

TENDER NOTICE

Bids are invited from firms of repute, registered with PEC, FBR or SECP for **“RENOVATION /UPGRADATION OF OFFICES, PURCHASE/INSTALLATION OF AIR CONDITIONERS AND FURNITURE”** under provision of development project “Integrated Energy Planning (IEP) for Sustainable Development” during financial year 2021-22.

2. Bidding document, which are containing details of Lots to be purchased/installed, terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, are available for interested bidders at the following address. The bidding document can be downloaded from web address www.pc.gov.pk

3. Bids prepared in accordance with instructions in the bidding document must reach at following address on or before **29-03-2022 upto 03:00 p.m.** Bids will be opened on the same day **at 03:30 p.m.** in presence of bidders or their authorized representatives. The advertisement along with bidding document is also available on PPRA web address www.ppra.org.pk

Project Director,

“Integrated Energy Planning for Sustainable Development”
Ministry of Planning, Development and Special Initiatives
1st Floor, S&T Building, Constitution Avenue, G-5/2,
Islamabad
Ph: 051-9220633

**RENOVATION /UPGRADATION OF OFFICES, PURCHASE/INSTALLATION OF AIR
CONDITIONERS AND FURNITURE for Financial Year 2021-22**



**Planning Commission Ministry of Planning, Development & Special Initiatives, Islamabad
Government of Pakistan**

Bidding Document
For
RENOVATION /UPGRADATION OF OFFICES,
PURCHASE/INSTALLATION OF AIR CONDITIONERS
AND FURNITURE
For
Project
“Integrated Energy Planning (IEP)
for Sustainable Development”

BIDDING DOCUMENTS

**RENOVATION /UPGRADATION OF OFFICES,
PURCHASE/INSTALLATION OF AIR CONDITIONERS AND
FURNITURE**

***SINGLE STAGE – TWO ENVELOPES
(SSTE) BIDDING PROCEDURE***

**Integrated Energy Planning for Sustainable Development,
Ministry of Planning, Development and Special Initiatives**

Invitation for Bids (IFB)

For “RENOVATION/UPGRADATION OF OFFICES, PURCHASE/INSTALLATION OF AIR CONDITIONERS AND FURNITURE”

Ministry of Planning, Development and Special Initiatives (M/o PD & SI) Islamabad invites sealed bids from reputed and authorized dealers registered with PEC, FBR or SECP for **“RENOVATION /UPGRADATION OF OFFICES, PURCHASE/INSTALLATION OF AIR CONDITIONERS AND FURNITURE”**.

2. Bidding shall be conducted through **Single Stage–Two Envelope** Bidding Procedure as per PPRA Rules. Envelopes should be clearly marked as **TECHNICAL & FINANCIAL PROPOSALS** in bold & legible letters on respective envelopes. The bidders are bound to provide their complete information along with postal as well as valid email address and phone number(s) on each of the respective envelopes.
3. Bidding documents, detailed description and quantities of items, collected from the address mentioned in this Invitation for Bids (IFB). The bids shall reach at the address mentioned in Tender document on or before **03:00 p.m. on 29-03-2022**. The bids shall be opened on the same day at **03:30 p.m.** by the Procurement Committee in the presence of Representatives of the bidders in the Ministry of Planning, Development & Special Initiatives, 1st Floor, Science & Technology Building, Constitution Avenue G-5/2, Islamabad. Bid submitted after due date & time shall not be entertained. A pre bid meeting will be held on **17-03-2022 at 03:00 p.m.** at Ministry of Planning, Development & Special Initiatives, 1st Floor, Science & Technology Building, Constitution Avenue G-5/2, Islamabad. The bid must be accompanied with separate Bid Security @ 2% of the bid value quoted in the shape of Pay Order/ Demand Draft in the name of the DDO, Integrated Energy Planning for Sustainable Development, Ministry of Planning, Development and Special Initiatives. Late bids will be treated as non-responsive and will not be entertained. Bids/Rates shall be quoted in Pak Rupees and on FOR basis (delivery at premises) inclusive of all taxes where applicable.
4. Bidders are required to offer most competitive lowest rate but with high standard quality inclusive of all the taxes, as negotiations on quoted rates are not allowed under the rules. The bid must be valid up to 120 days (Mutually extendable) from date of opening of the bid. The Purchaser reserves the right to reject any or all the bids as per provisions contained in Rules of PPRA Procurement Rules.

Project Director
Integrated Energy Planning for Sustainable Development,
Ministry of Planning, Development and Special Initiatives
1st Floor, Science & Technology Building, Constitution Avenue G5/2, Islamabad
Tel: 051-9220633

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INVITATION FOR BIDS

INSTRUCTIONS TO BIDDERS

(Note: These Instructions to Bidders along with Bidding Data Sheet **will not** be the part of the Contract and will cease to have effect once the contract is signed.)

A. GENERAL

IB.1 Scope of Bid

- 1.1 *The Employer as defined in the Bidding Data Sheet hereinafter called “the Employer” wishes to receive bid for the Renovation /upgradation of offices, purchase/installation of air conditioners and furniture as described in these Bidding Documents, and summarized in the Bidding Data Sheet hereinafter referred to as the “Works”.*

IB.2 Completion of Bid

- 2.1 *The successful Bidder should complete the works within the time specified in Appendix-A to Bid.*

IB.3 Eligible Bidders

- 3.1 *This Invitation for Bids is open to all Bidders meeting the following requirements:*

IB.4 One Bid per Bidder

- 4.1 *Each Bidder shall submit only one bid.*

IB.5 Cost of Bidding

- 5.1 *The Bidders shall bear all costs associated with the preparation and submission of their respective bids and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.*

IB.6 Site Visit (If required) (Site Drawing is also attached)

- 6.1 *The Bidders are advised to visit and examine the site of works and its surroundings and obtain for themselves on their own responsibility all information that may be necessary for preparing the bid and entering into a contract for renovation/upgradation of the works. All cost in this respect shall be at the Bidder’s own expense.*

B. BIDDING DOCUMENTS

IB.7 Contents of Bidding Documents

- 7.1 *The Bidding Documents, in addition to invitation for bids, are those stated below and should be read in conjunction with any Addenda issued in accordance with Clause IB.9.*
1. *Instructions to Bidders.*
 2. *Bidding Data Sheet.*
 3. *Form of Bid & Appendices to Bid.*
 4. *Form of Contract Agreement.*

- 7.2 *The Bidders are expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of bid submission will be at the Bidder's own risk. Bids which are not substantially responsive to the requirements of the Bidding Documents will be rejected.*

IB.8 Clarification of Bidding Documents

- 8.1 *Any prospective Bidder requiring any clarification(s) in respect of the Bidding Documents may notify the Employer in writing at the Employer's address indicated in the Invitation for Bids.*

