

# Standard Bidding Document

Improvement/ Renovation of E/M Installations in Federal Government  
Lodges, Hostels, Family Suites & Others at Islamabad. (SH:- Electrification  
& Security Works)  
(Works)

National

Single Stage-One Envelope



*April 27, 2026*

*Estate Office Management (Estate Office Management), Assistant Director (E/M)  
1st Floor, Estate Office Management, Shaheed-e-Millat Secretariat, F-6/1, Islamabad.  
Phone: +92-519-215388, Email: Assistant.Director.estateoffice@gmail.com*

# Table of Contents

---

<b>Instructions to Bidders</b> .....	3
<b>Bid Data Sheet</b> .....	31
Bids Data Sheet (BDS) .....	32
Eligibility Criteria .....	37
Evaluation Criteria .....	37
Jobs/Lots .....	38
Related Services : .....	38
Work Specifications and Market Rates .....	38
Scope of Work .....	59
Price Schedule .....	59
<b>General Conditions of Contract</b> .....	62
<b>Special Conditions of Contract</b> .....	72
<b>Bid Securing Declaration</b> .....	78
<b>Contract Form</b> .....	80
<b>Integrity Pact</b> .....	83
<b>Performance Guarantee Form</b> .....	85
<b>Annexure</b> .....	87
Special Stipulations .....	88
<b>Procurement Forms</b> .....	89
Past Experience and Completed Contracts .....	1
<b>Additional Forms and Documents</b> .....	92

REQUEST FOR BIDS  
PROCUREMENT OF CIVIL WORKS

1. The **Estate Office Management (Estate Office Management)** has reserved Funds for the procurement planned for FY **2025-26**. The **Estate Office Management (Estate Office Management)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Improvement/ Renovation of E/M Installations in Federal Government Lodges, Hostels, Family Suites & Others at Islamabad. (SH:- Electrification & Security Works)**".
2. The **Estate Office Management (Estate Office Management)** invites sealed Bids from eligible Bidders for procurement of Works (**Improvement/ Renovation of E/M Installations in Federal Government Lodges, Hostels, Family Suites & Others at Islamabad. (SH:- Electrification & Security Works)**) described in the bidding documents on **EPADS v2.0**.
3. **Single Stage-One Envelope** will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.
4. All Bids must be accompanied by a Bid Security amounting described in Bid Security Section in Bidding Document in the form of **Banker's Cheque, Call at Deposit**. Or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at <https://vendors.epads.gov.pk/> for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Thursday, May 14, 2026 11:00 AM**. E-bids will be opened by using **EPADS v2.0** on the same day at **Thursday, May 14, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendor who have not yet registered on the

new version of **EPADS v2.0**, may register themselves on <https://pa.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 on Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).

Estate Office Management (Estate Office Management), Assistant Director (E/M)  
1st Floor, Estate Office Management, Shaheed-e-Millat Secretariat, F-6/1,  
Islamabad.

+92-519-215388

Assistant.Director.estateoffice@gmail.com





## Instructions to Bidders

## A. INTRODUCTION

### 1. **Scope of Bid**

1.1. The Procuring agency/Employer (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the execution of Works as specified in the BDS and Section V- Works Requirements. The name, identification, and number of lots (contracts) of this National/ International Competitive Bidding process are specified in the BDS.

### 2. **Source of Funds**

2.1. Source of funds as referred in Clause 2 of Bid Data Sheet.

### 3. **Eligible Bidders**

3.1. A bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture or consortium. In the case of a joint venture or consortium, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture or consortium shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture or consortium during the Bidding process, and in case of award of contract, during the execution of contract. Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.

Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.

*(The limit on the number of members of JV or Consortium may be prescribed*

*in BDS, in accordance with the guidelines issued by the PPRA).*

3.2. The invitation for bids is open to all prospective bidders subject to any provisions of incorporation or licensing by the respective national/international incorporating agency or statutory body established for that particular trade or business. Procuring agencies shall specify the registration/licensing requirements for the foreign bidder keeping in view the requirement of that business.

3.3. A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

3.3.1. are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring agency/Employer to provide consulting services for the preparation of design or technical specifications of the works that are the subject of the bid; or

3.3.2. have controlling shareholders in common; or

3.3.3. receive or have received any direct or indirect subsidy from any of them; or

3.3.4. have the same legal representative for purposes of this Bid; or

3.3.5. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the Procuring agency/Employer regarding this Bidding process; or

3.3.6. Submit more than one bid in this bidding process.

3.4. A Bidder may be ineligible if -

3.4.1. he is declared bankrupt or, in the case of company or firm, insolvent;

3.4.2. payments in favor of the bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;

3.4.3. the bidder is convicted, by a final judgment of a Court of Law or relevant Professional Statuary Body, of any offence involving professional conduct;

3.4.4. The bidder is debarred/ blacklisted by a national level Procuring agency/Employer and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration.

3.5. As and when required, bidders shall provide to the Procuring agency/Employer evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

3.6. Bidders shall submit proposal relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract is envisaged.

#### **4. Eligible Material and Equipment**

4.1. All the material and equipment to be mobilized under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such materials and equipment. For this purpose, ineligible countries are stated in the section-IV titled as "Eligible Countries".

## **B. BIDDING DOCUMENTS**

### **1. Contents of Bidding Documents**

1.1. The scope of Works, bidding procedures, and terms and conditions of the contract are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents which should be read in

conjunction with any addenda issued in accordance with ITB 7.1 include:

- Section I -Invitation for Bids
- Section II Instructions to Bidders (ITBs)
- Section III Bid Data Sheet (BDS)
- Section IV Eligible Countries
- Section V Evaluation and Qualification Criteria
- Section VI Works Requirements Technical Specifications & Schedule of Requirements
- Section VII Standard Bidding Forms
- Section VIII General Conditions of Contract (GCC)
- Section IX Particular Conditions of Contract (PCC)
- Section X Contract Forms

1.2. The bidder is expected to examine all instructions, forms, specifications, terms and conditions prescribed in the bidding documents. Failure to furnish all the information required in the bidding documents will be at the bidder's risk and may result in the rejection of his bid.

## **2. Clarification of Bidding Document, Pre-bid Meeting**

2.1. A prospective bidder requiring any clarification of the bidding document may notify the Procuring agency/Employer through EPADS.

2.2. The Procuring agency/Employer shall respond to the request for clarification in accordance with Rule 31 of the Public Procurement Rules 2004.

2.3. Should the Procuring Agency deem it necessary to amend the BIDDING document as a result of a clarification, it shall do so following the procedure under ITB 7.

2.4. If indicated in the BDS, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned in the BDS. During this pre-bid meeting, prospective bidders may request clarification of the schedule of requirement, the evaluation criteria or any other aspects of the bidding documents.

2.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS. Any modification to the bidding documents that may become necessary as a result of the pre-bid meeting shall be made by the Procuring agency/Employer exclusively through the use of an Addendum pursuant to ITB 7. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

2.6. The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the bidder's own expense.

2.7. The bidder and any of its authorized personnel will be granted permission by the Procuring agency/Employer to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the bidder and its personnel will release and indemnify the Procuring agency/Employer from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

### **3. Amendment of Bidding Documents**

3.1. The procuring agency may issue notification of any change, addition, modification or deletion in accordance with Rule 23 of the Public Procurement Rules 2004 i.e. Bidding Documents.

3.2. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring agency/Employer may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring agency/Employer shall extend the deadline for submission of bid in pursuance of Rule 27 of the Public Procurement Rules 2004, i.e. Extension of time for submission of bids, if such an addendum is

issued within last three (03) days of the bid submission deadline.

## C. PREPARATION OF BIDS

### 1. Language of Bid

1.1. The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring agency/Employer shall be written in the English language unless specified in the BDS. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless specified in the BDS, in which case, for purposes of interpretation of the bidder, the translation shall govern.

### 2. Documents Constituting the Bids

2.1. The Bids prepared by the Bidder shall constitute of all the documents required in the BDS.

### 3. Documents Establishing Eligibility of Material, Equipment and Works, their Conformity to Bidding Documents

3.1. The bid prepared by the bidder shall constitute the following components: -

3.1.1. Documentary evidence established in accordance with ITB 10 that the material and equipment to be utilized by the Bidder for the executions of works are eligible material and equipment and conform to the Bidding Documents;

3.1.2. Documentary evidence established in accordance with ITB 11 that the bidder has been authorized to carry out the Construction works;

3.1.3. Documentary evidence established in accordance with ITB 11 that the bidder is eligible and/or qualified for the subject bidding process;

3.1.4. Form of Bid and Bid Prices completed in accordance with ITB 12 and 13;

3.1.5. Completed schedules as required, including priced Bill of Quantities in accordance with ITB 13.

3.1.6. Technical Proposal completed in all aspects in accordance with ITB-15.

3.1.7. Bid security or Bid Securing Declaration furnished in accordance with ITB 17;

3.1.8. Any other document required in the BDS.

3.2. In addition to the requirements, bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all members and submitted with the bid, together with a copy of the proposed Agreement.

3.3. The bidder shall furnish, as part of its bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the bidding documents for all material, equipment and works which the bidder proposes to execute.

3.4. The documentary evidence of conformity of the material, equipment and works to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

3.4.1. a detailed description of the work methodology, approach, schedule and resources to be mobilized at site;

3.4.2. an item-by-item commentary on the Procuring agency/Employer's Technical Specifications demonstrating substantial responsiveness of the material, equipment and works to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications;

3.4.3. any other procurement specific documentation requirement as stated in the BDS.

3.5. The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.

#### **4. Documents Establishing Eligibility and Qualification of the Bidder**

4.1. The bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

4.2. The documentary evidence of the bidder's eligibility to bid shall establish to the satisfaction of the Procuring agency/Employer that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

4.3. The documentary evidence of the bidder's qualification to perform the contract if its bid is accepted shall establish to the satisfaction of Procuring agency/Employer that:

4.3.1. The bidder has the financial and technical capability necessary to perform the Contract, meets the qualification criteria specified in Section-V, Evaluation and Qualification Criteria and BDS.

4.3.2. In the case of a bidder not doing business within Pakistan, the bidder is or will be (if awarded the contract) represented by a local bidder (Joint Venture) in accordance with the PEC works bylaws, and in case of award of works such foreign firm is required to participate in the execution of works to carry out its obligations as prescribed in the Conditions of Contract and /or Technical Specifications.

4.3.3. That the bidder meets the qualification criteria listed in Section-V, Evaluation and Qualification Criteria and BDS.

