of underlying tile bond and mortar. All dismantling tasks should involve thorough cleaning of the site and careful disconnection of MEP works, electrical conduits, and wires, which should be handed over to the employer in a properly stacked form at the Agency-specified location. Segregate reusable materials for potential reuse. Also dispose of unserviceable materials and debris outside the project limits according to CDA regulations.					
1.02	Brick masonry, RCC Works, Shades, counter, I/C any tiles marble etc.	Cft	1,583		-	
1.03	Dismantling and removal of Floor i/c tiles, marble concrete etc.	Cft	1,703		-	
1.04	Carefully removal of marble/granite/tiles etc. from Stair, attached washroom walls, kitchen without disturbing wall/floor structure.	Sft	3,343		-	
1.05	Wooden or Soft partitions	Sft	477		-	
1.06	Removal of Plumbing PPR and UPVC Pipes, Sanitary Fitting, geysers, Wash Basins Fire Hose Cabinets Removal and carefully temporary Plugging Supply & Disposal lines. i) Toilet Block at FF & 2F	Job	2		-	
1.07	ii) Single Toilets	Job	4		-	
1.08	Hollow Ply wood Duct removal	Cft	818		-	
1.09	Removing of Existing 2'x2' Ceiling carefully, stacking of reusable material and disposing of unsuitable materials as directed by the Engineer.		1,030		-	
1.1	Filing & Kitchen Cabinets dismantling & Disposal	Sft	596		-	

1.11	Removal of PVC wall Paneling	Sft	3,942		-	
1.12	Taking out existing wooden doors	Nos	18			
1.13	Removal of Multimedia screen & Refixing at New Location	Job	2		-	
1.14	Removal of existing frame including chipping of debris material and making surface ready for refixing new frame	Job	1			
1.15	Dismantling/Removal of HAVC Duct complete in all aspects	No.	1			
1.16	Removing of Existing 2'x2' Ceiling carefully, including suspension system tee's, angles, and tiles etc. and stocking at Agency specified areas or disposing of outside project premises as per instructions of the Agency	Sq.ft.	8,002		-	
2	Waterproofing of Washroom Floors with Chemical Providing & Laying Wet area water proofing Before Flooring Screed Acrylic based Two component product 1:3 ratio (3 part Powder + 1 Part Liquid) minimum 3 coats Coates Brush Applied as per drawing and specification directed by the Engineer complete in all respects.	sft	1,517		-	
3	Waterproofing of Washroom Floors using Bitumen Membrane Providing, laying and applying 4mm thick Hy-Grip/Roof grip water proofing modified bituminous membrane torch applied polymerized containing non-woven polyester coated on both sides with APP modified bitumen compound having upper and lower surface with film and applying approved oil-based primer @ 3 to 4 Sq. M per liter on RCC surface, roof and unrolling including overlap 10cm at side and 15cm at ends. Including cleaning & drying of surface Complete as per manufacturers specifications.	sft	850			
4	Brick Masonry Works Providing and laying First class Brick Masonry setting with 1:4 (1 cement : 5 Sand) ratio mortar, Staking, raking out jointing, Curing, Scaffolding/Shuttering, Placing of ½" Dia steel bars of 2' length fixed in R.C.C members by drilling 6" deep hole to joint brick work with R.C.C @ 3' C/C in vertical members, as per drawing and specifications as directed by the Engineer complete in all respects..	Cft.	1,519		-	
5	RCC Concrete Lintel & Kitchen Slabs Providing and laying Rcc Concrete, Including Steel Works Providing, laying, vibrating, compacting, finishing and curing etc. plywood formwork straight or	Cft	110		-	

	curved, cast in situ reinforced cement concrete at any floor/height/depth, placing at required member for columns, lintel beams vanity slabs, placing of all pipes and embedded items before concreting curing finishing complete in all aspects as per drawings and as directed by the Consultant/Engineer in charge. including required form work, and steel reinforcement minimum 3% or as directed by the Engineer for shelves, vanities, Door lintels etc.					
6	Internal Plaster Providing & Laying of Cement plaster 3/4" thick ratio 1: 4 (1 cement: 4 Sand) on internal wall / Slab surface, Scaffolding / Shuttering, (including 6" wide Metal Lath, Corner bead & Edge Bead where required), including levelling, finishing, curing etc. at any height as shown on drawing & Specifications as directed by the Engineer complete in all respects.	Sft	12,071		-	
7	Water Proof Plaster Providing & Laying of Cement plaster 3/4" thick ratio 1 : 4 (1 cement : 4 Sand) on External wall surface, Scaffolding / Shuttering, (including 6" wide Metal Lath, Corner bead & Edge Bead where required), Rustproof x2p @ 1 bag / Cement Bag including levelling, finishing, curing etc. at any height as shown on drawing & Specifications as directed by the Engineer complete in all respects.	Sft	1,000		-	
8	Waterproofing of seepage area Providing and applying crystalline coating to control seepage on walls or under slabs with approved chemical or approved equivalent minimum 5 years manufacturer warranty to prevent seepage according to instruction of Engineer complete in all aspects.	Sft	950		-	
9	Washroom Subflooring with Stone Aggregate filling & Concrete for Washroom Provide and Installation of Washroom Subflooring with PCC 1:2:4 4" a minimum 4" thick, stone ballast /Banjar 1.5" Average ballast cushion required to cover Piping, casing UPVC Pipes with concrete to avoid damage, including leveling, compaction and curing etc., complete in all respects as per requirement and instructions of engineer In charge	Cft	300		-	

10	Porcelain Tiles Kitchen / Bath (Floor /Wall) Providing, fixing of tiles Porcelain size: 12" x 24" or above for floors and walls including approved tile bond and matching color tile grout, Avg. ¾" thick Base Mortar 1:4 and approved as per drawings, Specifications and as directed by the Engineer in charge complete in all respects.	Sft	1,101		-	
11	Porcelain Tiles Corridor and offices (Floor and skirting) Providing, fixing of tiles Porcelain size: 6" x 36" or above for floors herring bone style including approved tile bond and matching color tile grout, Avg. ¾" thick Base Mortar 1:4 and approved as per drawings, Specifications and as directed by the Engineer in charge complete in all respects.	Sft	5,899		-	
12	Black Granite on Stair (Tread & Risers) Providing, fixing of Granite Stone for stair tread, Riser & Landing etc. stair case area 18mm thick Consisting with following: - Tread to be bull nosed 1 piece -Riser to be 1 piece -Skirting 4" high -Chemical Polished prefinished including approved tile bond and matching color epoxy grout for filling, Avg. ¾" thick Base Mortar 1:4 and approved as per drawings, Specifications and as directed by the Engineer in charge complete in all respects.	Sq.ft.	553		-	
13	Black Granite on Stair case landing / Lobby Flooring Providing, fixing of Granite Stone for stair tread, Riser & Landing etc. stair case and lobby area 12mm ~ 16mm thick Consisting with following: -Flooring size 12" x 18" or above with zero gap -Skirting 4" high -Chemical Polished prefinished including approved tile bond and matching color epoxy grout for filling, Avg. ¾" thick Base Mortar 1:4 and approved as per drawings, Specifications and as directed by the Engineer in charge complete in all respects.	Sq.ft.	407		-	
14	Black Granite on Vanity Counter Top Providing, fixing of Granite Stone for Vanity Counter Top 18mm thick Consisting with following:	Sq.ft.	70		-	

	- Granite be bull nosed 2” wide 1 Piece -Slash Back 6” high -Chemical Polished prefinished including approved tile bond and matching color epoxy grout for filling, Avg. ¾" thick Base Mortar 1:4 and approved as per drawings, Specifications and as directed by the Engineer in charge complete in all respects.					
15	Black Granite on Kitchen Counter Top Providing, fixing of Granite Stone for Vanity Counter Top 18mm thick Consisting with following: - Granite be bull nosed 2” wide 1 Piece -Slash Back 6” high -Chemical Polished prefinished including approved tile bond and matching color epoxy grout for filling, Avg. ¾" thick Base Mortar 1:4 and approved as per drawings, Specifications and as directed by the Engineer in charge complete in all respects.	Sq.ft.	50		-	
16	12mm Glass Doors Providing making & fixing of 12mm thick tempered clear glass door including Floor machine, S.S Handles, Patch Fitting and all types of approved brand hardware, locking arrangements, accessories etc. as per drawing, FF&E Schedule and specification as directed by the Engineer complete in all respects.	Sq.ft.	370		-	
17	12mm Glass Partitions Providing making & fixing of 12mm thick clear glass Partition including 1" x 1" black powder coated U sec. Aluminum section as approved by the Engineer and all types of approved brand hardware, accessories etc. as per drawing, Renders, FF&E Schedule and specification as directed by the Engineer complete in all respects. All Glass partitions	Sq.ft.	2,977		-	
	Frosting Film Providing and applying frost paper on glass as per approved sample, required thickness to avoid damage, pattern and as directed by the Engineer complete in all aspects.	Sft.	3,546		-	
19	Internal Paint (Wall / Ceiling) Old & New Surfaces	Sq.ft.	34,833		-	

	Supplying & applying of 3 Coats approved Plastic Emulsion paint on internal surface of walls, columns, Ceiling etc. including all types of surface preparation Putty, sand papering etc. as per drawings, specifications and as directed by the Engineer in charge complete in all respects. Type of surfaces, walls, columns, beams, slab soffits etc. Color to be selected by Agency.					
20	Wall Cladding/Paneling. Providing & fixing wall WPC wall Panels including surface cleaning and leveling with wooden studs if required, all joints to be proper interlock with invisible nailing / clamping of approved quality and texture as per Instructions of Engineer In charge.	Sq.ft.	3,942		-	
21	Engineered Wooden Rafters in MD Office Providing, Fabricating & fixing of Natural Oak Wood veneered semi-Solid ceiling rafter "L" shape rafters size 2" x 3" @ 4" alternate spacing and frame 2" x 3" @ 4' c/c complete structure for ceiling and vertical including all kind of suspension supporting system and accessories with PU Polish and no putty spot / nail spot will be allowed after finish as per drawing, FF&E Schedule and specification as directed by the Engineer complete in all respects with overall nail free surface.	Sq.ft.	655		-	
22	False Ceiling in MD Room (Gypsum Board) Providing and fixing 1/2" thick Plain Gypsum board ceiling with bulk head approved by architect, with multiple profile including G.I suspension system with making provision for return & supply air grills/diffuser and light fixtures as per drawings, Specifications and as directed by the Engineer in charge complete in all respects	Sq.ft.	916		-	
23	2' x 2' Gypsum Board grid ceiling Providing and fixing of Laminated Gypsum board false acoustical treated 2' x 2' ceiling 9-12 mm thick including suspension system with making provision for return & supply air grills/diffuser and light fixtures as per drawings, Specifications and as directed by the Engineer in charge complete in all respects. Complete in all aspects as per design, drawing specifications and sample/mockup approved by the Architect/Engineer.	Sq.ft.	4,249		-	

