



Trading Corporation of Pakistan (Pvt.) Limited
Ministry of Commerce, Government of Pakistan

REQUEST FOR PROPOSAL (RFP)
INSTRUCTIONS TO PRE-QUALIFIED FIRMS
FOR
COMPETITIVE BIDDING
SINGLE STAGE – TWO ENVELOPE PROCEDURE

For

**CONSULTANCY SERVICES FOR RENOVATION OF TCP'S
OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING,
KARACHI**

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TRADING CORPORATION OF PAKISTAN

(REAL ESTATE BUSINESS DEVELOPMENT DIVISION)

No.TCP/REBD/Renovation/PO/313-110/2026

Dated: 27-04-2026

REQUEST FOR PROPOSAL

“CONSULTANCY SERVICES FOR RENOVATION OF TCP’s OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI”

Trading Corporation of Pakistan (Pvt.) Ltd. (TCP), Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invites sealed proposals from the prequalified consultancy firms through e-Pak Acquisition & Disposal System (EPADS) version 1.0 <https://eprocure.gov.pk> for “CONSULTANCY SERVICES FOR RENOVATION OF TCP’s OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI”. This RFP is issued for TCP’s Pre-qualified consultants only.

2- Bidding document containing detailed terms & conditions, method of procurement, procedure for submission of bids, bid validity, opening of bids, bid evaluation criteria, clarification/rejection of bids etc. can be downloaded from <http://eprocure.gov.pk> , TCP website www.tcp.gov.pk and PPRA website www.ppra.org.pk free of cost.

3- The bids shall be prepared in accordance with instructions in the tender / bidding document. Complete Tendering process shall be carried out through EPADS version 1.0.

4- Closing date for submission of bid is **Monday the 18th May, 2026 by 11:00 hours**. The proposals shall be opened on the **same day at 11:30 hours** in the presence of the consultants/firms who wish to be present, in Board Room of TCP, FTC Building, Block-B, 4TH Floor, Shahrah-e-faisal, Karachi.

5- Conditional Bids, Telegraphic Bids, Bids not accompanied after specific date and time and bids of Black Listed firms will be rejected.

6- As per PPRA Rule 33, TCP may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with Public Procurement Rules, 2004.


Raza Shah
General Manager (REBD)



TRADING CORPORATION OF PAKISTAN
(REAL ESTATE BUSINESS DEVELOPMENT DIVISION)

No.TCP/REBD/Renovation/PO/313-110/2026

Dated : 27-04-2026

BIDDING DOCUMENT

IMPORTANT NOTICE

- 1.1 This Request for Proposal is provided to the **pre-qualified bidders** solely for use in preparing and submitting bids in connection with the competitive bidding process for the “CONSULTANCY SERVICES FOR RENOVATION OF TCP’S OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI”.
- 1.2 **This RFP is being issued by the TCP solely for use by prequalified Bidders in considering the assignment.**
- 1.3 The evaluation criterion has been determined by the TCP. Neither any of these entities, nor their consultants, advisors, employees, personnel, agents, make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, or in any other document made available to a person in connection with the tender process for the Project and the same shall have no liability for this RFP or for any other written or oral communication transmitted to the recipient in the course of the recipient’s evaluation of the assignment. Neither any of these entities, nor their employees, personnel, agents, consultants, advisors and contractors etc. will be liable to reimburse or compensate the recipient for any costs, fees, damages or expenses incurred by the recipient in evaluating or acting upon this RFP or otherwise in connection with the assignment as contemplated herein.
- 1.4 The Bids submitted in response to this RFP by any of the pre-qualified bidders shall be upon the full understanding and agreement of all terms of this RFP and such submission shall be deemed as an acceptance to all the terms and conditions stated in the RFP. Any Bid in response to the RFP submitted by any of the Bidder shall be construed based on the understanding that the Bidder has done a complete and careful examination of the RFP and has independently verified all the information received (whether written or oral) from the TCP (including from its employees, personnel, agents, consultants, advisors etc.).
- 1.5 This RFP does not constitute a solicitation to invest, or otherwise participate, in the Project, nor shall it constitute a guarantee or commitment of any manner on the part of the TCP that the assignment will be awarded. The TCP reserves the right, in its full discretion, to modify the RFP and/or the assignment at any time to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the Bidders for any costs, taxes, expenses or damages incurred by the Bidders in such an event.
- 1.6 The pre-qualified bidders shall be responsible for all losses, costs, fees, expenses charges and damages related to their Bids and/or matters relating to this RFP. Regardless of the outcome of the Bidding Process, TCP shall neither be liable to the Bidders in any manner nor shall it be responsible to compensate the same for any such losses, costs, fees, expenses, charges and damages of any nature whatsoever, in each case, in respect of matters relating to this RFP.
- 1.7 TCP may, at its sole discretion at any time and without prior notice:
 - i. change the timetable for Bidding Process, set out in this RFP;