#### **5. Forms of Bid**

5.1. The Bidder shall fill the Form of Bids furnished in the bidding documents. The Bids Form must be completed without any alterations to its format and no substitute shall be accepted.

## 6. Bid Prices

6.1. The bid prices quoted by the bidder in the Standard bid Forms, Bill of Quantities and in the Price Schedules shall conform to the requirements specified below or exclusively mentioned hereafter in the bidding documents.

6.2. The bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items in the Bill of Quantities and will not be paid for separately by the Procuring agency/Employer.

6.3. Items not listed in the Price Schedule shall be assumed not to be included in the bid, and provided that the bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive bidder(s) shall be construed to be the price of those missing item(s):

Provided that:

6.3.1. where there is only one (substantially) responsive bidder, or

6.3.2. where there is provision for alternate proposals and the respective items are not listed in the other bids,

The Procuring agency/Employer may fix the price of missing items in accordance with market survey, and the same shall be considered as final price.

6.4. The Bid price to be quoted in the Form of Bid in accordance with ITB 12 shall be the total price of the bid.

6.5. Unless otherwise specified in the BDS and the Contract, the rates and prices quoted by the bidder are subject to adjustment during the performance of the Contract in accordance with the provisions of the

Conditions of Contract.

6.6. If so specified in ITB 1.1, bids may be invited for individual lots (contracts) or for any combination of lots (packages).

6.7. Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, pursuant to ITB 27, unless otherwise price adjustment is permissible under Conditions of the Contract.

6.8. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date twenty-eight (28) days prior to the deadline for submission of bids, shall be included in the rates and prices and the total bid price submitted by the bidder.

## **7. Currencies of Bid and Payment**

7.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS. Comparison of bids and tie of bid shall be treated in accordance with the Rule 30(2) of Public Procurement Rules, 2004.

## **8. Documents Comprising the Technical Proposal**

8.1. The bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section VII - Standard Bid Forms, in sufficient detail to demonstrate the adequacy of the bidder's proposal to meet the work requirements and the completion time.

## **9. Bid Validity Period**

9.1. Bids shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring agency/Employer. A bid valid for a shorter period shall be rejected by the Procuring agency/Employer as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

9.2. Under exceptional circumstances, prior to the expiration of the initial Bids/Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids/Bid. Such request for extension of the period of bid validity shall be carried out in accordance with Rule 26 of the Public Procurement Rules, 2004.

## 10. Bid Security or Bid Securing Declaration

10.1. Pursuant to ITB 11.1 unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, a Bid Security in accordance with Rule 25 of the Public Procurement Rules, 2004 in the amount and currency specified in the BDS or Bid Securing Declaration as specified in the BDS in the format provided in Section VII (Standard Bidding Forms).

In case Procuring agency/Employer is inviting bids in lots / packages, the bidder shall be required to submit his bid security against the respective lot/package for which he is submitting his bid.

Until the development of functionality of auto verification of financial instrument in EPADS, the scanned copy of bid security or bid securing declaration, as the case may be, shall be uploaded on E-PADS whereas the original instrument to be submitted to the procuring agency before closing of bid submission deadline,

10.2. The Bid Security shall be denominated in the local currency or in another freely convertible currency, and it shall be in the form specified in the **BDS** which shall be in any of the following:

10.2.1. A bank guarantee, an irrevocable letter of credit issued by a Scheduled bank in the form provided in the Bidding Documents or another form acceptable to the Procuring agency/Employer and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bid Validity is extended. In either case, the form must include the complete name of the bidder;

10.2.2. A cashier's or certified cheque; or

10.2.3. Another security as indicated in the **BDS**.

10.3. The Bid Security or Bid Securing Declaration shall be in accordance with the Form of the Bid Security or Bid Securing Declaration included in Section VII (Standard Bidding Forms) or another form approved by the Procuring agency/Employer prior to the bid submission.

10.4. The Bid Security shall be payable promptly upon written demand by the Procuring agency/Employer in case any of the conditions listed in ITB 17.9 are invoked.

10.5. Any bid not accompanied by a Bid Security or Bid Securing Declaration in accordance with ITB 17.1 or 17.3 shall be rejected by the Procuring agency/Employer and shall be declared as non-responsive bid, pursuant to ITB 27.

10.6. Unsuccessful bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring agency/Employer pursuant to ITB 16. The Procuring agency/Employer shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:

10.6.1. The expiry of the Bid Security;

10.6.2. The entry into force of a procurement contract and the provision of a performance security (or guarantee), for the performance of the contract if such a security (or guarantee), is required by the Bidding documents;

10.6.3. The rejection by the Procuring agency/Employer of all Bids;

10.6.4. The withdrawal of the bid prior to the deadline for the submission of bids, unless the bidding documents stipulate that no such withdrawal is permitted.

10.7. The successful bidder's Bid Security will be discharged upon the bidder signing the contract pursuant to ITB 40, or furnishing the performance security (or guarantee), pursuant to ITB 41.

10.8. The Bid Security may be forfeited or the Bid Securing Declaration executed:

10.8.1. if a Bidder:

10.8.1.1. Withdraws its Bid during the period of Bid Validity as specified by the Procuring agency/Employer, and referred by the bidder on the Form of Bid except as provided for in ITB 16.2; or

10.8.2. In the case of a successful bidder, if the bidder fails:

10.8.2.1. to sign the contract in accordance with ITB 40; or

10.8.2.2. to furnish performance security (or guarantee) in accordance with ITB 41.

10.9. In case of Bid Security issued by the foreign bank is allowed by the Procuring agency/Employer, the same should be counter guaranteed by a corresponding bank in Pakistan. Furthermore, in case of joint venture, it should be in the name of Joint venture to ensure joint responsibility. In case the JV is not legally constituted at the time of bid submission, the bid security or bid securing declaration shall be in the names of all future members as named in the letter of bid.

## **11. Withdrawal of Bids**

11.1. Before bid submission deadline, any bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and the corresponding must accompany the respective written notice.

## **12. Format and Signing of Bid**

12.1. The Bidder shall prepare and submit Bids through EPADS with due diligence after carefully reading all the terms and condition before bid submission deadline.

# **D. SUBMISSION OF BIDS**

## 1. **Submission of Bids through EPADS v2.0**

1.1. All bids shall be submitted through EPADS v2.0.

## 2. **Deadline for Submission of Bids**

2.1. All bids shall be received through **EPADS v2.0** not later than bid submission deadline as specified in the **BDS**.

2.2. The Procuring agency/Employer may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids, pursuant to Rule 27 of the Public Procurement Rules, 2004. Extension of Time for submission of bid, by amending the Bidding Documents in accordance with ITB 7, in which case all rights and obligations of the Procuring agency/Employer and bidders previously subject to the deadline will thereafter be subject to the new deadline.

## 3. **Substitution and Modification of bids**

3.1. A bidder may substitute or modify his bid after it has been submitted, provided that written notice of the substitution or modification of the bid, is received by the Procuring agency/Employer prior to the deadline for submission of bids.

3.2. Revised bid may be submitted after the substitution or modification made in the original bid in accordance with the provisions referred in **ITB 18**.

## E. **OPENING AND EVALUATION OF BIDS**

### 1. **Opening of Bids**

1.1. The Procuring Agency will open bids in accordance with Rule 28 of the Public Procurement Rules, 2004 and as specified in the BDS.

### 2. **Confidentiality**

2.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.

### 3. Clarification of Bids

3.1. Clarification of Bidding Documents shall be carried out in accordance with Rule 31 of the Public Procurement Rules, 2004.

3.2. The alteration or modification in the bid which in any case affect the following parameters will be considered as a change in the substance of a bid:

- 3.2.1. evaluation & qualification criteria;
- 3.2.2. required scope of work;
- 3.2.3. contract price;
- 3.2.4. all securities requirements;
- 3.2.5. tax requirements;
- 3.2.6. terms and conditions of bidding documents.
- 3.2.7. change in the ranking of the bidder

### 4. Preliminary Examination of Bids

4.1. Prior to the detailed evaluation of bids, the Procuring agency/Employer will determine whether each bid:

- 4.1.1. meets the eligibility criteria defined in **ITB 3** and **ITB 4**;
- 4.1.2. has been prepared as per the format and contents defined by the Procuring agency/Employer in the bidding documents;
- 4.1.3. has been properly signed;

4.1.4. is accompanied by the required securities; and

4.1.5. is substantially responsive to the requirements of the bidding documents.

The Procuring agency/Employer's determination of a bid's substantial responsiveness will be based on the contents of the bid itself.

4.2. A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one that: -

4.2.1. affects in any substantial way the scope, quality, or performance of the Works;

4.2.2. limits in any substantial way, inconsistent with the bidding documents, the Procuring agency/Employer's rights or the bidders' obligations under the Contract; or

4.2.3. if rectified, would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

4.3. The Procuring agency/Employer will confirm that the documents and information specified under ITB 9, 10 and 11 have been provided in the bid. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bid shall be rejected.

4.4. The Procuring agency/Employer may waive-off any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

*Explanation: A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the works. The Procuring agency/Employer either shall give the bidder an opportunity to cure any deficiency resulting from a minor*

*informality or irregularity in a bid or waive the deficiency, whichever is advantageous to the Procuring agency/Employer. Examples of minor informalities or irregularities include failure of a bidder to –*

*4.4.1. Submit the number of copies of signed bids required by the invitation;*

*4.4.2. Furnish required information concerning the number of its employees;*

*4.4.3. the firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by typewritten, printed, or stamped signature and submits evidence of such authorization and the bid carries such a signature.*

4.5. Provided that a Technical Bid is substantially responsive, the Procuring agency/Employer may request the bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Technical Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any such aspect of the technical Proposal linked with the ranking of the bidders. Failure of the bidder to comply with the request may result in the rejection of its bid.

4.6. Provided that a Technical Bid is substantially responsive, the Procuring agency/Employer shall rectify quantifiable nonmaterial nonconformities or omissions related to the Financial Proposal. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or nonconforming item or component.

4.7. If a bid is not substantially responsive, it will be rejected by the Procuring agency/Employer and may not subsequently be evaluated for complete technical responsiveness.

## **5. Examination of Terms and Conditions; Technical Evaluation**

5.1. The Procuring agency/Employer shall examine the bid to confirm that all terms and conditions specified in the **GCC** and the **PCC** have been accepted

by the bidder without any material deviation or reservation.

For this purpose:

“Deviation” means departure from the requirements specified in the Bidding Document.

“Reservation” means setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document.

5.2. The Procuring agency/Employer shall evaluate the technical aspects of the bid submitted in accordance with ITB 30, to confirm that all requirements specified in Section VI – Works Requirement, Technical Specifications of the Bidding Documents have been met without material deviation or reservation.