IB.9 Amendment of Bidding Documents

- 9.1 *At any time prior to the deadline for submission of bids, the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by issuing addendum.*
- 9.2 *Any addendum thus issued shall be part of the Bidding Documents pursuant to IB 7.1 hereof and shall be communicated in writing. Prospective Bidders shall acknowledge receipt of each addendum in writing to the Employer.*
- 9.3 *To afford prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer may extend the deadline for submission of bids in accordance with Clause IB.20.*

C. PREPARATION OF BIDS

IB.10 Language of Bid

- 10.1 *The bid and all correspondence and documents related to the bid exchanged by a Bidder and the Employer shall be in the bid language stipulated in the Bidding Data Sheet and Particular Conditions of Contract.*

IB.11 Documents Comprising the Bid

- 11.1 *The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Bid and the other the Price Bid, containing the documents listed in Bidding Data Sheet under the heading of IB 11.1 A & B respectively. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall furnish all the documents as specified in Bidding Data Sheet 11.1 A & B.*
- 11.2 *Bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all partners. Alternatively, a Letter of Intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed agreement. The role to be played by each partner to be specified therein. Bids submitted by a joint venture of two (2) or more firms shall comply with the following requirements:*
- (a) *In case of a successful bid, the Form of JV Agreement shall be signed so as to be legally binding on all partners within 7 days of the receipt of letter of acceptance failing which the contract and the letter of acceptance shall stand void and redundant.*
 - (b) *One of the joint venture partners shall be nominated as being in charge; and this*

authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners;

- (c) The partner-in-charge shall always be duly authorized to deal with the Employer regarding all matters related with and/or incidental to the execution of Works as per the terms and Conditions of JV Agreement and in this regard to incur any and all liabilities, receive instructions, give binding undertakings and receive payments on behalf of the joint venture;
- (d) All partners of the joint venture shall at all times and under all circumstances be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and a statement to this effect shall be included in the authorization mentioned under Sub-Para (b) above as well as in the Form of Bid and in the Form of JV Agreement (in case of a successful bid); and
- (e) A copy of JV agreement shall be submitted before signing of the Contract, stating the conditions under which JV will function, its period of duration, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture, the proportionate participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. The JV Agreement shall be made part of the contract. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer.

- 11.3 The Bidder shall furnish, as part of the Technical Bid, a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated Bidding Forms, in sufficient detail to demonstrate the adequacy of the Bidders' proposal to meet the work requirements and the completion time referred to in Sub-Clause 11.2 hereof.

IB.12 Bid Prices

- 12.1 Bid Price shall be inclusive of all duties, taxes & levies.
- 12.2 The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money equivalent to 2% of the total bid price for quoted items in the name of IEP for Sustainable Development Project.

IB.13 Currencies of Bid and Payment

- 13.1 The unit rates and the prices shall be quoted by the Bidder entirely in Pak rupees.

IB.14 Bid Validity

- 14.1 Bids shall remain valid for the period stipulated in the Bidding Data Sheet after the Date of Bid Opening specified in Clause IB.23.
- 14.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the Bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting his Bid Security. A Bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his Bid Security for the period of the extension, and in compliance with Clause IB.15 in all

respects.

IB.15 Bid Security

- 15.1 *Each Bidder shall furnish, as part of his bid, a Bid Security in the amount stipulated in the Bidding Data Sheet in Pak Rupees.*
- 15.2 *Any bid not accompanied by an acceptable Bid security shall be rejected by the Employer as non-responsive.*
- 15.3 *The bid securities of unsuccessful Bidders will be returned as promptly as possible*
- 15.4 *The Bid Security of the successful Bidder will be returned when the Bidder has furnished the required Performance Security and signed the Contract Agreement.*
- 15.5 *The Bid Security may be forfeited:*
 - (a) *If the Bidder withdraws his bid except as provided in IB 22.1;*
 - (b) *If the Bidder does not accept the correction of his Bid Price pursuant; or*
 - (c) *In the case of successful Bidder, if he fails within the specified time limit to:*
 - (i) *Furnish the required Performance Security;*
 - (ii) *Sign the Contract Agreement;*
 - (iii) *Furnish the required JV agreement within 7 days of the receipt of letter of acceptance.*

IB.16 Pre-Bid Meetings

- 16.1 *The Employer may, on his own motion or at the request of any prospective bidder(s), hold a pre-bid meeting to clarify issues and to answer any questions on matters related to the Bidding Documents. The date, time and venue of pre-bid meeting, if convened, is as stipulated in the Bidding Data Sheet. All prospective bidders or their authorized representatives shall be invited to attend such a pre-bid meeting.*
- 16.2 *The bidders are requested to submit questions, if any, in writing so as to reach the Employer on or before the proposed pre-bid meeting.*
- 16.3 *Minutes of the pre-bid meeting, including the text of the questions raised and the replies given, will be transmitted without delay to all purchasers of the Bidding Documents. Any modification of the Bidding Documents listed in IB 7.1 hereof, which may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to Clause IB.9 and not through the minutes of the pre-bid meeting.*
- 16.4 *Absence at the pre-bid meeting will not be a cause for disqualification of a bidder.*

IB.17 Format and Signing of Bid

- 17.1 *Bidders are particularly directed that the amount entered on the Letter of Price Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.*
- 17.2 *All appendices to Bid are to be properly completed and signed.*

- 17.3 *No alteration is to be made in the Letters of Price and Technical Bids nor in the Appendices thereto except in filling up the blanks as directed. If any such alterations be made or if these instructions be not fully complied with, the bid may be rejected.*
- 17.4 *The Bidder shall prepare one original of the Technical Bid and one original of the Price Bid comprising the Bid as described in Bidding Data Sheet against IB 11 and clearly mark it "ORIGINAL - TECHNICAL BID" and "ORIGINAL - PRICE BID.*
- 17.5 *The original copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the Bidding Data Sheet and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, except for un-amended printed literature, shall be signed or initialed by the person signing the bid.*
- 17.6 *Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.*
- 17.7 *Bidders shall indicate in the space provided in the Letter of Technical and Price Bids, their full and proper addresses at which notices may be legally served on them and to which all correspondence in connection with their bids and the Contract is to be sent.*
- 17.8 *Bidders should retain a copy of the Bidding Documents as their file copy.*

D. SUBMISSION OF BIDS FOR SINGLE STAGE TWO ENVELOPE BIDDING PROCEDURE

IB.18 Sealing and Marking of Bids

- 18.1 Each Bidder shall submit his Bid as under:
- (a) *ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.*
 - (b) *The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in IB 19.2 hereof.*
 - (c) *The technical bid should comprise of documents listed in IB11.1 (A) & the price bid should comprise of documents listed in IB 11.1 (B) which shall be placed in separate envelopes in accordance with IB 11.1.*
- 18.2 The inner and outer envelopes shall:
- (d) *Be addressed to the Employer at the address provided in the Bidding Data Sheet;*
 - (e) *Bear the name and identification number of the contract as defined in the Bidding Data Sheet; and*
 - (f) *Provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data Sheet.*

- 18.3 *In addition to the identification required, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to Clause IB.21*
- 18.4 *If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.*

