

Request for Proposal

CONSULTANCY SERVICES FOR RENOVATION OF TCP OFFICE AT 5TH FLOOR BLOCK-B - FTC BUILDING - KARACHI (Consultancy Services)

National

Single Stage-Two Envelope



September 03, 2026

*TCP (Trading Corporation of Pakistan (Pvt) Limited), General Manager (REBD)
4th & 5th Floor, Block B, FTC Building, Shahr-e-Faisal Karachi.
Phone: +92-333-268-4395, Email: gm.rebd@tcp.gov.pk*

Table of Contents

PROCUREMENT NOTICE	1
Instructions to Bidders	3
Bid Data Sheet	13
Proposal Data Sheet (BDS)	14
Eligibility Criteria	18
Evaluation Criteria	20
Required Services	25
Related Services :	26
TORS (Terms of References)	27
Price Schedule	30
General Conditions of Contract	32
Special Conditions of Contract	49
Bid Securing Declaration	56
Contract Form	58
Integrity Pact	61
Performance Guarantee Form	63
Annexure	66
Form TECH-1 – Technical Proposal Submission Form	67
Form TECH-2 – Consultant’s Organization and Experience	67
Form TECH-4 – Approach, Methodology and Work Plan	67
Form TECH-6 – Team Composition & Key Experts’ Inputs	1

Form FIN-1 – Financial Proposal Submission Form	68
Form FIN-2 – Summary of Costs (Fixed Lump-Sum Payment Contract)	68
Form FIN-3 – Breakdown of Remuneration	68
Form FIN-4 – Breakdown of Reimbursable / Direct Non-Salary Costs	68
Form of Contract	69
Procurement Forms	70
Additional Forms and Documents	73

PROCUREMENT NOTICE

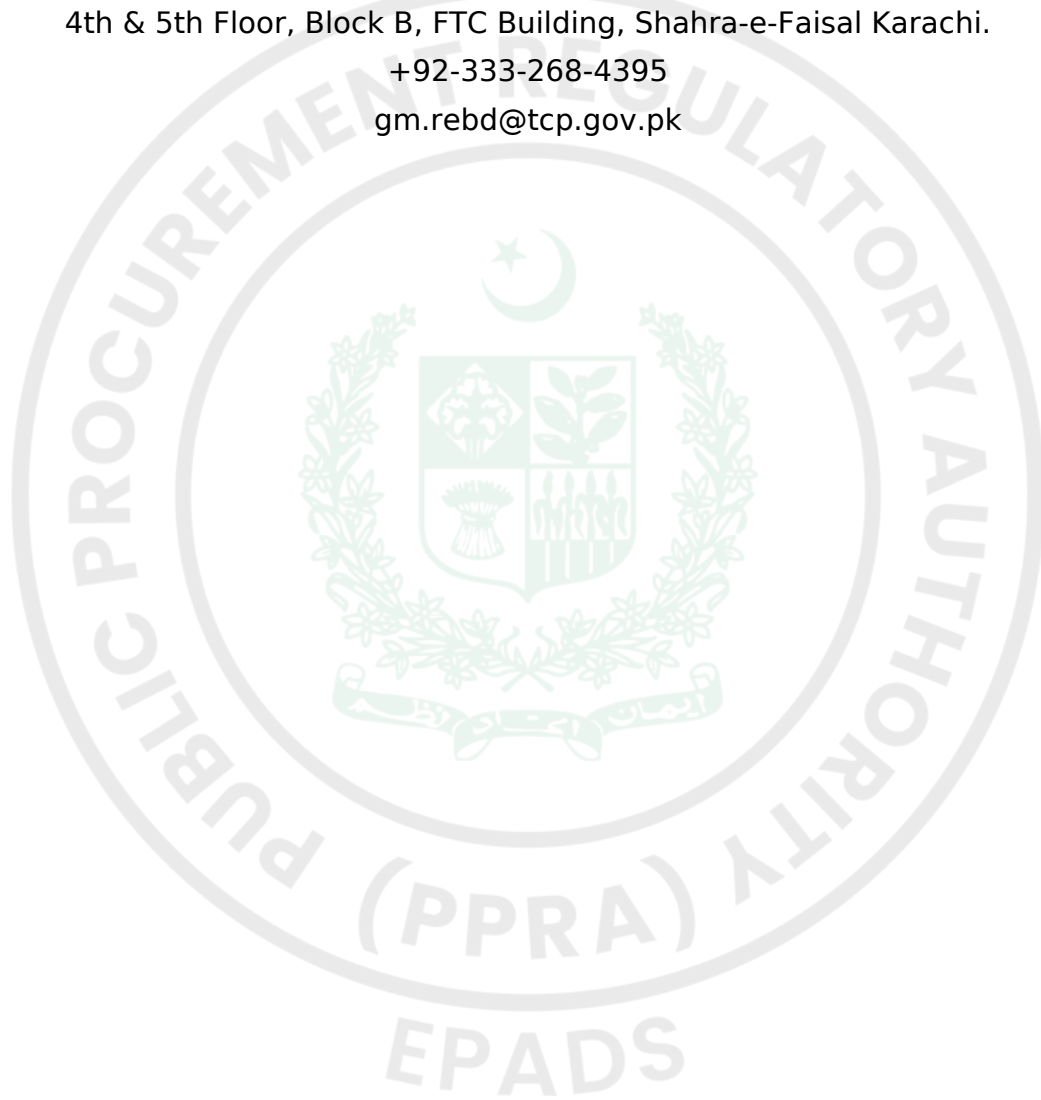
PROCUREMENT OF CONSULTANCY SERVICES

1. The **TCP (Trading Corporation of Pakistan (Pvt) Limited)** has reserved Funds for the procurement planned for FY **2026-27**. The **TCP (Trading Corporation of Pakistan (Pvt) Limited)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the consultancy services of "**CONSULTANCY SERVICES FOR RENOVATION OF TCP OFFICE AT 5TH FLOOR BLOCK-B - FTC BUILDING - KARACHI**" with the reference of "**P104464**"
2. The **TCP (Trading Corporation of Pakistan (Pvt) Limited)** invites RFP through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All proposals must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Demand Draft** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/104464>**.
6. The RFP, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Tuesday, September 22, 2026 11:00 AM**. Proposals will be opened on the same day at **Tuesday, September 22, 2026 11:30 AM**. Manual submission of RFPs shall not be entertained. Those consultants/Firm who have not yet registered on the new version of **EPADS v2.0**, may register themselves on

<https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

TCP (Trading Corporation of Pakistan (Pvt) Limited), General Manager (REBD)
4th & 5th Floor, Block B, FTC Building, Shahra-e-Faisal Karachi.
+92-333-268-4395
gm.rebd@tcp.gov.pk





Instructions to Bidders

A. General Provisions

1. Introduction

1.1. The Procuring Agency named in the Data Sheet intends to select a consultant, in accordance with the method of selection specified in the Data Sheet. The eligible Consultants are invited to submit a proposal, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet.

1.2. The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.

1.3. The Procuring Agency will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.

2. Corrupt and Fraudulent Practices

2.1. The procuring agencies and the consultant are required to compliance Procurement Regulatory Framework in regard to corrupt and fraudulent practices as defined under Rule 2(1)(f) of the Public Procurement Rules.

B. Preparation of Proposals

3. General Considerations

3.1. In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

4. Language

5. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall

be written in the language(s) specified in the Data Sheet.

Documents Comprising the Proposal

5.1. The Proposal shall comprise the documents and forms listed in the Data Sheet.

6. Only One Proposal

6.1. The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet** and subject to regulatory instructions, if any.

7. Proposal Validity

7.1. Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the Procuring Agency (PA). To ensure the validity of proposal, it shall contain bid security or bid Securing declaration as a complementary bid securing instrument having the validity twenty-eight days more than the bid validity period.

7.2. During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

7.3. If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.

7.4. Extension of Validity Period

7.4.1. If considered necessary, an extension in the bid validity can be made in accordance with the provision of public procurement rules, 2004 or any instructions issued in this regard.

8. Bid security/Bid Securing Declaration

8.1. The consultant shall submit bid security in the form and amount specified by the procuring agency before the submission deadline. Provided that in case where the procuring agency does not require the bid security, the bidder shall submit bid securing declaration on the format prescribed by the Authority in Standard Procurement Documents.

8.2. Any Proposal not accompanied by a Bid Security or Bid Securing Declaration shall be rejected by the Procuring Agency as non-responsive.

8.3. The Bid Securing Declaration of a joint venture must be in the name of the joint venture submitting the Proposal indicating all the members are jointly and severally responsible.

8.4. The successful Consultant's Bid Securing Declaration will be discharged upon the signing the contract with the Successful Consultant, and furnishing the performance security

9. Clarification and Amendment of RFP

9.1. The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before three days prior to the Proposals' submission deadline through **EPADS v2.0** only. The Procuring Agency will respond to the same through **EPADS v2.0**. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it shall do so following the procedure described below:

9.1.1. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment through **EPADS v2.0**.

9.1.2. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.

9.2. The Consultant who has already submitted the proposal prior to any amendments in the RFP, may submit a modified Proposal based on the respective amendment in the RFP at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

10. Preparation of Proposals - Specific Considerations

10.1. While preparing the Proposal, the Consultant must give particular attention to the following:

10.1.1. The Procuring Agency may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Procuring Agency's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.

10.1.2. If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.

10.1.3. For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.

10.1.4. The proposal may be subject to price adjustment in accordance with Data sheet and formula specified.

11. Financial Proposal

11.1. The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet.

12. Taxes

12.1. The proposal submitted shall be inclusive of all the taxes unless otherwise stated in the Data Sheet. The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet.

13. Currency of Proposal

13.1. The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency. Payment shall also be made in the currency specified in the data sheet or condition of the contract.

C. Submission, Opening and Evaluation

14. Submission/withdrawal of Proposals

14.1. The Consultant shall submit proposal through **EPADS v2.0** before the submission deadline.

14.2. A Proposal submitted by a Joint Venture shall be submitted through **EPADS v2.0** from the account of Lead Member. Reference to the EPADS account of all the JV Member shall be provided along with the proposal. Incase any of Member is not registered on the **EPADS v2.0**, may be registered on the **EPADS v2.0** or all his credential shall be provided along with the proposal for the evaluation of the procuring agency. JV agreement signed by all the members shall also be provided along with the proposal.

14.3. A Consultant may withdraw its Proposal after it has been submitted before the submission deadline.

15. Opening of Proposal

15.1. The Procuring Agency will open all Proposal through **EPADS v2.0**.

15.2. Financial Proposal, will remain unopened till the prescribed financial Proposal opening date.

16. Evaluation of Technical Proposals

16.1. The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.

17. Opening of Financial Proposals

17.1. After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores (if any). The Procuring shall notify those Consultants that have achieved the minimum overall technical score and inform them of the date and time for the opening of the Financial Proposals.

17.2. The Financial Proposals shall be opened and evaluated through **EPADS v2.0**.

18. Correction of Errors

18.1. Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

18.2. The Procuring Agency's evaluation committee will

(a) correct any computational or arithmetical errors, and

(b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

19. Conversion to Single Currency

19.1. For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

20. Selection Technique

20.1. Quality and Cost Based Selection

In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

20.2. Fixed-Budget Selection (FBS)

20.2.1. In the case of FBS, those Proposals that exceed the budget indicated in the Data Sheet shall be rejected.

20.2.2. The Procuring Agency will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.

20.3. Least-Cost Selection.

In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant for discussion on technical issues, without changing the cost and scope of services.

D. Negotiations and Award

21. Negotiations

21.1. The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

21.2. The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

22. Availability of Key Experts

22.1. The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clauses of ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Procuring Agency proceeding to negotiate the Contract with the next-ranked Consultant.