5.3. If after the examination of the terms and conditions and the technical evaluation, the Procuring agency/Employer determines that the bid is not substantially responsive in accordance with ITB 27, it shall reject the bid.

## **6. Correction of Arithmetic Errors**

6.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

6.1.1. if there is a discrepancy between unit prices and the sub-total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the sub-total price shall be corrected, unless in the opinion of the Procuring agency/Employer there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

6.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and

6.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

6.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

6.2. The amount stated in the Bid will, be rectified by the Procuring agency/Employer in accordance with the above procedure for the correction of errors and, with, the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, its bid shall be rejected after forfeiture of Bid Security or execution of the Bid Securing Declaration, as the case may be, in accordance with **ITB 41.3**.

## **7. Conversion to Single Currency**

7.1. The unit rates and the prices shall be quoted by the bidder entirely in Pak rupees. A bidder expecting to incur expenditures in other currencies for inputs to the Works from outside the Procuring agency/Employer's country (referred to as the "Foreign Currency Requirements") shall indicate the same in the letter of bid-financial proposal. The proportion of the Bid Price (excluding Provisional Sums) needed by him for the payment of such Foreign Currency Requirements either (i) entirely in the currency of the Bidder's home country or, (ii) at the bidder's option, entirely in Pak rupees provided always that a bidder expecting to incur expenditures in a currency or currencies other than those stated in (i) and (ii) above for a portion of the foreign currency requirements, and wishing to be paid accordingly, shall indicate the respective portions in his bid. Comparison of bids quoted in different currencies and conversion of bids into a single currency shall be carried out in accordance with Rule 30(2) of the Public Procurement Rules, 2004.

## **8. Evaluation of Bids**

8.1. The Procuring agency/Employer shall evaluate and compare only the bids determined to be substantially responsive, pursuant to **ITB 27**.

8.2. In evaluating the Technical Proposal of each Bid, the Procuring agency/Employer shall use the criteria and methodologies listed in the BDS

and in terms of works requirement. No other evaluation criteria or methodologies shall be permitted.

8.3. The Procuring agency/Employer's evaluation of a bid will take into account:

8.3.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

8.3.2. converting the amount resulting from applying above, if relevant, to a single currency in accordance with ITB 29;

8.4. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

8.5. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a single bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

8.6. If the bid, which results in the Evaluated Bid Price (Successful Bid), is seriously unbalanced or front loaded in the opinion of the Employer, the Employer may require the Bidder to produce detailed price analyses for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those prices with the construction methods and schedule proposed. After evaluation of the price analyses, taking into consideration the schedule of estimated Contract payments, the Employer may require that the amount of the performance security be increased at the expense of the Bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful Bidder under the Contract.

Explanation:

*"Unbalanced" or "front-loaded" bids consist of deliberately submitting bids with artificially high prices or unit rates for the early stages of a construction project, offset by artificially low prices or unit rates for the later stages of the project, to improve the contractor's cash flow.*

## 9. Domestic Preference

9.1. If the **BDS** so specifies, the Procuring agency/Employer will grant a margin of preference to the domestic contractor in line with the rules, regulations, regulatory guides or instructions issued by the Authority from time to time.

## 10. **Determination of Successful Bid**

10.1. The Procuring agency/Employer shall compare the evaluated bids in accordance with the predefined bidding procedure, of all substantially responsive bids to determine the Successful bidder.

## 11. **Qualification of Bidder**

11.1. The Procuring agency/Employer shall determine to its satisfaction whether the bidder is substantially responsive and whose bid is declared as Successful bid either continues to meet (if prequalification applies) or meets (if post-qualification applies) the qualifying criteria specified in Evaluation and Qualification Criteria.

Note: In case of international bidding, the parameters for incorporation or licensing within Pakistan may be fulfilled as part of post qualification.

11.2. The determination shall be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to **ITB 11**.

11.3. Prior to contract award, the Procuring agency/Employer will verify that the successful bidder (including each member of a JV) is not blacklisted/debarred. The Procuring agency/Employer will conduct the same verification for each sub-contractor proposed by the successful bidder.

## 12. **Sub-Contractors**

12.1. The bidder shall provide details regarding any specialized sub-contractor to the Procuring agency/Employer. In case change of sub-contractors, the bidder shall promptly notify the Procuring agency/Employer and obtain approval for replacement of sub-contractors.

12.2. Bidders may propose sub-contracting up to the percentage of total value of contracts or the volume of works as specified in the **BDS**.

### 13. **Abnormally Low Financial Bid**

13.1. A procuring Agency may reject abnormally low bids. The decision of the Procuring agency/Employer to reject a bid and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the bidder concerned. Moreover, the Procuring agency/Employer shall not incur any liability solely by rejecting abnormally bid

Guidance for Procuring agency/Employer:

An abnormally low bid means, in the light of the Procuring agency/Employer's estimate and of all the bids submitted, the bid appears to be abnormally low by not providing a margin for normal levels of profit. In order to identify the Abnormally Low Bid (ALB) following approaches can be considered to minimize the scope of subjectivity:

13.1.1. Comparing the bid price with the cost estimate;

13.1.2. Comparing the bid price with the bids offered by other bidders submitting substantially responsive bids; and

13.1.3. Comparing the bid price with prices paid in similar contracts in the recent past either government- or development partner-funded.

13.2. The Procuring agency/Employer will determine to its satisfaction whether the bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in **ITB 11**

13.3. The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to **ITB 11**, as well as such other information as the Procuring agency/Employer deems necessary and appropriate. Factors not included in these bidding documents shall not be used in the evaluation of the bidders' qualifications.

13.4. Procuring agency/Employer may seek “Certificate for Independent Price Determination” from the bidder and the results of reference checks may be used in determining award of contract.

*Explanation: The Certificate shall be furnished by the bidder. The bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.*

13.5. An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder’s bid, in which event the Procuring agency/Employer will proceed to the next ranked bidder to make a similar determination of that bidder’s capabilities to perform satisfactorily.

## F. AWARD OF CONTRACT

### 1. Criteria of Award

1.1. Subject to **ITB 36 and 37**, the Procuring agency/Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has been declared as Successful Bidder, provided that such bidder has been determined to be:

1.1.1. eligible in accordance with the provisions of **ITB 3**;

1.1.2. is determined to be qualified to perform the Contract satisfactorily;  
and

1.1.3. Successful negotiations have been concluded, if any.

### 2. Negotiations

2.1. The Committee of the Procuring agency/Employer may negotiate with the Most Advantageous Bidder relating to the following areas:

2.1.1. a minor alteration to the technical (drawings, design technical specifications) details of the statement of works;

2.1.2. Methodology, work plan, staffing in view to streamline the work;

2.1.3. a minor amendment to the Particular conditions of Contract;

2.1.4. finalizing payment arrangements;

2.1.5. clarifying details that were not apparent or could not be finalized at the time of Bidding;

2.2. Where negotiation fails to result into an agreement, the Procuring agency/Employer may invite the next ranked bidder for negotiations. Where negotiations are commenced with the next ranked bidder, the Procuring agency/Employer shall not reopen earlier negotiations.

### **3. Procuring agency's Right to reject All Bids**

3.1. The procuring agency has the right to reject all bids in accordance with Rule 33 of the Public Procurement Rules, 2004. However, the Authority (i.e. **PPRA**) may call from the Procuring agency/Employer the justification of those grounds.

### **4. Notification of Award**

4.1. The procuring agency shall announce and publish the evaluation result in accordance with Rule 35 of the Public Procurement Rules, 2004.

4.2. Where no complaints have been lodged, the bidder whose bid has been accepted will be notified of the award by the Procuring agency/Employer prior to expiration of the bid validity period through EPADS. However, the Procuring agency/Employer shall not award any procurement contract at least for five (05) days after the announcement of final evaluation report. The notification letter (herein after and in the condition of the contract and contract form called "Letter of Acceptance" will specify the sum that the Procuring agency/Employer will pay the successful bidder in consideration for the execution and completion of the works as prescribed by the Contract

(hereinafter and in the Contract called the "Contract Price).

4.3. The notification of award will constitute the formation of the Contract, subject to the bidder furnishing the Performance Security (or guarantee) in accordance with **ITB 41** and signing of the contract in accordance with **ITB 40**.

4.4. Upon the successful bidder's furnishing of the performance security (or guarantee) pursuant to **ITB 41**, the Procuring agency/Employer will promptly notify each unsuccessful bidder, the name of the successful bidder and the Contract amount and will discharge the Bid Security or Bid Securing Declaration of the bidder(s) pursuant to **ITB 17**.

## 5. Signing of Contract

5.1. Promptly after notification of award, Procuring agency/Employer shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.

5.2. Immediately after the Redressal of grievance by the **GRC**, and after fulfillment of all conditions precedent of the Contract Form, the successful bidder and the Procuring agency/Employer shall sign the contract.

5.3. Where no formal signing of a contract is required, work order issued to the bidder shall be construed to be the contract.

## 6. Performance Security (or Guarantee)

6.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring agency/Employer a Performance Guarantee in the amount and in the form stipulated in the BDS and PCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

6.2. If the Performance Guarantee is provided by the successful bidder and it shall be in the form specified in the BDS which shall be in any of the following:

6.2.1. certified cheque, cashier's or manager's cheque, or bank draft;

6.2.2. irrevocable letter of credit issued by a scheduled bank of Pakistan or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a scheduled bank of Pakistan;

6.2.3. bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign bidder, bonded by a foreign bank; or

6.2.4. surety bond callable upon demand issued by any reputable surety or insurance company.

Any Performance Guarantee submitted shall be enforceable in Pakistan.

6.3. Failure of the Most Advantageous Bidder to comply with the requirement of **ITB 40** shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or declare blacklisted (in case bid securing declaration is submitted) in which event the Procuring agency/Employer may make the award to the next most advantageous bidder or reinitiate the procurement process afresh (as a case may be).

## 7. Advance Payment

7.1. Advance payment will be provided to the bidder in percentage and in the manner as agreed by the both parties in terms of Conditions of the Contract.

7.2. The Procuring agency/Employer will provide an advance payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated and/or Conditions of the Contract. The advance payment request shall be accompanied by an advance payment security (guarantee) in the form provided in Section X. For the purpose of receiving the advance payment, the bidder shall make and estimate of, and include in its bid, the expenses that will relate to the purchase of equipment, machinery, materials, and on the engagement of labor during the first month beginning with the date of the Procuring agency/Employer's "**Notice to Commence**" as specified in the **PCC**.