IB.19 Deadline for Submission of Bids

- 19.1 *Bids must be received by the Employer at the address specified no later than the time and date stipulated in the Bidding Data Sheet.*
- (a) *Bids with charges payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.*
- 19.2 *The Employer may, at his discretion, extend the deadline for submission of Bids by issuing an amendment in accordance with Clause IB.9, in which case all rights and obligations of the Employer and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.*

IB.20 Late Submitted Bids

- 20.1 *Any bid received by the Employer after the deadline for submission of bids prescribed in Clause IB.20 will be returned unopened to such Bidder.*

IB.21 Late Received Bids

- 21.1 *Delays in the mail, delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the Bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger or by mail.*

IB.22 Modification, Substitution and Withdrawal of Bids

- 22.1 *Any Bidder may modify, substitute or withdraw his bid after bid submission provided that the modification, substitution or written notice of withdrawal is received by the Employer prior to the deadline for submission of bids.*
- 22.2 *No bid may be modified by a Bidder after the deadline for submission of bids.*

E BID OPENING AND EVALUATION FOR SINGLE STAGE TWO ENVELOPE BIDDING PROCEDURE

IB. 23 Bid Opening

- 23.1 *The Employer will open the Technical Bids in public at the address, date and time specified in the Bidding Data Sheet in the presence of Bidders designated representatives and anyone who choose to attend. The Price Bids will remain unopened and will be held in custody of the Employer until the specified time of their*

opening.

- 23.2 *The Employer shall examine the Technical Bid to confirm that all the documents have been provided, and to determine the completeness of each document submitted.*
- 23.3 *The Employer shall confirm that all the documents and information have been provided for evaluation of Technical bid as required under these bidding documents.*
- 23.4 *At the end of the evaluation of the Technical Bids, the Employer will invite only those Bidders who have submitted substantially responsive Technical Bids and who have been determined as being qualified for award to attend the opening of the Price Bids.*

The date, time, and location of the opening of Price Bids will be advised in writing by the Employer. Bidders shall be given reasonable notice for the opening of Price Bids.

- 23.5 *The Employer shall conduct the opening of Price Bids of all Bidders who submitted substantially responsive Technical Bids, publically in the presence of Bidders' representatives who choose to attend at the address, date and time specified by the Employer. The Bidder's representatives who are present shall be requested to sign a register evidencing their attendance.*
- 23.6 *All envelopes containing Price Bids shall be opened one at a time and the following read out and recorded:*
 - (a) *The name of the Bidder;*
 - (b) *The Bid Prices, including any discounts and alternative offers; and*
 - (c) *Any other details as the Employer may consider appropriate.*

Only Price Bids and discounts, read out and recorded during the opening of Price Bids shall be considered for evaluation. No Bid shall be rejected at the opening of Price Bids.

IB.24 Process to be Confidential

- 24.1 *Information relating to the examination, clarification, evaluation and comparison of bid and recommendations for the award of a contract shall not be disclosed to Bidders or any other person not officially concerned with such process before the announcement of bid evaluation report which shall be done at least ten 10 days prior to issue of Letter of Acceptance.*

IB.25 Clarification of Bids

- 25.1 *To assist in the examination, evaluation and comparison of bids, the Employer may, at his discretion, ask any Bidder for clarification of his bid, including breakdowns of unit rates. The request for clarification and the response shall be in writing but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause IB.28.*
- 25.2 *If a Bidder does not provide clarifications of its Bid by the date and time set in the Employer's request for clarification, its bid may be rejected.*

IB.26 Examination of Bids

- 26.1 *Prior to the detailed evaluation of bids, the Employer will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.*
- 26.2 *A substantially responsive bid is one which (i) meets the eligibility criteria; (ii) has been properly signed; (iii) is accompanied by the required Bid Security; (iv) Includes signed Integrity Pact where required as per clause IB.35 and (v) conforms to all the terms, conditions and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one (i) which affect in any substantial way the scope, quality or performance of the Works; (ii) which limits in any substantial way, inconsistent with the Bidding Documents, the Employer's rights or the bidder's obligations under the Contract; (iii) adoption/rectification whereof would affect unfairly the competitive position of other bidders presenting substantially responsive bids. Only substantially responsive bid shall be considered for further evaluation.*
- 26.3 *If a bid is not substantially responsive, it may not subsequently be made responsive by correction or withdrawal of the non-conforming material deviation or reservation.*

IB.27 Bids Responsiveness

- 27.1 *A substantially responsive bid is one which (i) meets the eligibility criteria; (ii) has been properly signed; (iii) is accompanied by the required Bid Security; (iv) Includes signed Integrity Pact where required and (v) conforms to all the terms, conditions and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one (i) which affect in any substantial way the scope, quality or performance of the Works; (ii) which limits in any substantial way, inconsistent with the Bidding Documents, the Employer's rights or the Bidder's obligations under the Contract; (iii) adoption/rectification whereof would affect unfairly the competitive position of other Bidders presenting substantially responsive bids. Only substantially responsive bid shall be considered for further evaluation.*
- 27.2 *If a bid is not substantially responsive, it may not subsequently be made responsive by correction or withdrawal of the non-conforming material deviation or reservation.*
- 27.3 *The Employer may, however, seek confirmation/ clarification in writing which shall be responded in writing.*

IB.28 Evaluation and Comparison of Bids

- 28.1 *The Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause IB.26.*
- 28.2 *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.*
- 28.3 *If the Bid of the successful Bidder is seriously unbalanced in relation to the Employer's estimate of the cost of work to be performed under the contract, 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.*

F. AWARD OF CONTRACT

IB.29 Award

- 29.1 *The Employer will award the contract to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be eligible in accordance with the provisions of Clause IB.3 and qualify pursuant to IB 29.2.*
- 29.2 *The Employer, at any stage of the bid evaluation, having credible reasons for or prima facie evidence of any defect in Bidder's capacities, may require the Bidders to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.*
- 29.3 *Provided that such qualification shall only be laid down after recording reasons in writing. They shall form part of the records of that bid evaluation report.*

IB.30 Employer's Right to Accept any Bid and to Reject any or all Bids

- 30.1 *Notwithstanding Clause IB.29, the Employer reserves the right to accept or reject any Bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation except that the grounds for rejection of all bids shall upon request be communicated to any Bidder who submitted a bid, without justification of grounds. Rejection of all bids shall be notified to all Bidders.*

IB.31 Notification of Award

- 31.1 *Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful Bidder in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Employer will pay the Contractor in consideration of the execution and completion of the works by the Contractor as prescribed by the contract.*
- 31.2 *No Negotiation with the Bidder having evaluated as lowest responsive or any other Bidder shall be permitted.*
- 31.3 *The notification of award and its acceptance by the Bidder will constitute the formation of the Contract, binding the Employer and the Bidder till signing of the formal Contract Agreement.*
- 31.4 *Upon furnishing by the successful Bidder of a Performance Security, the Employer will promptly notify the other Bidders that their Bids have been unsuccessful and return their bid securities.*