- ii. make other changes to the RFP, or add to it, or provide clarifications;
- iii. that TCP reserves the right to change any or all of the provisions of the RFP; and
- iv. that it shall not be responsible for any losses, costs, fees, expenses, charges or damages if:
 - (a) it makes such changes;
 - (b) cancel this Bidding Process, with or without indicating the reason for cancellation.

2. INTRODUCTION & ASSIGNMENT DESCRIPTION

2.1 Introduction

- 2.1.1 The TCP has decided to hire the services of a firm among the prequalified firms for “CONSULTANCY SERVICES FOR RENOVATION OF TCP’S OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI” as per and in accordance with the request for proposal document.
- 2.1.2 The layout plan of the Office, at 5th floor, Block-B, FTC Building Karachi is enclosed herewith as **ANNEX-12**.
- 2.1.3 It is envisaged that the firm will be selected by the TCP through a fair and transparent national competitive bidding method by **Single-Stage-Two-Envelope** process and the TCP will enter into a consultancy services contract with the Successful prequalified bidder in respect of the Project.
- 2.1.4 This RFP is being issued by the TCP to the Prequalified Bidders only.

2.2 Assignment Description

- 2.2.1 As per the requirement of TCP, the assignment will cover the all consultancy aspects for repairing, maintenance and rehabilitation works including but not limited to accomplish the envisaged assignment for “CONSULTANCY SERVICES FOR RENOVATION OF TCP’S OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI”.

2.2.2. The SCOPE OF WORK will cover the following:

- i. Identification of work and Preparation of initial report having plan / drawing and estimates
- ii. Preparation of tender documents, Evaluation of bids
- iii. Supervision of works at the site and ensuring of quality and timely completion thereof
- iv. Provide regular monthly report of the project
- v. Processing of contractor’s bills and their verification
- vi. Carry out inspections, identify defects and supervise defects rectification within the defect liability period
- vii. Assist the Client in preparing and issuing the progress and final payment certificates and the Provisional and Final Handover Certificate
- viii. Necessary permissions and documentations, if any
- ix. Perform other tasks related to the project implementation

2.3 Bid Costs:

- 2.3.1 Each pre-qualified bidder shall bear all costs associated with the preparation and submission of its Bids and the Bidder’s participation in the Bidding Process including, without limitation, all costs and expenses related to, preparation and submission of the Bidding Documents, the provision of any additional information, conducting due diligence of the assignment, visits to the site, engagement of consultants, advisors and contractors and all other costs incurred as part of this Bidding Process up to the signing of the contract by successful Bidders.



2.3.2 The TCP shall not be responsible or liable to pay any Bid Costs of any Bidder, regardless of the conduct or outcome of the Bidding Process.