## **8. General Performance of the Bidders**

8.1. The Procuring agency/Employer reserves the right to obtain information regarding performance of the bidders on their previously awarded contracts / works. The Procuring agency/Employer may seek information / report from the previous employer for consideration. However, the Procuring agency/Employer shall incorporate such parameters in the evaluation criteria and accordingly decide the fate of the bid submitted.

## **9. Corrupt & Fraudulent Practices**

9.1. Procuring agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

## **G. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM**

### **1. Grievance Redressal**

1.1. Grievance Redressal shall be carried out in accordance with Rule 48 of the Public Procurement Rules, 2004 i.e. Redressal of grievances by the procuring agency and "Redressal of Grievances Regulations 2021".

## **H. MECHANISM OF BLACKLISTING**

### **1. Mechanism of Blacklisting**

1.1. The Procuring agency/Employer shall proceed Blacklisting of Bidders/Contractors in accordance with Rule 19 of the Public Procurement Rules, 2004 i.e. Blacklisting and "Blacklisting and Debarment of Bidders or Contractors Regulations 2024".



## Bid Data Sheet

## Bids Data Sheet (BDS)

The following specific data for the procurement of Goods 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
<b>A. Introduction</b>		
<b>1</b>	<b>1.1</b>	<p>Name of Procuring Agency: <b>Estate Office Management (Estate Office Management)</b></p> <p>The subject of procurement is: <b>Improvement/ Renovation of E/M Installations in Federal Government Lodges, Hostels, Family Suites &amp; Others at Islamabad. (SH:- Electrification &amp; Security Works)</b></p> <p>Expected commencement date: <b>Thursday, May 28, 2026</b></p>
<b>2.</b>	<b>2.1</b>	<p>Financial year for the operations of the Procuring Agency: <b>2025-26</b></p> <p>Name and identification number of the Contract: <b>P25100</b></p>
<b>3.</b>	<b>3.1</b>	<p>JV/Consortium or Association Allowed: <b>No</b></p> <p>Number of JV/Consortium Members: <b>Nil</b></p>
<b>B. Bidding Documents</b>		

4.	6.2 & 6.4	The Bidders may seek clarifications through <b>EPADS v2.0</b> : Clarification Date: Friday, May 8, 2026
5.	7.2	Any addendum, in case issued, shall be published on <b>Estate Office Management (Estate Office Management)</b> website and on <b>EPADS v2.0</b> .

### C. Preparation of Bids

6.	8.1	<p>List of documents required along with the bid:</p> <ol style="list-style-type: none"> <li>1. Bid security amounting to Rs. 150,000/- in shape of CDR/Pay order/Banker's Cheque in favour of Drawing &amp; Disbursing officer, Estate office Management, Islamabad</li> <li>2. Bidders are mandatorily required to upload a complete item-wise priced Bill of Quantities (BOQ). The item-wise BOQ must clearly indicate the unit rates and total amounts for each item listed therein, duly filled, signed, and stamped by the authorized representative of the bidder. Failure to submit the item-wise priced BOQ, or submission of an incomplete or inconsistent BOQ, shall render the bid non-responsive, and such bids shall be liable to rejection without any further evaluation</li> <li>3. Bidder must have performed three E/M works during the last three years with minimum worth of Rs. 3.500 million (work orders and completion certificates must be attached)</li> </ol>
----	-----	---

<b>7.</b>	<b>9.1</b>	The qualification criteria to establish the supply / production capability of the bidder.  <i>see Eligibility Criteria</i>
<b>8.</b>	<b>11.2</b>	<b>Works and Their related documents:</b> <i>See section Required Scope of Work</i>
<b>9.</b>	<b>11.1</b>	Price schedule will be provided according to the format defined and acquired. <i>see section price schedule.</i>
<b>10.</b>	<b>11.4</b>	<b>Specifications:</b> <i>see section of specifications.</i>
<b>11.</b>	<b>11.5 &amp; 13.5</b>	The price shall be <b>Fixed</b> . The bid price shall be adjusted in accordance with Appendix provided - Formula for Price Adjustment.
<b>12.</b>	<b>14.1</b>	Currency of the Bids shall be : <b>PKR</b>
<b>13.</b>	<b>16.1</b>	The Bids/Bid Validity period shall be: <b>100 Days</b>
<b>14.</b>	<b>17.1</b>	The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in <b>BDS 6</b>
<b>15.</b>	<b>17.2</b>	The Bid Security shall be in the form of: <b>Banker's Cheque, Call at Deposit</b>
<b>16.</b>	<b>15.1</b>	Alternative Bids to the requirements of the bidding documents will not be permitted.

## D. Submission of Bids

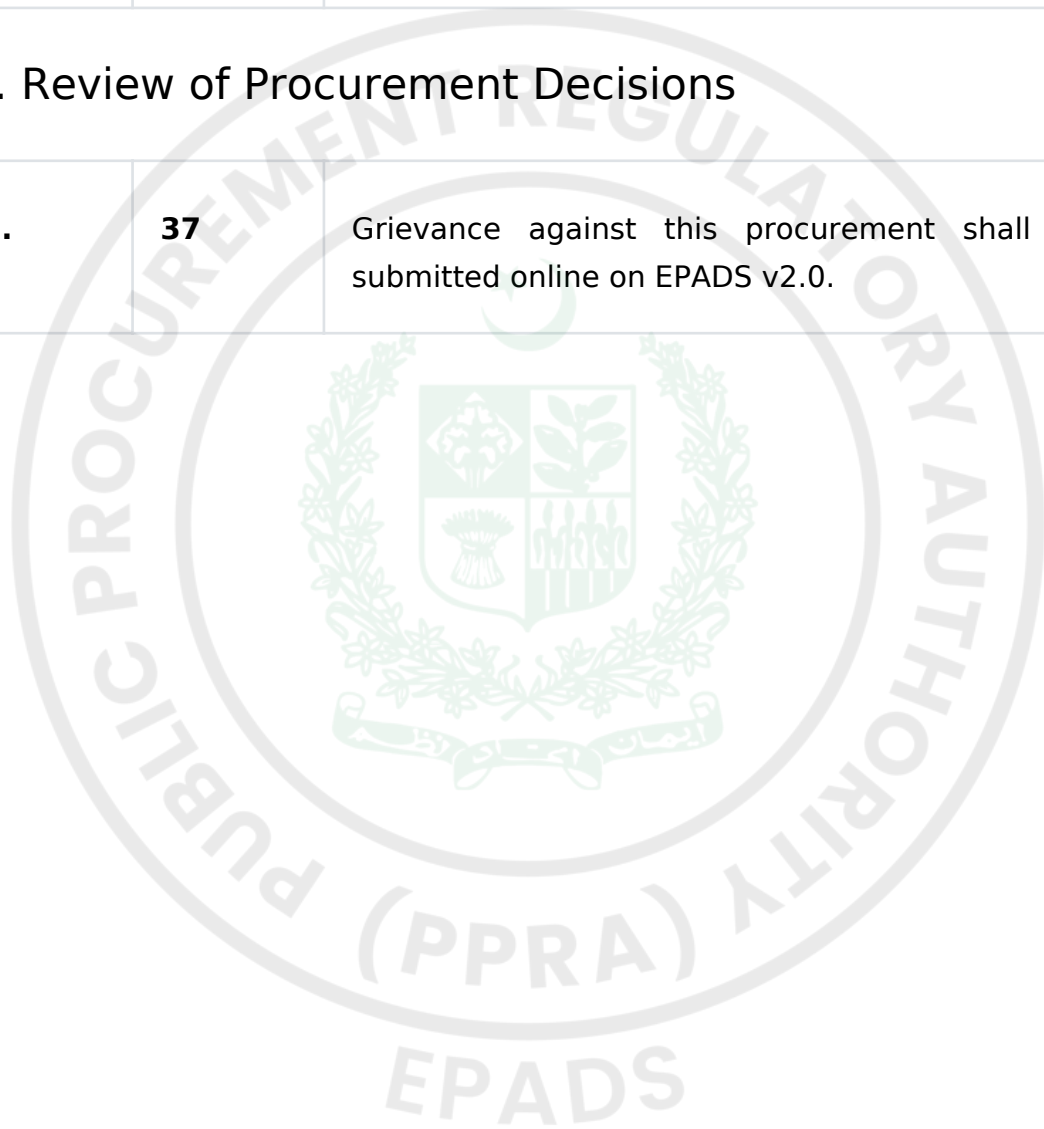
<b>17.</b>	<b>18.1 &amp; 21.1</b>	<p>Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;</p> <p><b>1st Floor, Estate Office Management, Shaheed-e-Millat Secretariat, F-6/1, Islamabad.</b></p> <p>Bids that are not submitted on EPADS v2.0 shall be disqualified.</p> <p>The deadline for Bids submission is: <b>Thursday, May 14, 2026 11:00 AM</b></p>
------------	------------------------	--

## E. Opening and Evaluation of Bids

<b>18.</b>	<b>24.1</b>	<p>The Bids opening shall take place on <b>EPADS v2.0</b>.</p> <p>Day : <b>Thursday</b></p> <p>Date: <b>May 14, 2026</b></p> <p>Time : <b>11:30 AM</b></p>
<b>19.</b>	<b>30.2</b>	<p>Selection technique adopted will be: <b>Least Cost Based Selection (LCBS)</b></p> <p><i>see Evaluation Criteria</i></p>

## F. Award of Contract

20.	41.1 & 41.2	<p>The Performance guarantee shall: <b>10.00%</b>.</p> <p>The Performance Guarantee shall be acceptable in the form of: <b>Pay Order, Banker's Cheque, Call at Deposit</b></p>
21.	45.1	<p>Arbitrator shall be appointed by mutual consent of the both parties.</p>
<p><b>G. Review of Procurement Decisions</b></p>		
22.	37	<p>Grievance against this procurement shall be submitted online on EPADS v2.0.</p>



## Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	PEC
Company (Private Limited)	
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
Firm must be enlisted with PEC in C6 or above category for the year 2025-26 in the relevant field with specialized codes EE02, EE04, EE11, & ME07	Yes
Affidavit on non-judicial stamp paper amounting to Rs. 100/- that firm is not black listed. Besides, the bidder's name must not reflect in the list of "Active Blacklisted Firms" of PPRA	Yes
Firm has to produce valid Electrical License (Islamabad/ Punjab Region)	Yes
Bidder must have performed three E/M works during the last three years with minimum worth of Rs. 3.500 million (work orders and completion certificates must be attached)	Yes