22.2. Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter

of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

23. Award of Contract

23.1. The Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Successful Consultant, provided that the same is not in conflict with any other law or policy of the Federal Government

24. Grievance Redressal Mechanism

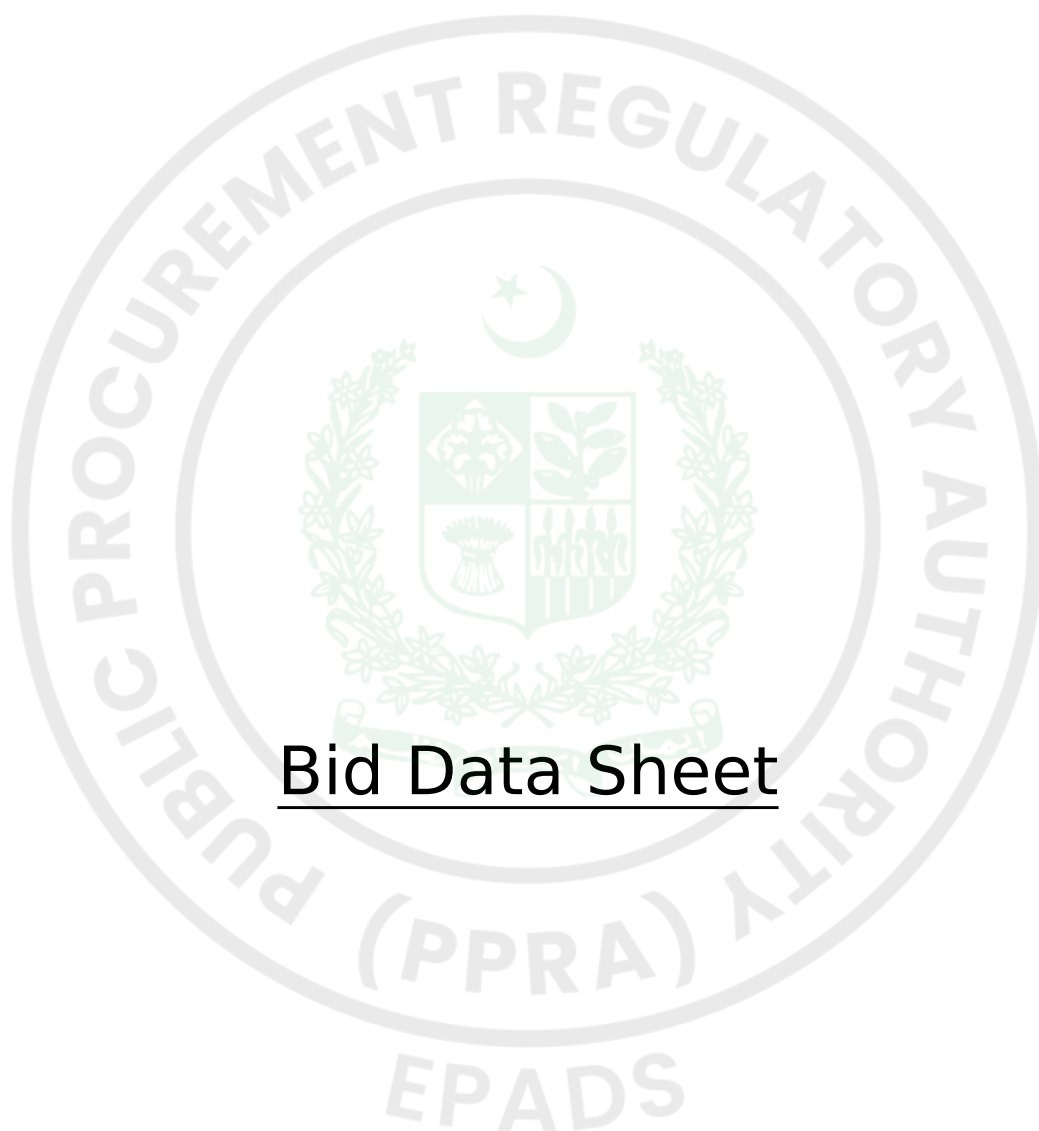
24.1. Grievance shall be redressed in accordance with procedure and mechanism defined under Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance regulations.

25. Mechanism of Blacklisting

25.1. The Blacklisting shall be carried out in accordance with provision of Rule 19 of the Public Procurement Rules, 2004 and for Procedure of Filing and Disposal of Review Petition under Rule 19 (3), 2021, to be read with the Regulations on "Mechanism for Blacklisting and Debarment of Bidders or Contractors Regulations, 2024".

26. Environmental objectives

26.1. As per Rule 4 of Public Procurement Rules, 2004, The procuring agency may seek to procure services with a reduced environmental impact throughout their life cycle when compared to services with the same primary function that may otherwise be procured



Bid Data Sheet

Proposal Data Sheet (BDS)

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

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. General

1

1.1

Name of Procuring Agency: **TCP (Trading Corporation of Pakistan (Pvt) Limited)**

The subject of procurement is: **CONSULTANCY SERVICES FOR RENOVATION OF TCP OFFICE AT 5TH FLOOR BLOCK-B - FTC BUILDING - KARACHI**

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P104464**

BDS Clause Number 2

ITB Number 1.2 & 9.1

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Tuesday, September 15, 2026

Pre-Bid Meeting: Tuesday, September 15, 2026 11:00 AM

Venue: 4th Floor, Block B, FTC Building, Shahra-e-Faisal Karachi.

B. Preparation of Proposals

BDS Clause Number 3

ITB Number 4.1

The language of the proposals is: **English**

BDS Clause Number 4

ITB Number 6.1

Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible? **No**

BDS Clause Number 6

ITB Number 7.1

Proposals shall be valid until **90 Days**

BDS Clause Number 7

ITB Number 9.1

List of documents required along with the bid:

1. Signed and stamped three (3) sets of copies of all reports, studies, documents, specifications, estimates, evaluations, plans, drawings and summaries as stated in the scope of work.
2. Submission of editable soft-copy formats of all the above deliverables.

BDS Clause Number 8

ITB Number 10.2

The Consultant's Proposal must include the minimum Key Experts' time-input of _____person-months.

For the evaluation and comparison of Proposals only: if a Proposal includes less than the required minimum time-input, the missing time-input (expressed in person-month) is calculated as follows:

The missing time-input is multiplied by the highest remuneration rate for a Key Expert in the Consultant's Proposal and added to the total remuneration amount. Proposals that quoted higher than the required minimum of time-input will not be adjusted.]

BDS Clause Number 9

ITB Number 105

The price shall be **Fixed**.

Price schedule will be provided according to the format defined and acquired. see section price schedule.

BDS Clause Number 10

ITB Number 11.1

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 11

ITB Number 7.6

Services and Their related documents:

See section Required Services and ToR

C. Submission, Opening and Evaluation

BDS Clause Number 12

ITB Number 8.1 & 8.2

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order, Demand Draft**

BDS Clause Number 13

ITB Number 13.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 14

ITB Number 14.1

Proposal shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

4th & 5th Floor, Block B, FTC Building, Shahra-e-Faisal Karachi.

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Tuesday, September 22, 2026 11:00 AM**

BDS Clause Number 15

ITB Number 15.1

The Bids opening shall take place on **EPADS v2.0**.

Day : **Tuesday**

Date: **Tuesday, September 22, 2026**

Time : **11:30 AM**

BDS Clause Number 16

ITB Number 20

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**

see Evaluation Criteria

F. Negotiation and Award

BDS Clause Number 18

ITB Number 21.5

The Performance guarantee shall: **5.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Demand Draft**

G. Review of Procurement Decisions

BDS Clause Number 19

ITB Number 24.1

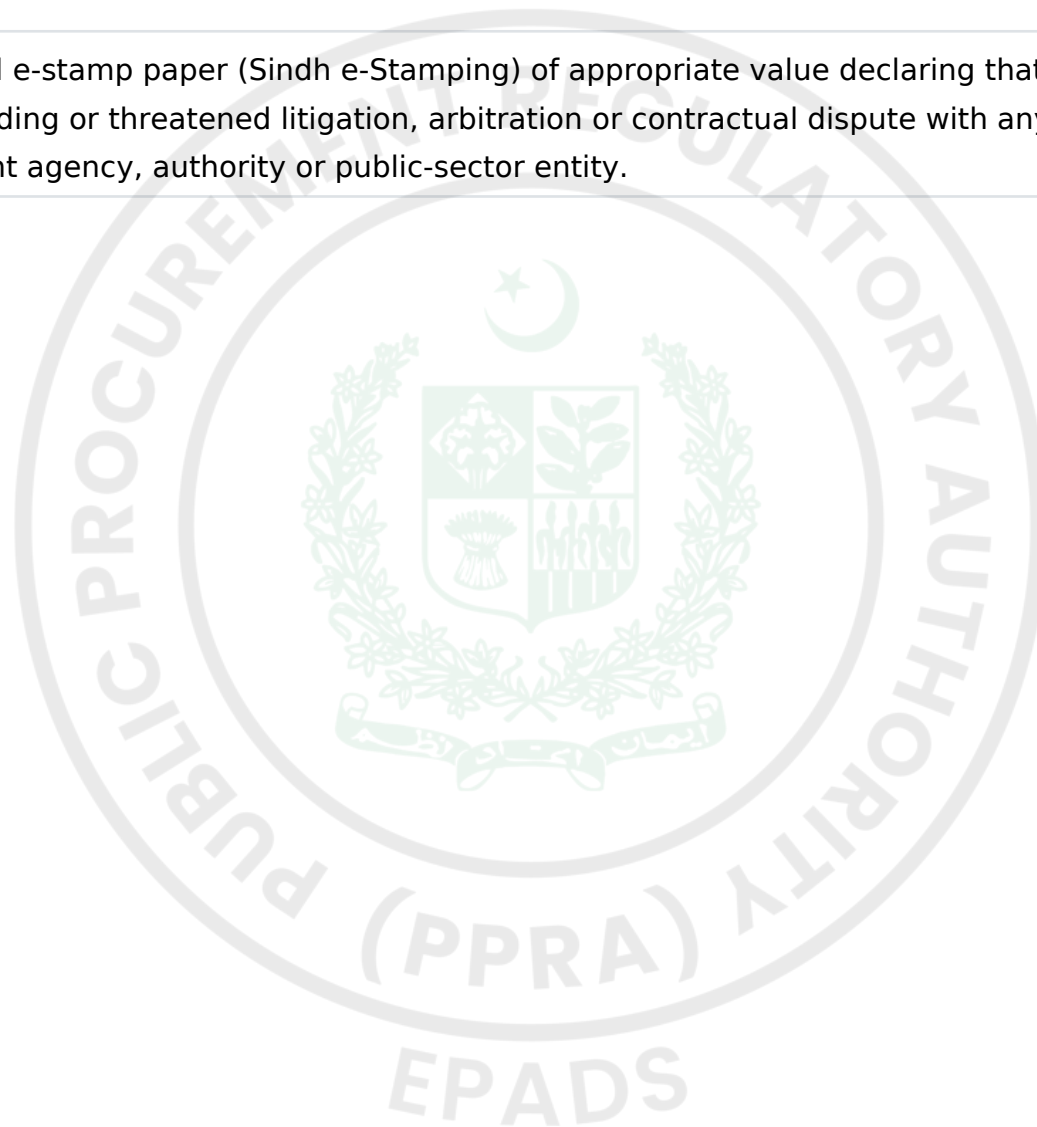
Grievance against this procurement shall be submitted online on **EPADS v2.0**.