IB.32 Performance Security

- 32.1 *The successful Bidder shall furnish to the Employer a Performance Security in the form and the amount stipulated in the Bidding Data Sheet and the Conditions of Contract within a period of 14 days after the receipt of Letter of Acceptance.*
- 32.2 *Failure of the successful Bidder to comply with the requirements of IB.32.1 or IB.33 or IB.35 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.*

IB.33 Signing of Contract Agreement

- 33.1 *Within 14 days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Employer will send the successful Bidder the Contract Agreement in the form provided in the Bidding Documents, incorporating all agreements between the parties.*
- 33.2 *The formal Agreement between the Employer and the successful Bidder shall be executed within 14 days of the receipt of the Contract Agreement by the successful Bidder from the Employer.*

IB. 34 General Performance of the Bidders

- 34.1 *The Employer reserves the right to obtain information regarding performance of the Bidders on their previously awarded contracts/works. The Employer may in case of consistent poor performance of any Bidder as reported by the employers of the previously awarded contracts, reject his bid.*

IB. 35 Integrity Pact

- 35.1 *The Bidder shall sign and stamp the Integrity Pact provided at Appendix-C to Bid in the Bidding Documents for all Federal Government procurement contracts exceeding Rupees ten million. Failure to provide such Integrity Pact shall make the bidder nonresponsive.*

IB. 36 Instructions not Part of Contract

- 36.1 *Bids shall be prepared and submitted in accordance with these Instructions which are provided to assist bidders in preparing their bids, and do not constitute part of the Bid or the Contract Documents*

BIDDING DATA SHEET

DOCUMENTS CHECK LIST

Date: _____

RENOVATION /UPGRADATION OF OFFICES

M/s. _____

BIDS DOCUMENTS

TICK APPROPRIATE BOX

S.NO.	DOCUMENTS	AVAILABILITY	
		YES	NO
01	Sealed Envelope of Bid.	☐	☐
02	Name & year of establishment of firm, registered address and Fax / telephone numbers / email.	☐	☐
03	Valid Certificate of FBR or SECP registered in minimum with trail of minimum 02 years.	☐	☐
04	Financial status with Bank Certificate.	☐	☐
05	Valid NTN/GST certificate.	☐	☐
06	Details of dispute / arbitration / litigation, if any. (Submission of statement on stamp paper of Rs: 50 PKR)	☐	☐
07	Earnest Money @ 02% of the total Bid value.	☐	☐

- All documents stated in checklist are mandatory. If any requirement stated above (1-7) is not marked, the bid will be turned down and will not be considered in the competition.

SIGNATURE OF CONTRACTOR

CHECKED & VERIFIED
MoPD&SI

DATA SHEET

1	The name of the Assignment is: RENOVATION /UPGRADATION OF OFFICES, PURCHASE/ INSTALLATION OF AIR CONDITIONERS AND FURNITURE
2	The name of the Client is: Project Director, “Integrated Energy Planning for Sustainable Development” Ministry of Planning, Development and Special Initiatives 1st Floor, S&T Building, Constitution Avenue, G-5/2, Islamabad Ph: 051-9220633
3	The description and the objectives of the assignment are: RENOVATION /UPGRADATION OF OFFICES, PURCHASE/ INSTALLATION OF AIR CONDITIONERS AND FURNITURE
4	Phasing of the Assignment (if any): No
5	The name and address of the Client is: As specified in the Tender Notice
6	The Client shall provide the following inputs: All Data and Reports available with Client
7	Association with other Firms/JV: PROOF DOCUMENTS REQUIRED
8	The number of copies of the Financial Proposal required are: Original Only
9	The address for writing on the proposal is As specified in the Tender Notice
10	Date and time of proposal submission is on As specified in the Tender Notice
11	Date and time of opening of Proposal is on As specified in the Tender Notice
12	Validity period of the proposal is: 120 Days
13	Pre-Bid Meeting
14	The location for submission of proposal is: As specified in the Tender Notice
15	Assignment Completion Period Renovation/Supplies

Bidding Data

The following specific data for the Works to be bided shall complement, amend, or supplement the provisions in the Instructions to Bidders. Wherever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

IB-Clause Reference	Instructions to Bidders
1	Name and address of the Employer: <i>As specified in the Tender Notice</i>
2	Name of the Projects (Summary of the Works): <i>As specified in the Tender Notice</i>
3	Bid language: <i>English.</i>
4	Documents Comprising the Bid: <i>The Bidder shall submit with its Technical Bid the following documents:</i> (a) <i>Letter of Technical Bid</i> (b) <i>Bid Security</i> (c) <i>Written confirmation authorizing the signatory of the Bid to commit the Bidder</i> (d) <i>Organization Chart</i> (e) <i>Integrity Pact</i> (f) <i>Detail Drawings (If required)</i> (g) <i>Detailed Design Methodology</i> (h) <i>Design Parameters and outline Specifications</i>
5	Documents Comprising the Bid: <i>The Bidder shall submit with its Price Bid the following documents:</i> (a) <i>Letter of Price Bid</i> (b) <i>Bill of Quantities</i>
6	All payments will be made in local currency of Pakistan. (Pak Rupee)
7	Period of Bid Validity: <i>120 days after the deadline for Bid submission.</i>
8	Amount of Bid Security: <i>All Financial bids must be accompanied by a bid security 02% of quoted amount.</i>
9	Number of copies of the Bid to be completed and returned: <i>One original Copy.</i>
10	Employer's address for the purpose of Bid submission: <i>As specified in the Tender Notice</i>

11	Name and Number of the Contract: As specified in the Tender Notice
12	Deadline for submission of bids: As specified in the Tender Notice
13	Bid Opening/Venue: As specified in the Tender Notice
14	Pre-Bid Meeting/Venue: March 17, 2022 at 3 p.m. “Integrated Energy Planning for Sustainable Development” Ministry of Planning, Development and Special Initiatives 1st Floor, S&T Building, Constitution Avenue, G-5/2, Islamabad
15	Preliminary Examination of Technical Bids The Employer shall first examine qualification and experience Data as per appendix E submitted by the Bidder. The technical proposal examination of those Bidders only shall be taken in hand who meet the minimum requirement as mentioned in appendix E. Only substantially responsive qualification shall be considered for further evaluation.

**Letters of Technical & Price Bids,
(Appendices to Bid)**

Letter of Technical Bid

Date:

Bid Reference No:

(Name of Contract/Works)

To:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents.
- (b) We offer to execute and complete in conformity with the Bidding Documents the following Works.
- (c) Our Bid consisting of the Technical Bid and the Price Bid shall be valid for a period of days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (d) As security for due performance of the under takings and obligations of our bid, we submit here with a Bid security, in the amount specified in Bidding Data Sheet.
- (e) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process, other than alternative offers submitted in accordance with IB 4 (as applicable).

Name

In the capacity of

Signed

.....

Duly authorized to sign the Bid for and on behalf of

Date

Address.....