24	<p>Wall Cladding Supply and installation of vertical gypsum board wall cladding, featuring a sleek, professional finish. The cladding will consist of vertical gypsum board panels, either readymade or fabricated on-site as required. Installation includes the use of steel framing members (vertical and horizontal) to securely support the gypsum boards, ensuring durability and alignment. All seams will be jointed, sanded, and finished to achieve a seamless, smooth appearance. Complete in all aspects with corner bead reinforcements, primer, and paint finish, as per Agency-approved specifications and instructions of the Engineer.</p>	Sq.ft.	10		-	
25	<p>UPVC Door for Washroom 1.5" THICK uPVC door leaf made of 2mm outer, skin with uPVC tubular bracing inside, 65 mm sash having glazed smooth outer finished surface Providing and fixing factory-made uPVC door frame made of 2mm uPVC extruded sections having an overall dimension of 60mm thick section, stainless steel hinges fixed to the frame, including, handle lock/key arrangement, bolt lock inside, Occupancy & Vacant sign and door closer. complete in all aspects as per design drawing, specifications and sample/mock approved by the Architect/Engineer.</p>	Sq.ft.	368		-	
26	<p>MS Door Frames Providing and fixing M.S. molded steel door frames of 10" x 2-1/2" manufactured from mild steel sheet of 18 gauge conforming to B.S.S. 1245 having a double rebate size 1-1/2" x 1/2" (38 mm x 12 mm) provision of 3 Nos. M.S. plate, section 1-1/2" x 1/4" (38 mm x 6 mm) (2 Nos. 6 inch long welded with frame at not less than 10 points and 1 Nos. 12 inch long welded with frame at not less than 20 points), with holes and threads for fixing steel hinges, fitted with one locking box of same sheet (point welded inside the frame), 6 Nos. 6 inches long flat iron fixing lugs of 1-1/4" x 3/16" section, treated with special red oxide primer coat all around including cutting holes and filling the cavity with cement concrete 1:2:4 etc. in any floor at any height complete as directed by the Engineer-in-Charge Supplementary Technical requirements and instructions</p>	Rft	87.50			

	i) mild steel sheet of 16 gauge ii) I/C cost of polish/ Paint in required texture					
27	Door Leaf Providing, fabrication and fixing of Plain Flush doors making with double pressed Ply 3mm Commercial+5mm Red oak veneered groove patterned split grain sheet, dry partial door carcass, 6mm thick solid ash wood lipping , 2½" x ½" solid ash wood architrave, all types of stainless steel hardware i.e. Screw, bolts, lacquered polish of approved tan, door closer, lock, and door stopper, as per drawing, render, Schedule and specification as directed by the Engineer complete in all respects.	Sq.ft.	466		-	
28	Wood Doors Polishing and repair Repairing of existing doors including lacquered polish of approved tan, door closer, lock, and door stopper, as per drawing, render, Schedule and specification as directed by the Engineer complete in all respects.	Sft	1,200		-	
29	Marble Polishing Regrouting, Grinding and chemical polishing old marble floor, dado and skirting in any floors.	Sft	500		-	
30	Aluminum Window Supply and installation of aluminum window having 2mm section and 6mm thick glass as per sectional requirement approved RAL powder Complete in all aspects	Sft	358		-	
31	Repairing of Aluminum windows Repairing & Refurbishment of existing Aluminum windows / Doors Including aluminum / hardware partial replacement of 5/ 6mm glass complete in all respects	Sft	525		-	
32	Providing and fixing door closer to existing Aluminum door of matching color	No	45		-	
33	Wooden Blinds Supply and installation of premium wooden Venetian blinds with 50mm x 3mm slats in oak, walnut, or mahogany, varnished for durability and UV protection. Includes powder-coated aluminum headrail, reinforced stainless steel ladder cords, wooden tilt wand, and pull cord for smooth, reliable operation. Complete with wall/ceiling mounting hardware as per Agency	Sft	973		-	

	approval and engineer's instructions, ensuring all aspects of quality and finish are met.					
34	Zebra Blinds Supply and installation of high-quality Zebra blinds with dual-layered, alternating opaque and sheer fabric for adjustable light control and privacy. Blinds to feature durable polyester fabric with UV protection and fade resistance, available in neutral tones or custom colors upon Agency approval. Complete with powder-coated aluminum headrail, smooth chain or motorized operation mechanism, and wall/ceiling mounting hardware. Installation to follow Agency specifications and engineer's instructions, ensuring seamless integration and finish in all aspects.	Sft	2,230		-	
35	kitchen cabinet Providing making and fixing Floor/ wall mounted kitchen cabinet 24" depth according to the size and dimensions as shown on drawings, made with 17mm Board Tactile of approved colors including all relevant hardware i.e., cabinet hinges, locking arrangement, handles, 1.5mm PVC lipping etc. car-case to be construct masonry, plaster and white inner ceramic tile finish, and RCC slab, complete in all aspects as shown on drawing specification and as directed by the Engineer	Sft	70		-	
36	office File cabinet Providing making and fixing office file cabinet 18" depth according to the size and dimensions as shown on drawings, made with 17mm super Gloss shutters & car-case with Lamination board of approved colors including all relevant hardware i.e., cabinet hinges, locking arrangement, handles, 1.5mm PVC lipping etc. Complete in all aspects as shown on drawing specification and as directed by the Engineer. (Store)	Sft	464		-	
37	Providing and fixing best quality aluminum doors handle complete in all aspects	Nos	30		-	
38	Providing and fixing best quality aluminum doors Lock complete in all aspects	Nos	30		-	
39	Providing and fixing Name Plates on doors, Changeable Options for new Person, without damaging door complete in all aspects	Nos	30		-	
40	Providing and fixing of high-quality Rubber gasket/ seal for window glass aluminum partition complete in all aspects	Sft	2,567		-	

41	Genset Canopy Shed Providing, Fabrication and fixing of the Fiber shed consisting of 5-Ply fiber sheet and 2"x2" M.S. Box pipe 16 gauge main frame beams and central bracing 2"x2" at 24" c/c diagonal and 2"x2" support up to 2 feet c/c over 4" diameter M.S. pipe 16 gauge 10-14 feet high i/c the cost of excavation , with PCC 1:2:4 and RCC with steel and MS steel plate 1/2" thick in foundation , size 2'x2' cutting fitting, welding painting etc. complete as per direction of engineer in charge.	Sft	100	-	
42	Wall Cladding (Board Room) Providing, Fabricating & fixing of MDF rafter size 4" x 2" @ 2" alternate spacing with sub frame soft wood complete structure for wall including all kind of suspension supporting system and accessories with PU Polish / deco paint and no putty spot / nail spot will be allowed after finish as per drawing, FF&E Schedule and specification as directed by the Engineer complete in all respects with overall nail free surface.	Sft	100	-	
43	Artificial Grass Astroturf Supply and installation of premium-quality artificial grass for both wall engraving and floor applications, complete with adhesive bonding. The artificial grass will be UV-resistant, durable, and low-maintenance, with a pile height suitable for natural appearance and tactile comfort. For wall engraving, grass sections will be cut and fixed precisely into the engraved design, creating a seamless aesthetic. Floor application will involve full-coverage grass installation over a prepared surface, ensuring a secure, smooth finish. The scope includes all necessary materials, adhesives, and fixing accessories, with work carried out as per approved design and under the supervision of the Engineer, complete in all aspects	Sft	100	-	
44	Mirror for Washroom Supply and installation of high-quality mirror in front of vanities, including secure wall-mounting mechanism. Mirror dimensions and finish as per approved design, with polished edges for a refined look. Silicone and Complete with corrosion-resistant backing and fixing materials suitable for wet environments, ensuring durability and stability. All installation	sft	84	-	

	work to be carried out per engineer's specifications and project standards, providing a seamless, aesthetically pleasing finish.					
45	Providing & Fixing of Crockery Shelf in Kitchen complete in all aspects	No	2		-	
46	Repair and Refurbishment of Existing Aluminum Glass Windows size 6'x8' including replacement of rubber gasket, handles, locks, netting, sliding wheels and any damaged section complete in all aspects, First floor and second floor windows	Job	50		-	
47	Supply and installation of premium-quality wallpaper for board room including pasting and surface preparation for elegant look as per approval of Engineer.	Job	1			
	Total Amount including taxes (Rs.)				-	

PART - PLUMBING WORKS

BILL OF QUANTITY

Sr.#	Item Description	Unit	Quantity (Estimated)	Unit Rate (Rs.)	Amount (Rs.)	Remarks
1	Providing and fixing best quality squatting type white glazed earthenware W.C Pan, Pakistani (of not less than 18 Inches clear opening as measured between flushing rims) complete with and including the cost of 13.6 liter best quality low level plastic flushing cistern with internal fittings complete, P.V.C. flushing pipe suitable for squatting type with extra bends and length with fittings, C.I. trap 4 inches (100mm) diameter and making requisite number of holes in walls, plinth & floor for pipe connection and making good in cement concrete 1:2:4..	Each	10		-	
2	Providing and fixing Pakistani best quality European style white glazed earthenware W.,C pan complete with and including the cost of plastic seat and buffers, 13.6 liters best quality low level plastic flushing cistern with internal fittings complete, P.V.C flushing pipe with fittings and making requisite number of holes in walls, plinth and floor for pipe connections and making good in cement concrete 1:2:4. Supplementary Technical requirements and instructions Single porta style commode with Hydraulic seat Cover, 2 level flushing button water saving option	Each	13.00		-	
3	Providing and fixing 25 inches x 18 inches (635 mm x 457 mm) lavatory basin in white glazed earthenware (Pakistani) complete with and including the cost of Brass oxidized bolts kit built into wall /2 inch (15 mm) dia. Chrome plated mixer 1-1/4" inches (32mm) rubber plug and chrome plated brass chain, 1-1/4 inches (32 mm) diameter brass waste of approved pattern, 1-1/4 inches (32 mm) dia. Malleable iron or C.P. brass traps malleable iron or brass unions and making requisite number of holes in walls plinth and floor for pipe connections and making god in cement concrete 1:2:4. Supplementary Technical requirements and instructions Price to be quoted for Basin with Pedestal	Each	7.00		-	
4	Providing and fixing approved quality stainless steel sink 48" x 20" Pak made (Atlas) complete with brass oxidized bolt kit/angle iron brackets built into walls 1/2" diameter CP and sink mixer 1-1/4" rubber plug and CP brass chain 1-1/4" CP brass waste 1-1/4"	Each	2.00		-	