Eligibility Criteria

Bidder's Type	Required Registration
Any	FBR (NTN) FBR (GSTN) PEC

Eligibility Criteria	Document
Valid Pakistan Engineering Council (PEC) Consultancy Engineering registration (Category PEC-4A or above), current and not expired, covering the following relevant codes for this assignment (a copy of the valid PEC certificate showing these codes shall be furnished): Project-Profile Codes: 1201 (Buildings – Public, Commercial & Industrial Buildings, incl. godowns/warehouses) and 1203 (Urban development / industrial estates, urban roads & surface drainage).	Yes
Service Codes: 0507 (Topographic Surveys), 0531 (Architectural Design), 0532 (Structural Design), 0537 (Engineering Design), 0542 (Design Review), 0543 (Quantity Surveying & Cost Estimating), 0544 (Estimation, Preparation of Contract Documents & Bid Evaluation), 0546 (Supervision / Inspection of Construction), 0548 (Project Management) and 0549 (Technical Assistance & Advisory Services).	Yes
Registered office in Pakistan (Mandatory).	Yes
Valid NTN and Sales Tax (SST/SRB) registration; status must be Active on the FBR and SRB Active Taxpayers List.	Yes

Affidavit on judicial e-stamp paper (Sindh e-Stamping) of appropriate value declaring that the firm is NOT blacklisted, debarred or suspended by PPRA or any Federal / Provincial / Local government agency, authority or public-sector entity.	Yes
Separate affidavit on judicial e-stamp paper (Sindh e-Stamping) of appropriate value declaring that the firm has NO litigation history and no pending or threatened litigation, arbitration or contractual dispute with any Federal / Provincial / Local government agency, authority or public-sector entity.	Yes



Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
80	20

Technical Marks	100
Passing Marks	75
Experience of Firm (a single project covering the scope of all categories will be considered for all sub-categories)	
General Experience (Qualitative)(Doc Required)	12
10+ yrs (12)	
8-9 yrs (11)	
6-7 yrs (10)	
3-5 yrs (7)	
Min 2 yrs (3)	

Specific Experience – Designing Services (Qualitative)(Doc Required) 03+ projects (12) 02 projects (11) 01 project (8)	12
Specific Experience – Construction Supervision (Qualitative)(Doc Required) 03+ projects (6) 02 projects (5) 01 project (4)	6
Specific Experience – Procurement / Tendering Services (Qualitative)(Doc Required) 03+ projects (5) 02 projects (4) 01 project (3)	5
Quality of Personnel's Expertise	
Academic Qualification-Academic – Senior Design Engineer (Qualitative)(Doc Required) M.E./M.Sc. Civil (5) B.E. Civil (4)	5

Academic – Resident Engineer (Qualitative)(Doc Required) M.E./M.Sc. Civil (4) B.E. Civil (3)	4
Academic – Quantity Surveyor (Qualitative)(Doc Required) B.Tech/B.E. Civil (4) D.A.E. Civil (3)	4
Academic – Site Inspector (Civil/Electrical/Mech.) (Qualitative)(Doc Required) B.E./B.Tech (2) D.A.E (1)	2
Professional – Senior Design Engineer (lead position) (Qualitative)(Doc Required) 10+ yrs (10) 9 yrs (9) 8 yrs (8) 7 yrs (7)	10

Professional – Resident Engineer (lead position) (Qualitative)(Doc Required) 10+ yrs (5) 9 yrs (4) 8 yrs (3) 7 yrs (2)	5
Professional – Quantity Surveyor (Qualitative)(Doc Required) 10+ yrs (5) 9 yrs (4) 8 yrs (3) 7 yrs (2)	5
Professional – Site Inspector (Qualitative)(Doc Required) 8+ yrs (5) 7 yrs (4) 6 yrs (3) 5 yrs (2)	5

Average annual turnover of the last three (3) years must be at least PKR 50 million (supported by audited financial statements / tax returns).	
Average annual turnover of the last three (3) years must be at least PKR 50 million (Qualitative) (Doc Required) 3 yrs (10) 2 yrs (9) 1 yrs (7)	10
Adequacy & quality of proposed methodology and work plan in responding to the TORs Assessed by the Evaluation Committee	
Adequacy & quality of proposed methodology and work plan in responding to the TORs Assessed by the Evaluation Committee (Qualitative)(Doc Required)	15

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
CONSULTANCY SERVICES FOR RENOVATION OF TCPS OFFICE AT 5TH FLOOR BLOCK-B - FTC BUILDING - KARACHI	Address: 4th & 5th Floor, Block B, FTC Building, Shahra-e-Faisal Karachi. Schedule: 180 Days Quantity: 1/job Quantity: 1 job	1/job	50000 PKR

Related Services :

No



TORS (Terms of References)

Positions Without Lots :

Position: CONSULTANCY SERVICES FOR RENOVATION OF TCPS OFFICE AT 5TH FLOOR BLOCK-B - FTC BUILDING - KARACHI

TORs (Terms of Reference):

TCP has initiated a project for the renovation of its Office at the 5th Floor, Block-B, FTC Building, Karachi. The project involves documentation, architectural / interior and MEP (electrical) engineering design, procurement support and detailed construction supervision of the renovation works. TCP intends to engage a qualified engineering / architectural consultancy firm to render these services.

PHASE (A) - Design, Drawings, BOQs, Documentation & Procurement Support

S.No.	Description of Work
1.	Site measurement, condition assessment of the existing office and preparation of inception report.
2.	Architectural / interior design – space planning, partitions, false ceiling, flooring, finishes, doors & glazing.
3.	Electrical works design – wiring, distribution boards, lighting, power & low-voltage / data layout.

4.	Fire-safety / detection design.
5.	Furniture, fixtures & interior fit-out design and specifications.
6.	Preparation of BOQs, cost estimates and complete bidding / tender documents for all renovation works.
7.	Preparation of evaluation of the technical and financial bids received against the tender.
8.	Assist the Client in awarding the Contract and draft contracts for the execution of the renovation works.

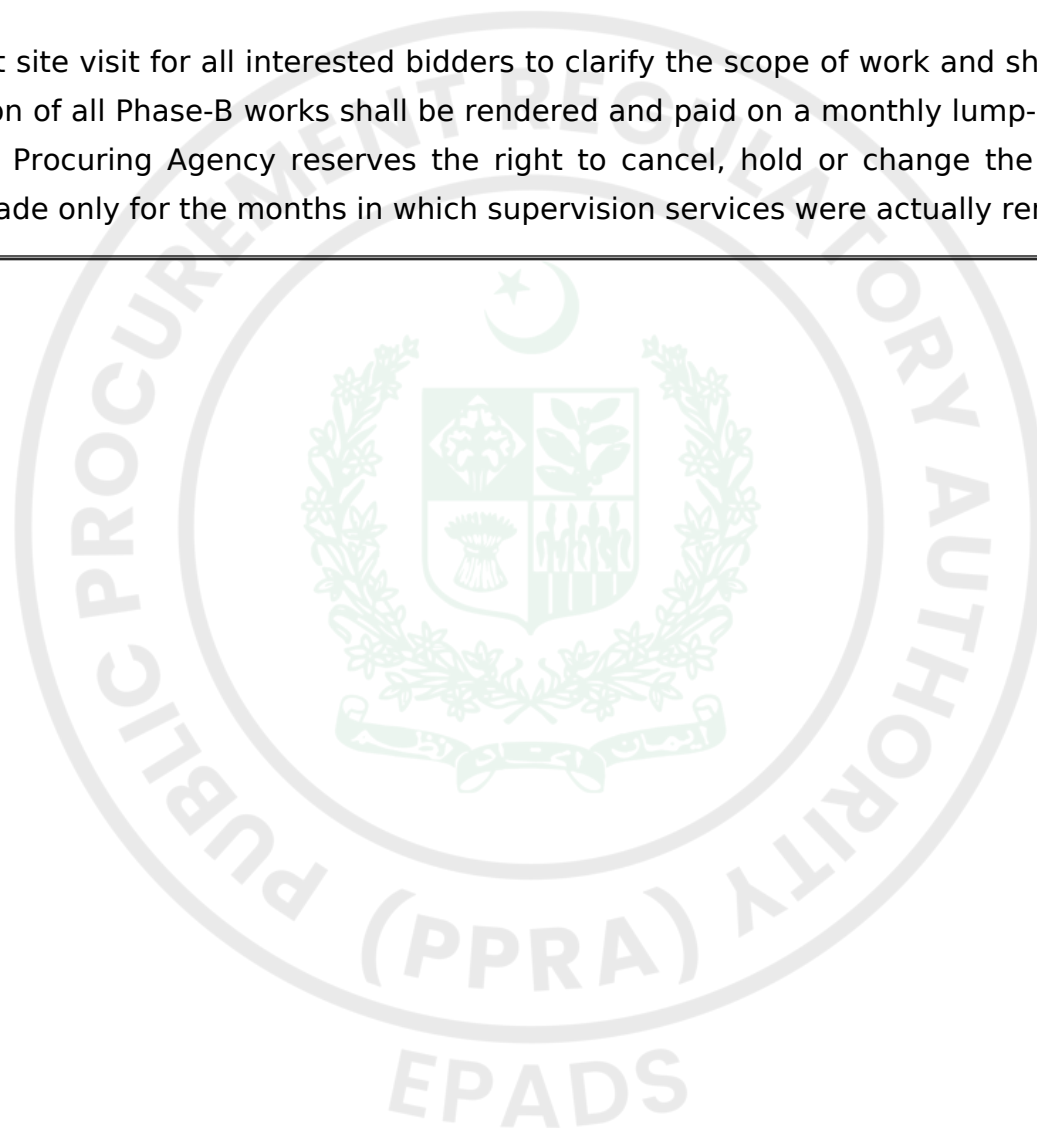
PHASE (B) - Detailed Construction Supervision

S.No	Description of Work
1.	Supervision of architectural / interior finishing works (partitions, ceiling, flooring, finishes, doors & glazing).
2.	Supervision of electrical works (wiring, DBs, lighting, power & low-voltage / data).
3.	Supervision of fire-safety works.

4.

Supervision of furniture, fixtures & interior fit-out.

Note: TCP will organize a joint site visit for all interested bidders to clarify the scope of work and show all locations where the work is to be carried out. Supervision of all Phase-B works shall be rendered and paid on a monthly lump-sum basis against the approved monthly progress report. The Procuring Agency reserves the right to cancel, hold or change the sequence of any of the above works, and payment will be made only for the months in which supervision services were actually rendered and certified.



Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General Provisions

1. Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- 1.1. “**Affiliate(s)**” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- 1.2. “**Applicable Law**” means the laws and any other instruments having the force of law in Pakistan or as may be specified in the Special Conditions of Contract (SCC), as they may be issued and in force from time to time.
- 1.3. “**Consultant**” means an individual consultant or a consulting firm as the case may be;
- 1.4. “**Contractor’s Personnel**” means personnel whom the Contractor utilizes in the execution of its contract, including the staff, labor and other employees of the Contractor and each subcontractor; and any other personnel assisting the Contractor in the execution of the contract to be supervised by the Consultant (if applicable).
- 1.5. “**Day**” means calendar day unless indicated otherwise.
- 1.6. “**Effective Date**” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- 1.7. “**Experts**” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
- 1.8. “**Foreign Currency**” means any currency other than the Pakistani Rupees.
- 1.9. “**GCC**” means these General Conditions of Contract.
- 1.10. “**Government**” means the Government of Pakistan.
- 1.11. “**Joint Venture (JV)**” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.
- 1.12. “**Key Expert(s)**” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.
- 1.13. “**Local Currency**” means the currency of Pakistan
- 1.14. “**Non-Key Expert(s)**” means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- 1.15. “**Party**” means the Procuring Agency or the Consultant, as the case may be, and “**Parties**” means both of them.

1.16. "Procuring Agency's Personnel" refers to the staff, labor and other employees (if any) of the Procuring Agency engaged in fulfilling the Procuring Agency's obligations under the Contract; and any other personnel identified as Procuring Agency's Personnel, by a notice from the Procuring Agency to the Consultant

1.17. "**Proposal**" means the Technical Proposal and/or the Financial Proposal of the Consultant.

1.18. "**RFP**" means the Request for Proposals to be prepared by the Procuring Agency for the selection of consultants, based on the SRFP.

1.19. "**SCC**" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.

1.20. "**Site**" (if applicable) means the land and other places where Works are to be executed or facilities to be installed, and such other land or places as may be specified in the Contractor's Contract as forming part of the Site.

1.21. "**SRFP**" means the Standard Request for Proposals, which must be used by the Procuring Agency as the basis for the preparation of the RFP.

1.22. "**Sub-consultants**" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.

1.23. "**Third Party**" means any person or entity other than the Government, the Procuring Agency, the Consultant or a Sub-consultant.

1.24. "**TORs**" means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Consultant, and expected results and deliverables of the assignment.

2. Relationship between the Parties

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Procuring Agency and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. Law Governing Contract

3.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. Language

4.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Consultant and the Procuring Agency, shall be written in the English language unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Headings

5.1. The headings shall not limit, alter or affect the meaning of this Contract.

6. Communications

6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.

7. Location

7.1. The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Procuring Agency may approve.

8. Authority of Member in Charge

8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Consultant's rights and obligations towards the Procuring Agency under this Contract, including without limitation the receiving of instructions and payments from the Procuring Agency.

9. Authorized Representatives

9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Agency or the Consultant may be taken or executed by the officials specified in the SCC.