2.4 **Timetable:**

2.4.1 The estimated timetable for the Bidding Process is as follows:

Activity	Target Date
Issuance of RFP Documents	On 27 th April -2026
Clarifications required	Before 7 days of submission
Responses to Bidder's queries	After 02 days from clarifications required deadline
Release Amended Bidding Documents (if required)	On the same day as above
Bids Submission Deadline AND Financial Bids Opening	After 15 days of issuance of bidding documents
Notification of Award	After 15 days of hoisting of evaluation report on PPRA website
Signing of the Agreement as at Annex-11	Within (7) seven days after award of contract
Execution of the Contract with Successful Bidder	Within 14 days from contract signing

2.4.2 The Authority may, in its sole discretion and without prior notice to the pre qualified bidders, amend the Estimated Timetable and the Authority shall not incur any liability whatsoever arising out of amendments to the Estimated Timetable.

3. **BIDDERS**

This RFP is addressed to all **pre-qualified Bidders** under Tender No. TCP/REM/PREQUALIFICATION/313-86/2021 dated 10-09-2024 only.

3.1 **Ineligibility of the Bidder**

If the firm or a Consortium Partner has been barred by any central, state or local government or government instrumentality in Pakistan or in any other jurisdiction to which the Bidder or a Consortium Partner belongs or in which the Bidder or a Consortium Partner conducts its business, from participating in any project on a private participation basis and the bar subsists as on the Bid Submission Deadline. Such entity shall not be eligible to submit a Bid either individually or as a Consortium Partner.

3.1.1 A Bidder (and in the case of a Consortium, any Partner) should not have, in the fifth (5th) years preceding the Bids Submission Deadline:

- i. failed to perform any contract with the government, federal government, or local or provincial governments, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder or Consortium Partner as the case may be; or
- ii. been expelled from any project or contract by any public entity or authority; or
- iii. had any contract terminated by any government or government instrumentality for breach by such Bidder or Consortium Partner.



3.2 **No Contract**

- 3.2.1 No contract whatsoever is created by or arises from this RFP, which, under no circumstances, constitutes an offer to enter into any contract or arrangement of any nature whatsoever with any party whatsoever.
- 3.2.2 The TCP, and any of their departments, employees, consultants, advisors and/or personnel shall not have any obligation, responsibility, commitment, or legal liability of any nature whatsoever towards any Bidder arising from this RFP or any Bid submitted in response to it.

4. **BIDDING DOCUMENTS**

4.1 **Part IV – Power of Attorney**

Each Bidder shall provide, as Part IV of the proposal, a written power of attorney in the form attached hereto as **ANNEXURE-3**, duly notarized, indicating that the person(s) signing the proposal has/have the authority to sign the Bids and other relevant documents on behalf of the Bidder.

4.2 **Contents of Bidding Documents**

- 4.2.1 The nature of the Assignment, bidding procedures, contract terms and technical requirements are prescribed in the Bidding Documents, which include the following
- i. RFP;
 - ii. Annexes to RFP.
- 4.2.2 Each Bidder shall examine all instructions, terms and conditions, forms, specifications and other information contained in the Bidding Documents. If the Bidder:
- (a) fails to provide all documentation and information required by the Bidding Documents; or
 - (b) submits a Bid which is not substantially responsive to the terms and conditions of the Bidding Documents, such action shall be at the Bidder's risk.

In such a scenario, the TCP may determine that the Bid is non-responsive to the Bidding Documents and may reject it.

4.3 **Bidders Comments and Clarifications on Bidding Documents**

- 4.3.1 The Bidders shall have the opportunity to propose comments on the Bidding Documents. However TCP may (at its sole and absolute discretion) accept or reject such proposals and comments. All comments shall be made in writing and sent to the relevant persons mentioned in the **ANNEXURE-1**.
- 4.3.2 Electronic copies of the response, including an explanation of the query but not identification of its source, shall be sent to all Bidders. If similar or repeated queries are made by Bidders, those queries may be listed as one query and the Authority may respond to such query only once. The TCP reserves the right not to consider such comments on the Bidding Documents.

4.4 **Amendment of Bidding Documents**

- 4.4.1 At any time before the Bids Submission Deadline, the TCP may amend the Bidding Documents, for any reason, whether at its own initiative, or in response to the Bidder's questions and comments.