	diameter malleable iron or CP brass bottle trap with malleable iron or brass unions and making requisite number of holes in walls, plinth and floor for pipe connections and making good in cement concrete 1:2:4					
5	Providing & fixing best quality earthen ware vanity basin (porta or equivalent) standard size (white/light color) and including the cost of 1-1/4" rubber plug and chrome plated brass chain PVC waste pipe 1-1/4" diameter of approved pattern etc. complete	Each	11.00		-	
6	Providing and fixing UPVC multi floor trap of sizes with gratings including cutting and making the requisite number of holes in walls, plinth and floors and making good in 1:2:4 C.C.	Each	40.00		-	
7	Providing and fixing 30" x 3/4"(762 mm x 20 mm) diameter approved quality of chrome plated brass towel rail complete with brackets fixed with 1"(25 mm) long C.P brass screws and Rawal plug.	Each	15.00		-	
8	Providing and fixing chrome plated toilet paper holder in wall complete of any color.	Each	22.00		-	
9	Providing and fixing 20 inches x 16 inches (508 mm x 406 mm) Looking mirror of Belgium glass complete with beveled edges frame and C.P. Brass screws.	Each	18.00		-	
10	Providing and fixing glass shelf 25 inches x 5 inches (610 mm x 127 mm) brackets and guard rail complete.	Each	18.00		-	
11	Providing and fixing Supply and fix soap/sponge tray any shape, pattern and size, (Master or equivalent) complete.	Each	18.00		-	
12	<u>U.P.V.C PIPE (EXTERNAL) "B" CLASS</u>				-	
	Providing and fixing un plasticized polyvinyl chloride pipe (P.V.C) "B" class and specials etc. including cutting and fitting complete with and including the cost of cutting trench up to 1-1/2 feet deep refilling, watering, ramming, and disposal of surplus earth within one chain and after cleaning the pipe and cartage within 10 miles (16.09 km.) (working pressure 12 kg/cm ²) 1-1/4 inches (32 mm) dia. Supplementary Technical requirements and instructions All types of special, (sockets, bends, elbows, Tee, Y tee, Plug tee, 45 etc.) and high quality imported long life solution cement to be part of each item. All fitting specials (socket, elbow, bend, cross tee, Y tee, cowls etc. as er site requirements) Pipes to be fixed above or under slab, or in duct etc. cutting in walls and making goods to the damages, bracing clamps and concrete casing around pipes over slabs. Jointing with Weldon cement solution, cleaning of pipe with cleaner before joining with specials.					

	Using special fittings and chemical sealant when jointing with exiting sewer line CI pipe, water leak etc. complete in aspects as per instructions of the Engineer					
i	Same as above but dia. 1-1/2 inches (40 mm) diameter pipe.	R.ft	10.00		-	
ii	Same as above but dia. 2 inches (50 mm) diameter pipe.	R.ft	69.00		-	
iii	Same as above but dia. 3 inches (70 mm) diameter pipe.	R.ft	207.00		-	
iv	Same as above but dia. 4 inches (100 mm) diameter pipe.	R.ft	230.00		-	
v	Same as above but diameter 6 inches (150 mm) diameter pipe.	R.ft	115.00		-	
13	PPR PIPE Supplementary Technical requirements and instructions All types of special, (sockets, bends, elbows, Tee, threaded connection hooks etc.) all fitting specials (socket, elbow, bend, cross tee, threaded connections and valves where required) jointing with exiting main line or tanks, water pressure leak test with gauges, complete in aspects as per instructions of the Engineer as per following diameter					
i	Providing and fixing PPRC pipe PN-20 with specials and clamps etc. including cutting and fitting complete with and including the cost of breaking through walls and roof and making good etc. after cleaning the pipe and cartage within 10 miles 25 mm diameter	R.ft	241.50		-	
ii	Providing and fixing PPRC pipe PN-20 with specials and clamps etc. including cutting and fitting complete with and including the cost of breaking through walls and roof and making good etc. after cleaning the pipe and cartage within 10 miles 32 mm diameter	R.ft	103.50		-	
iii	Providing and fixing PPRC pipe PN-20 with specials and clamps etc. including cutting and fitting complete with and including the cost of breaking through walls and roof and making good etc. after cleaning the pipe and cartage within 10 miles 40 mm diameter	R.ft	345.00		-	
iv	Providing and fixing PPRC pipe PN-20 with specials and clamps etc. including cutting and fitting complete with and including the cost of breaking through walls and roof and making good etc. after cleaning the pipe and cartage within 10 miles 50 mm diameter	R.ft	345.00		-	
14	Providing and fixing 1/2 inches diameter brass stop cocks/Tee stop cocks.	Each	62.00		-	
15	Providing & fixing double bib-cock with Muslim shower of approved quality.	Each	22.00		-	
16	Providing and fixing Basin Mixer single lever (Chrome plated) of approved make best quality in market complete as directed.	Each	20.00		-	
17	Providing and fixing 1/2-inch diameter plastic connection with brass nuts complete	Each	22.00		-	
	Providing and fixing sink Mixer single lever (Chrome plated) of Master or Faisal Make complete as directed.	Each	2.00		-	

18	Supply, installation, and connection of up to 1000-1500 Litter auxiliary water storage tank available in market of maximum capacity to be placed on the rooftop, providing additional water supply capacity. This includes a durable, weather-resistant fiber tank with a reinforced steel or concrete support structure as per engineer specifications. High-quality PPR or GI piping will be used for secure inlet, outlet, overflow, and drainage connections, ensuring compatibility with the existing water network. A float valve or level indicator will be installed for efficient water management and automatic refilling. All work is to be completed as per approved designs and specifications, under the guidance of the Engineer.	Each	1.00		-	
19	Electric Instant Geyser Supply and installation of an electric instant geyser 15 gallons, complete with wall-mounting bracket and secure fixing. Unit includes rapid heating technology for on-demand hot water supply, adjustable temperature settings, and energy-efficient performance. All electrical and plumbing connections to be completed in accordance with safety standards and as per the engineer's specifications	No	2		-	
20	Refurbishment of Firefighting Cabinet, including replacement of hose reel, pipe valves etc. Complete in all aspects as per instructions of engineer in charge	No	2		-	
21	Providing And Fixing, Hand Dryer Power rating: 1500-watt Voltage: 220 VAC Color: White Fitting: Wall mounted Sensing Range: 20cm approx. Air	No	3			
	Total Plumbing Works				-	

PART - ELECTRICAL WORKS

BILL OF QUANTITY

Sr. #	Item Description	Unit	Quantity	Unit Rate (Rs.)	Amount (Rs.)	Remarks
	<p>Distribution Boards (Design, Supply and Installation) Designing, Fabrication, supply, installation, testing, and commissioning on-site of the following Distribution Boards, constructed from 16 SWG mild steel (MS) sheet with a hinged door, handle, latch, earthing bar, neutral strip, and internal wiring from MCBs terminating at cable terminal blocks. The boards are to be coated with two layers of anti-rust treatment and powder-coated in an approved color. Each board shall include a digital ammeter and voltmeter, LED indicator lights, and all required materials, breakers, and incoming/outgoing connections as per the submitted design. Each board is to be equipped with required capacity MCB (main circuit breaker) and required numbers of outgoing circuit breakers in each DB to accommodate split air conditioners, ceiling fans, LED lights, and power outlets for smart cabins. Boards must be fully compliant with specifications and single-line diagrams, and completed to the satisfaction of the Engineer.</p>					
1	DB-LP	No.	1		-	
2	DB-LP for HVAC	No.	1		-	
3	DB-LP for IT	No.	1		-	
4	Providing and Installation of ATS panel to switch loads of genset & WAPDA with future Provision of Solar including design submissions as per complete building Load Requirement and approval of engineer Incharge.	Job	1			
5	Supply and Installation of AC three phase digital energy meter including the following options: True RMS Measurements, Unbalance & Phase Angles, Demands and Multi-Tariff energy, Max/Min Log with Timestamp, Alarms and SOE Logs, External Option module	No.	1		-	
6	Supply and Installation of 10A, 220V 6 Gang Switch Unit with Face Plate including sheet steel back box shall make of 16 SWG shall be finished in powder coated paint. Including cutting in wall of fixing on surface	Each	125		-	
7	Supply and Installation Light Plug 13/15 Amp, including back box	No.	85.00		-	

8	Supply and Installation Power Plug 20 Amp including back box	No.	60.00		-	
9	Replacement of Existing Ceiling fans with New Energy Efficient Invertor Fans including dimmer/remote and on off switch, required wiring from switch board to fan point	No.	35.00		-	
10	Replacement of Existing Ceiling fans with New Energy Efficient Invertor Fans fancy model including dimmer/remote and on off switch, required wiring from switch board to fan point	No.	2.00		-	
11	Providing & Fixing 18" sweep copper Bracket fan required wiring from switch board to fan point	No.	12.00		-	
12	Providing & Fixing 2'x2' ceiling fan fixed within one panel of ceiling required wiring from switch board to fan point	No.	12.00		-	
13	Supply, Installation, testing and commissioning of following LED lights, ceiling, wall mounted complete in all aspects, fittings shall be duly approved by Architect / Engineer. LED Lights (Ceiling Mounted) Type: Recessed or surface-mounted LED. Wattage: 12W - 18W as sample approved by the Agency depending on room size. Color Temperature: 3000K to 6000K (warm white to cool white). Lifespan: Minimum 30,000 hours.				-	
14	Ceiling Light 12-18 watt	Nos.	250		-	
15	Ceiling Light 18 watt or equivalent 2'x2'	Nos.	50		-	
16	30-40 W Pendant Single Module Linear LED Luminaire	Nos.	50		-	
17	liner Tube Light for Wooden Ceiling 12-18 watt	Nos.	20		-	
18	14 W Surface Mounted LED Mirror Light (for washrooms)	Nos.	25		-	
19	Ceiling Down light 4" diameter or square size 12W for Board Room and boarder area in MD Office as per attached Render to make look in decent fixing.	Nos.	25		-	
20	Board Room linear light at middle with acrylic sheet, at back SMD strip above 20 W including the Acrylic Sheet jointless provided for available maximum width up to 30" and Linear Placement above table for up to 30 Feet Coverage.	Job	1		-	
21	Main Circuit Supply, installation and commissioning of light circuit wiring, from DB to First Light Point to be wired with 2x2.5mm sq. PVC insulated 300/500 V grade wire, manufactured by M/s. Pakistan Cables Ltd., or as approved by the Engineer In charge, in and including cost of 25mm dia. heavy duty PVC conduit approved	Nos.	16		-	

	equivalent installed on roof slab, walls, above false ceiling, or concealed in walls, or as required as per site conditions, all PVC conduit accessories, pull boxes, steel pull wires and 2.5 mm sq. PVC insulated wire of colour green as circuit protective conductor (CPC), complete in all aspects. Each circuit shall have independent CPC.					
22	Point to Point Wiring Supply, installation and commissioning of point to point wiring of light points to be wired with 2x1.5mm sq. PVC insulated 300/500 V grade wire, manufactured by M/s. Pakistan Cables Ltd., or as approved by the Engineer In charge, in and including cost of required dia. heavy duty PVC conduit or open duct installed on roof slab, above false ceiling, or concealed in walls, or as required as per site conditions, all PVC conduit accessories, pull boxes, steel pull wires and 1.5 mm sq. PVC insulated wire of color green as circuit protective conductor (CPC), complete in all aspects. Each circuit shall have independent CPC. Maximum wiring of 2 light circuits can be pulled through 25mm dia. PVC conduit.	Nos.	60		-	
23	Wiring of 1 Nos. 3 Pin 13/15 Amps including light plug and back box from main DB- to the out let point with 2x 4mm sg copper conductor and 1x 2.5 mm_wire of color green as circuit protective conductor (CPC)	Nos.	15		-	
24	Same as item mentioned above but wiring of 1 Nos. 13/15 Amps 3 pin Dual switch socket	Nos.	12		-	
25	Same as Item above but wires loop from nearest point	Nos.	12			
26	Wiring of 1 Nos. 1-3 Pin 20 Amps Switch Socket for Water Heater/Hand Dryer including light plug and back box from main DB- to the out let point with 2x 4mm sg copper conductor and 1x 2.5 mm_wire of color green as circuit protective conductor (CPC)	Nos.	6		-	
27	ADDRESSABLE FIRE ALARM SYSTEM Providing and fixing testing and commissioning of microprocessor based 04 loop analog addressable and 2 wire fire control panel surface / recessed mounted type with full switching programing capabilities system suitable operation of 230 volts 50 Hz with full function as per specification of manufacturer allied component with T&P etc. and as per specific drawing imported Approved make /model or as approved by the Engineer in charge as required.	Job	1.00		-	