10. Fraud and Corruption

10.1. Public Procurement Regulatory Authority requires that Procuring Agencies (including beneficiaries of Government funded projects) as well as Applicants/Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts in accordance with the requirement of Procurement Regulatory Framework

B. Commencement, Completion, Modification and Termination of Contract

11. Effectiveness of Contract

11.1. This Contract shall come into force and effect on the date (the "Effective Date") of the Procuring Agency's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.

12. Termination of Contract for Failure to Become Effective

12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

13. Commencement of Services

13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

14. Expiration of Contract

14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

15. Entire Agreement

15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

16. Modifications or Variations

16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

16.2. In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

17. Force Majeure

17.1. Definition

17.1.1. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.1.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.1.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

17.2. No Breach of Contract

17.2.1. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

17.3. Measures to be Taken

17.3.1. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.3.2. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.3.3. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.3.4. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Procuring Agency, shall either:

17.3.4.1. demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Procuring Agency, in reactivating the Services; or

17.3.4.2. continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.3.5. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 49& 50.

18. Suspension

18.1. The Procuring Agency may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1. This Contract may be terminated by either Party as per provisions set up below:

a) By the Procuring Agency

19.1.1. The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) days' written notice in case of the event referred to in (e); and at least five (5) days' written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 49
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- (e) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2. if the Consultant, in the judgment of the Procuring Agency has engaged in Fraud and Corruption, in competing for or in executing the Contract, then the Procuring Agency may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

19.2. By the Consultant

The Consultant may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Procuring Agency fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 49.1 within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 49.1.
- (d) If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Procuring Agency of the Consultant's notice specifying such breach.

19.3. Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except

- (i) such rights and obligations as may have accrued on the date of termination or expiration,
- (ii) the obligation of confidentiality set forth in Clause GCC 22,

(iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25 and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.

19.4. Cessation of Services

19.4.1. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Agency, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

19.5. e.Payment upon Termination

Upon termination of this Contract, the Procuring Agency shall make the following payments to the Consultant:

- (a) remuneration for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures for expenditures actually incurred prior to the effective date of termination; and pursuant to Clause 43;
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. Obligations of the Consultant

20. General

20.1. Standard of Performance

20.1.1. The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

20.1.2. The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.1.3. The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Procuring Agency

20.2. Law Applicable to Services

20.2.1. The Consultant shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

21. Conflict of Interests

21.1. The Consultant shall hold the Procuring Agency's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

21.1.1. Consultant Not to Benefit from Commissions, Discounts, etc.

21.1.1.1. The payment of the Consultant pursuant to GCC F (Clauses GCC 42 through 47) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.1.2. Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Procuring Agency on the procurement of goods, works or services. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Procuring Agency.

21.1.2. Consultant and Affiliates Not to Engage in Certain Activities

21.1.2.1. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project, unless otherwise indicated in the SCC.

21.1.3. Prohibition of Conflicting Activities

21.1.3.1. The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

21.1.4. Strict Duty to Disclose Conflicting Activities

21.1.4.1. The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Procuring Agency, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

22. Confidentiality

22.1. Except with the prior written consent of the Procuring Agency, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.

23. Liability of the Consultant

23.1. Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be as determined under the Applicable Law.

24. Insurance to be Taken out by the Consultant

24.1. The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

25. Accounting, Inspection and Auditing

25.1. The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant time changes and costs.

25.2. Pursuant to paragraph 1.23 (e) of Attachment 1 to the General Conditions, the Consultant shall permit and shall cause its agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and personnel, to permit, the procuring agency to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have such accounts, records and other documents. The Consultant's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 10.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Agency's inspection and audit rights constitute a prohibited practice subject to contract termination.

26. Reporting Obligations

26.1. The Consultant shall submit to the Procuring Agency the reports and documents specified in Appendix A, in the form, in the numbers and within the time periods set forth in the said Appendix.

27. Proprietary Rights of the Procuring Agency in Reports and Records

27.1. Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Procuring Agency in the course of the Services shall be confidential and become and remain the absolute property of the Procuring Agency. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Procuring Agency, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Procuring Agency.

27.2. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Procuring Agency's prior written approval to such agreements, and the Procuring Agency shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be

specified in the SCC.

28. Equipment, Vehicles and Materials

28.1. Equipment, vehicles and materials made available to the Consultant by the Procuring Agency, or purchased by the Consultant wholly or partly with funds provided by the Procuring Agency, shall be the property of the Procuring Agency and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Procuring Agency an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Procuring Agency's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Procuring Agency in writing, shall insure them at the expense of the Procuring Agency in an amount equal to their full replacement value.

28.2. Any equipment or materials brought by the Consultant or its Experts into the Procuring Agency's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

29. Code of Conduct

29.1. The Procuring Agencies and the Consultant are bound to follow the Code of Ethics to be issued by the Authority.

D. Consultant's Experts and Sub-Consultants

30. Description of Key Experts

30.1. The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in Appendix B.

30.2. If required to comply with the provisions of Clause GCC 20a, adjustments with respect to the estimated time-input of Key Experts set forth in Appendix B may be made by the Consultant by a written notice to the Procuring Agency, provided (i) that such adjustments shall not alter the original time-input estimates for any individual by more than 10% or one week, whichever is larger; and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GCC 42.2.

30.3. If additional work is required beyond the scope of the Services specified in Appendix A, the estimated time-input for the Key Experts may be increased by agreement in writing between the Procuring Agency and the Consultant. In case where payments under this Contract exceed the ceilings set forth in Clause GCC 42.2, the Parties shall sign a Contract amendment.

31. Replacement of Key Experts

31.1. Except as the Procuring Agency may otherwise agree in writing, no changes shall be made in the Key Experts.

31.2. Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the

Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

32. Approval of Additional Key Experts

32.1. If during execution of the Contract, additional Key Experts are required to carry out the Services, the Consultant shall submit to the Procuring Agency for review and approval a copy of their Curricula Vitae (CVs). If the Procuring Agency does not object in writing (stating the reasons for the objection) within twenty two (22) days from the date of receipt of such CVs, such additional Key Experts shall be deemed to have been approved by the Procuring Agency.

The rate of remuneration payable to such new additional Key Experts shall be based on the rates for other Key Experts position which require similar qualifications and experience.

33. Removal of Experts or Sub-consultants

33.1. If the Procuring Agency finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Procuring Agency determine that a Consultant's Expert or Sub-consultant has engaged in Fraud and Corruption while performing the Services, the Consultant shall, at the Procuring Agency's written request, provide a replacement.

33.2. In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Procuring Agency to be incompetent or incapable in discharging assigned duties, the Procuring Agency, specifying the grounds therefore, may request the Consultant to provide a replacement.

33.3. Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Procuring Agency.

34. Replacement/ Removal of Experts – Impact on Payments

34.1. Except as the Procuring Agency may otherwise agree, (i) the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Experts provided as a replacement shall not exceed the remuneration which would have been payable to the Experts replaced or removed.

35. Working Hours, Overtime, Leave, etc.

35.1. Working hours and holidays for Experts are set forth in Appendix B. To account for travel time to/from the Procuring Agency's country, experts carrying out Services inside the Procuring Agency's country shall be deemed to have commenced or finished work in respect of the Services such number of days before their arrival in, or after their departure from, the Procuring Agency's country as is specified in Appendix B.

35.2. The Experts shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in Appendix B, and the Consultant's remuneration shall be deemed to cover these items.

35.3. Any taking of leave by Key Experts shall be subject to the prior approval by the Consultant who shall ensure that absence for leave purposes will not delay the progress and or impact adequate supervision of the Services.

E. Obligations of the Procuring Agency

36. Assistance and Exemptions

36.1. Unless otherwise specified in the SCC, the Procuring Agency shall use its best efforts to:

36.1.1. Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.

36.1.2. Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.

36.1.3. Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.

36.1.4. Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Procuring Agency's country according to the applicable law in the Procuring Agency's country.

36.1.5. Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Procuring Agency's country, of bringing into the Procuring Agency's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.

36.1.6. Provide to the Consultant any such other assistance as may be specified in the SCC.

37. Access to Project Site

37.1. The Procuring Agency warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Procuring Agency will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

38. Change in the Applicable Law Related to Taxes and Duties

38.1. If, after the date of this Contract, there is any change in the applicable law in the Procuring Agency's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 42.2.

39. Services, Facilities and Property of the Procuring Agency

39.1. The Procuring Agency shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (Appendix A) at the times and in the manner specified in said Appendix A.

39.2. In case that such services, facilities and property shall not be made available to the Consultant as and when specified in Appendix A, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services, (ii) the manner in which the Consultant shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to Clause GCC 42.3.

40. Counterpart Personnel

40.1. The Procuring Agency shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Procuring Agency with the Consultant's advice, if specified in Appendix A.

40.2. If counterpart personnel are not provided by the Procuring Agency to the Consultant as and when specified in Appendix A, the Procuring Agency and the Consultant shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Procuring Agency to the Consultant as a result thereof pursuant to Clause GCC 42.3.

40.3. Professional and support counterpart personnel, excluding Procuring Agency's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Agency shall not unreasonably refuse to act upon such request.

41. Payment Obligation

41.1. In consideration of the Services performed by the Consultant under this Contract, the Procuring Agency shall make such payments to the Consultant and in such manner as is provided by GCC F below.

F. Payments to the Consultant

42. Ceiling Amount

42.1. An estimate of the cost of the Services is set forth in Appendix C (Remuneration) and Appendix D (Reimbursable expenses).

42.2. Payments under this Contract shall not exceed the ceilings in foreign currency and in local currency specified in the SCC.

42.3. For any payments in excess of the ceilings specified in GCC42.2, an amendment to the Contract shall be signed by the Parties referring to the provision of this Contract that evokes such amendment.

43. Remuneration and Reimbursable Expenses

43.1. The Procuring Agency shall pay to the Consultant (i) remuneration that shall be determined on the basis of time actually spent by each Expert in the performance of the Services after the date of commencing of Services or such other date as the Parties shall agree in writing; and (ii) reimbursable expenses that are actually and reasonably incurred by the Consultant in the performance of the Services.

43.2. All payments shall be at the rates set forth in Appendix C and Appendix D.

43.3. Unless the SCC provides for the price adjustment of the remuneration rates, said remuneration shall be fixed for the duration of the Contract.

43.4. The remuneration rates shall cover: (i) such salaries and allowances as the Consultant shall have agreed to pay to the Experts as well as factors for social charges and overheads (bonuses or other means of profit-sharing shall not be allowed as an element of overheads), (ii) the cost of backstopping by home office staff not included in the Experts' list in Appendix B, (iii) the Consultant's profit, and (iv) any other items as specified in the SCC.

43.5. Any rates specified for Experts not yet appointed shall be provisional and shall be subject to revision, with the written approval of the Procuring Agency, once the applicable remuneration rates and allowances are known.

44. Taxes and Duties

44.1. The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.

44.2. As an exception to the above and as stated in the SCC, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Procuring Agency on behalf of the Consultant.

45. Currency of Payment

45.1. Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

46. Mode of Billing and Payment

46.1. Billings and payments in respect of the Services shall be made as follows:

(a) Advance payment. Within the number of days after the Effective Date, the Procuring Agency shall pay to the Consultant an advance payment as specified in the SCC. Unless otherwise indicated in the SCC, an advance payment shall be made against an advance payment bank guarantee acceptable to the Procuring Agency in an amount (or amounts) and in a currency (or currencies) specified in the SCC. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in Appendix E, or in such other form as the Procuring Agency shall have approved in writing. The advance payments will be set off by the Procuring Agency in equal installments against the statements for the number of months of the Services specified in the SCC until said advance payments have been fully set off.

(b) The Itemized Invoices. As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, or after the end of each time interval otherwise indicated in the SCC, the Consultant shall submit to the Procuring Agency, in duplicate, itemized invoices, accompanied by the receipts or other appropriate supporting documents, of the amounts payable pursuant to Clauses GCC 45 and GCC 46 for such interval, or any other period indicated in the SCC. Separate invoices shall be submitted for expenses incurred in foreign currency and in local currency. Each invoice shall show remuneration and reimbursable

expenses separately.

(c) The Procuring Agency shall pay the Consultant's invoices within sixty (60) days after the receipt by the Procuring Agency of such itemized invoices with supporting documents. Only such portion of an invoice that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, the Procuring Agency may add or subtract the difference from any subsequent payments.