## Evaluation Criteria

## Least Cost Based Selection (LCBS)

### Jobs/Lots

#### Jobs Without Lots :

Job	Delivery Schedule	Quantity	Bid Security
Improvement/ Renovation of E/M Installations in Federal Government Lodges, Hostels, Family Suites & Others at Islamabad. (SH:- Electrification & Security Works)	Address: Federal Government Lodges, Hostels, Family Suites & Others at Islamabad Schedule: 30 Days Quantity: 1	1	150000

#### Related Services :

No

#### Work Specifications and Market Rates

#### Jobs Without Lots :

**Job:** Improvement/ Renovation of E/M Installations in Federal Government Lodges, Hostels, Family Suites & Others at Islamabad.  
(SH:- Electrification & Security Works)

**Specifications / Requirements:**

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
1	(SH: I Electrification Work.)						
2	Accessories etc.						
3	1	Replacement of old, u/s, defective/ broken & burnt out existing switch/ sheets with new one Polycarbonate flame retardant switch required gang plate fixed on die fabricated powder coated metal board recessed/ PVC on surface in/on the wall or column i/c connection as required. (Matrix/ TJ Series/ Clipsal/ Schnieder or approved Makes)					
4	i.	10 Amps SP switch/ socket with fancy required gang plate.	217	Nos		Each.	
5	ii.	10 Amps bell push with fancy gang plate.	10	Nos		Each.	
6	iii.	Click type fan dimmer of all any sweep with fancy gang plate.	41	Nos		Each.	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
7	2	Replacement of old, u/s, defective/ broken & burnt out existing light/ power plugs with new one Polycarbonate flame retardant universal socket gang plate fixed on die fabricated powder coated metal board recessed/ PVC on surface in/on the wall or column i/c connection as required. (Matrix/ TJ Series/ Clipsal/ Schnieder or approved Makes)					
8	i.	5-13 Amps, 3-pin switch socket universal with fancy "Ivory" gang plate.(Multi)	59	Nos		Each.	
9	ii.	15 Amps, 3-pin switch socket combine unit (power plug) with fancy " Ivory" gang plate.(Multi)	13	Nos		Each.	
10	3	Providing & fixing 6 Amps plastic ceiling rose on PVC Round block/Round Cover fitted on surface including connection as required.	24	Nos		Each	
11	4	Making hole in the wall for 10" to 18" sweep metallic/ Plastic exhaust fan and fixing of holepast, duly palaster and making good the damage as required.	1	Nos		Each	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
12	5	Replacement of old, broken & u/s existing shutter with new one metallic shutter suitable for 10" to 18" sweep exhaust fan's fitted on existing hole as required.	18	Nos		Each.	
13	6	Replacement of un-serviceable & burnt out Electronic Bell /Musical 220 volts AC/DC with new one as per existing size and sample as required.	2	Nos		Each	
14	LED Lights Work.						
15	7	Replacement of old, defective, out of order existing ceiling light fitting with new one light, recessed/ surface mounted LED Panel Light including driver, having warm/ neutral white/ cool white colour, 80-100 lm/watts efficiency, 0.9 or above power factor, 20000-25000 hours life cycle, including connection, complete in all respect as approved by the Engineer Incharge. (Pak Lite/ Galaxie/ E-Max/ Sky/ Osaka/ Supremelux)					
16	i.	LED T/L 4' double 36-40watts.	101	Nos		Each	
17	ii.	LED T/L 2' double 18-20watts.	4	Nos		Each	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
18	iii.	LED Ceiling Light 12-Watts.	4	Nos		Each	
19	iv.	LED Ceiling Light 18-24-Watts.	31	Nos		Each	
20	v.	LED Search/ flood light 40-60-watts.	2	Nos		Each	
21	vi.	LED Search/ flood light 90-100-watts.	12	Nos		Each	
22	vii.	LED Ceiling Light 2ftx2ft- 36-40w	1	Nos		Each	
23	Fixtures (Fans) Work						
24	8	Providing and fixing Ceiling/ Exhaust/ Bracket fan with blades, canopy/ motor, standard length of down rod i/c connection with 14/0.0076" flexible wire etc complete as required. (Pak/ Royal/ Millat/ GFC/ Matt/ Lahore)					
25	i.	Ceiling fan 140-Cm (56") sweep.	7	Nos		Each.	
26	ii.	False Ceiling fan 140-Cm (56") sweep.	1	Nos		Each.	
27	iii.	38-45Cm (15"-18"), mettalic body Exhaust fan.	2	Nos		Each.	
28	iv.	30-Cm (12"), mettalic body Exhaust fan.	1	Nos		Each.	
29	v.	30-Cm (12"), plastic body Exhaust fan.	1	Nos		Each.	
30	vi.	25-Cm (10"), plastic body Exhaust fan.	1	Nos		Each.	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
31	vii.	40-45Cm (16"/18") Wall bracket fan i/c GI clip.	2	Nos		Each.	
32	D.B's & Breakers etc.						
33	9	Replacement of old, defective D.B with new one cubical type metal sheet Distribution board with locking arrangement as per drawing, vermin protected duly powder coated paint i/c all fastening material, wiring with suitable gauge of PVCx PVC wires complete as required. (16-SWG)	12	Sft		P/Sft	
34	10	Replacement of existing old, defective breakers with new one breakers fixed on existing board, i/c inter-connection as required. (ABB/ Terasaki/ L.S/ schindier as approved)					
35	i.	TPMCCB 125-225 Amps	1	Nos		Each	
36	ii.	TPMCCB 75-100 Amps	1	Nos		Each	
37	iii.	TPMCCB 15-60 Amps	10	Nos		Each	
38	iv.	DPMCB 20-63 Amps	4	Nos		Each	
39	v.	SPMCB 6-32 Amps	36	Nos		Each	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
40	vi.	70 to 100 Amps, 4 pole, three phase bus bar strip.	1	Sets		P/Sets	
41	11	Replacement of u/s, b/o existing lamps/ Volt/ Ampere meter with new one pilot lamps/ Volt/ Ampere meter fitted on existing board i/c connection as required.					
42	i.	Pilot lamps.	4	Sets		Each	
43	ii.	Volt meter.	1	Nos		Each	
44	iii.	Ampere meter.	1	Nos		Each	
45	iv.	Phase selector switch.	2	Nos		Each	
46	Wires/ Cables/ Ducts.						
47	Wiring Work.						
48	12	Wiring for light or fan point with 3/.029 mm <sup>2</sup> single core, PVC insulated wire copper conductor wire in PVC duct fitted on surface, including 1mm <sup>2</sup> single core PVC insulated wire as ECC as required.	24	Pts		P/ Pts	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
49	13	Re-Wiring for light or fan point with (3/.029") PVC insulated wire in 20 mm <sup>2</sup> , (3/4") dia PVC conduit/ duct partly recessed/ partly surface in/on the wall, column, roof, including 1mm <sup>2</sup> single core PVC insulated wire as ECC as required.	138	Pts		P/ Pts	
50	14	Re-Wiring for light or fan or call bell point with 1.5 mm <sup>2</sup> PVC insulated wire in all kinds of existing or given conduit/cable duct including,1mm <sup>2</sup> single core PVC insulated wire as ECC as required.	6	Pts		P/ Pts	
51	15	Extension/Additional wiring for light, fan or call bell point controlled with existing switch with 1.5mm <sup>2</sup> PVC insulated wire in PVC cable duct fitted on surface including1mm <sup>2</sup> PVC insulated wire as ECC as required.	18	Pts		P/ Pts	
52	16	Wiring for plug point with 3/.029 mm <sup>2</sup> single core, PVC insulated wire copper conductor wire in PVC cable duct fitted on surface, including 1mm <sup>2</sup> single core PVC insulated wire as ECC as required.	60	Pts		P/ Pts	
53	Wires/ Cables Work.						

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
54	17	Replacement of u/s & burnt out existing wire with new one of single/ four core, PVC insulated copper wire in all kind of existing or given conduit/ cable duct etc as required. (Pakistan cable/ Fast/ AGE/ Newage)					
55	i.	1.5-mm <sup>2</sup> single core.	683	Mtrs		P/Mtrs	
56	ii.	2.5-mm <sup>2</sup> single core.	675	Mtrs		P/Mtrs	
57	iii.	4-mm <sup>2</sup> single core.	396	Mtrs		P/Mtrs	
58	iv.	10-mm <sup>2</sup> single core.	270	Mtrs		P/Mtrs	
59	v.	16-mm <sup>2</sup> single core.	30	Mtrs		P/Mtrs	
60	Duct Work.						
61	18	Providing and fixing PVC duct/ Pipe fitted on surface/ recessed etc complete as required. (Adamjee/ Papular)					
62	i.	16x25mm.	91	Mtr		P/Mtrs	
63	ii.	25x25mm.	46	Mtr		P/Mtrs	
64	iii.	33x33mm.	30	Mtr		P/Mtrs	
65	iv.	40x40mm.	46	Mtr		P/Mtrs	
66	v.	20 mm (3/4") dia PVC conduit with bends, sockets, Junction etc.	300	Mtrs		P/Mtrs	