28	Providing and fixing testing and commissioning of ANALOGUE ADDRESSABLE INOIZATION SMOKE DETECTOR WITH ADDRESSABLE BASE with full switching programing capabilities system as per specification & recommendation of Drawings/ manufacturer allied component with T&P etc. imported Approved make /model or as approved by the Engineer in charge as required.	Job	50.00		-	
29	Providing and fixing testing and commissioning of ANALOGUE ADDRESSABLE INOIZATION HEAT DETECTOR WITH ADDRESSABLE BASE with full switching programing capabilities system as per specification & recommendation of Drawings/ manufacturer allied component with T&P etc. imported Approved make /model or as approved by the Engineer in charge as required.	Job	4.00		-	
30	Providing and fixing testing and commissioning of ANALOGUE ADDRESSABLE MANUAL BRAKE GLASS UNIT WITH ADDRESSABLE BASE with full switching programing capabilities system as per specification & recommendation of Drawings/ manufacturer allied component with T&P etc. imported Approved make /model or as approved by the Engineer in charge as required.	Job	4.00		-	
31	Providing and fixing testing and commissioning of ANALOGUE ADDRESSABLE ELECTRONIC SOUNDER UNIT WITH ADDRESSABLE BASE with full switching programing capabilities system as per specification & recommendation of Drawings/ manufacturer allied component with T&P etc. imported Approved make /model or as approved by the Engineer in charge as required.	Job	6.00		-	
32	2 x 1.5 sq.mm twin + earth fire resistant cable complying BS5839 and EN50300 in 3/4-inch diameter PVC conduit complete in all aspects	R.ft.	800		-	
33	Providing and Installation of Semi instant geyser of 12 liter i/c power plug, back box and required cable, conduiting from Power DB.	No	6		-	
34	Providing and Installation of Semi instant geyser of 8 gallons i/c power plug, back box and required cable, conduiting from Power DB.	No	3		-	
35	Providing and Installation of Exhaust fan Plastic Body full copper. I/C power connection and required cable and conduiting from nearest switch board. 12"x12"	No	8		-	
36	Supply and Installation of kitchen exhaust fan (400 CFM) with necessary supports works and electrical connections	Nos	1		-	

37	Providing and Installation of Exhaust fan metal Body full copper. I/C power connection and required cable and conduiting from nearest switch board. 12" diameter.	No	2		-	
	Total Amount				-	

PART - IT

BILL OF QUANTITY

Sr. #	Item Description	Unit	Quantity (Estimated)	Unit Rate (Rs.)	Amount (Rs.)	Remarks
1	Networking Cable Supply & Installation Supply and Wiring of Telecommunication RJ45 outlet point from relevant Floor distributor Cabinet to RJ45 outlet point with CAT-6A, U/UTP 10G supported cable including Proper structured cabling with plastic ties and labelling complete in all aspects, appropriate size concealed or surface PVC conduit or PVC channel, all accessories with cutting/making holes in walls making surface good complete in all respect. Fluke pass all networking points Run two cables from each data cabinet to Room No. 112a for aggregation, terminating both ends with RJ45 connectors. Ensure all network points pass Fluke testing.	R.ft			-	
2	Open Duct for Networking Cable	Rft	250		-	
3	Back box, Dual Shutter Face Plate with Label	Nos	72		-	
4	Networking Cable Only Installation Only Wiring of Telecommunication RJ45 outlet point from relevant Floor distributor Cabinet to RJ45 outlet point with CAT-6A, U/UTP 10G supported cable including Proper structured cabling with plastic ties and labelling complete in all aspects, appropriate size concealed or surface PVC conduit or PVC channel, all accessories with cutting/making holes in walls making surface good, Drop the two cables from each data cabinet to Room No. 112a for aggregation with Rj45 connectors at both ends. Fluke pass all networking points. Run two cables from each data cabinet to Room No. 112a for aggregation, terminating both ends with RJ45 connectors. Ensure all network points pass Fluke testing. complete in all respect.	Rft	3000		-	
5	Open Duct for Networking Cable	Rft	50		-	
6	Back Boxes & Floor Boxes	Nos	60		-	
7	CCTV Cable Supply & Installation Wiring of Telecommunication RJ45 outlet point from relevant Floor distributor Cabinet to RJ45 outlet point with CAT-6A, U/UTP 10G	Rft	50		-	

	supported cable including appropriate size concealed or surface PVC conduit or PVC channel, all accessories with cutting/making holes in walls making surface good complete in all respect.					
8	CCTV Cable Only Installation Wiring of Telecommunication RJ45 outlet point from relevant Floor distributor Cabinet to RJ45 outlet point with CAT-6A, U/UTP 10G supported cable including appropriate size concealed or surface PVC conduit or PVC channel, all accessories with cutting/making holes in walls making surface good complete in all respect.	Rft	50		-	
9	Only Relocation of existing CCTV Cameras at Required Locations including fixing mechanism supply	Nos	12		-	
10	RJ45 outlet point from relevant Floor distributor Cabinet to RJ 45 outlet point with CAT -6A, U/UTP 10G supported Cable including appropriate size concealed or surface PVC conduit or PVC channel, all accessories with cutting/making holes in walls making surface good including face plastic back box complete in all respect.	No.	23.00		-	
11	Following type CAT- 6A, UTP Giga Speed patch cord with required Connector at both ends:	No.	72.00		-	
12	24 port Cat - 6A U/ UTP 10G Supported modular (RJ 45) jack (Loaded with (R J 45) jack) patch panels compatible 19" rack installed in floor/wall mounted cabinet including built - in rear cable management with all mounting accessories.	No.	2.00		-	
13	Cabling, outlets, switch, patch panel Patch cord, drop cords, FC-FC patch Cords Patch cord length 0.5 meters	No.	72.00		-	
14	Network Cabinets 9U	No.	3.00		-	
15	drop cords of 6 meters	No.	72.00		-	
16	Cable Managers for Patch cords	No.	3.00		-	
19	RFID access control machine Supply, installation, and configuration of an RFID access control machine, including mounting, wiring, and integration with the existing security system as per the Engineer's specifications. The machine is equipped to handle secure entry and exit for authorized personnel, with high-accuracy	Nos	2		-	

	card scanning and anti-tampering features. Complete with power supply, software setup, and user access programming. The system will include all necessary accessories and training for designated staff to ensure full operational readiness and compliance with safety protocols.					
20	Supply of set of Wooden Console Table Oak wood including mirror and placed as per Agency approved design and selected color, complete in all aspects	Nos	2			
	Grand Total Amount				-	

PART - HEATING & VENTILLATION

BILL OF QUANTITY

Item No.	Description	Unit	Quantity	Unit Rate (Rs.)	Amount (Rs.)	Remarks
1	DC Inverter Supply and installation of decorative plastic body DC Inverter Reversible type Wall Mounted type air conditioning units of specified capacity as given below. The air conditioning unit shall be complete with indoor unit and outdoor unit, cordless remote control, factory charged ozone friendly refrigerant, EER 3.2 w/w and above, noise level less than 48 db. I/C 22 SWG pure copper refrigerant pipe from outdoor unit to indoor unit, control cable. Power cable of appropriate size and core from Main DB to unit i/c power plug and back box. required size Circuit breaker (supply and fix) in main DB. Bracket for Outdoor unit mounting, PVC class D, Drainpipe from indoor unit to nearest drain point or ground. All Cables & copper pipes to be concealed in durable ducts complete in All aspects as per specifications and instructions of the Engineer.					
1.1	Capacity 1 Ton complete with installation testing	Nos	12		-	
1.2	Capacity 1.5 Ton complete with installation testing	Nos	2		-	
2	Relocating existing Air Conditioning Units, rigging, lifting, hoisting, installation, testing and commissioning of Decorative Ceiling Cassette Type Indoor Units to be connected with All DC Inverter reversible heat pump type outdoor condensing units. The outdoor unit will preferably be placed on outer wall or as per the instruction of Engineer In-charge including any extra piping, ducting, drain pipe, Power cable and power point complete in all aspects. and charging of additional refrigerant as required and tagging, complete in all respects as per drawings,	Nos	3		-	

	specification and to the entire satisfaction and as approved by the Engineer In-charge.					
2.1	Capacity up to 2~4 Ton					
2.2	Same as above but unit Capacity 1~1.5 ton	Nos	9		-	
3	Exhaust Air Diffuser with Inlet and Outlet Connections Supply, installation, and commissioning of air diffusers designed for both incoming and outgoing airflow. Fabricated from durable materials, these diffusers are equipped with adjustable louvers for controlled airflow distribution. The units are suitable for integration with HVAC systems, with inlet and outlet connections configured to facilitate optimal air circulation within the designated space. Installation to be completed according to approved design specifications and to the satisfaction of the Engineer in charge, ensuring efficient and balanced ventilation					
3.1	6"x6" square	No	2		-	
3.2	6" Round	No	1		-	
4	Supply and Installation of GI Duct SWG # 22 along with necessary supporting elements, flexible duct if required complete in all respects as per given sizes.	Sft	50		-	
5	Supply and Installation of 6" GI Cable tray SWG # 16 along with necessary supporting elements (used for refrigerant piping) and complete in all aspects. (Coordinate With Other Services for Cable Tray Installation)	RFT	80		-	
6	Refurbishment/Replacement of existing surface type PVC Duct, including dressing of pipes completes per room, at any floor as per requirements and instructions of Engineer In charge.	Job	25		-	
	TOTAL AMOUNT (RS.)				-	

Grand Summary

Contract Name:

Contract No.:

<i>General Summary</i>	<i>Page</i>	<i>Amount</i>
Bill No. 1:		
Bill No. 2:		
Bill No. 3:		
—etc.—		
<i>Subtotal of Bills</i>	<i>(A)</i>	
<i>Total for Daywork (Provisional Sum)¹</i>	<i>(B)</i>	
<i>Specified Provisional Sums included in subtotal of bills</i>	<i>(C)</i>	<i>[sum]</i>
<i>Total of Bills Plus Provisional Sums (A + B + C)²</i>	<i>(D)</i>	
<i>Add Provisional Sum for Contingency Allowance (if any)³</i>	<i>(E)</i>	<i>[sum]</i>
<i>Bid Price (D + E) (Carried forward to Letter of Bid)</i>	<i>(F)</i>	

¹ For evaluation purposes, Provisional Sum, other than Daywork will be excluded

² All Provisional Sums are to be expended in whole or in part at the direction and discretion of the Engineer in accordance with Sub-Clauses 13.4 and 13.5 of the General Conditions except with respect to DAAB Fees and Expenses for which Sub-Clause 13.4 of the Particular Conditions – Part B shall apply.