(d) The Final Payment .The final payment under this Clause shall be made only after the final report and a final invoice, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Procuring Agency. The Services shall be deemed completed and finally accepted by the Procuring Agency and the final report and final invoice shall be deemed approved by the Procuring Agency as satisfactory ninety (90) calendar days after receipt of the final report and final invoice by the Procuring Agency unless the Procuring Agency, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final invoice. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount that the Procuring Agency has paid or has caused to be paid in accordance with this Clause in excess of the amounts payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Procuring Agency within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by the Procuring Agency for reimbursement must be made within twelve (12) calendar months after receipt by the Procuring Agency of a final report and a final invoice approved by the Procuring Agency in accordance with the above.

(e) All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

(f) With the exception of the final payment under (d) above, payments do not constitute acceptance of the Services nor relieve the Consultant of any obligations hereunder.

47. Interest on Delayed Payments

47.1. If the Procuring Agency had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 46.1 (c), interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

G. Fairness and Good Faith

48. Good Faith

48.1. The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. Settlement of Disputes

49. Amicable Settlement

49.1. Any dispute of any kind whatsoever shall arise between the Procuring Agency and the Service Provider in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the Project –whether during

developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

49.2. Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with GCC sub-clause 45.1, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Project. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940.

49.3. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Service Provider any monies due the Service Provider.





Special Conditions of Contract

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract>

Number of GC Clause 3.1

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4.1

The language is **English**

Number of GC Clause 6.1 and 6.2

The addresses are:

The Procuring Agency is: TCP (Trading Corporation of Pakistan (Pvt) Limited), General Manager (REBD) 4th & 5th Floor, Block B, FTC Building, Shahra-e-Faisal Karachi.

The Consultant Address:

The title of the subject procurement is:CONSULTANCY SERVICES FOR RENOVATION OF TCP OFFICE AT 5TH FLOOR BLOCK-B - FTC BUILDING - KARACHI

Number of GC Clause 8.1

[Note: If the Consultant consists only of one entity, state "N/A";Or

The Lead Member on behalf of the JV is _____ *[insert name of the member]*

Number of GC Clause 9.1

The Authorized Representatives are:

The Authorized Representatives are:

For the Procuring Agency:

TCP (Trading Corporation of Pakistan (Pvt) Limited), General Manager (REBD)
4th & 5th Floor, Block B, FTC Building, Shahra-e-Faisal Karachi.
+92-333-268-4395
gm.rebd@tcp.gov.pk

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 11.1

[Note: If there are no effectiveness conditions, state “N/A”]OR

List here any conditions of effectiveness of the Contract]

The effectiveness conditions are the following: *[insert “N/A” or list the conditions]*

Termination of Contract for Failure to Become Effective:

The time period shall be _____ *[insert time period, e.g.: four months].*

Commencement of Services:

The number of days shall be _____ *[e.g.: ten].*

Confirmation of Key Experts’ availability to start the Assignment shall be submitted to the Procuring Agency in writing as a written statement signed by each Key Expert.

Expiration of Contract:

The time period shall be _____ *[insert time period, e.g.: twelve months].*

Number of GC Clause 23.1

No additional provisions.

The following limitation of the Consultant’s Liability towards the Procuring Agency can be subject to the Contract’s negotiations:

Consultant's Liabilities

PHASE (A) – Design, Drawings, BOQs, Documentation & Procurement Support PHASE (B) – Detailed Construction Supervision

Supervision of all Phase-B works shall be rendered and paid on a monthly lump-sum basis against the approved monthly progress report.

Consultant shall engage a sufficient and competent team during the contract period

Designing Scope The scope of civil / electrical consultancy services for design shall include, but not be limited to, the following: a) Preliminary Design Phase ? Site visits and data collection, including measurement / topographic survey and soil investigation (if required). ? Assessment of client requirements, space utilization and functional needs.

? Review of applicable codes, regulations and standards (including PEC, Building Code of Pakistan, and relevant electrical and fire-safety standards). ? Preparation of concept designs and preliminary layout plans, and presentation to the Client for review and feedback.

Detailed Design Phase ? Preparation of architectural / interior, civil and MEP (electrical and fire-safety) engineering drawings, including space-planning layouts, partition and ceiling plans, flooring and finish schedules, electrical and lighting layouts and furniture / fit-out details. ? Design of the electrical, lighting systems using appropriate software/tools, and coordination of all MEP services with the interior layout.

? Design calculations and reports as per standard engineering practice; preparation of standard construction details and specifications

BOQ and Cost Estimation ? Preparation of Bill of Quantities (BOQ) with item descriptions and units, and the Engineer's Estimate for all works, based on market rates and/or Schedule Rates, with rate analysis of key items where required.

Drawings and Reports ? Submission of all drawings in soft and hard formats, including plans, sections, elevations and details necessary for execution, together with design reports and calculation sheets.

Coordination & Meetings ? Coordination with other disciplines as applicable, attending design review meetings with the Client, and incorporating review comments in revised drawings/documents.

Documentation and Reporting a. Conduct an initial project review to understand the Client's requirements, objectives and project scope. b. Establish, with the Client, the project goals, timelines and budget constraints. c. Prepare complete bidding documents for the execution of all relevant works. d. Assist the Client in the evaluation of bids and prepare bid evaluation reports.

Assist the Client in awarding the Contract and draft contracts for the execution of works. f. Maintain detailed and accurate records of all site inspections, tests and observations. g. Prepare regular progress reports using Primavera (P6) or MS Project, highlighting key milestones, issues and resolutions.

h. Ensure that working drawings issued to the Contractor are complete, consistent and coherent; ensure no work is carried out without issuance of a check request; and record digital photographs of work in progress. i. Review and approve the Contractor's survey layouts, shop drawings and levels; review as-built drawings and assist the Client in the necessary approvals.

j. Submit a monthly progress report within seven (7) days of the end of each month, including an overview of the coming month's work, an updated schedule showing progress and completion percentage, problems / non-compliances and proposed corrective actions, and a job/assignment completion report.

Construction Supervision, Progress Monitoring & On-Site Inspection a. Closely monitor and inspect construction activities for compliance with the approved plans, specifications and Contract Documents. b. Identify causes of any delay and advise suitable corrective actions in a timely manner. c. Prepare Variation Orders if necessitated by site conditions and submit them for approval. d. Monitor and ensure adherence to safety regulations and industry standards.

e. Verify that materials used meet quality standards and project requirements; document and report any deviations or defects. f. Review and approve method statements and work procedures submitted by the Contractor. g. Verify Interim Payment Certificates and all invoices submitted by the Contractor to the Client for payment

Quality Assurance and Control a. Implement and oversee a quality-control programme to ensure work meets established quality standards. b. Conduct inspections and tests on construction materials and workmanship; review and approve Inspection and Test Plans (ITPs). c. Work closely with the Contractor to address and rectify any quality issues, and ensure compliance with safety and health standards

Coordination and Communication a. Collaborate with the project team, including engineers, contractors and sub-contractors. b. Conduct regular coordination meetings, serve as the point of contact for construction-

related queries, and prepare minutes of meetings.

Final Inspection and Closeout a. Conduct a comprehensive final inspection to ensure all work meets the required standards. b. Prepare a punch list of outstanding items to be addressed before completion. c. Assist in the project closeout, including review and approval of as-built drawings and O&M manuals

Regulatory Compliance a. Ensure that all construction activities comply with applicable local and federal regulations. b. Obtain necessary permits and approvals as required.

Defect Liability Period (DLP) The Consultant shall provide services during construction closeout / the Defect Liability Period, including final inspection and validation of each work, recommendations to the Client on release of payments, securities and retention to the Contractor, review and certification of the Contractor's final bill, finalizing hand-over / taking-over of the site, and recommending issuance of the Defect Liability Certificate.

Conditional bids are not allowed.

Negotiation is not applicable.

TCP may reject all bids or proposals at any time prior to acceptance, in accordance with PPRA Rule?33.

Number of GC Clause 24.1

The insurance coverage against the risks shall be as follows:

(a) Professional liability insurance, with a minimum coverage of _____ *[insert amount and currency which should be not less than the total ceiling amount of the Contract];*

Number of GC Clause 33. Removal of Experts or Sub-consultants

[Note to Procuring Agency: include the following for supervision of infrastructure contracts (such as Plant or Works) and for other consulting service where the social risks are substantial or high, otherwise delete.]

Price adjustment on the remuneration *[insert “applies” or “does not apply”]*

[If the Contract is less than 18 months, price adjustment does not apply.]

If the Contract has duration of more than 18 months, a price adjustment provision on the remuneration for foreign and/or local inflation shall be included here. The adjustment should be made every 12 months after the date of the contract for remuneration in foreign currency and – except if there is very high inflation in the Procuring Agency's country, in which case more frequent adjustments should be provided for – at the same intervals for remuneration in local currency. Remuneration in foreign currency should be adjusted by using the relevant index for salaries in the country of the respective foreign currency (which normally is the country of the Consultant) and remuneration in local currency by using the corresponding index for the Procuring Agency's country. A sample provision is provided below for guidance:

Payments for remuneration made in [foreign and/or local] currency shall be adjusted as follows:

{ or }

where

R_f is the adjusted remuneration;

R_{fo} is the remuneration payable on the basis of the remuneration rates (**Appendix C**) in foreign currency;

I_f is the official index for salaries in the country of the foreign currency for the first month for which the adjustment is supposed to have effect; and

I_{fo} is the official index for salaries in the country of the foreign currency for the month of the date of the Contract.

{or }

where

R_l is the adjusted remuneration;

R_{lo} is the remuneration payable on the basis of the remuneration rates (**Appendix D**) in local currency;

I_l is the official index for salaries in the Procuring Agency's country for the first month for which the adjustment is to have effect; and

I_{lo} is the official index for salaries in the Procuring Agency's country for the month of the date of the Contract.

The currency of payment shall be the following: PKR

[The advance payment could be in either the foreign currency, or the local currency, or both; select the correct wording in the Clause here below. The advance bank payment guarantee should be in the same currency(ies)]

The following provisions shall apply to the advance payment and the advance bank payment guarantee:

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.
- iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.



Bid Securing Declaration

Bid Securing Declaration

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

Bid No.: **P104464**

To: **TCP (Trading Corporation of Pakistan (Pvt) Limited), General Manager (REBD) 4th & 5th Floor, Block B, FTC Building, Shahra-e-Faisal Karachi.**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

FORM OF CONTRACT

This CONTRACT (hereinafter called the “Contract”) is made the [number] day of the month of [month], [year], between, on the one hand, [name of Procuring Agency or Recipient] (hereinafter called the “Procuring Agency”) and, on the other hand, [name of Consultant] (hereinafter called the “Consultant”).

[If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Procuring Agency”) and, on the other hand, a Joint Venture consisting of the following entities, each member of which will be jointly and severally liable to the Procuring Agency for all the Consultant’s obligations under this Contract, namely, [name of member] and [name of member] (hereinafter called the “Consultant”).]

WHEREAS

1. the Procuring Agency has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
2. the Consultant, having represented to the Procuring Agency that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
3. the Procuring Agency has received [or has applied for] a loan [or credit or grant] from the *[Insert as appropriate:]*) toward the cost of the Services and intends to apply a portion of the proceeds of this [loan/credit/grant] to eligible payments under this Contract, it being understood that (i) payments will be made only at the request of the Procuring Agency; (ii) such payments will be subject, in all respects, to the terms and conditions of the [loan/financing/grant] agreement, including prohibitions of withdrawal from the [loan/credit/grant] account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import.

NOW THEREFORE the parties hereto hereby agree as follows:

The following documents attached hereto shall be deemed to form an integral part of this Contract:

- The General Conditions of Contract
- The Special Conditions of Contract;
- Appendices: Appendix
 - Terms of Reference Appendix
 - Key Experts Appendix
 - Remuneration Cost Estimates Appendix)
 - Reimbursable Cost Estimates Appendix
 - Form of Advance Payments Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A;

Appendix B; Appendix C and Appendix D; and Appendix E. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Procuring Agency and the Consultant shall be as set forth in the Contract, in particular:

- (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Procuring Agency shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[Name of Procuring Agency]*

[Authorized Representative of the Procuring Agency – name, title and signature]

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

[Authorized Representative of the Consultant – name and signature]

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]

For and on behalf of each of the members of the Consultant *[insert the name of the Joint Venture]*

[Name of the lead member]

[Authorized Representative on behalf of a Joint Venture]

[add signature blocks for each member if all are signing]



Integrity Pact

Integrity Pact

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

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] 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 Supplier] 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, consultant, 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 Supplier] 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 Supplier] 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 Supplier] 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 Supplier] 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.