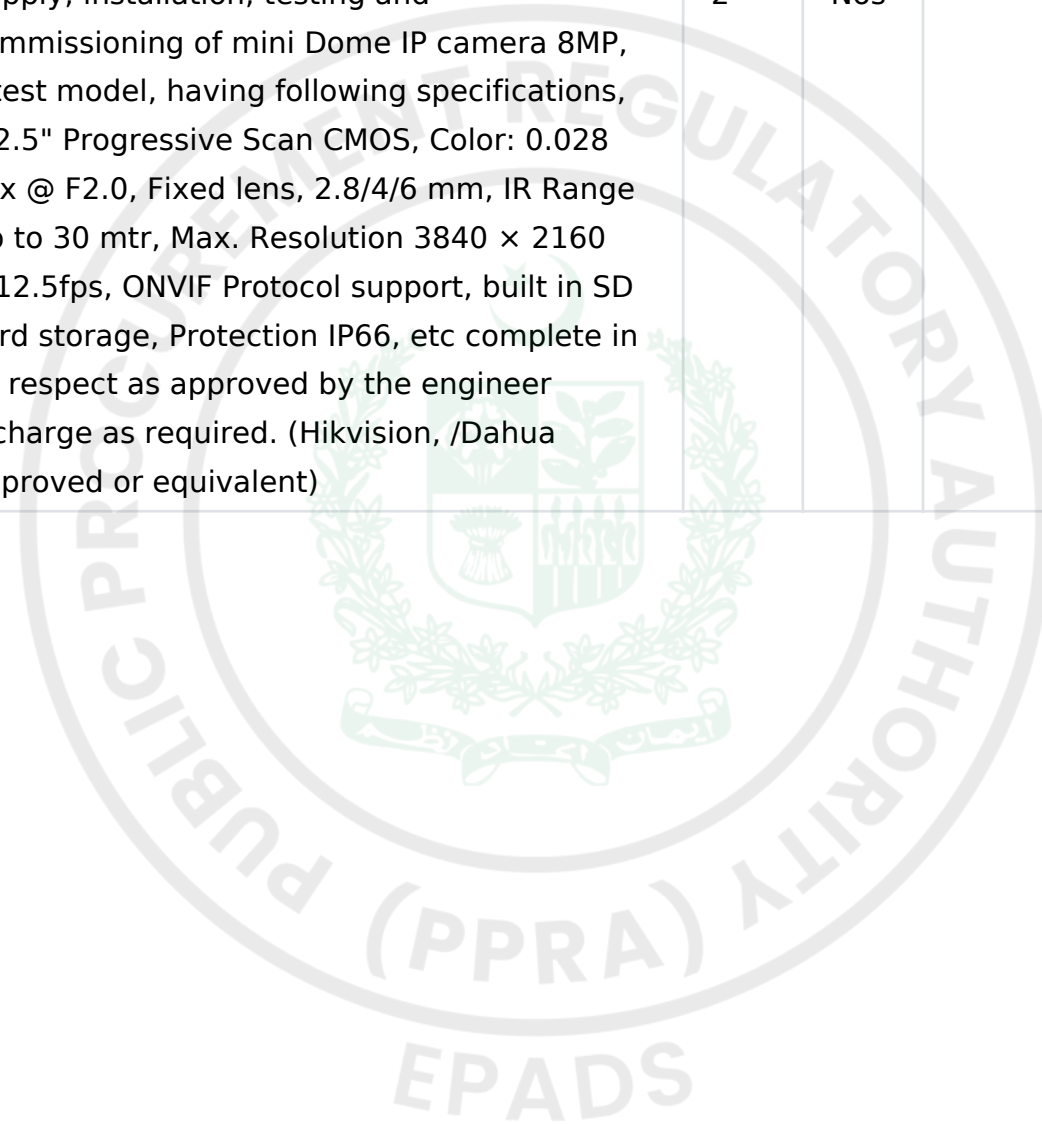
Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
67	vi.	25 mm (1") dia PVC conduit with bends, sockets, Junction etc.	150	Mtrs		P/Mtrs	
68	vii.	40 mm (1-1/2") dia PVC conduit with bends, sockets, Junction etc.	45	Mtrs		P/Mtrs	
69	Accessories etc.						
70	1	Replacement of old, u/s, defective/ broken & burnt out existing Click type fan dimmer fixed on existing gang plate fixed on die fabricated powder coated metal board recessed/ PVC on surface in/on the wall or column i/c connection as required. (Matrix/ TJ Series/ Hero or approved Makes)	12	Nos		Each.	
71	2	Replacement of old broken Plastic/ fiber sheet for switch & socket, with new one i/c making hole as per site requirement at sites complete as required.	8	Sfts		P.sft	
72	3	Making hole in the mirrior 8" to 12" dia for Plastic body Exhaust fan etc dammages as required.	6	Nos		Each.	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
73	4	Providing & fixing wooden frame for fixing of exhaust fan of suitable size 12" to 18", fitted on existing hole as required.	6	Nos		Each	
74	5	Providing & fixing Plastic Box surface type (4"x4" or 4"x7") for switch & socket etc, i/c making hole as per site requirement complete as required.	12	Nos		Each	
75	Geysers etc.						
76	6	Providing & installaing of electric geyser 15-Gallons/ instant electric geyser 15-liter capacity, complete with element 1200-3000-watts, automatic thermostat control suitable for 220/230 volts 50HZ AC supply and also making electric and water connection etc complete in all respect as approved by the Engineer incharge as required. (Nas Gas/ Corona/ CANON/ Singer)	1	Nos		Each	
77	7	Replacement of existing old, u/s, and dammaged G.I/ PPR fittings with new one for fixing of gas geyser i/c making connection with hot & cold water lines etc complete in all respect as required.	1	Nos		Each	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
78	8	Replacement of defective, rusty & damaged valve with new one brass valve ball type screw both ends complete with steel handle washer/ nut as approved by the Engineer-incharge as required.					
79	i.	Ball Valve 15mm (1/2") dia.	2	Nos		Each	
80	ii.	Ball Valve 20mm (3/4") dia.	1	Nos		Each	
81	iii.	Ball Valve 25mm (1") dia.	1	Nos		Each	
82	Total					Rs.	
83	Less credit for dismentle material except T&P Items (-)					Rs.	
85	(SH: II Installation of CCTV System etc)						

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
86	1	<p>Providing, installation, testing and commissioning of 8 MP Long Range Outdoor Bullet Camera, latest model, 8MP AcuSense Fixed Bullet Network Camera, 1/1.8" Progressive Scan CMOS; 4 mm fixed lens, horizontal FOV 87o, vertical FOV 47o, diagonal FOV 102°H.265+/H.265/H.264+/H.264, Powered by Dark fighter technology, 120dB True WDR, Color: 0.003 lux@(F1.6,AGC ON), 0 lux with IR; 80 Mtr IR, Motion detection (human and vehicle targets classification) Face Capture, Perimeter Protection: Line crossing detection, intrusion detection, region entrance and exiting detection, 25fps(3840x2160, 3200x1800, 2688x1520, 1920x1080, 1280x720), Video Bit Rate: 32 Kbps to 16 Mbps, VCA functions, 4 streams, 3D DNR, BLC, ICR, EXIR; DC12V&amp;PoE, Built-in micro SD/SDHC/SDXC slot, Alarm:2/2, Audio:1/1,DC 12V output etc complete in all respect as approved by the engineer incharge as required. (Hikvision, /Dahua approved or equivalent)</p>	10	Nos		Each	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
87	2	Supply, installation, testing and commissioning of mini Dome IP camera 8MP, latest model, having following specifications, 1/2.5" Progressive Scan CMOS, Color: 0.028 Lux @ F2.0, Fixed lens, 2.8/4/6 mm, IR Range Up to 30 mtr, Max. Resolution 3840 × 2160 @12.5fps, ONVIF Protocol support, built in SD card storage, Protection IP66, etc complete in all respect as approved by the engineer incharge as required. (Hikvision, /Dahua approved or equivalent)	2	Nos		Each	



Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
88	3	Providing, installation, testing and commissioning of 16-Channel NVR (Network Video Recorder) Up to 16 IP cameras can be connected, Incoming bandwidth: 320Mbps/ outgoing bandwidth 256 Mbps, Dual HDMI output ports with up to 4K resolution support. Recording resolution : 12 MP/8 MP/6 MP/5 MP/4 MP/3MP/1080p/ 720p/VGA, Decoding format H.265/H.265+/H.264/H.264+/ MPEG4, 4 SATA interfaces for 4 HDDs, Capacity Up to 8TB capacity for each HDD, 1 eSATA interface, 2 RJ-45 10/100/1000 Mbps self-adaptive Ethernet interface, Front panel: 2 × USB 2.0; Rear panel: 1 × USB 3.0, Alarm in/out 16/4 (16/8 optional), 100 to 240 VAC, complete as required. (Hikvision, /Dahua approved or equivalent)	1	Jobs		P/ Job	
89	4	Providing, installation and commissioning of 8TB Surveillance Grade Hard Drive complete in all respect as approved by the Engineer Incharge. (Seagate Skyhawk/ WD Purple or equivalent).	4	Nos		Each	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
90	5	Providing and installing of 50" LED smart TV latest model suitable for operation on 220/230 V, 50 Hz AC supply including USS/ HDMI Ports, Video In, Audio In, switchable to HDMI-1 to HDMI-11 via wireless remote, flexible cord, shoe, wifi, bluetooth, wall bracket, rawal bolts etc complete with electric connection as approved by the Engineer Incharge as required. (Samsung/ LG or approved)	1	Nos		Each	
91	6	Wiring for CCTV Camera with UTP Cat-6 in existing PVC conduit/duct i/c connectors complete in all respect as approved by the Engineer Incharge. (3M/ D-Link/ Schneider/ R&M or equivalent)	915	Mtrs		P/ Mtrs	
92	7	Providing, Supplying, installation, fitting, fixing and commissioning of 4-6 Core single mode Fiber Optics Cable in given existing PVC Conduit, Box Conduit, complete in all respect as approved by the Engineer Incharge. (Litec/ Premier).	20	Mtrs		P/ Mtrs	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
93	8	Providing, Installation, Testing & Commissioning of Tubular Battery 12 Volt, including making connection with suitable flexible wire (5 meter approx.), thimbles, i/c making connections, with required bracket etc complete in all respect as approved by the Engineer Incharge. (Exide/ Osaka/ Volta/ Phoenix makes)					
94	i.	150-160 AH	2	Nos		Each	
95	CCTV Material etc.						
96	1	Provision and placement of 64-GB passport drive for storage portable data storage etc as directed by the EOM etc complete as required.	1	Nos		Each	
97	2	Providing, Installing, testing & commissioning of UPS, 2-KVA, with backup of 3-4 hours, single phase in & single phase out, suitable for operation 220/240 volts, AC supply, 50 Hz, with required bracket i/c connections complete in all respect or as approved by the Engineer Incharge/ IT wing of EOM as required. (Homage/ Simtek/ Stabimatic/ Trion/ Inverex or approved)	1	Nos		Each	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
98	3	P/ installation of 8 POE+ 10/100/1000 Ethernet ports, 2x1 GBE SFP & Gigabit uplink ports, transfers data and power on one single cable, Packet Forwarding Rate:14.88 Mpps, Mac Address Table : 4K, Switching Capacity: 20 Gbps, IEEE 802.3af/at compliant PDs, 802.1p/DSCP QoS enable smooth latency-sensitive traffic, High PoE power budget with up to 30W for each PoE port complete as required. (TP link/HP/Juniper/ Hikvision/Wi Tek or equivalent)	1	Nos		Each	
99	4	Providing, installing testing commisioning 4-port 10/100/1000 Ethernet ports 2x1 GBE SFP/ TPlink ports in metal box/cabinet etccomplete in all respect as approved by the Engineer incahrge as required. (TP link/HP/Juniper/ Hikvision/Wi Tek or equivalent)	1	Nos		Each	
100	5	Providing, Installation, Testing and commissioning of Data Rack with mesh door lock for NVR, Aggregation Switch & other equipment etc complete in all respect as approved by the Engineer Incharge as required.					