³ To be entered by the Employer.

Technical Proposal

- **Site Organization**
- **Method Statement**
- **Mobilization Schedule**
- **Construction Schedule**
- **Equipment**

Site Organization

Construction Site Organization for Office Renovation

1. Site Management and Key Personnel:

The construction site organization will include a structured hierarchy of key personnel responsible for ensuring smooth coordination, communication, and execution of the project. Each role will be clearly defined to maintain efficiency and productivity throughout the renovation process.

- **Project Manager (PM):**
Responsible for overseeing the entire renovation project, managing Agency communication, and ensuring that the project stays within budget and timeline. The PM will coordinate all construction activities and be the primary decision-maker on-site.
- **Interior Designer/ Architect**

Responsible for all interior design presentations and insuring same during execution.
- **Site Supervisor (SS):**
The Site Supervisor will manage day-to-day operations, supervise workers, and ensure that the work is being carried out according to the project plans and health and safety standards.
- **Safety Officer (SO):**
The Safety Officer will be responsible for ensuring the safety of the workers and the public. This person will implement all safety measures, conduct toolbox talks, and ensure that everyone is following the necessary safety protocols.
- **Foreman (FM):**
The foreman will be responsible for coordinating the work crews on-site. They will ensure that laborers and subcontractors follow the work schedule and quality requirements.
- **Subcontractors:**
Subcontractors will be hired for specific tasks such as glass partition installation, tiling, marble work, painting, and plumbing. Each subcontractor will report to the Site Supervisor.
- **Procurement Officer:**
Responsible for sourcing and delivering materials, ensuring that materials are on-site in a timely manner to avoid any work delays.
- **Quantity Surveyor:**
Responsible for accurate quantity estimation and bill submission. Must verify all documents from consultant and relevant employer officer.

2. Site Layout and Zones:

To maintain organization and ensure efficient workflow, the site will be divided into different working zones. The zones will allow different teams to work simultaneously without disturbing each other.

- **Zone 1: Glass Partition Installation (Rooms 104-105 & Rooms 108-111):**
This area will be designated for the installation of smart cabins using 12mm glass partitions. Separate work teams will handle Rooms 104-105 and Rooms 108-111.
- **Zone 2: Merging and Room Extensions (Rooms 104-105, 102, MD Office, and Visitor's Room 103):**
Teams will work on the merging of Rooms 104 and 105 into a meeting room, the extension of the MD office with Room 102, and the establishment of the Visitor's Room (Room 103). Temporary partitions may be installed to minimize disruption.
- **Zone 3: Kitchen Renovation:**
The kitchen area will be isolated for tile and fixture installation. Access will be restricted to authorized personnel to ensure safety and prevent accidents.
- **Zone 4: Restroom Renovation (1st and 2nd Floors):**
This zone will be cordoned off while the restrooms are completely renovated. Special attention will be given to maintaining safe access routes for workers and site visitors.
- **Zone 5: Staircase Work (Marble and Tiles Installation):**
A temporary scaffold or work platform will be installed on the stairs to allow safe installation of marble on steps and tiles or PVC panels on walls.
- **Zone 6: Reception and Front Desk Area:**
This zone will be designated for the installation of floor tiles in front of the reception area. Workers will ensure the least disruption during the renovation of this high-traffic area.
- **Zone 7: Painting and Finishing (Walls, Ceilings, Doors, and Room 112 Partitioning):**
This zone will cover all areas to be painted and where partitioning is necessary, especially Room 112. Care will be taken to protect surfaces not being painted and ensure smooth coordination between painters and other teams.

3. Worker Allocation and Work Sequencing:

- **Team 1: Glass Partition Installation Team:**
This team will handle the installation of glass partitions in both Zones 1 (Rooms 104-105) and (Rooms 108-111).
Team Leader: Skilled Labor
Crew Size: 3 workers
- **Team 2: Merging and Room Construction Team:**
This team will manage the structural and partition work in Rooms 104-105, Room 102, and the Visitor's Room (Room 103).
Team Leader: Skilled Labor
Crew Size: 3 workers
- **Team 3: Kitchen and Restroom Renovation Team:**
Responsible for all tile work, fixture installation, and plumbing in the kitchen and

restrooms.

Team Leader: Skilled Labor

Crew Size: 3 workers

- **Team 4: Staircase and Reception Work Team:**

This team will focus on marble and tile installation in the staircases and front desk/reception area.

Team Leader: Skilled Labor

Crew Size: 3 workers

- **Team 5: Painting and Finishing Team:**

Responsible for painting walls, ceilings, and doors, and partitioning in Room 112.

Team Leader: Skilled Labor

Crew Size: 3 workers

4. Safety and Access Control:

- **Safety Barriers:**

Barriers and warning signs will be installed around active work zones to prevent unauthorized access and protect visitors or office staff.

- **Access Routes:**

Clear, designated pathways will be created for workers to move materials and tools without interfering with office operations. Emergency exits will remain accessible at all times.

- **Temporary Partitions and Dust Control:**

Temporary partitions will be erected to separate work zones from office areas that remain operational. Dust control measures, such as plastic sheeting and air filtration, will be put in place to maintain air quality.

5. Site Communication and Meetings:

- **Daily Toolbox Talks:**

The Site Supervisor will conduct daily morning meetings to discuss the tasks for the day, safety protocols, and any concerns that need addressing.

- **Weekly Progress Meetings:**

A weekly meeting will be held with the Project Manager, Site Supervisor, key subcontractors, and Agency representatives to review the progress and discuss any changes or issues. The contractor will submit weekly progress report and presentation for Agency to brief the current state of the project and procurement.

6. Material Storage and Handling:

- **On-Site Storage:**

A secure storage area will be designated for storing materials such as glass panels, tiles, and paints. Materials will be organized by type, and an inventory system will be in place to track usage.

- **Off-Site Storage:**

Large items like marble slabs and kitchen appliances will be stored off-site and delivered as needed to reduce clutter on-site.

7. Waste Management and Housekeeping:

- **Waste Segregation:**
Separate bins will be provided for different types of waste (construction debris, recyclable materials, and hazardous waste). Regular waste collection will be scheduled to keep the site clean.
- **Daily Cleanup:**
Workers will perform end-of-day cleanup to ensure a safe and organized site for the next day. Any excess materials will be removed from work areas to avoid hazards.

8. Health, Safety, and Environmental (HSE) Plan:

- **PPE:**
All workers will be provided with personal protective equipment (PPE) such as helmets, gloves, safety boots, and high-visibility vests.
- **First Aid:**
A first-aid kit will be available on-site, and at least one worker trained in first aid will be present at all times.
- **Fire Safety:**
Fire extinguishers will be available at key locations, and workers will be trained in fire safety protocols.
- **Environmental Considerations:**
Dust and noise will be controlled with appropriate measures, such as covering dusty areas and scheduling noisy work for off-peak hours.

Method Statement

1. Overview:

The scheme entails the renovation of the office space with the installation of glass partitions, merging of rooms, renovation of specific areas such as the kitchen and restrooms, and installation of tiles and painting across multiple areas. The renovation will be carried out while adhering to health, safety, and quality standards.

2. Scope of Work:

- Installation of 05 Smart Cabins of 12mm glass partition in front of Room 104 and 105.
- Installation of 06 Smart Cabins of 12mm glass partition in front of Room 108 to Room 111.
- Merging of Room 104 and Room 105 to create a meeting room.
- Extension of PS to MD Office, merging with Room 102.
- Establishment of a Visitor's Room in Room 103.
- Renovation of the kitchen, including tiles, fixtures, and appliances.
- Complete renovation of 1st and 2nd-floor restrooms.
- Installation of marble on the stairs.
- Installation of tiles or PVC panels on the walls of the stairs.
- Installation of floor tiles in front of the front desk/reception.
- Painting of walls, ceilings, and doors throughout the office.
- Partitioning in Room 112 where necessary.

3. Work Sequence and Methodology:

3.1 Pre-construction Phase:

- **Site Inspection and Planning:** A detailed inspection of the site will be conducted to verify dimensions and locations for installation and renovation. A detailed plan will be shared with the Agency.
- **Material Procurement:** All necessary materials such as 12mm glass, marble, tiles, fixtures, PVC panels, paint, and partition materials will be procured according to the specifications.
- **Safety Measures:** Safety precautions will be implemented, including barriers and signs, to ensure safety during construction. Proper personal protective equipment (PPE) will be provided to workers.

3.2 Glass Partition Installation:

- **Measurements and Marking:** Accurate measurements will be taken for the placement of 12mm glass partitions in front of the designated rooms.
- **Framing and Glass Installation:** The aluminum or steel framing will be erected, and the glass panels will be securely installed. Silicon sealant will be used for sealing joints to ensure a professional finish.
- **Finishing Touches:** Handles and accessories for the smart cabins will be installed, and the area will be cleaned after installation.

3.3 Merging of Rooms (104 & 105):

- **Demolition of Partition:** The existing partition wall between Room 104 and Room 105 will be carefully demolished.
- **Construction of New Meeting Room:** The room will be reconfigured into a larger meeting space, with provisions for lighting, electrical outlets, and air conditioning adjustments as necessary.

3.4 Extension of PS to MD Office (Merge with Room 102):

- **Demolition and Reconstruction:** The wall separating the PS and MD offices will be demolished, and Room 102 will be merged. Structural reinforcement will be performed if required.
- **Finishing Works:** Walls, ceilings, and floors will be aligned and finished with appropriate materials (paint, tiles, etc.).