Performance Guarantee Form

Performance Guarantee Form

To: **TCP (Trading Corporation of Pakistan (Pvt) Limited), General Manager (REBD) 4th & 5th Floor, Block B, FTC Building, Shahra-e-Faisal Karachi.**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

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

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, 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 Bidder 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]*

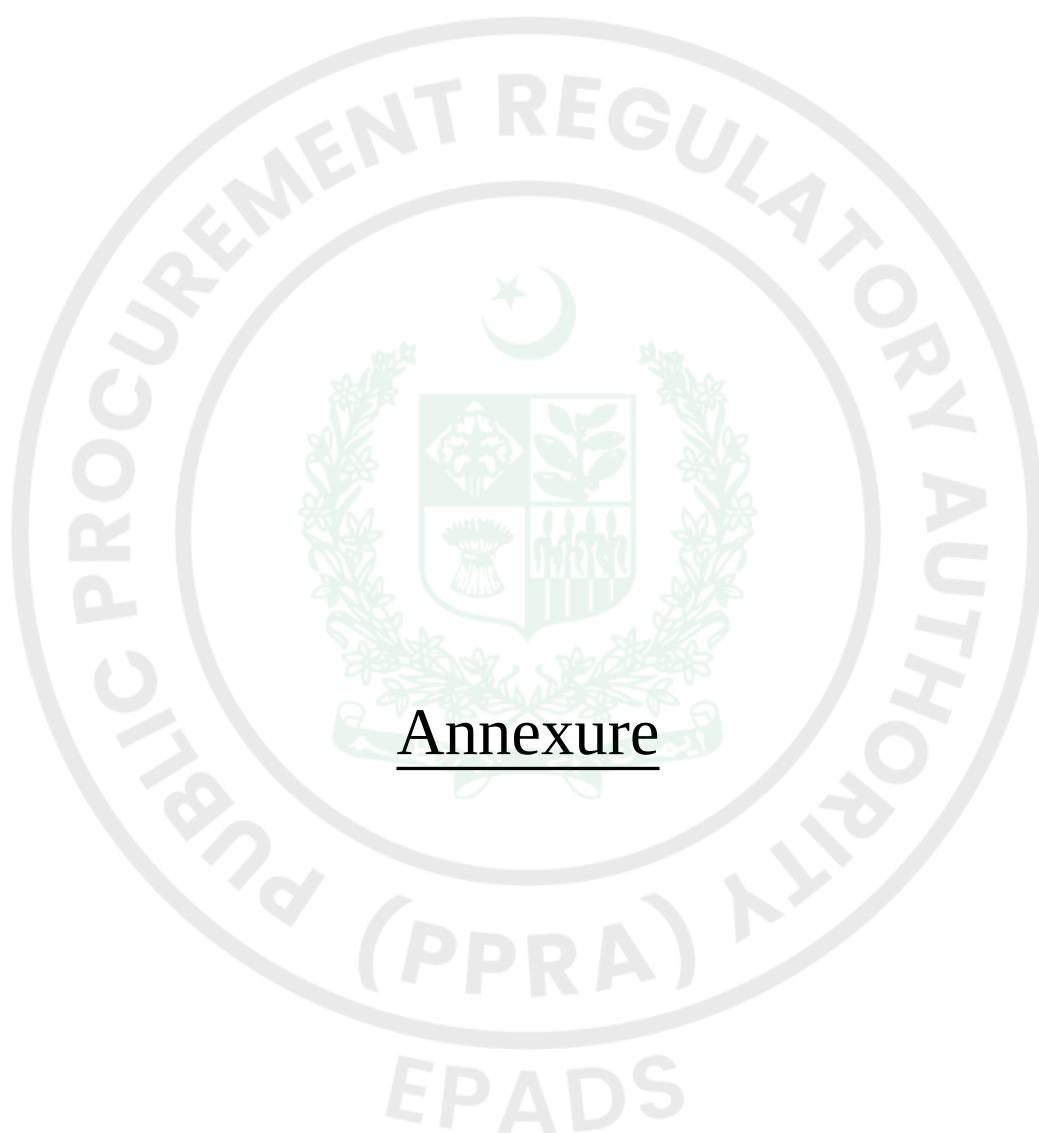
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date}





Annexure

Form TECH-1 – Technical Proposal Submission Form

Form TECH-1 – Technical Proposal Submission Form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form TECH-1 – Technical Proposal Submission Form** (page number: 74)

Form TECH-2 – Consultant’s Organization and Experience

Form TECH-2 – Consultant’s Organization and Experience

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form TECH-2 – Consultant’s Organization and Experience** (page number: 75)

Form TECH-4 – Approach, Methodology and Work Plan

Form TECH-4 – Approach, Methodology and Work Plan

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form TECH-4 – Approach, Methodology and Work Plan** (page number: 76)

Form TECH-6 – Team Composition & Key Experts’ Inputs

Form TECH-6 – Team Composition & Key Experts’ Inputs

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form TECH-6 – Team Composition & Key Experts’ Inputs** (page number: 77)

Form FIN-1 – Financial Proposal Submission Form

Form FIN-1 – Financial Proposal Submission Form

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form FIN-1 – Financial Proposal Submission Form** (page number: 78)

Form FIN-2 – Summary of Costs (Fixed Lump-Sum Payment Contract)

Form FIN-2 – Summary of Costs (Fixed Lump-Sum Payment Contract)

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form FIN-2 – Summary of Costs (Fixed Lump-Sum Payment Contract)** (page number: 79)

Form FIN-3 – Breakdown of Remuneration

Form FIN-3 – Breakdown of Remuneration

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form FIN-3 – Breakdown of Remuneration** (page number: 81)

Form FIN-4 – Breakdown of Reimbursable / Direct Non-Salary Costs

Form FIN-4 – Breakdown of Reimbursable / Direct Non-Salary Costs

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form FIN-4 – Breakdown of Reimbursable / Direct Non-Salary Costs** (page number: 82)

Form of Contract

Form of Contract

Information (Read-Only)

See Form Under Additional Forms and Documents: **Form of Contract** (page number: 83)





Procurement Forms







Additional Forms and Documents

Form TECH-1 – Technical Proposal Submission Form

Date: _____

To: General Manager (REBD), Trading Corporation of Pakistan (Pvt.) Ltd., 4th Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi.

Dear Sir(s),

We, the undersigned, offer to provide the consulting services for “Consultancy Services for Renovation of TCP’s Office at 5th Floor, Block-B, FTC Building, Karachi” in accordance with your Request for Proposal No. TCP/REBD/Renovation/PO/313-110/2026 dated 25-08-2026 and on the basis of Quality and Cost Based Selection (QCBS). We are hereby submitting our Proposal, which comprises this Technical Proposal and a Financial Proposal sealed in a separate envelope.

{If the Consultant is a joint venture, insert: We are submitting our Proposal as a joint venture with [full name and legal address of each member, indicating the lead member]. We have attached a copy of our letter of intent / JV agreement, signed by every member, confirming the joint and several liability of the members.}

We hereby declare that:

- (a) All information and statements made in this Proposal are true, and we accept that any misrepresentation may lead to our disqualification by the Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us for ninety (90) days from the submission deadline.
- (c) We have no conflict of interest in accordance with ITC Clause 3.
- (d) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that substitution of Key Experts for reasons other than those stated in ITC Clauses 12 and 25 may lead to termination of Contract negotiations.
- (e) Our Proposal is binding upon us, subject to modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services no later than the date indicated in the Data Sheet. We understand that the Procuring Agency is not bound to accept any Proposal it receives.

Authorized Signature (in full and initials): _____

Name and Title of Signatory: _____

Name of Consultant (company / JV): _____

Address / Contact (phone & e-mail): _____

Form TECH-2 – Consultant’s Organization and Experience

A. Consultant’s Organization

- Provide a brief description of the background and organization of your firm and, in the case of a JV, of each member.
- Include an organizational chart, a list of the Board of Directors, and beneficial ownership.

B. Consultant’s Experience

List only previous similar assignments successfully completed in the last five (5) years for which the Consultant was legally contracted, as a firm or JV partner. Assignments completed by individual experts working privately cannot be claimed as firm experience. The Consultant should be prepared to substantiate the claimed experience with copies of relevant documents and references if so requested.

Duration	Assignment name & brief description of main deliverables / outputs	Client & location	Approx. contract value / amount paid to firm (PKR)

Form TECH-4 – Approach, Methodology and Work Plan

Provide a description of the approach, methodology and work plan for performing the assignment. The suggested structure (FTP format) is:

a) Technical Approach and Methodology

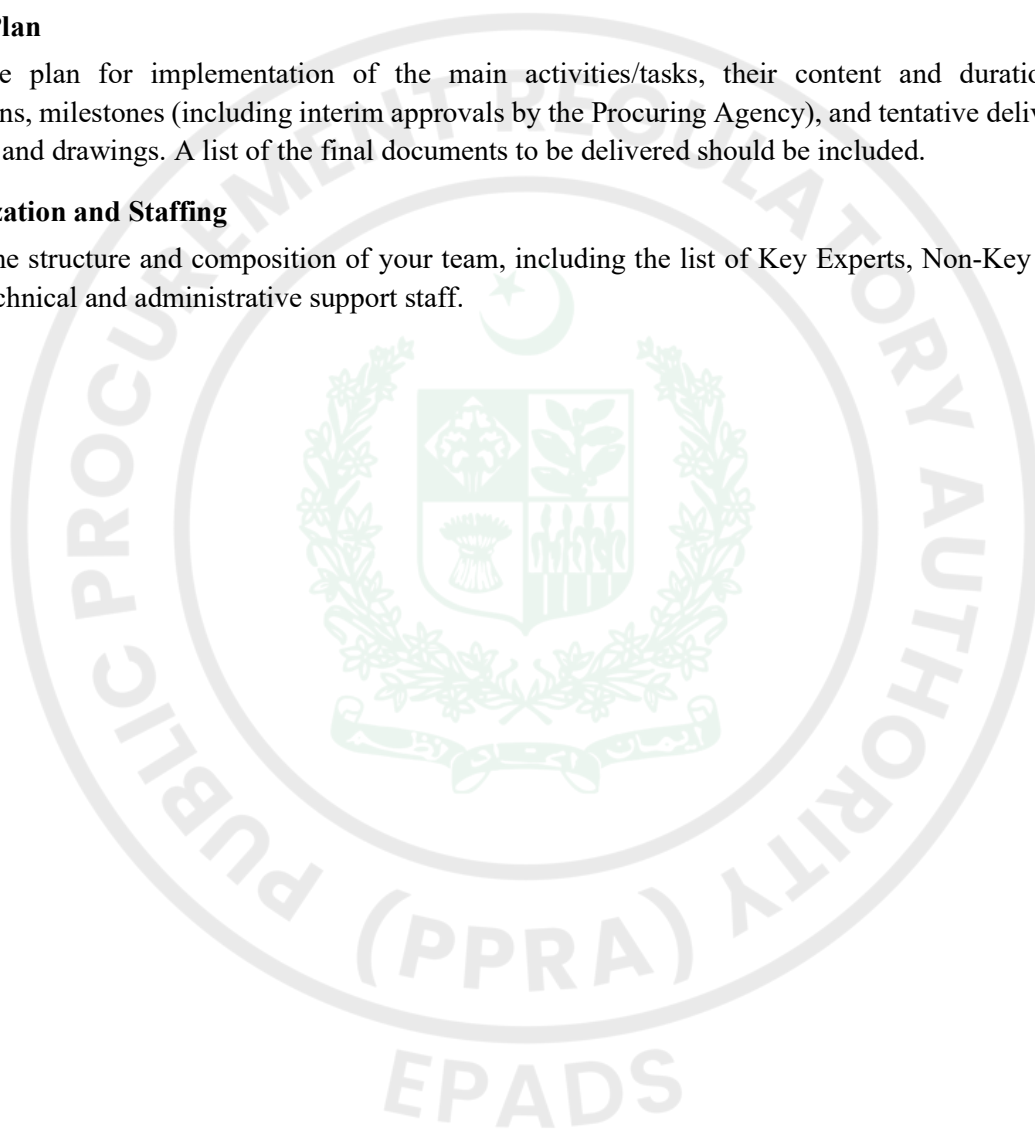
Explain your understanding of the objectives of the assignment as outlined in the TORs and the technical approach and methodology you would adopt for the design, documentation, procurement support and supervision of the works. Please do not repeat or copy the TORs.

b) Work Plan

Outline the plan for implementation of the main activities/tasks, their content and duration, phasing, interrelations, milestones (including interim approvals by the Procuring Agency), and tentative delivery dates of the reports and drawings. A list of the final documents to be delivered should be included.

c) Organization and Staffing

Describe the structure and composition of your team, including the list of Key Experts, Non-Key Experts and relevant technical and administrative support staff.