Letter of Price Bid

Date:

Bid Reference No:

(Name of Contract/Works)

To:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents.
- (b) The total price of our Bid, excluding any discounts offered in item (c) below is:
- (c) The discounts offered and the methodology for their application are:
- (d) Our Bid shall be valid for a period of..... days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our Bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- (f) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed and we do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other Bidder for the Works.
- (g) If awarded the contract, the person named below shall act as Contractor's Representative.

Name

In the capacity of

Signed

.....

Duly authorized to sign the Bid for and on behalf of

Date

Address.....

PROPOSED CONSTRUCTION SCHEDULE

Pursuant to the conditions of the contract, the Works shall be completed on or before the date stated in Appendix-A to Bid. The Bidder shall provide the Construction Schedule in presentable form, showing the sequence of work items and the period of time during which, he proposes to complete each work item in such a manner that his proposed programme for completion of the whole of the Works and parts of the Works may meet Employer’s completion targets in days.

Description Time for Completion

- a) Aluminum/Glass & Electricity Works (Lot # 1) _____ days
- b) Furniture Works (Lot # 2) _____ days
- c) Air-Conditioning & Civil Works (Lot # 3) _____ days
- d) Feature Walls Work _____ days
- e) Others (if any) _____ days

ORGANIZATION CHART
SUPERVISORY STAFF AND LABOUR

Format for CV-One Pager (Technical Resources)

Name	
Designation	

Education

Degree	Year	Institution Name	Subject

Certifications/ Trainings:

- 1.
- 2.

Experience:

○ Total Experience (Years): _____

○ Details of Experience:

Company Name	Designation / Position	Experience Years / Months

(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 No. _____

Dated _____

Contract Value: _____

Contract Title: _____

..... [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 (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by 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, fees 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 escribed as consultation 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, representation or warranty. [Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 rights 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 time 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.

Name of Employer:

Name of Contractor:

Signature:

Signature:

[Seal]**[Seal]**

BILL OF QUANTITIES

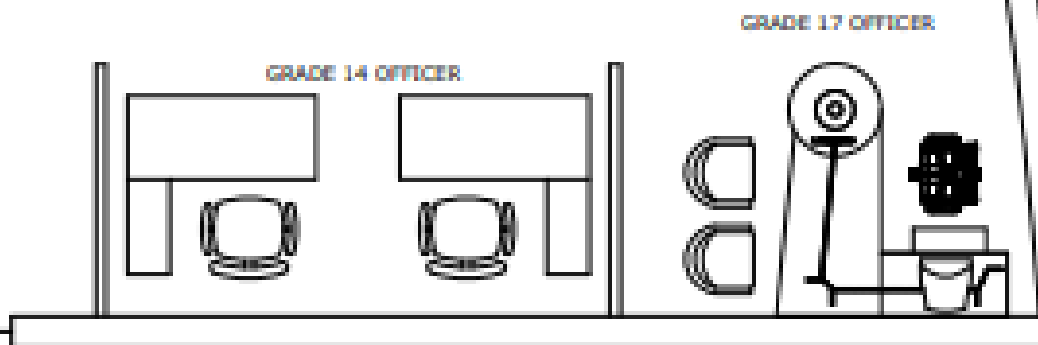
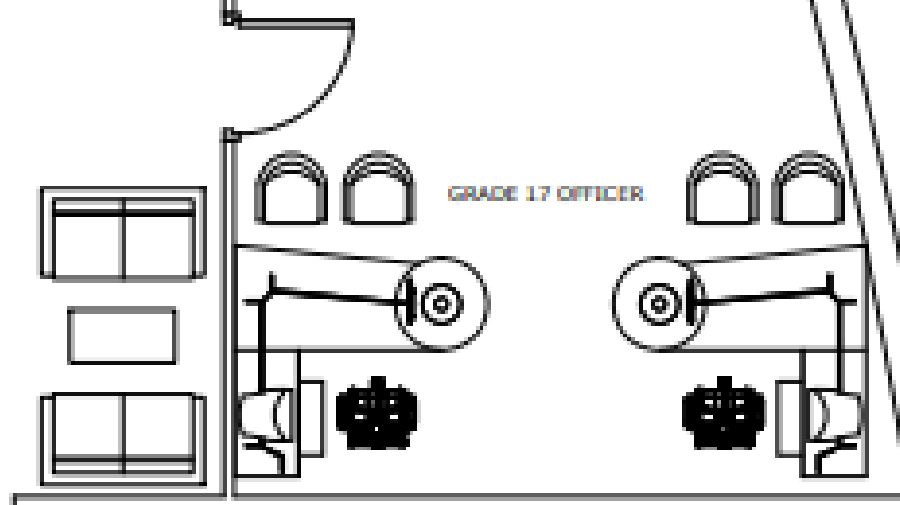
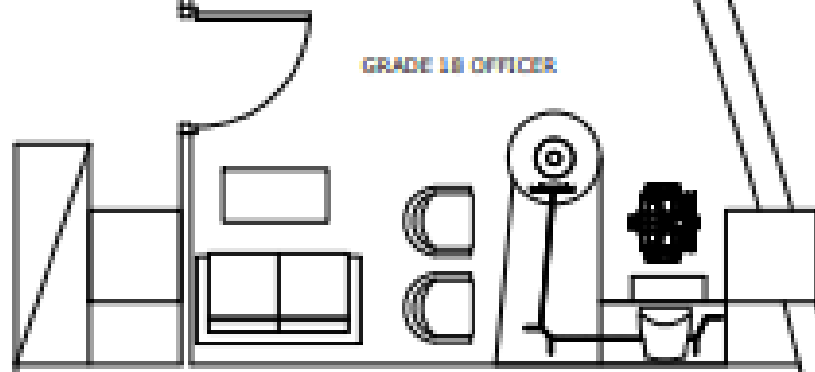
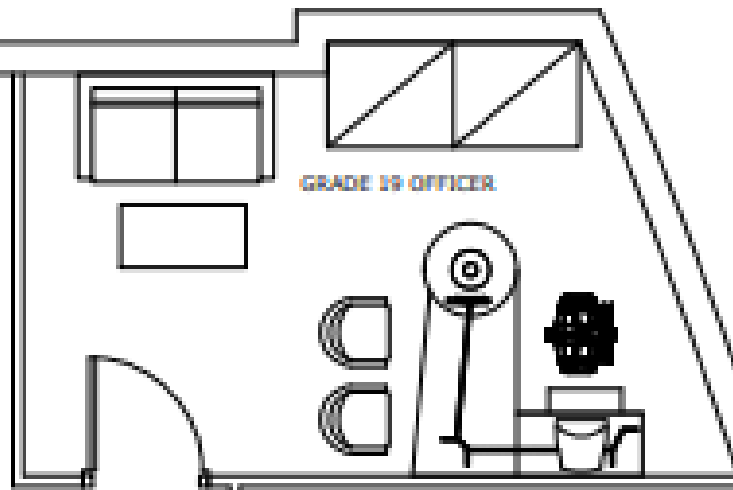
INITIAL BOQ FOR THE RENOVATIONS OF M0 PD & SI