3.5 Establishment of Visitor's Room (Room 103):

- **Preparation of Room 103:** Room 103 will be redesigned to serve as a visitor's room, including distemper, door polish, electrical and lighting installation.

3.6 Kitchen Renovation:

- **Demolition and Removal:** The existing kitchen fixtures and tiles will be carefully removed.
- **Installation of New Tiles and Fixtures:** New tiles will be laid on the walls and floors, and upgraded fixtures and appliances will be installed. All electrical and plumbing connections will be tested and upgraded if necessary.

3.7 Restroom Renovation (1st and 2nd Floor):

- **Demolition and Removal:** Existing restrooms will be stripped down, removing old tiles, fixtures, and any damaged plumbing.
- **Renovation:** New tiles will be installed on the floors and walls, and new fixtures will be installed. Restrooms will be upgraded to modern standards, ensuring proper plumbing and drainage.

3.8 Installation of Marble at Stairs:

- **Surface Preparation:** The stair surfaces will be cleaned and prepared.
- **Marble Installation:** Marble slabs will be cut to size and installed with adhesive. The marble will be polished to achieve a professional finish.

3.9 Tile/PVC Panel Installation at Stair Walls:

- **Surface Preparation:** Walls along the stairs will be cleaned and prepped.

- **Installation of Tiles/PVC Panels:** Wall tiles or PVC panels will be installed using appropriate adhesive, ensuring durability and a neat finish.

3.10 Floor Tile Installation (Front Desk/Reception):

- **Surface Preparation:** The existing floor will be leveled and prepared.
- **Tile Installation:** Tiles will be laid out in the designated area, ensuring proper alignment. Grouting and finishing will follow.

3.11 Painting of Walls, Ceiling, and Doors:

- **Surface Preparation:** All surfaces to be painted will be cleaned, and any cracks or imperfections will be filled and sanded.
- **Painting:** Primer will be applied, followed by multiple coats of paint as per the Agency's specifications. Protective covering will be used to avoid paint splashes.

3.12 Partitioning of Room 112:

- **Partition Installation:** Depending on the requirements, partitions will be installed using gypsum boards or glass panels. Proper insulation and finishing will be ensured.

4. Quality Control:

- Each stage of the renovation process will be inspected by the project manager to ensure that the work meets quality standards.
- All installations will be in line with the design specifications and industry best practices.
- Necessary adjustments will be made to ensure customer satisfaction.

5. Health, Safety, and Environmental (HSE) Considerations:

- Safety barriers and warning signs will be set up to prevent unauthorized access to work areas.
- Dust and debris will be managed using protective sheets and barriers.
- Waste generated from the renovation process will be disposed of according to local regulations.

6. Completion and Handover:

- Final cleaning of the workspace will be conducted after the renovation is complete.
- A walkthrough will be performed with the Agency to ensure satisfaction.
- Any snagging issues will be addressed before the final handover.

7. Timeline:

The estimated duration for the completion of the renovation project is **10 weeks**, with flexibility depending on unforeseen conditions.

Mobilization Schedule

In accordance with the Particular Conditions, Sub-Clause 4.1, the Contractor shall not carry out mobilization to Site unless the Engineer gives consent.

Construction Schedule

Construction Schedule for Office Renovation

Project Duration: 10 Weeks

Start Date: Date of Commencement as communicated on day of signing of contract

Completion Date: 10 weeks after start date

Week 1: Mobilization and Preparatory Works

- **Site Setup and Mobilization:** Set up barriers, safety measures, and temporary facilities. Conduct site inspection and verify dimensions.
- **Material Procurement:** Order glass, marble, tiles, fixtures, paint, and partition materials.
- **Demolition Works:** Begin demolition of partition walls between Room 104 and Room 105, and Room 102 for extension into the MD office. Start clearing the kitchen, restrooms, and any old fixtures.

Week 2: Structural and Demolition Works

- **Merge of Room 104 and Room 105:** Complete the demolition and merge the rooms into the meeting room. Ensure structural integrity for the new meeting space.
- **Extension of PS to MD Office (Merge with Room 102):** Begin wall demolition and merge the spaces.
- **Visitor's Room (Room 103):** Start preparations for the new visitor room (electrical wiring, lighting, etc.).
- **Demolition in Restrooms (1st and 2nd Floor):** Strip down old tiles and fixtures in the restrooms.
- **Prepare Staircases:** Demolish old materials on the staircases to make way for marble and tile installations.

Week 3: Installation of Partitions and Kitchen Renovation

- **Smart Cabins Installation:** Begin installing 12mm glass partitions for 05 cabins in front of Room 104 and 105.
- **Smart Cabins Installation:** Simultaneously, begin installation of 06 smart cabins in front of Room 108 to Room 111.
- **Kitchen Renovation:** Install tiles on the kitchen walls and floors. Begin installing new kitchen fixtures and appliances.
- **Restroom Renovation (1st and 2nd Floor):** Install new tiles and fixtures in both restrooms.

Week 4: Continuation of Partition Installation and Staircase Works

- **Completion of Smart Cabins Installation:** Finalize glass partitions for smart cabins in front of Rooms 104-105 and 108-111.
- **Marble Installation on Stairs:** Begin installing marble slabs on the stairs. Ensure proper cutting and polishing.
- **Tile Installation (Stair Walls):** Install tiles on the walls of the stairs.
- **Completion of Restrooms:** Finalize tiling and fixture installations. Test plumbing and drainage.

Week 5: Complete Electrical Works.

Week 6: Complete Ceiling and Finishing Works

Week 7: Complete Doors Fixing and sanitary wares

Week 8: Complete Board Room and all Supply Items

Week 9: Floor Tiles, Painting, and Additional Partitioning

- **Floor Tiles in Front Desk/Reception Area:** Install floor tiles in front of the front desk and reception area.
- **Painting of Walls, Ceilings, and Doors:** Begin priming and painting walls, ceilings, and doors throughout the office.
- **Partitioning in Room 112:** Install partitions in Room 112 using glass.

Week 10: Final Finishing and Handover

- **Final Touch-ups:** Complete any necessary touch-ups on painting, tiling, and partitions.
- **Final Inspections:** Conduct a final inspection of the entire renovation, checking quality and compliance with the design.
- **Cleaning:** Perform thorough cleaning of all renovated spaces, including restrooms, meeting rooms, and kitchens.
- **Handover:** Conduct a walkthrough with the Agency to ensure satisfaction. Address any snagging issues before final handover.

Form EQU: Equipment

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Bidder.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

Appendix A to Bid

**BN-1
Appendix-N to Bid**

**PAST PERFORMANCE, CURRENT COMMITMENT, QUALIFICATION AND
EXPERIENCE**

1) General Construction Experience

Requirement	Bidder to Provide details	Role
Experience under construction contracts in the role of contractor, subcontractor, or management contractor for at least the last 5 years prior to the bid submission deadline.		

2) Contracts of Similar Size and Nature

(a) General Experience

Sr. No.	Description	Marks Assigned	
(a)	Projects of similar nature and complexity Completed in last 10 years. No Marks are awarded for works less than specified limits.	25	
(b)	Projects of similar nature and complexity in-hand during last 5 years.	10	
(c)	Other projects/ Similar Organizations	10	
	Total Marks Allocated		45

3) Personnel

No.	Position	Total No in the Firm	Minimum requirement for the Project*	Total Work Experience [years]	Nos. already posted on other projects	Nos. being allocated for this project	Professional credits points*
1							
2							
3							
4							
5							

The Bidder must demonstrate that it has the personnel for the key positions that meet the following requirements:

(b) *Personnel Capabilities*

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
(i)	B.Sc Engineers registered with Pakistan Engineering Council (PEC)	10	
	MSc Engineers	4	
(ii)	Associates Engineers (DAE)	6	
Total Marks Allocated			20

4. Data regarding past performance and present commitment of the Bidders:

Present Commitment								
Sr No.	Name of ongoing project(s)	Name of Employer	Date of		Progress		Remarks regarding delays if applicable	Satisfactory performance certificate from employer (Minimum requirement)
			Start	Completion	%Age as planned	%Age at actual		
1.								
2.								
3.								
4.								
5.								

6.								

Number of projects that a bidder can undertake to construct as per PEC works by laws is aggregate Professional Credit Points (PCPs) authorized for a category of licensee divided by the PCP of construction and capital cost of single project under consideration.

For example C-3 category contractor should have a minimum of 15 PCPs as per table 'A' below from the Bye Laws/S.R.O. 568(I)/87 at all times and the PCP of individual project (costing say 100 million rupees) is 5 calculated on the basis of 1 PCP for every 20 million project cost. It means the contractor can have ongoing projects up to 3 (15 ÷ 5) number of this size.

The evaluation of the personnel shall be carried out as per PEC Engineering Bye Laws 1987 and review his qualification accordingly. PCP/ minimum requirement of staff required for the contractor's works in hand should be in accordance with the provisions of PEC's works byelaws. For example, subject to the other conditional points and limits, a single registered Engineer is given 1 PCP for each year of experience in the construction and operation of engineering works (subject to a minimum of 10 PCPs and maximum of 30 PCPs). The contractor setup has to meet the minimum PCP requirements all time during the currency of the contract for engineering staff to be deployed/ already deployed.

(c) Equipment Capability

Critical equipment required for the Project shall be specified by the User/Employer under para 3.2.4 (a). High value equipment should be an option to purchase, lease or hire.

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
1		5	
Total Marks Allocated			5

(d) Financial Soundness

- For Financial Status assessment, the Applicants may be required to submit **Audited financial statements** for the **last five years** or any other document which verifies their Financial Status.

- The following may be used merely as a guideline

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
a)	Financial Capabilities / Working Capital in last 3 years	10	
b)	Working Capital in last 3 years	10	•
c)	Registration with income tax department	4	
d)	Litigation History in which Decision has been given against the firm(s)	3	
f)	Blacklisting from any agency	3	
Total Marks Allocated			30

SECTION VII: STANDARD BIDDING FORMS

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Appendix-A	Error! Bookmark not defined.
The Base Date Prices and Current Date Prices of the specified elements shall be obtained from the sources specified in the contract.....	Error! Bookmark not defined.
.....

Letter of Bid – Technical Proposal

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

Place this Letter of Bid in the first envelope “TECHNICAL PROPOSAL”.

The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder’s complete name and business address.

Note: All italicized text in black font is to help Bidders in preparing this form and Bidders shall delete it from the final document.