Form TECH-6 – Team Composition & Key Experts’ Inputs

Provide the team composition and the input (in person-months) of each Key Expert. Attach the Curriculum Vitae (CV) of each Key Expert in the format below.

No.	Name of Expert	Position / Area of Expertise	Input (P-M)	Type
K-1		Team Leader / Senior Design Engineer (Architecture/Civil)		Key
K-2		Resident Engineer (Civil/Interior)		Key
K-3		Quantity Surveyor		Key
K-4		Site Inspector (Civil/Electrical/MEP)		Key

Curriculum Vitae (CV) – Format

Position Title and No.: _____ Name of Expert: _____

Date of Birth: _____ Country of Citizenship / Residence: _____

Education: {List college/university, dates attended, degree(s)/diploma(s) obtained.}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Provide dates, employer, position held, activities performed, location, and references.}

Membership in professional associations and publications: _____

Language skills (indicate only languages in which you can work): _____

Certification: I, the undersigned, certify that to the best of my knowledge this CV correctly describes myself, my qualifications and my experience, and that I am available to undertake the assignment in case of an award. I understand that any misstatement may lead to my disqualification or dismissal by the Procuring Agency.

Name of Expert: _____ Signature: _____ Date: _____

Name of Authorized Representative: _____ Signature: _____ Date: _____

Section V. Financial Proposal – Standard Forms

Form FIN-1 – Financial Proposal Submission Form

Date: _____

To: General Manager (REBD), Trading Corporation of Pakistan (Pvt.) Ltd., 4th Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi.

Dear Sir(s),

We, the undersigned, offer to provide the consulting services for “Consultancy Services for Renovation of TCP’s Office at 5th Floor, Block-B, FTC Building, Karachi” in accordance with your Request for Proposal No. TCP/REBD/Renovation/PO/313-110/2026 dated 25-08-2026 and our Technical Proposal.

Our attached Financial Proposal is for the amount of PKR _____ (Rupees _____ only), inclusive of all applicable taxes, duties and levies. No separate tax adjustment shall be made to this amount at any stage, including at Contract negotiations. All amounts shall be the same as in Form FIN-2.

Our Financial Proposal shall be valid and remain binding upon us, subject to modifications resulting from Contract negotiations, for ninety (90) days from the submission deadline.

No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution. We understand that you are not bound to accept any Proposal you receive.

Authorized Signature (in full and initials): _____

Name and Title of Signatory / Capacity: _____

Name of Consultant (company / JV): _____ E-mail: _____

Form FIN-2 – Summary of Costs (Fixed Lump-Sum Payment Contract)

The Financial Bid will be considered as the Grand Total Amount of Phase A + Phase B. The Consultant shall complete all of the tables below; a bid that does not provide the full item-wise break-up in FIN-2, FIN-3 and FIN-4 may be treated as non-responsive.

PHASE (A) – Design, Documentation & Procurement Support (item-wise lump-sum)

S.No.	Item / Work – Design & Documentation	Remuneration (PKR)	Direct Non-Salary Cost (PKR)	Total (PKR)
1	Initial site survey / measurement of existing office, condition assessment, data collection & inception report.			
2	Architectural / interior design – space planning, partitions, false ceiling, flooring, painting/finishes, doors & glazing (incl. BOQ).			
3	Electrical design – wiring, distribution boards, lighting, power & low-voltage layout (incl. BOQ).			
4	Fire-safety / detection & data-cabling layout (incl. BOQ).			
5	Furniture, fixtures & interior fit-out design and specifications (incl. BOQ).			
6	Preparation of complete bidding / tender documents for all renovation works.			
7	Technical & financial bid evaluation, evaluation report and assistance in award / contract drafting.			
	Total (Phase A) – inclusive of all applicable taxes			

PHASE (B) – Detailed Construction Supervision (Monthly Lump-Sum Basis)

Supervision of all the works shall be quoted and paid on a monthly lump-sum basis. The Consultant shall quote a single fixed monthly lump-sum supervision fee covering the full supervision team, all overheads and out-of-pocket expenses. The total supervision cost = monthly lump-sum fee × the supervision period (estimated as three (3) months for evaluation purposes; the actual number of months shall be as certified during execution).

S.No.	Description	Monthly Lump-Sum Fee (PKR/month)	Amount (PKR)
1	Monthly lump-sum fee for detailed supervision of ALL renovation works at TCP's Office, 5th Floor, Block-B, FTC Building (full supervision team, incl. Resident Engineer, Site Inspector(s) and support), payable per month against the approved monthly progress report.		(quote monthly fee)
2	Estimated supervision period (for evaluation) – three (8) months.	× 8 months	
	Total (Phase B) = Monthly Fee × 8 – inclusive of all applicable taxes		

Grand Total

GRAND TOTAL (Phase A + Phase B) – inclusive of all taxes (PKR)	
Grand Total in words: _____	

Note

:The lowest bid will be given a score of 100 and the score of remaining higher bid will be calculated as per formula given in bid data sheet. The weightage of financial score will be 20 % for calculation of the highest evaluated bidder.

Contract will be awarded to highest evaluate bidder comprising of scores from technical and financial bids/score.

- 1) All prices shall be quoted on the basis of a “Fixed Lump-Sum Payment Contract”, inclusive of all applicable taxes, stamp duty, salary cost, overheads, fee and direct non-salary costs and out-of-pocket expenses (including transportation of the Consultant’s team to the site, which shall be borne by the Consultant).
- 2) Phase A shall be quoted item-wise as above. Phase B (supervision of all works) shall be quoted on a monthly lump-sum basis and paid monthly against the approved monthly progress report.
- 3) A detailed break-up of cost is mandatory and shall be provided in Forms FIN-3 (Remuneration) and FIN-4 (Reimbursable / Direct Non-Salary Costs). The amounts in FIN-3 and FIN-4 shall reconcile with FIN-2.

Form FIN-3 – Breakdown of Remuneration

The Consultant shall provide the remuneration breakdown for all Key and Non-Key Experts proposed for the assignment. Rates shall be quoted per person-month. Person-months shall be consistent with Form TECH-6.

No.	Position / Expert	Phase	Rate / Month (PKR)	Person-Months	Amount (PKR)
K-1	Team Leader / Senior Design Engineer (Architecture/Civil)	A			
K-2	Resident Engineer (Civil/Interior)	B			
K-3	Quantity Surveyor	A/B			
K-4	Site Inspector (Civil/Electrical/MEP)	B			
NK	Non-Key / Support staff (CAD, surveyor, admin) – add rows as required	A/B			
	Total Remuneration (PKR)				

Form FIN-4 – Breakdown of Reimbursable / Direct Non-Salary Costs

The Consultant shall provide the breakdown of reimbursable and direct non-salary costs. All such costs are deemed included in the Fixed Lump-Sum price and shall not be claimed separately.

No.	Item	Unit / Qty	Amount (PKR)
1	Topographic / measurement survey and, if required, soil investigation / material testing.		
2	Printing, reproduction of drawings, reports and bidding documents (hard & soft copies).		
3	Local transportation / mobilization of the design and supervision team to the site.		
4	Communication, coordination meetings and stakeholder consultation.		
5	Software, project scheduling (Primavera/MS Project) and site documentation.		
6	Any other direct cost (specify).		
	Total Reimbursable / Direct Non-Salary Costs (PKR)		

I. Form of Contract

This CONTRACT (the “Contract”) is made on the _____ day of _____, 2026, between, on the one hand, the Trading Corporation of Pakistan (Pvt.) Ltd., through its authorized Executive Director (REBD) (the “Client”, which expression shall include its successors, legal representatives and permitted assigns), and, on the other hand, M/s _____ (the “Consultant”, which expression shall include its successors, legal representatives and permitted assigns).

WHEREAS (a) the Client has requested the Consultant to provide certain consulting services as defined in the General Conditions of Contract attached hereto (the “Services”); and (b) the Consultant, having represented that it has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract: (a) the General Conditions of Contract; (b) the Special Conditions of Contract; and (c) the following Appendices: Appendix A – Terms of Reference; Appendix B – Reporting Requirements; Appendix C – Key Personnel and Sub-consultants; Appendix D – Breakdown of Contract Price in Foreign Currency; Appendix E – Breakdown of Contract Price in Local Currency; Appendix F – Services and Facilities to be provided by the Client; and Appendix G – Integrity Pact.
2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular: (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names in two identical counterparts, each of which shall be deemed an original, as of the day, month and year first above written.

For and on behalf of the CLIENT	For and on behalf of the CONSULTANT
Signature: _____ Name: _____ Title: _____ (Seal)	Signature: _____ Name: _____ Title: _____ (Seal)
Witness: Signature: _____ Name: _____	Witness: Signature: _____ Name: _____

II. General Conditions of Contract (GCC)

1. General Provisions

- 1.1 Definitions. Unless the context otherwise requires: (a) “Applicable Law” means the laws of the Islamic Republic of Pakistan; (b) “Contract Price” means the price payable for the performance of the Services under Clause 6; (c) “Effective Date” means the date the Contract comes into force under Sub-Clause 2.1; (d) “Government” means the Government of the Islamic Republic of Pakistan and/or Provincial Governments; (e) “Local Currency” means the currency of Pakistan; (f) “Party” means the Client or the Consultant; (g) “Personnel” means persons hired by the Consultant and assigned to the Services; (h) “SCC” means the Special Conditions of Contract; (i) “Services” means the work described in Appendix A; (j) “Sub-consultant” means an entity to which the Consultant subcontracts any part of the Services; and (k) “Project” means the work specified in the SCC.
- 1.2 Law Governing the Contract. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 1.3 Language. This Contract is executed in the English language, which shall be binding and controlling for all matters relating to its meaning or interpretation. All reports and communications shall be in English.
- 1.4 Notices. Any notice, request or consent shall be in writing and deemed made when delivered in person to an Authorized Representative or sent by registered mail or e-mail to the address specified under SCC 1.6.
- 1.5 Location. The Services shall be performed at the locations specified in Appendix A and, where not specified, at such locations as mutually agreed.
- 1.6 Authorized Representatives. Any action required or permitted to be taken under this Contract shall be taken by the Authorized Representatives specified in the SCC.
- 1.7 Taxes and Duties. Unless specified in the SCC, the Consultant, its Sub-consultants and Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2. Commencement, Completion, Modification and Termination of Contract

- 2.1 Effectiveness of Contract. This Contract shall come into force on the date of the Client’s notice to the Consultant instructing it to begin the Services, or as specified in the SCC.
- 2.2 Termination for Failure to Become Effective. If this Contract has not become effective within the period specified in the SCC, either Party may, by not less than twenty-eight (28) days’ written notice, declare the Contract null and void.
- 2.3 Commencement of Services. The Consultant shall begin the Services at the end of the period after the Effective Date specified in the SCC.
- 2.4 Expiration of Contract. Unless terminated earlier under Sub-Clause 2.9, this Contract shall expire when the Services have been completed and all payments have been made, within the period specified in the SCC.
- 2.5 Modification. Modification of the terms of this Contract, including the scope of the Services or the Contract Price, may only be made in writing signed by both Parties.