4.4.2 Subject to Section 6.4.1, once revised versions of the Bidding Documents, if applicable, have been issued as set out in the Estimated Timetable then no other communications of any kind whatsoever shall modify the Bidding Documents.

4.5 **Bidders Due Diligence**

4.5.1 Each Bidder is solely responsible for conducting its own independent research, due diligence, any lawful inspection(s), seeking any independent advice necessary or any other work necessary for the preparation of Bids, negotiation of agreements, and the subsequent delivery of all services to be provided by the Successful Bidder in accordance with the Contract.

4.5.2 No representation or warranty, express or implied, is made and no responsibility of any kind is accepted by the TCP or its advisors, employees, consultants or agents, for the completeness or accuracy of any information contained in the Bidding Documents or the Response to Questions Document, or provided during the Bidding Process or during the term of the Contract. The Company and its advisors, employees, consultants and agents shall not be liable to any person or entity as a result of the use of any information contained in the Bidding Documents or the Response to Questions Document, or provided during the Bidding Process or during the term of the Contract.

4.5.3 Bidders may not rely on any verbal statements made by the TCP's advisors, employees, consultants or agents.

4.5.4 All Bidders shall, prior to submitting their Bid, review all requirements with respect to corporate registration and all other requirements that apply to companies that wish to conduct business in the TCP's country. The Bidders are solely responsible for all matters relating to their legal capacity to operate in the jurisdiction to which this Bidding Process applies. Any Bids submitted in response to this RFP will be submitted upon a full understanding and agreement of terms of this RFP and, therefore, the submission of Bids in response to this RFP would be deemed as an acceptance to the said terms.

4.5.5 Data provided by the TCP, particularly in relation to the numerical accuracy, is only indicative information based on input received from multiple sources. The TCP is not responsible for any reliance of such data made by the Bidder in preparation of the Bids.

5. **BIDS: PREPARATION**

5.1 **Contents of Bid**

5.1.1 Bidders must prepare and submit their Bids in full compliance with the requirements of this RFP together with the submission of the documents, forms and instruments required for submission by this RFP. Each Bidder shall submit the documents electronically via EPAD version 1.0 with the Bid containing Financial Bid:

5.2 **Bid Documents**

5.2.1 **Format of the Bidding Documents**

Each Pre-qualified Bidder shall submit a proposal by completing the following documents:

- i. Application/Covering Letter (format provided in the **Annexure "2"**);
- ii. Power of Attorney (format provided in the **Annexure "3"**);
- iii. Conflict of Interest Statement (format provided in the **Annexure "4"**);



5.2.2 Bid Security

5.2.3 *No bid security* is required in this RFP.

5.2.3.1 After the award of contract, the successful bidder shall be required to sign the contract agreement within (14) fourteen days.

5.2.3.2 If the prequalified Bidder or the Successful Bidder (i) resorts to deceit and/or fraud in its dealings with the TCP (including the Evaluation Committee), its advisors, employees, consultants or agents or otherwise in relation to the award of the Contract; or (ii) is proven to have personally or through an intermediary, either directly or indirectly, offered or attempted to offer a bribe to any TCP's employee involved with the Bid or the award of the Contract.

5.2.4 Financial Offer

5.2.4.1 Each Bidder shall submit a Financial Bid by completing the Financial Bid Form set out in **ANNEXURE“6”**. Bidders shall not amend or change the form in any way.

5.2.4.2 The Financial Bid shall include all taxes, duties, levies or charges in accordance with the Guidelines of Financial Proposal.

5.2.4.3 If in case, any Bidder does not make provision of taxes, duties, levies or charges in its Financial Bid, whether willfully or erroneously, such Bidder would be required to provide appropriate exemption certificate(s) or prove, as may be the case. Nonetheless, if the Authority receives any notice/receipt for such taxes or charges relating to the Contract, the same shall be passed on to the Successful Bidder to be processed and cleared accordingly.

5.2.4.4 Each Bidder is required to attach to its Financial Bid a summary of the Financial Proposal.

5.3 Language of Bid

5.3.1 All Bids, and all correspondence and documents related to the Bid submitted by the Bidder to the TCP, shall be written in English.