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
101	i.	1U Data Rack.	1	Nos		Each	
102	6	Providing, Installation, Testing and commissioning of Rack management system 19" size etc complete in all respect as approved by the Engineer Incharge as required.	1	Nos		Each	
103	7	Provision & fixing of flexible HDMI fiber optic PVC insulated cable 2.0 (4K supported) with connectors both ends in all kinds of existing or given conduit/cable duct as required.					
104	i.	5-meters long.	1	Jobs		P/ Job	
105	ii.	3-meters long.	1	Jobs		P/ Job	
106	8	Splicing of Fiber Optical Cable as per required as approved by the Engineer Incharge.	2	Jobs		P/ Job	
107	9	Providing and installation of SC-SC & SC-LC Fiber Optic Patch Cords for patching of Switches with ODF (3 meters) as approved as required.	2	Jobs		P/ Job	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
108	10	Providing, installation, fitting, fixing and commissioning of 4 port ODF with Up & down fiber connectivity with required programming as needed, complete in all respect as approved by the Engineer Incharge as required.	1	Nos		Each	
109	11	Providing, Installation IP 65 rated PVC camera box as per required size for connection of CCTV camera etc complete in all respect as required.	12	Nos		Each	
110	12	Providing, installation, testing & commissing of single phase PDU multiple socket 220 volts distribution (8-sockets) etc complete as required.	1	Nos		Each	
111	13	Providing, punchin, testing and commissioning of RJ-45 connector having 8 point gold plated crimp contacts, complete in all respect as approved by the engineer incharge.	24	Jobs		P/ Job	
112	14	Providing, Installation & fabrication of MS bracket duly painted as per size of pole top for fixing of camera at top of pole complete as required.	1	Nos		Each	
113		Biometric Attendance Machine.					

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
114	15	Providing, installation, testing commissioning of Facial Recognition, Thumb impression, card Biometric attendance machine for official use i/c inter connection and software etc complete in all respect as directed by the Engineer Incharge or IT wing of EOM as required. (ZKTeco/ Hikvision/ A-1, Dahua/ Anviz or approved)	1	Jobs		P/ Job	
115	16	Programming & synchronizing of existing Biometric attendance machine with software to centralised the record through networking etc complete in all respect as directed by the Engineer Incharge/ IT wing of EOM as required.	1	Jobs		P/ Job	
116	17	Providing, installing and configuring Wi-Fi Router/ wireless access point 5/ 6, i/c mounting bracket, adaptive antennas, dual ports, Ether-net port each equipment/ item must be compatible with entire system with allied accessories as approved by the Engineer incharge as required. (TP link/HP/Juniper/ Hikvision/Wi Tek or equivalent)	1	Nos		Each	

Sr. No	S. No.	ITEM OF WORK	QTY		RATE	UNIT	AMOUNT
117	18	Providing Internet connection from NTC/ PTCL/ Naytel companies with payment of demand notice for configuration of Biometric system including networking device with good band width (20mbpm) i/c inter-connection, labour, cartage etc complete in all respect as above residential Colonies, Hostels, and Federal Lodges etc as direction of Engineer Incharge as required.	1	Jobs		P/ Job	
118	Total (B)					Rs.	
119	TOTAL BID AMOUNT (A + B)					Rs.	4,677,355
						GRAND TOTAL:	Rs4,677,355.00

## Scope of Work

Improvement/ Renovation of E/M Installations in Federal Government Lodges, Hostels, Family Suites & Others at Islamabad. (SH:- Electrification & Security Works)

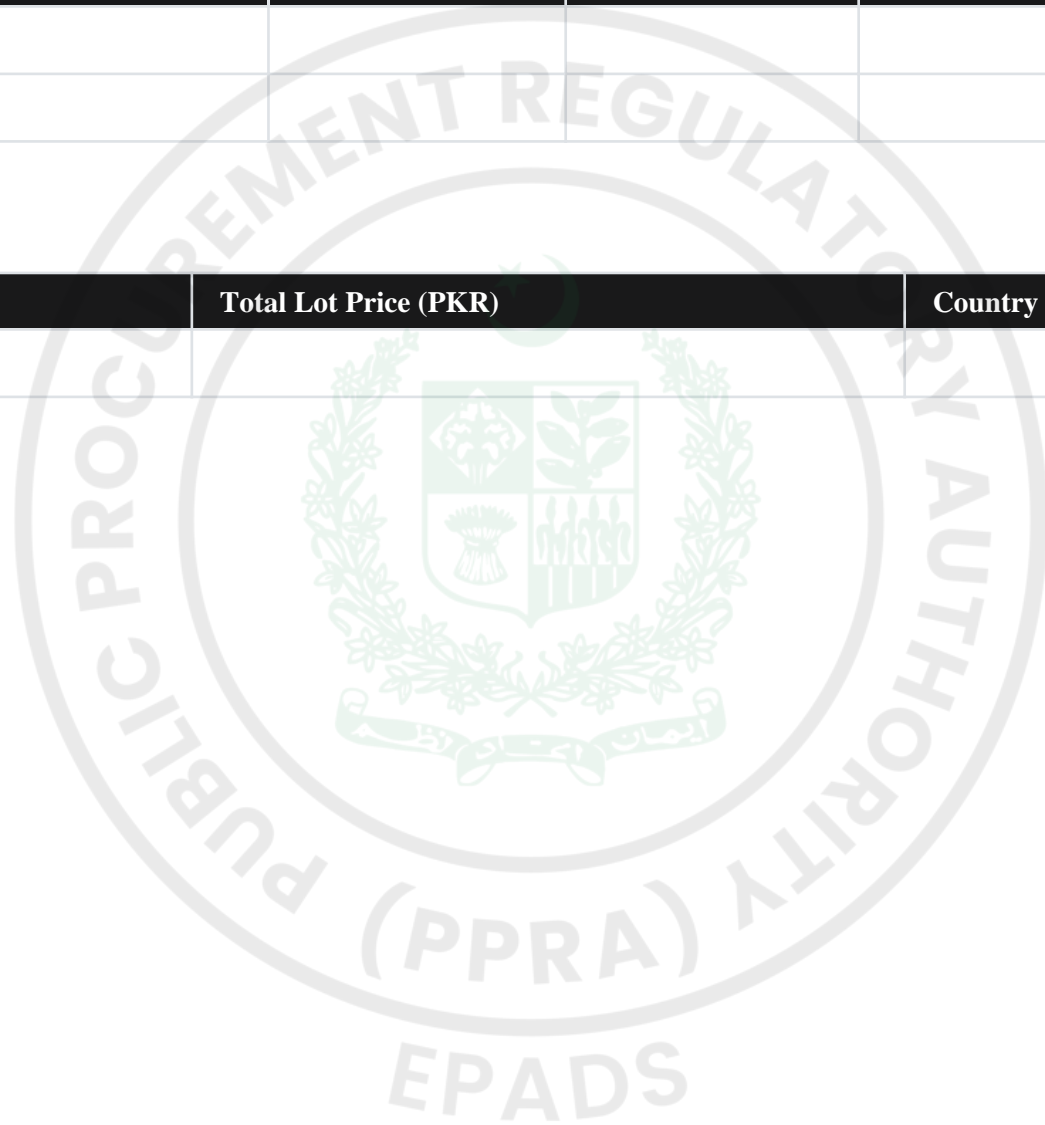
## Price Schedule

**For Individual Jobs**

#	Job 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

### 1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. "Applicable Law" means the laws and any other instruments having the force of law in the Government's Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. "The Contract" means an agreement enforceable by law;

1.1.3. "The Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. "The Services" means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor's Bid;

1.1.5. "Ancillary Services" means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. "GCC" means the General Conditions of Contract contained in this section;

1.1.7. "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. "Day" means calendar day unless indicated otherwise;

1.1.9. "Effective Date" means the date on which this Contract comes into force and effect;

1.1.10. "The Contractor" means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. "The Project Site," where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. "Government" means the Government of Pakistan;

1.1.13. "Local Currency" means the currency of Pakistan;

1.1.14. "In Writing" means communicated in written form with proof of receipt;

1.1.15. "Completion Date" means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. "Foreign Currency" means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

## **2. Applicable Law**

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

## **3. Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor 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.

## **4. Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

## **5. Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

5.2. A {DOCUMENTS}

## **6. Authorized Representatives / Authority of Member in charge**

6.1. 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 Contractor may be taken or executed by the officials specified in the SCC.

# **B. Commencement, Completion, Modification, and Termination of Contract**

## **1. Effectiveness of Contract**

1.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

## 2. Commencement of Services

2.1. The Contractor 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.

## 3. Program schedule

3.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

## 4. Starting Date/Expiration Date

4.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

4.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

## 5. Entire Agreement

5.1. 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.

## 6. Modification

6.1. 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 modification(s) or variation(s) made by the other Party.

6.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

## 7. Force Majeure

### 7.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

### 7.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative

measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **7.3. Extension of Time**

Any period within which a Contractor 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.

### **7.4. Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **8. Termination**

### **8.1. By the Procuring Agency**

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

8.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

8.1.2. If the Contractor becomes (or, if the Contractor 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;

8.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

8.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

8.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

### **8.2. By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar 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.

8.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

8.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

8.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

8.2.4. 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 Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

## C. Obligations of the Contractor

### 1. General

#### 1.1. Standard of Performance

1.1.1. The Contractor 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 Contractor 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;

1.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

#### 1.2. Law Applicable to Services

The Contractor 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-Bidders, comply with the Applicable Law.

### 2. Conflict of Interests

#### 2.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

#### 2.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

### **2.3. Prohibition of Conflicting Activities**

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- 2.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- 2.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- 2.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC**.

### **3. Insurance to be Taken Out by the Contractor**

3.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', 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, as shall be specified in the **SCC**; and (b) 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 have been paid.

### **4. Contractor's Actions Requiring Procuring Agency's Prior Approval**

4.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- 4.1.1. appointing such members of the Personnel not provided by the Contractor;
- 4.1.2. changing the Program of activities; and
- 4.1.3. any other action that may be specified in the **SCC**.

### **5. Reporting Obligations**

5.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

### **6. Liquidated Damages**

#### **6.1. Payments of Liquidated Damages**

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

#### **6.2. Correction for Over-payment**

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The

Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC**.

### **6.3. Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

## **7. Performance Guarantee**

7.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

7.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

7.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

## **8. Sustainable Procurement**

8.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

## **D. Contractor's Personnel**

### **1. Description of Personnel**

1.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

### **2. Removal and / or Replacement of Personnel**

2.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

2.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

2.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## E. Obligations of the Procuring Agency

### 1. Change in the Applicable Law

1.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

### 2. Services and Facilities

2.1. The Procuring Agency shall make available to the Contractor 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, at the times and in the manner specified in the Terms of Reference.