Lot # 1
Aluminum & Glass Works (Diagram/Architecture Attached)

Lot # 2
Furniture Works

Lot # 3
Air-Conditioning & Electricity Works

Lot # 4
Feature Walls Works



Lot # 1

Aluminum & Glass Works

Sr. #	Description	Unit	No.	Length	Width	Height	QTY.	Image	Amount (Rs).
1	<u>DISMANTLING WORKS</u>								
	Dismantling existing works including removal of debris from site and its disposal as required bylaw and away from the site. Contractor to hand over all salvageable items to Owner's representative for further disposal.And follow complete all safety rules, complete in all respect.	No	1.0				1.00		
2	<u>ALUMINUM GLASS WORKS</u>								
	Providing and fixing of aluminum 2mm thick powder coated in existing color of approved quality, including imported gear opening and lock lever system, 8mm tempered best quality frostedglass (Ghani Glass or Equivalent) and aluminum fittings (Chawla /Pakistan /Altac or equivalent) including aluminum fly proof net where needed, lugs cutting holes and, rubber gasket, filling around framewith silicon etc. complete in all respects, as per drawings, as required in any floor or as directed by IEP administration.	SFT	1	315	1	8/APA	2536.0 /APA		

Lot # 2

Furniture Works

1	<u>CONFERENCE TABLE</u>								
	ARC MEETING TABLE 10 PERSON RECTANGULAR L:1200mm W:3000mm H:760mm Structure made of veneer pressedon particle board + solid wood + polish finish.	No	01	1200mm	3000mm	760mm	01.0		
2	<u>CONFERENCE CHAIR</u>								
	Jacobean Finish Armrest, Leatherette, Padded Seat and Back, Torsion Bar, Basic Tilt,Mechanism, Nylon Base, Height Adjustable (Gas Lift), 360 Rotation, W:595mm, D:495mm, H1020mm.	No	20	495mm	595mm	1020mm	20.0		
3	<u>EXECUTIVE DESK</u> <u>- (22, 21, 20 Grade Officer)</u>								
	DESKTABLE ARC DESK (ARC DESK OF-08DK-JA-2569 INTERWOOD OR EQUIVALENT) L:914mm, W:1828mm H:760mm Structure made of veneer pressed on particleboard + solid wood + leatherite wrapped on top + polish finish. As per drawing.	No	09	914mm	1828mm	760mm	09.0		

4	<u>EXECUTIVE SIDE RACK – (22, 21, 20 Grade Officer)</u>								
	ARC SIDE RACK LEFT L:463mm W:1200mm H:760mm Structure made of veneer pressed on particle board + solid wood + leatherite wrapped on top + polish finish. As per drawing.	No	09	463mm	1200mm	760mm	09.0		
5	<u>EXECUTIVE CHAIR – (22, 21, 20 Grade Officer)</u>								
	EXECUTIVE / MANAGER CHAIR WITH HEADREST (INERWOOD) 97HT-5688-3H-22456 L:660mm W:660mm H:1210mm "BLACK mesh upholstery, adjustable headrest, adjustable lumbar support, adjustable arm with PU Pad, recline back with multi-function mech, adjustable recline tension, nylon high base, PU castor."	No	09	660mm	660mm	1210mm	09.0		
6	<u>MANAGER DESK - (18, 17, 14 Grade Officer)</u>								
	OZONE 2.0 RI-FLEX DESK RIGHT OF-34DK1R-MW-CG L:685mm W:1350mm H:760mm Working Top: Laminate Natural Veneer # S002, TH 25-mm with PVC Edging. Lower Top & Sides: Laminate Natural Veneer # S002, TH 25-mm with PVC Edging. Vanity Panel: Laminate Solid Color Charcoal Grey # 2010, TH 17-mm with PVC Edging. Size: (1300 X 685 X 760-mm)	No	15	685mm	1350mm	760mm	15.0		
7	<u>MANAGER CHAIR - (18,17,14 Grade Officer)</u>								
	SPIRE MANAGER CHAIR OF-100SEC-42347 L:500mm W:560mm H:985mm "Backrest: PA with lumbar support & Mesh Armrest: plastic 40kg/sqm high-density sponge, Single Butterfly mechanism, Class 3 gas lift, Base: #320 PA plastic base & wheels, BIFMA approved."	No	15	500mm	560mm	985mm	15.0		
8	<u>Credenza – (22, 21, 20 Grade Officer)</u>								
	ARC ECONO CREDENZA OF- 08-09CR-JA-100 L:463mm W:1530mm H:760mm Structure made of veneer pressed on particle board + solid wood + leatherite wrapped on top + polish finish. As per drawing.	No	05	463mm	1530mm	760mm	05.0		
9	<u>MANAGER SIDE RACK - (18, 17, 14 Grade Officer)</u>								
	OZONE 2.0 RI-FLEX SIDE RACK RIGHT OF-34SR1R-MW-CG L:400mm W:1065mm Top: Laminate Natural Veneer # S002, TH 25-mm with PVC Edging. Fronts: Laminate Natural Veneer #S002, TH 17-mm with PVC Edging. Carcass: Laminate Solid ColorCharcoal Grey # 2010, TH 17-mm with PVC Edging. Handle: GS-01-1072H with Charcoal Grey Powder	No	15	1065mm	400mm	670mm	15.0		

	Coat. Cable Cover:GS-01-1125 Base: MS Legs with Charcoal Grey Powder Coat. Size: (1065X 400 X 670-mm)							
10	<u>RECEPTION DESK</u>							
	OMEGA RECEPTION COUNTER OF-OM-D1-RC L:800mm W:1508mm H:1100mm Reception Counter: Size: 1508 x 800 x 1100 Structure : Lam 2010 17mm Th. Front Panels: Lam 4034 17mm Th.	No	1	800mm	1508mm	1100mm	1.0	
11	<u>VISITORS CHAIR</u>							
	Leatherette Padded Seat & Back with Wooden base and Jacobean Finish of size W:610mm, D:508mm, H:890mm	No	24	508mm	610mm	890mm	24.0	
12	<u>SOFA SITTING</u> <u>2 Seater</u>							
	Providing & supplying Metal Framed leatherette top with master Molty foam, Powder coated in black complete as per manufactures specification or as directed by architect. (No of Sofa seats 2)	No	7	760mm	1395mm	635mm	7.0	
13	<u>SOFA SITTING</u> <u>3 Seater</u>							
	Providing & supplying Metal Framed leatherette top with master Molty foam, Powder coated in black complete as per manufactures specification or as directed by architect. (No of Sofa seats 3)	No	5	760mm	1930mm	635mm	5.0	
14	<u>SOFA SITTING</u> <u>1 Seater</u>							
	Providing & supplying Metal Framed leatherette top with master Molty foam, Powder coated in black complete as per manufactures specification or as directed by architect. (No of Sofa seats 1) (INTERWOOD or Equivalent)	No	2	760mm	850mm	635mm	2.0	
15	<u>FILING CABINET BASE HEIGHT</u>							
	Fronts: Laminate Natural Veneer # S002, TH 17-mm with PVC Edging. Carcass: Laminate Solid Color Charcoal Grey # 2010, TH 17-mm with PVC Edging. Handle: GS-01-1072H with Charcoal Grey Powder Coat. Base: MS Legs with Charcoal Grey Powder Coat. Size: (1000 X 425 X 825-mm)	No	4	425mm	1000mm	825mm	04.0	
16	<u>CENTER TABLE</u>							
	Particle board Top + S.S Pipe legs + wooden edging + polish finish + Glass on Top. As per drawing.	No	5				05.0	