Date of this Bid submission: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring agency/Employer]*

We, the undersigned Bidder, hereby submit the first part of our Bid, the Technical Proposal

In submitting our Bid we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the bidding document, including addenda issued in accordance with Instructions to Bidders (**ITB 9**);
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB 3;
- (c) **Bid/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring agency/Employer based on execution of a Bid Securing Declaration or Bid Securing Declaration in the Procuring agency/Employer’s country in accordance with **ITB 3**;
- (d) **Conformity:** We offer to execute works in conformity with the bidding document and in accordance with the works requirements: *[insert a brief description of the WORKS]*;
- (e) **Bid Validity Period:** Our Bid shall be valid for the period specified in **BDS 18.1** (as amended, if applicable) from the date fixed for the Bid submission deadline specified in **BDS 24.1** (as amended, if applicable), and it shall remain binding upon us, and may be accepted at any time before the expiration of that period;
- (f) **Performance Security:** If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;
- (g) **One Bid per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements, other than Alternative Bids submitted in accordance with **ITB 20**;
- (h) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring agency/Employer. Further, we are not ineligible under Pakistan laws;

- (i) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];*
- (j) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (k) **Not Bound to Accept:** We understand that you are not bound to accept the Most Advantageous Bid or any other Bid that you may receive; and
- (l) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

Name of the Bidder: **[insert complete name of Bidder]*

Country of Origin of the Bidder: *[insert country of origin, in case of JV country of origin of lead member]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: *** [insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* **day of** *[insert month], [insert year]*

*: In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

** : Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Letter of Bid - Financial Proposal

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

Place this Letter of Bid - Financial Proposal in the second envelope marked “FINANCIAL PROPOSAL”.

The Bidder must prepare the Letter of Bid - Financial Proposal on stationery with its letterhead clearly showing the Bidder’s complete name and business address.

Note: All italicized text is to help Bidders in preparing this form.

Date of this Bid submission: *[insert date (as day, month and year) of Bid submission]*

Request for Bid No.: *[insert number of bidding process]*

Name of Project.: *[insert identification]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring agency/Employer]*

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Proposal

In submitting our Financial Proposal we make the following additional declarations:

- (a) **Bid Validity Period:** Our Bid shall be valid for the period specified in **BDS 18.1** (as amended, if applicable) from the date fixed for the bid submission deadline specified in **BDS 24.1** (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- (b) **Total Price:** The total price of our Bid is:

In case of only one lot, the total price of the Bid is [insert the total price of the bid in words and figures, indicating the various amounts and the respective currencies];

In case of multiple lots, the total price of each lot is [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies];

In case of multiple lots, total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];

- (c) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

- (d) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

Name of the Bidder: **[insert complete name of the Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: *** [insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* **day of** *[insert month], [insert year]*

*: In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

** : Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

FORM ELI 1

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page _____ of _____ pages

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each member : <i>[insert legal name of each member in JV]</i>
3. Bidder's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, JV agreement, in accordance with ITB 3.3. <input type="checkbox"/> Establishing that the Bidder is not under the supervision of the Procuring agency/Employer[in case of subsidiaries]
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Personnel

Form PER -1

Contractor’s Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor’s Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor’ Representative and Key Personnel

1.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>

	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	Title of position:	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	Title of position:	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
	Expected time schedule for this position:	
6.	Title of position: <i>[insert title]</i>	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
	Expected time schedule for this position:	

**Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel**

Name of Bidder

Position [#1]: <i>[title of position from Form PER-1]</i>											
Personnel information	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name:</td> <td style="width: 50%; padding: 5px;">Date of birth:</td> </tr> <tr> <td style="padding: 5px;">Address:</td> <td style="padding: 5px;">E-mail:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Professional qualifications:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Academic qualifications:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Language proficiency:<i>[language and levels of speaking, reading and writing skills]</i></td> </tr> </table>	Name:	Date of birth:	Address:	E-mail:	Professional qualifications:		Academic qualifications:		Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
Name:	Date of birth:										
Address:	E-mail:										
Professional qualifications:											
Academic qualifications:											
Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>											
details	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">Address of Procuring agency/Employer:</td> </tr> <tr> <td style="width: 50%; padding: 5px;">Telephone:</td> <td style="width: 50%; padding: 5px;">Contact (manager / personnel officer):</td> </tr> <tr> <td style="padding: 5px;">Fax:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Job title:</td> <td style="padding: 5px;">Years with present Procuring agency/Employer:</td> </tr> </table>	Address of Procuring agency/Employer:		Telephone:	Contact (manager / personnel officer):	Fax:		Job title:	Years with present Procuring agency/Employer:		
Address of Procuring agency/Employer:											
Telephone:	Contact (manager / personnel officer):										
Fax:											
Job title:	Years with present Procuring agency/Employer:										

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

Declaration

I, the undersigned [*insert either "Contractor's Representative" or "Key Personnel" as applicable*], certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- (a) be taken into consideration during Bid evaluation;
- (b) result in my disqualification from participating in the Bid;
- (c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: *[insert name]*

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Bidder:

Signature: _____

Date: (day month year): _____

Form CON – 2

Historical Contract Non-Performance, Pending Litigation and Litigation History

Bidder's Name: _____

Date: _____

JV Member Name _____

ICB/NCB No. and title: _____

Page _____ of _____ pages

Non-Performed Contracts in accordance with Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur January [<i>insert year</i>] <input type="checkbox"/> Contract(s) not performed since [<i>insert year</i>]			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
		Contract Identification: Name of Procuring agency/Employer(PA): Address of PA: Reason(s) for nonperformance:	
Pending Litigation, in accordance with Qualification Criteria			
<input type="checkbox"/> No pending litigation <input type="checkbox"/> Pending litigation			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount
		Contract Identification: _____ Name of PA: _____ Address of PA: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria of the Prequalification document			
<input type="checkbox"/> No Litigation History <input type="checkbox"/> Litigation History			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of PA: <i>[insert full name]</i> Address of PA: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring agency/Employer" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

Financial Situation

Form FIN – 3.1:

Financial Situation and Performance

Bidder's Name: _____

Date: _____

JV Member's Name _____

ICB No. and title: _____

Page _____ of _____ pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3	Year4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

*Refer to ITB 16 for the exchange rate

2. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (PKR)
1		
2		
3		

2. Financial documents

The Bidder and its parties shall provide copies of financial statements for _____ years pursuant to Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Bidder or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached are copies of financial statements for the _____ years required above; and complying with the requirements

Form FIN – 3.2:

Average Annual Construction Turnover

Bidder's Name: _____

Date: _____

JV Member's Name _____

ICB/NCB No. and title: _____

Page _____ of _____ pages

		Annual turnover data (construction only)	
Year	Amount Currency	Exchange rate	PKR equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

* See Section III, Evaluation and Qualification Criteria.

Form FIN – 3.3:

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount
1		
2		
3		

Form FIN – 3.4:

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Procuring agency/Employer's Contact Address, Tel, Fax	Value of Outstanding Work [PKR Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [PKR/month]
1					
2					
3					
4					
5					

Form FIN - 5:

**Self-Assessment Tool for Bidder’s Compliance to Financial Resources
(Criterion 2.1 of Section 3)**

This form requires the same information submitted in Forms FIN – 3.3 and FIN -3.4. All conditions of “Available Financial Resources Net of CCC \geq Requirement for the Subject Contract” must be satisfied to qualify.

Form FIN - 5A: For Single Entities

For Single Entities: (A)	Total Available Financial Resources from FIN – 3.3 (B)	Total Monthly Financial Requirement for Current Contract Commitments (CCC) from FIN – 3.4 (C)	Available Financial Resources Net of CCC $D = (B - C)$	Requirement for the Subject Contract (E)	Results: Yes or No [<i>D must be greater than or equal to E</i>] (F)
_____				
(Name of Bidder)				..	

Form FIN - 5B: For Joint Ventures

For Joint Ventures: (A)	Total Available Financial Resources from FIN – 3.3 (B)	Total Monthly Financial Requirement for Current Contract Commitments (CCC) from FIN – 3.4 (C)	Available Financial Resources Net of CCC $D = (B - C)$	Requirement for the Subject Contract (E)	Results: Yes or No [<i>D must be greater than or equal to E</i>] (F)
One Partner:					
_____				
(Name of Partner)				.	
Each Partner:					

_____ - (Name of Partner 1)				
_____ - (Name of Partner 2)				
_____ - (Name of Partner 3)				
All partners combined	$\sum D =$ Sum of available financial resources net of current contract commitments for all partners		$\sum D =$ _____	

- Note -

Form FIN – 5 is made available for use by the bidder as a self-assessment tool, and by the employer as an evaluation work sheet, to determine compliance with the financial resources requirement as stated in 2.3.3. Failure to submit Form FIN - 5 by the Bidder shall not lead to bid rejection.

EXPERIENCE

Form EXP - 4.1

General Construction Experience

Bidder's Name: _____

Date: _____

JV Member's Name _____

ICB/NCB No. and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Bidder
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of PA: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of PA: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of PA: _____ Address: _____	

Form EXP - 4.2

**Specific Construction and Contract Management
Experience**

Bidder's Name: _____

Date: _____

JV Member's Name _____

ICB/NCB No. and title: _____

Page _____ of _____ pages

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount			PKR equivalent	
If member in a JV or sub-contractor, specify participation in total Contract amount				
PA's Name:				
Address:				
Telephone/fax number				
E-mail:				

Form EXP - 4.2(a) (cont.)
Specific Construction and Contract Management
Experience (cont.)

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

Appendix-A

Form of Bid Security

(Bank Guarantee)

[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[Purchaser to insert its name and address]*

No.: *[Purchaser to insert reference number for the Request for Bids]*

Alternative No.: *[Insert identification No if this is a Bid for an alternative]*

Date: *[Insert date of issue]*

BID GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that _____ *[insert name of the Bidder, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Bid (hereinafter called "the Bid") for the execution of _____ under Request for Bids No. _____ ("the RFB").

Furthermore, we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid during the period of Bid validity set forth in the Applicant's Letter of Bid ("the Bid Validity Period"), or any extension thereto provided by the Applicant; or
- (b) having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the Contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the

successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Bidding process; or (ii) twenty-eight days after the end of the Bid Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

Section VIII. General Conditions (GC)

Red Book:

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The Conditions of Contract are the “General Conditions” which form part of the “Conditions of Contract for Construction for Building and Engineering Works Designed by the Employer (“Red book”) Second edition 2017” published by the Federation Internationale Des Ingenieurs – Conseils (FIDIC) and the following “Particular Conditions” which shall complement the General Conditions of the Contract.

An original copy of the above FIDIC publication i.e. “*Conditions of Contract for Building and Engineering Works Designed by the Employer*” must be obtained from FIDIC.

International Federation of Consulting Engineers (FIDIC)

FIDIC Bookshop – Box- 311 – CH – 1215 Geneva 15 Switzerland

Fax: +41 22 799 49 054

Telephone: +41 22 799 49 01

E-mail: fidic@fidic.org

www.fidic.org

FIDIC code: ISBN13: 978-2-88432-084-9

Section IX. Spécial Conditions of the Contact

Special Conditions of the Contract

The Special Conditions of Contract (SCC) complement the General Conditions of Contract (GCC) to specify data and contractual requirements of the Procuring agency/Employer/ Employer, the engineer, the sector, the overall project, and the works. In the event of a conflict, the provisions herein shall prevail over those in the GCC.