- 2.6 Extension of Time. If the scope or duration of the Services is increased, the Consultant shall inform the Client of the circumstances and probable effects; the increase shall be regarded as Additional Services; and the Client shall extend the time for completion accordingly.
- 2.7 Force Majeure. Force Majeure means an event beyond the reasonable control of a Party which makes performance impossible or impractical, including war, riot, civil disorder, earthquake, fire, storm, flood, strikes or other events, but excluding events caused by a Party's negligence and insufficiency of funds. The failure of a Party to fulfil its obligations shall not be a breach insofar as it arises from Force Majeure, provided the affected Party takes reasonable precautions and informs the other Party in writing within fifteen (15) days. Time shall be extended accordingly, and the Consultant shall continue to be paid during the period of inability.
- 2.8 Suspension of Payments by the Client. The Client may, by written notice, suspend payments if the Consultant fails to perform its obligations, specifying the failure and requiring it to be remedied within thirty (30) days.
- 2.9 Termination. (a) The Client may terminate on not less than thirty (30) days' notice (sixty (60) days in the case of termination for convenience) if the Consultant fails to remedy a default, becomes insolvent, fails to comply with an arbitral decision, submits a materially false statement, is unable to perform due to Force Majeure for sixty (60) days, or if the Client, in its sole discretion, decides to terminate. (b) The Consultant may terminate on thirty (30) days' notice if the Client fails to pay undisputed amounts within forty-five (45) days, is in material breach, or fails to comply with an arbitral decision. (c) Upon termination, the Consultant shall bring the Services to an orderly close, and the Client shall pay for Services satisfactorily performed prior to the effective date of termination.

3. Obligations of the Consultant

- 3.1 General. The Consultant shall perform the Services with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall act as a faithful adviser to the Client, safeguarding the Client's legitimate interests.
- 3.2 No Benefit from Commissions. The remuneration under Clause 6 shall be the Consultant's sole remuneration; the Consultant shall not accept any trade commission, discount or similar payment in connection with the Services.
- 3.3 Confidentiality. The Consultant, its Sub-consultants and their Personnel shall not, during or after the term of the Contract, disclose any proprietary or confidential information relating to the Project, the Services or the Client's business without the Client's prior written consent.
- 3.4 Liability of the Consultant. The Consultant is liable for the consequences of proven faults, errors or omissions in the design of the Project. The maximum liability shall not exceed twice the total remuneration of the Consultant for the design phase. The liability expires after one (1) year from the stipulated date of completion of construction, or after three (3) years from the date of final completion of the design, whichever is earlier.
- 3.5 Documents Prepared by the Consultant. All plans, drawings, specifications, reports and other documents prepared by the Consultant shall become and remain the property of the Client, and shall be delivered to the Client not later than upon termination or expiration of the Contract. The Consultant may retain a copy.
- 3.6 Actions Requiring the Client's Prior Approval. The Consultant shall obtain the Client's prior written approval before appointing Personnel listed only by title in Appendix A, entering into any subcontract, or taking any other action specified in the SCC.

- 3.7 Reporting Obligations. The Consultant shall submit the reports and documents specified in Appendix A, in the form, numbers and within the periods set out therein.
- 3.8 Accounting, Inspection and Auditing. The Consultant shall keep accurate and systematic accounts and records and shall permit the Client or its representatives, up to one year from expiration or termination, to inspect and audit the same.

4. Consultant's Personnel and Sub-consultants

- 4.1 Description of Personnel. The titles, job descriptions, minimum qualifications and estimated periods of engagement of the Key Personnel are described in Appendix A; the Key Personnel and Sub-consultants listed therein are deemed approved by the Client.
- 4.2 Removal and/or Replacement of Personnel. No changes shall be made in the Key Personnel except as the Client may agree. If replacement becomes necessary for reasons beyond the Consultant's control, the Consultant shall provide a person of equivalent or better qualifications, bearing all additional costs. The Client may require replacement of any Personnel guilty of serious misconduct or unsatisfactory performance.

5. Obligations of the Client

- 5.1 Assistance, Coordination and Approvals. The Client shall provide, at no cost, the documents and data specified in the SCC; assist in obtaining permits and access; coordinate and expedite necessary approvals and clearances from Government and other agencies; and accord approval of the Consultant's documents within the time specified in the SCC.
- 5.2 Access to Land. The Client warrants that the Consultant shall have, free of charge, unimpeded access to all land required for the performance of the Services.
- 5.3 Change in the Applicable Law. If, after the date of this Contract, a change in the Applicable Law increases or decreases the cost of the Services, the remuneration payable shall be adjusted accordingly.
- 5.4 Services and Facilities. The Client shall make available to the Consultant, free of charge, the services, facilities and property described in Appendix F at the times and in the manner specified therein.

6. Payments to the Consultant

- 6.1 Lump-Sum Remuneration. The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lump sum including all staff costs incurred in carrying out the Services described in Appendix A. The Contract Price may only be increased under Sub-Clauses 2.5, 2.6, 5.3, 5.4 or 6.6.
- 6.2 Contract Price. The Contract Price shall be paid in Pakistani Rupees. The SCC specifies the total amount and the breakdown of remuneration.
- 6.3 Terms and Conditions of Payment. Payment will be made to the account of the Consultant according to the payment schedule stated in the SCC, after the conditions for such payments have been met and the Consultant has submitted an invoice specifying the amount due. *"All taxes, already in place or revised / levied by the Government/ relevant authorities during the currency of agreement executed against this tender, shall be applicable and same shall be deducted from payments / payables by TCP in accordance with law. No claim in this regard shall be considered."*
- 6.4 Period of Payment. Amounts due to the Consultant shall be paid within twenty-eight (28) days after the Consultant's invoice has been delivered to the Client. Advance payment shall be as specified in the SCC.

- 6.6 Additional Services. Additional Services (services outside the scope in Appendix A, services during an extended period, or re-doing of work due to the Client's instructions) shall be performed with the prior concurrence of both Parties, and the additional time and remuneration shall be agreed and deemed part of the Contract.
- 6.7 Consultant's Entitlement to Suspend Services. If the Client fails to pay any undisputed invoice (excluding advance payment) within twenty-eight (28) days after the due date, the Consultant may, after not less than fourteen (14) days' prior notice, suspend or reduce the rate of the Services until payment is received.

7. Settlement of Disputes

- 7.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract.
- 7.2 Dispute Settlement. Any dispute which cannot be settled amicably within thirty (30) days may be submitted by either Party for settlement in accordance with the provisions of the Arbitration Act, 1940 and the Rules made thereunder, and any statutory modifications thereto. Services shall, if reasonably possible, continue during arbitration.

8. Integrity Pact

- 8.1 If the Consultant or any of its Sub-consultants, agents or servants is found to have violated the Integrity Pact (Appendix G), the Client shall be entitled to (a) recover from the Consultant an amount equivalent to ten (10) times the sum of any commission, gratification, bribe, finder's fee or kickback given; (b) terminate the Contract; and (c) recover any loss or damage to the Client resulting from such termination or corrupt business practice.

III. Special Conditions of Contract (SCC)

The following amendments and supplements to the General Conditions of Contract shall apply. Where in conflict, the SCC prevails over the GCC.

GCC Ref.	Amendment / Supplement
1.1 (Project)	“Project” means the Consultancy Services for Renovation of TCP’s Office at 5th Floor, Block-B, FTC Building, Karachi, comprising the design, documentation, procurement support and detailed supervision of the works described in Appendix A.
1.6	Authorized Representatives – For the Client: General Manager (REBD), Trading Corporation of Pakistan (Pvt.) Ltd., 4th Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi. Ph: 021-99202563 E-mail: gm.rebd@tcp.gov.pk. For the Consultant: _____ (Project Manager), _____ (Address / Ph / E-mail).
1.7	Taxes and Duties – The Contract Price is inclusive of all applicable taxes, duties and levies (including Sales Tax / SST on services), and no separate tax adjustment shall be made at any stage, including at Contract negotiations. Withholding tax, where applicable under the Income Tax Ordinance, 2001 (including Section 153(1)(b)), shall be deducted at source by the Client from each payment in accordance with law.
2.1	Effectiveness of Contract – The date on which this Contract comes into effect is the date on which it is signed by both Parties.
2.2	Termination for Failure to Become Effective – The time period shall be one hundred and twenty (120) days, or such other period as the Parties may agree in writing.
2.3	Commencement of Services – The Consultant shall commence the Services within two (2) weeks after the date of signing of the Contract Agreement.
2.4	Expiration of Contract – The estimated period for completion of the Services is six (6) months from the Commencement Date (excluding the Defect Liability Period), or such other period as the Parties may agree in writing.
3.5 (Documents)	All documents and drawings prepared by the Consultant shall be the property of the Client. Restrictions on future use, if any, shall be as agreed at negotiations.
3.6	The Consultant shall obtain the Client’s prior approval before issuing Variation Orders, settling Contractor claims for extra payment, approving nominated sub-contracts, releasing retention money, or taking any action affecting cost under the construction contract.
5.1.3	Approvals – The Client shall accord approval of the documents as soon as possible but not later than twenty (20) days from the date of their submission by the Consultant.
6.2	Contract Price – The total amount for the Services in accordance with the TOR (Section VII / Appendix A) in local currency is Pakistani Rupees _____ (Rupees _____ only), inclusive of all applicable taxes.
6.4	Period of Payment – Advance payment is not applicable.
	Alternate bid not allowed

SCC 6.3 – Payment Schedule (Phase A – Design & Documentation, % of Design Cost)

S.No.	Stage / Milestone	% Allotted
1	Upon completion of site measurement / condition assessment and submission of the inception report.	15
2	Completion & submission of architectural / interior design (partitions, ceiling, flooring, finishes, doors).	20
3	Completion & submission of electrical design (wiring, DBs, lighting, power, low-voltage / data).	10
4	Completion & submission of fire-safety design.	10
5	Completion & submission of furniture, fixtures & interior fit-out design.	10
6	Preparation of bidding documents alongwith BOQs & estimates.	20
7	Preparation of technical and financial evaluation report.	15
	Total (Phase A)	100

SCC 6.3 – Payment Schedule (Phase B – Detailed Supervision, Monthly Lump-Sum Basis)

S.No.	Stage	Payment
1	Supervision of ALL renovation works at TCP's Office (5th Floor, Block-B, FTC Building) – paid on a monthly lump-sum basis at the fixed monthly fee quoted in Form FIN-2 (Phase B), on submission and approval of the monthly progress report for that month.	Monthly lump-sum fee, per month of supervision
2	Retention – ten percent (10%) of each monthly supervision payment shall be retained and released after successful completion of the Defect Liability Period i.e 365 days (DLP) and issuance of the Defect Liability Certificate to the Contractor.	10% retention, released after DLP

Note: Supervision of all works is paid on a monthly lump-sum basis against the approved monthly progress report; no separate per-work supervision milestone applies. The total supervision payment shall equal the monthly lump-sum fee multiplied by the actual number of months of supervision certified by the Client. The Procuring Agency reserves the right to cancel, hold or change the sequence of any work, and payment will be made only for months in which supervision services were actually rendered and certified.

IV. Appendices

Appendix A – Terms of Reference (TOR)

The Terms of Reference for this assignment are as set out in Section VII of this RFP, which shall be read as an integral part of this Contract.

Appendix B – Reporting Requirements

The reporting requirements are as included in Appendix A / Section VII (including the monthly progress reports, design reports, bid evaluation reports and job completion report).

Appendix C – Key Personnel and Sub-consultants

The requirements for Key Personnel and Sub-consultants are as included in Appendix A / Section VII and Form TECH-6.

Appendix D – Breakdown of Contract Price in Foreign Currency

Not applicable. (This Appendix would be used only for determining remuneration for Additional Services under GCC Sub-Clause 6.6 where a foreign-currency component is involved.)

Appendix E – Breakdown of Contract Price in Local Currency

The breakdown of the Contract Price in local currency (PKR) shall be as per the accepted Financial Proposal (Forms FIN-2, FIN-3 and FIN-4), comprising Phase A (Design, Documentation & Procurement Support – item-wise lump-sum) and Phase B (Detailed Supervision of all works – monthly lump-sum basis), inclusive of all applicable taxes, on the basis of a Fixed Lump-Sum Payment Contract.

Appendix F – Services and Facilities to be provided by the Client

The Client will provide the following inputs to facilitate the assignment:

- A joint site visit at TCP's Office (5th Floor, Block-B, FTC Building) to clarify the scope of work and show the areas to be renovated.
- The layout plan of TCP's Office at the 5th Floor, Block-B, FTC Building and any available drawings or data relevant to the works.
- Unimpeded access to the site and assistance in obtaining the necessary permits and approvals from concerned agencies.