5.4 Bid Validity Period

5.4.1 Bids shall remain valid for **ninety (90) days** as from the Bids Submission Deadline. A Bid valid for a shorter period shall be rejected by the TCP as non-responsive.

5.4.2 In exceptional circumstances, the TCP may solicit the Bidders' consent to an extension of the Bid Validity Period. The request and responses thereto shall be made in writing. Such extension shall not be for more than ninety (90) days.

6. BIDS: SUBMISSION

6.1 Format and Signing of Bids

6.1.1 This tender is being conducted through the **Single Stage – Two Envelope Procedure**, in accordance with Public Procurement Rules, 2004. Bidders are required to submit their bids electronically via EPAD version 1.0.

6.1.2 The submission of the Bid/proposal shall be in accordance with any instructions set out for the 'single stage- two envelope' procedure in the Submission Guidelines.



6.1.3 Bidder shall prepare scanned copy of original Bid, as a separate PDF file entitled 'Name of Assignment'. These PDF files, as part of the Bid, shall be submitted in accordance with instructions set out for the 'single-stage two-envelope' procedure of the Submission Guidelines.

6.1.4 Hardcopy submissions shall not be accepted.

6.1.5 The Bid shall contain no alterations, omissions or additions, unless such corrections are initiated by the person or persons signing the Bid.

6.2 **Sealing and Marking of Bids**

Interested bidders shall submit their Bids/proposals Electronically through EPAD version 1.0. The bids shall be prepared in accordance with instructions in the tender / bidding document. Complete Tendering process shall be carried out through EPADS version 1.0.

6.3 **No bid security is required in this RFP.**

6.4 Signed / Stamped each paper of the RFP document confirming unconditional acceptance of terms and conditions of the Tender Document.

6.5 **Bids Submission Deadline**

Closing date for submission of bid is **Monday the 18th May, 2026 by 11:00 hours**. The proposals shall be opened on the **same day at 11:30 hours** in the presence of the consultants/firms who wish to be present, in Board Room of TCP, FTC Building, Block-B, 4TH Floor, Shahrah-e-faisal, Karachi.

6.6 **Modification and Withdrawal of Bids**

6.6.1 The Bidder shall not modify or withdraw its Bid after submission.

6.6.2 Any withdrawal of a Bid in the interval between the Bids Submission Deadline and the expiration of the Bid Validity Period specified in RFP shall result in the Bidder's forfeiture of its performance Security, which was submitted at the time of pre-qualification.

7. **BIDS: OPENING AND EVALUATION**

7.1 **Evaluation Committee**

7.1.1 The members of the TCP's Procurement Committee shall be prohibited from participating directly or indirectly in the preparation and/or submission of any Bid, and shall be prohibited from providing any assistance to any Bidder for the purposes thereof, except as may be expressly provided herein.

7.1.2 **OPENING OF BIDS:**

7.1.3 Opening may be witnessed by bidders' authorized representatives (if allowed in the tender).

7.1.4 All responsive bids shall be evaluated in accordance with the criteria set out in the bidding document.

7.2 **Opening and Evaluation of the Bids**

- i. Initially, only the "TECHNICAL PROPOSAL" shall be opened and the "FINANCIAL PROPOSAL" shall be opened of Technically qualified bidders only
- ii. The procuring agency shall evaluate the technical proposal in a manner prescribed in tender



document, without reference to the price and reject any proposal which does not conform to the specified requirements.