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

## F. Payments to the Contractor

### 1. Contract Price

1.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

### 2. Terms and Conditions of Payment

2.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

2.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

### 3. Quality Control Identifying Defects

3.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are

found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

3.2. A {INSPECTION}

#### **4. Correction of Defects, and Lack of Performance Penalty**

4.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

4.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

4.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

#### **5. Settlement of Disputes Amicable Settlement**

5.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

#### **6. Dispute Settlement**

##### **6.1. Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor 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 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.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



## Special Conditions of Contract

## SECTION VIII. 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.

<b>Number of GC Clause</b>	<b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>
	<p><b>Definitions</b></p> <p><b>The Procuring Agency is:</b> Estate Office Management (Estate Office Management), Assistant Director (E/M) 1st Floor, Estate Office Management, Shaheed-e-Millat Secretariat, F-6/1, Islamabad.</p> <p><b>The Supplier is:</b></p> <p><b>The title of the subject procurement is:</b> Improvement/ Renovation of E/M Installations in Federal Government Lodges, Hostels, Family Suites &amp; Others at Islamabad. (SH:- Electrification &amp; Security Works)</p>
<b>GCC 2</b>	<p><b>Applicable/Governing Law:</b></p> <p>The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan</p>
<b>GCC 3</b>	<p><b>Language:</b></p> <p>The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in <b>English</b>.</p>

<p><b>GCC 4</b></p>	<p><b>Notices:</b></p> <p><b>The addresses for the notices are:</b></p> <p>Procuring Agency:</p> <p>Estate Office Management (Estate Office Management),Assistant Director (E/M) 1st Floor, Estate Office Management, Shaheed-e-Millat Secretariat, F-6/1, Islamabad. +92-519-215388 Assistant.Director.estateoffice@gmail.com</p> <p>Contractor/ Bidder:</p> <p>[Name, address and telephone number].</p> <p>The Contractor/ Bidder’s Representative(s)</p> <p>[Name, address, telephone number and e-mail address]</p>
<p><b>GCC 6.1</b></p>	<p><b>The Authorized Representatives are:</b></p> <p><b>For the Procuring Agency:</b></p> <p>Estate Office Management (Estate Office Management),Assistant Director (E/M) 1st Floor, Estate Office Management, Shaheed-e-Millat Secretariat, F-6/1, Islamabad. +92-519-215388 Assistant.Director.estateoffice@gmail.com</p> <p><b>For the Bidder:</b></p> <p><b>Name:</b> .....</p> <p><b>Designation:</b> .....</p> <p><b>Address:</b> .....</p>
<p><b>GCC 7</b></p>	<p><b>Effectiveness of the contract</b></p> <p>The Contractor/Bidder shall be effective within ..... days from the date of signature of the Contract by both parties</p>
<p><b>GCC 8</b></p>	<p><b>Commencement of Contract:</b></p> <p>The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.</p>

<p><b>GCC 10.2</b></p>	<p><b>Expiration of Contract:</b></p> <p>The time period shall be .....</p>
<p><b>GCC 14</b></p>	<p><b>Termination</b></p> <p>In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.</p>
<p><b>GCC 16</b></p>	<p><b>Conflict of Interest:</b></p> <p>The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17.</p>
<p><b>GCC 20</b></p>	<p><b>Liquidated Damages</b></p> <p>If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of <b>0.10%</b> to <b>10.00%</b> of the Contract value, in accordance with the extent of performance failure &amp; the cost of investigating such incidents as judged by the Authority.</p>
<p><b>GCC 21</b></p>	<p><b>Performance Guarantee:</b></p> <p>The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, Banker's Cheque, Call at Deposit</p>
<p><b>GCC 27</b></p>	<p><b>Currency of Payment:</b></p> <p>All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.</p>
<p><b>GCC 28</b></p>	<p><b>Payment terms:</b></p> <p>Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.</p>

**GCC 29****Identifying Defects:**

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.



## Following is the guidance for Dispute Resolution

1. 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.
2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
3. 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.
4. 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.
5. 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



## Bid Securing Declaration

## Form 9: Bid Securing Declaration

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

Bid No.: **P25100**

To: **Estate Office Management (Estate Office Management), Assistant Director (E/M) 1st Floor, Estate Office Management, Shaheed-e-Millat Secretariat, F-6/1, Islamabad.**

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

## SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **Estate Office Management (Estate Office Management), Assistant Director (E/M) 1st Floor, Estate Office Management, Shaheed-e-Millat Secretariat, F-6/1, Islamabad.**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Improvement/ Renovation of E/M Installations in Federal Government Lodges, Hostels, Family Suites & Others at Islamabad. (SH:- Electrification & Security Works) (P25100)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and

8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Witness to the signatures of the Bidder: .....





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: **Estate Office Management (Estate Office Management), Assistant Director (E/M) 1st Floor, Estate Office Management, Shaheed-e-Millat Secretariat, F-6/1, Islamabad.**

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

## Special Stipulations

The stipulation outlined hereunder in the form of a table summarize certain terms and conditions and these stipulations will be an integral part of the contract:

Information (Read-Only)

See Form Under Additional Forms and Documents: **Special Stipulations** (page number: 93)





## Procurement Forms

## Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 95)







## Additional Forms and Documents

**SPECIAL STIPULATIONS**  
**CONDITIONS OF CONTRACT**

The stipulation outlined hereunder in the form of a table summarize certain terms and conditions and these stipulations will be an integral part of the contract:

1. Estate office management Islamabad reserves the right to select the bidder based on the least cost method. Bids will be evaluated on the lump sum basis as a whole price of the Work i.e. lowest financial bid, fulfilling the mandatory requirements.
2. Bidders should quote in figures as well as in words.
3. No claim on Escalation during the currency of Contract will be entertained.
4. In case of increases more than 15% of agreement amount, the prior approval of competent authority of Employer must be obtained otherwise no claim will be entertained on excess quantities.
5. Form of Bid security, CDR/Pay order/Banker's Cheque from scheduled bank in favor of Drawing & Disbursing Officer, Estate office, Islamabad. The Employer and its scanned copy to be attached with bid on EPADs. Whereas, original bid security shall be provided before the deadline for submission of bids.
6. Performance Security/Performance guarantee is equal to 10% of the contract value. This performance Security/Guarantee will be submitted in shape of CDR/Pay order/Banker's Cheque from any scheduled bank of Pakistan within 05 days on receipt of Letter of Acceptance/Work order.
7. If the Bid Price of the Successful Bidder is more than fifteen percent (15%) below the Employer's/Engineer's estimated cost of the Works, the Successful Bidder shall, as a condition precedent to the execution of the Contract, furnish an additional Performance Security, in the shape of a CDR/Pay order/Banker's Cheque, issued by any scheduled bank of Pakistan
8. **Performance guarantee / security will be released after 90 days of completion of work, subject to No complain from Employer.**
9. Repair during the defect liability period, all repair work which arises in the defect liability period will be done by the contractor free of cost and if he fails to do so, Estate Office will get the job/work done from open market and the amount will be deducted from the performance guarantee, moreover the Estate Office reserve the right to recommend your firm to keep blacklist in PPRA/EPADs.
10. Time of completion of work 30 Calendar days from the contract signing.
11. Imposition of Penalty for no completion of the work within stipulated time Amount payable due to failure to complete shall be 0.10% per day up of the contract value (as per final bill verified by the Employer) to a maximum of 10% of contract value and thereafter the contract shall stand cancelled.
12. Final payment will be made after successful completion of work subject to approval of the Competent Authority.
13. In case of termination of work order due to fault of the supplier/bidder, the performance; security/guarantee shall be forfeited in favor of Estate office Islamabad, along with initiation of blacklisting procedure.
14. Bids/rates or amounts should be inclusive of all taxes, income tax etc. payable to Government of Pakistan or local bodies and no claims in this regard shall be entertained by the Employer.
15. The contractor rate shall include all incidental charges in connection with work which are required to complete the project and are not included in the BOQ. No extra payment will be made in this regard.
16. The monitoring team of Housing & Works will ensure quality of work at site.
17. The Contractor will provide a list of labour including Supervisor with full address and N.I.C Nos to the Engineer in charge before commencement of work. Transfer/change in staff will be informed accordingly.
18. The work will be carried out as per specification and in compliance, with the instruction of the Engineer Incharge. The contractor will ensure that his Supervisor will be present at site during the execution of work.

19. All the Electric wires /cables including flexible wire shall be used manufactured by Pakistan Cable Ltd Karachi, Newage Lahore, AGE Peshawar, Fast cable, Tech cable, GM cable.
20. All the PVC conduit shall be of Galco/ Beta/ Popular/ Adam Jee.
21. All the switches, plug, sockets and other accessories shall be used of China make as mentioned in BOQ, or as approved by the Engineer Incharge.
22. The contractor shall make his own arrangement for watch and ward till the work is completed tested and handed over.
23. A sample board fitted with all the normal fittings such as PVC conduit PVC fittings cables/wires switches indicating the name of manufacturer shall be furnished by the contractor to Engineering Incharge before commencement of work.
24. The contractor shall use circuit breaker of only Terasaki Malaysia/LS Korla/ABBS Germany make are as mentioned in BOQ.
25. The gauge of metal sheet used in the manufacturing of switches boards/distribution boards/shall be of minimum 16SWG (subject to approve).
26. Minimum size of metal sheet of distribution/Panel Board to be used will not less than 16SWG for panel board and DB's.
27. For panel of sizes larger than 4sfts size of metal sheet shall be 14SWG.The size of sheet will be increased proportionally for every two sft by 14SWG.subject to the condition that maximum size of sheet will not exceed 12SWG.
28. For inter connection thimbles of required rating shall be used.
29. For internal wiring colour coding will be observed.
30. The designed and size of panel board, distribution board shall have to be got approved from Engineer Incharge before fabrication.
31. All wiring shall be carried out in "Looping in system". The use of junction boxes etc shall be strictly prohibited.
32. The contractor shall get his sample of following material approved by the Engineer Incharge in writing prior to use Electric, wires/cables. Accessories, Plastic sheets, PVC conduits, PVC Duct etc. Any other items/ material intended to be used.
33. All metal boards and metallic fitting & fixture will be earthed properly with thimbles.
34. If any damage is done, to the exciting installation the cost of making good such good such damage or entire replacement shall be recovered from the contractor.
35. The contractor shall ensure the electrical system stability and reliability.

## Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:

Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