Lot # 3

Air-Conditioning & Electrical Works

1	Supply of AC's Supply of following reversible (heat & cool) Split ACs (Mitsubishi/Kenwood/Daikin/Gree (or equivalent)) units Comprising on One Condensing unit for outdoor and One indoor (ceiling) units, with all accessories, electrical controls, thermostat, safety valves with standard installation kit etc. with auto restart option after sudden failure, having warranty of 3-years for compressor and one year for parts. Complete unit in all respect as directed by Engineer In-charge. 1.5 TR Ceiling Inverter AC i.e. Reversible (heat & cool type) with net cooling capacity of minimum 18,000 BTU/h and EER not less than 2.7 – heat and cool type.	No	10				10.0		
1.1	Copper Piping & Installation Supply of copper piping suitable for 1.5/2.0 TR split AC units, mentioned at serial # 6 (A) with suitable aero flex insulation or equivalent covering with water proof tape if required as per site requirement. Complete in all respect as directed by Engineer In-charge.	RFT					APA		
1.2	Dura Duct Supply of Dura Duct or equivalent of size 100 x 100 mm or required size as per site requirement to be fixed with screws, washer with well finishing required for the covering the drain pipes, copper pipes and electrical wiring of all 11 numbers splits A/Cs Complete in all respect as directed by Engineer In-charge.	RFT					APA		
1.3	Drain Piping Supply ,of UPVC Class “D” drain pipe 2 inch diameter with Tees, bends/ elbows and other accessories, from Inner Unit to the drain Network, Complete in all respect to make the system operational and as per standard specifications and as per direction of engineer In-charge.	RFT					APA		
1.4	Electric Wiring Electric & Control wiring of suitable core / size, as per load requirement, min. 1x2 Core 4sq. Mm + 1 x 2.5 sq. Mm ECC for 2 TR ACs.	RFT					APA		
1.5	Safety Circuit Breaker Supply of 10 DP 10 kA MCB Circuit Breaker in weather proof box to be installed near inner unit as safety breaker for AC with wiring termination in conduit or PVC channel, complete in all respect as directed by engineer In-charge (EIC).	No	10				10		

1.6	<u>Installation, Testing and Commissioning of AC's</u> Services for Installation, testing & commissioning of split AC units mentioned in item no. 6 complete with inner unit and outer condenser units with inter-connection of the copper piping, control wiring, placing the outdoor unit under shade properly, copper piping and drain piping. Including brackets for hanging AC outer units on wall or stand for fixing of AC outer units on shade/roof, as per unit size, fabricated with MS angle iron and making good as per existing. MS Brackets will be required to be fixed with the 6mm Anchor bolts Complete in all respect as directed by Engineer In-charge (EIC).	No	10				10		
2	<u>Electricity Works</u>								
(i)	Schneider original 5 in 1 Double with back box	No					60		
(ii)	Schneider original 8+2 with back box	No					15		
(iii)	Power Plug China Fitting	No					10		
(iv)	Wire 7/36 (Fast Cables/Pakistan Cables/GM Cables)	Per Coil					6		
(v)	Wire 3/29 (Fast Cables/Pakistan Cables/GM Cables)	Per Coil					12		
(vi)	Circuit Breaker 16 AMP (Schneider)	No					5		
(vii)	Circuit Breaker 20 AMP (Schneider)	No					5		
(viii)	Circuit Breaker 63 AMP (Schneider)	No					1		
(ix)	DP Box China Fitting	No					1		
(x)	Tape	No					12		
(xi)	SMD Light 6" (Osaka, Phillips)	No					60		
(xii)	SMD Light 2x2 (Osaka, Phillips)	No					35		
(xiii)	Duct 16x38 (Adam Jee, Popular)	No					APA		
(xiv)	Duct 16x25 (Adam Jee, Popular)	No					APA		
(xv)	PVC Flexible Pipe per meter	Meter					APA		
(xiv)	Installation Services Power and AC complete Job	Job					1		
(xv)	Hanging Lights	No					10/APA		

Lot # 4

Feature Walls Works

1	Feature Walls Works (Complete design and work will be required)	No	7				07.0		
2	<u>Planter Pots</u>								
	Planter Pots painted with floral and indoor plants of 18- 24 inches potheight	Non	30				30.0		

EVIDENCE OF BIDDER'S CAPABILITY

(Evaluation/Qualification Criteria)

1. The Bidders must meet all the mandatory criteria

1.1 Mandatory Provisions/Eligibility

#	Description	Yes/No
(i)	Registration with FBR or SECP: Bidders must possess valid registration certificate Single Entity: Must Meet Joint Venture: Must Meet	If "Yes" the applicant will be Eligible for further evaluation for qualification. Yes/No
(ii)	Registration with Income Tax Department: Bidders must possess valid registration certificate from income tax authority (NTN, GST and ATL). (Attach certificates) Single Entity: Must Meet Joint Venture: Must Meet	If "Yes" the applicant will be Eligible for further evaluation for qualification. Yes/No
(iii)	Conflict of Interest: Bidder shall not have the Conflict of Interest. The "Conflict of Interest means: a. Where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to a procuring agency to obtain an undue benefit for himself or those affiliated with him; b. Receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract; c. Any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the procuring agency under the contract; d. Where an official of the procuring agency engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;"	If "Affidavit" (YES) the applicant will be Eligible for further evaluation for qualification. Yes/No

	(Attach Affidavit on Rs.50 Stamp paper attested by Notary Public) Single Entity: Must Meet Joint Venture: Must Meet	
(iv)	Blacklisting: Bidder is not black listed, Blacklisting means: “Barring a Bidder, contractor, consultant or supplier from participating in any future procurement proceedings by the PPRA/any government, semi government, autonomous body” (Attach Affidavit on Rs.50 Stamp paper attested by Notary Public) Single Entity: Must Meet Joint Venture: Must Meet	If “ Blacklisting ” (YES)? The applicant will not be Eligible for further evaluation for qualification. Yes/No
(v)	Quality Policy Bidder shall submit copy of Quality Policy of the company. Single Entity: Must Meet Joint Venture: Lead Member must meet	If “No” the applicant will not be Eligible for further evaluation for qualification. Yes/No
(vi)	Work Experience Similar Work with cost and complexity (two similar projects, preferably in public sector), completed in the past two (02) years. Single Entity: Must Meet Joint Venture: Lead Member must meet	If “Yes” the applicant will be Eligible for further evaluation for qualification. Yes/No

2. Evaluation/Qualification Criteria:

#	Category	Weightage/Marks
(i)	Financial Soundness (Bank Statement or Audit Reports of last 2 years)	20
(ii)	Work Experience	30
	Technical Experience	
(iii)	Key Personnel (CVs)	20
(iv)	Implementation Approach	30
	Total	100

For overall Technical Qualification/Passing Marks = 60%, however 40% Qualifying/Passing Marks for each category.