Part A – Contract Data

Contract data of the SCC, includes data to complement the GCC in a manner similar to the way in which the Bid Data Sheet complements the Instructions to Bidders.

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
		Definitions (GCC 1)
1.	1.1	The Procuring Agency is: Public Procurement Regulatory Authority 1st floor, FBC building, Near State Bank of Pakistan, Sector G-5/2, Islamabad
2.	1.1(j)	The Supplier is: <i>[Name and address]</i>
3.	1.1(q)	The title of the subject procurement or The Project is: Renovation of PPRA Office
		Governing Language (GCC 4)
4.	4.1	The Governing Language shall be English
		Applicable Law (GCC 5)
5.	5.1	The Applicable Law shall be: Laws of Pakistan.
		Country of Origin (GCC 6)
6.	6.1	Country of Origin is Pakistan
		Performance Security (or guarantee) (GCC 10)
7.	10.1	The amount of performance guarantee, as a percentage of the Contract Price, shall be: 10%

8.	10.4	After delivery and acceptance of the Goods, 2% Percent of the Performance Security (or guarantee) shall be withheld to cover the Supplier's warranty obligations in accordance with GCC Clause 18.2.
Inspections and Tests (GCC 11)		
9.	11.1	All Material shall be inspected to ensure conformance with the specification, technical and financial proposal of the successful bidder and to determine that deliveries are unused and are not damaged.

10.	12.2	The following SCC shall supplement GCC Clause 12.2: The Goods shall be packed properly in accordance with standard export packing specified by the Procuring Agency in the Technical Specification.
Delivery and Documents (GCC Clause 13)		
11.	13.1	For Goods supplied from abroad: <i>Not Applicable</i>

12.	13.3	For Goods from within Pakistan: Not Applicable.
Insurance (GCC Clause 14)		

13.	14.1	Not Applicable
Related Services (GCC Clause 16)		

14.	16.1	Related services to be provided are: Not Applicable
	Spare Parts (GCC Clause 17)	
15.	17.1	Additional spare parts requirements are: Not Applicable
	Warranty (GCC Clause 18)	
16.	18.2	GCC Clause 17.2 – In partial modification of the provisions, the warranty period shall be 12 months from the date of installation and handing over to the procuring agency, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either: (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4, or
		(b) pay liquidated damages to the Procuring Agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.20 percent per day of undelivered materials/goods value up to the sum equivalent to the amount of ten percent of the contract value.

18.	18.4 & 18.5	The period for correction of defects in the warranty period is: 7 days.
Payment (GCC Clause 19)	19.1	<p>The method and conditions of payment made to the Vender under this Contract shall be as follows:</p> <p>1st Payment: 15% Advance against Bank Guarantee in favor of Public Procurement Regulatory Authority. Insurance Guarantee will not be accepted.</p> <p>2nd Payment: 25% of the contract amount will be released upon delivery and acceptance of floor tiles, MDF sheets, gypsum board, ceiling materials, glass, aluminum channels, and plumbing items at the site. The materials will be verified to confirm costs up to 75% of the material cost, based on a secured advance against delivered material as per BoQ Rates.</p> <p>3rd Payment: 40% of the contract amount will be paid upon achieving 80% of the BoQ Works, supply of Air Conditioning system and execution quantum as verified by the Agency's Engineer/Consultant through IPC's.</p> <p>4th Payment: 10% of the contract amount will be paid upon final approval of all deliverables. An additional 10% retention money will be withheld and released upon completion of the defect's liability period of the project.</p>

	Prices (GCC 20)	
19.	20.1	Prices shall be adjusted in accordance with provisions in the Attachment to SCC.
	Liquidated Damages (GCC Clause 26)	
21.	25.1	<p>Applicable rate: 1% Percent of the contract amount per day for late delivery beyond 20 days of the award of the contract</p> <p>Maximum deduction: is equal to the performance security. 10 % Percent of the total contract amount.</p>

Part-B Special Provisions

The Procuring agency/Employer shall be required to draft the special provisions (particular conditions Part-B) by referring the concerned clauses as stipulated in the General Conditions of the Contract. These provisions should be drafted by keeping following guidelines in consideration:

- i. Particular conditions must be drafted clearly and without any ambiguity;
- ii. Party's duties, rights, obligations, roles and responsibilities shall be clearly described in line with General Conditions of the Contract, requirements as specified in the bidding document;
- iii. While drafting special provisions realistic timelines must be provided for completion of the project / assignment;
- iv. All disputes must be settled either through arbitration act 1940 or through International Chamber of Commerce.
- v. The contractor shall submit comprehensive shop drawings for civil, electrical, and plumbing layouts for prior approval before commencing work. The contractor is responsible for the accuracy of all shop drawings and must adhere to design parameters for civil, electrical, and MEP works, including load calculations for electrical systems. Additionally, distribution boards (DB) should be designed with provisions for future expansion, including space for additional breakers and the potential installation of a solar system in Package 2.
- vi. Contractor will submit As built drawings with final bill.

Note: Special Provisions shall always over rule and supersede the respective provisions of General Conditions of the Contract. In order to conveniently trace the respective clause, reference of the concerned GCC clause must be provided.

Table: Summary of Sections (if any)

Description of parts of the Works that shall be designated a Section for the purposes of the Contract (Sub-Clause 1.1.73)	Value: Percentage⁴ of Accepted Contract Amount (Sub-Clause 14.9)	Time for Completion (Sub-Clause 1.1.84)	Delay Damages (Sub-Clause 8.8)

⁴ These percentages shall also be applied to each half of the Retention Money under Sub-Clause 14.9

SECTION X: CONTRACT FORMS

Notification of Award

(On Procuring agency/Employer's letterhead)

Letter of Acceptance

[Date].

To:[Name and address of the contractor]

Subject:[Notification of Award Contract No.]

This is to notify you that your Bid dated[date]. for execution of the[name of the contract and identification number, as given in the Bid Data Sheet] for the Accepted Contract Amount of the equivalent of [amount in words and figures and name of currency]., as corrected and modified in accordance with the Instructions to Bidders, is hereby accepted by our Agency.

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using for that purpose the Performance Security Form included in Section 9 (Contract Forms) of the Bidding Document.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract Agreement

Form of Contract

THIS AGREEMENT made the _____ day of _____ 20____ between *[name and address of Procuring agency/Employer]* of Pakistan (hereinafter called “the Procuring agency/Employer”) of the one part and *[name of Contractor]* of *[city and country of Contractor]* (hereinafter called “the ”) of Contractor other part:

WHEREAS the Procuring agency/Employer desired that the works *[brief description of works]* should be executed by the contractor, and has accepted a Bid by the contractor for the execution and completion of these works and remedying of any defects therein, in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract 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 Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-
 - (a) This form of Contract;
 - (b) Letter of Acceptance;
 - (c) the Form of Bid and the Price Schedule submitted by the Bidder;
 - (d) the Works Requirements;
 - (e) the Technical Specifications;
 - (f) the Drawings;
 - (g) the General Conditions of the Contract
 - (h) the Special Conditions of Contract,
 - (i) the completed schedule including Bill of Quantities; and
 - (j) *[add here: any other documents]*
3. In consideration of the payments to be made by the Procuring agency/Employer to the contractor as mentioned in this contract, the contractor hereby covenants with Procuring agency/Employer to execute the works to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring agency/Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works 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 Contract to be executed in accordance with their respective laws the day and year first above written.

<p>Signed, sealed, delivered by _____ the _____ (for the Procuring agency/Employer)</p>	<p>Signed, sealed, delivered by _____ the _____ (for the Contractor)</p>
<p>Witness to the signatures of the Procuring agency/Employer </p>	<p>Witness to the signatures of the Contractor </p>

Performance Guarantee Form

To: *[name of Procuring agency/Employer]*

WHEREAS *[name of Contractor]* (hereinafter called “the contractor”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for the execution of *[insert name of the works and its brief description]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the contractor shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Contractor’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Contractor, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Advance Payment Security

Demand Guarantee

Beneficiary: _____

Date: _____

ADVANCE PAYMENT GUARANTEE No.: _____

Guarantor: _____

We have been informed that [Inset name of the Contractor] (hereinafter called “the Contractor”) has entered into Contract No. _____ dated _____ with the [insert name of the Procuring agency/Employer] (hereinafter called “the Procuring agency/Employer”) for the execution of _____ (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum _____ (____) is to be made against an advance payment guarantee.

At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Procuring agency/Employer any sum or sums not exceeding in total an amount of _____ upon receipt by us of the Procuring agency/Employer’s complying demand supported by the Procuring agency/Employer’s statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

(a) has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or

(b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Contractor has failed to repay.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Procuring agency/Employer’s bank stating that the advance payment referred to above has been credited to the Contractor on its account number _____ at _____.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as specified in copies of interim statements or payment certificates which shall be presented to us.

The Guarantee shall remain valid up to the aforesaid date and shall be null and void after the aforesaid date or earlier if the advance made to the Contractor is fully adjusted against payments from Interim Payment Certificates of the Contractor provided that the Guarantor agrees that the

aforesaid period of validity shall be deemed to be extended if on the above mentioned date the advance payment is not fully adjusted.

[signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

Retention Money Security Demand Guarantee

_____ [Guarantor letterhead or SWIFT identifier code]

Beneficiary: _____ [Insert name and Address of Procuring agency/Employer]

Date: _____ [Insert date of issue]

RETENTION MONEY GUARANTEE No.: _____ [Insert guarantee reference number]

Guarantor: [Insert name and address of place of issue, unless indicated in the letterhead]

We have been informed that _____ [insert name of Contractor, which in the case of a joint venture shall be the name of the joint venture] (hereinafter called "the Contractor") has entered into Contract No. _____ [insert reference number of the contract] dated _____ with the Procuring agency/Employer, for the execution of _____ [insert name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, the Procuring agency/Employer retains moneys up to the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, payment of [insert the second half of the Retention Money or if the amount guaranteed under the Performance Guarantee when the Taking-Over Certificate is issued is less than half of the Retention Money, the difference between half of the Retention Money and the amount guaranteed under the Performance Security and, if required, the ES Performance Security] is to be made against a Retention Money guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ [insert amount in figures] (____) [amount in words] upon receipt by us of the Procuring agency/Employer's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Procuring agency/Employer's bank stating that the second half of the Retention Money as referred to above has been credited to the contractor on its account number _____ at _____ [insert name and address of Contractor's bank].

This guarantee shall expire no later than the day of, 2..., and any demand for payment under it must be received by us at the office indicated above on or before that date.

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SERVICE PROVIDERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: _____ Dated: _____

Contract Value: _____

Contract Title: **Renovation of PPRA Office**

[Name of Service provider] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Service provider] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Service Provider, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Service provider] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Service provider] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as

aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Service provider] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Service provider] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

[Seller/Service provider]

Public Procurement Regulatory Authority