2.1 Financial Soundness:

#	Description	Marks Assigned (Max.)	Criteria for Marks Obtained
(i)	Annual Turnover for last 02 years Bank Statement or Audit Reports	20	• 20 Marks for average Annual Turnover Rs. 15-20 Million • 10 Marks for average Annual Turnover Rs. 10-15 Million. • 05 Marks for average Annual Turnover Rs. 1-10 Million
	Total	20	

2.2 Technical Experience:

#	Description	Marks Assigned (Max.)	Criteria for Marks Obtained
(i)	Specific Renovation Experience Specific assignments with cost and Complexity for each lot (two similar project), under-taken over in the past two (02) years. • Office renovation, supply of furniture, electronics.	30	• 15 Marks for each project of value Rs. 2 Million each.
	Total	30	

2.3 Key Personnel:

#	Description	Marks Assigned (Max.)	Criteria for Marks Obtained
(i)	Technical Staff Strength Specific to each lot CVs will be provided by the Bidders	20	• 20 Marks for Technical Staff Strength (10 or above) • 10 Marks for Technical Staff Strength (05-09) • 05 Marks for Technical Staff Strength (below 05)
	Total	20	

2.4 Implementation Approach:

#	Description	Marks Assigned (Max.)	Criteria for Marks Obtained
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(i)	Support Plan: Proposed Plan, Support Team and Experience, Response time, Warranties, onsite maintenance & technical support	10	Maximum 10 Marks a) Support office • 5 Marks for Support office in Islamabad. b) Onsite Maintenance Support • 5 Marks for Services provided between 24 Hours
(ii)	Project Timeline for delivery and installation	10	• Marks for the completion within 06 Weeks • 05 Marks Between 06 to 08 Weeks
(iii)	Overall Proposal presentation in terms of Conciseness Clarity, Completeness.	10	• Maximum 10 Marks
	Total	30	

FORMS OF TECHNICAL QUALIFICATIONS

Form 1: Bidder Information Form

Company Profile

All individual firms are requested to complete the information in this form.

1.	Name of firm (legal): <i>(In case of Joint Venture (JV), legal name of each member)</i>
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)</i>
3.	Head Office address:
4.	Telephone: Fax Number: E-mail address:
5.	Place of Incorporation/Registration: Year of Incorporation/Registration:
6.	Applicant's authorised representative: Telephone Fax numbers: E-mail address:

FORMS

CONTRACT AGREEMENT

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the day of (*month*) 2022 between “INTEGRATED ENERGY PLANNING (IEP) FOR SUSTAINABLE DEVELOPMENT, MINISTRY OF PLANNING DEVELOPMENT & SPECIAL INITIATIVES” (hereinafter referred to as the “IEP, MoPD&SI”) having its Office at 1st Floor, S & T Building, Constitution Avenue, Sector G-5/2, Islamabad

And

_____ having its head office at _____
 _____ (hereinafter referred to as the “*Contractor*”
 which expression shall where the context so admits include its successors and assigns).

WHEREAS M/s IEP, MoPD&SI (the Employer) is desirous that certain Works, viz _____ should be executed by the *Contractor* and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnessed as follows: -

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract or in this contract agreement hereinafter referred to.
2. The following documents after incorporating addenda / Clarification as agreed or otherwise, if any, except those parts relating to Instructions to Bidders shall be deemed to form and be read and construed as part of this Contract, viz: -
 - (a) The Contract Agreement;
 - (b) The Letter of Acceptance;
 - (c) The completed Form of Bid;
3. In consideration of the payments to be made by IEP, MoPD&SI (Employer) to the Contractor as hereinafter mentioned, the Contractor hereby covenants with IEP, MoPD&SI (Employer) to execute and complete the Works and remedy defects therein in conformity and in all respects with the provisions of the Contract.
4. IEP, MoPD&SI (Employer) hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, 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.

5. Following addendum forms part of this contract agreement and the Conditions of Contract: -

“Contract Price” means the sum stated in the Letter of Acceptance as payable to the Contractor for the execution and completion of the Works subject to such additions thereto or deductions the reform as may be made and remedying of any defects therein in accordance with the provisions of the Contract to the entire satisfaction of the IEP, MoPD&SI.

- (a) The Contract Documents shall be drawn up in the English language.
- (b) This contract shall be governed and interpreted in accordance with the Laws of Pakistan.

During the execution of the Works, the Contractor shall co-operate fully with **IEP, MoPD&SI employees, staff and management and** other contractors working for the Employer at and in the vicinity of the Site and also shall provide adequate precautionary facilities not to make himself a nuisance to local residents and other contractors.

This agreement will supersede all other previous documents and understandings, whether verbal or written, in respect of the current matter and subject of this agreement, in case of any conflict.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of Employer

Signature of Contractor

**INTEGRATED ENERGY PLANNING (IEP)
FOR SUSTAINABLE DEVELOPMENT
MINISTRY OF PLANNING DEVELOPMENT & SPECIAL INITIATIVES**

Witness 1:

Witness 2:

TO BE INCLUDED IN TENDER DOCUMENTS

CODE OF CONDUCT FOR PARTICIPATING / BIDDERS & FIRM

All Parties / consultants are hereby informed that MINISTRY OF PLANNING DEVELOPMENT & SPECIAL INITIATIVES has framed following code of conduct for participation in bidding process.

- I. Not more than 01 persons of each consultancy firm will be allowed in designated venue of tender opening.
- II. All participants shall keep their cell phones till the completion of the process.
- III. No convincing during / after the bid opening is allowed, failing which will liable to be disqualified from the process.
- IV. All representatives shall sign the documents check list before leaving the venue, addition & deletion of any document after bid opening will not be allowed.
- V. One firm must submit one proposal, pooling / merger / applying with different names of same Firm / owner will not be allowed, if proven will liable to be disqualified from the process.
- VI. Result of technical evaluation will be conveyed to all Firms through registered mail / uploaded on PPRA website accordingly, pursuing any official in this regard WILL BE CONSIDERED MISCONDUCT.
- VII. Nobody is allowed to leave the venue till the completion of Bidding process.

Adherence to above code of conduct is mandatory requirement.

We wish all participants best of luck.

PROJECT DIRECTOR

INTGERATED ENERGY PLANNING (IEP) FOR SUSTAINABLE DEVELOPMENT

MINISTRY OF PLANNING DEVELOPMENT & SPECIAL INITIATIVES

Islamabad

Read & agreed Representative of Firm