- iii. During the technical evaluation no amendments in the technical proposal shall be permitted.
- iv. After the evaluation and approval of the technical proposal, the procuring agency shall open in the presence of intending tenderers the financial proposal of the technically accepted bids, at time, date & venue announced and communicated to the bidders in advance, within the bid validity period.
- v. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and the highest ranked bidder shall be awarded the work.
- vi. **30 Marks are reserved for Technical proposal out of which 15 are passing marks , whereas 70 marks are reserved for financial Bid , the lowest financial Bid of technically qualified bidder will get 100% marks for there financial Bid ,whereas the second lowest financial bid will get the proportionate marks of financial bid .**

vii. **Technical Evaluation Criteria**

Technical proposal of consultants will be evaluated as per following criteria:

Sr. No.	Category	Weightage / Marks
1.	Each consultant is required to visit the location (TCP's office at 5 th Floor, Block-B, FTC building) and submit initial design including the best possible occupancy of the space with an overall estimated coast of the work.	15
2.	Presentation on the design	15
Total:		30

Note: Technical soundness shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score.

- viii. A Technical Proposal will be considered substantially Responsive if it scores at least 50% in the Technical evaluation against the evaluation criteria given above. Financial Proposals of Substantially Responsive bidders will be opened only and the others will be returned up-opened.

ix. **Financial Evaluation Criteria**

Financial proposal of consultants will be evaluated as per following criteria:

Sr. No.	Category	Weightage / Marks
1.	Lowest Evaluated Bidder (LEB)	70
Total:		70

- 7.2.1 Bids will be evaluated on the basis of information/documents provided by the bidder subject to their conformity with the terms & conditions of the Tender Document.
- 7.3 TCP may seek clarification within the validity period, however, any clarification does not effect on the original bid.
- 7.4 TCP reserves the right to demand/call any other information/clarification for the sake of documents/ information. However, any clarification does not affect the original bid.



7.5 The highest ranked bidder will be the one offering the most advantageous bid in terms of highest rank in "Quality & Cost based Selection".

7.6 Contract award will be made to the highest ranked bidder, provided no conflict of interest or ineligibility is identified.

7.7 The Technical Proposals/ bids conforming to the technical requirements and having scored 15 marks or more against the Technical Evaluation Criteria will be considered for opening of financial bids. Most Advantageous Bid in terms of highest rank in "Quality & Cost based Selection" - 30% weightage of technical proposal and 70% weightage of financial proposal shall be declared as successful for Award of Contract.

7.7.1 The Evaluation Committee shall rank the Financial Bids from the lowest to the highest Financial Bid Cost. Where two or more Bidders are evaluated to have the same score in combined evaluation of technical and financial proposal, the Evaluation Committee may request that the relevant Bidders submit a best and final financial offer ("BAFO") which, if submitted, must result in a lower Financial Bid Cost than the initial Financial Bid Cost. No Bidder shall be obliged to submit a BAFO and failure to do so shall not result in the forfeiture of the security. BAFOs shall be ranked lowest to highest.

7.7.2 Arithmetic errors in the Financial Bid, if any, will be rectified on the following basis: if there is a discrepancy between words and figures, the amount in words will prevail. If the Bidder does not accept the correction of errors, its Financial Bid will be rejected.

7.8 Waiver of Non-Conformities in Bids

7.8.1 The Evaluation Committee may waive any minor informality, non-conformity or irregularity in a Bid that does not constitute a material deviation, and that does not prejudice or affect the relative ranking of any Bidder as a result of the Technical Bid and Financial Bid evaluation.

7.9 Contacting the TCP

7.9.1 From the time of Bid submission to the time of the Contract award, if any Bidder wishes to contact the TCP, it should do so in writing.

7.9.2 If the Bidder or the Successful Bidder (i) resorts to deceit and/or fraud in its dealings with the TCP (including the Evaluation Committee), its advisors, employees, consultants or agents or otherwise in relation to the award of the contract; or (ii) is proven to have personally or through an intermediary, either directly or indirectly, offered or attempted to offer a bribe to any TCP's employee involved with the Bid or award of contract, then the Bidder's Bid and, if applicable, the said award, shall be cancelled and the Performance Security (submitted at the time of pre-qualification) shall be forfeited, apart from being permanently disqualified for future bidding, all without prejudice to any TCP's claim for ensuing damages and without prejudice to any criminal and/or administrative proceedings (or otherwise) in the country.

7.9.3 Evaluation Report

7.9.4 The results of the Evaluation of the proposals conducted by the Procurement Committee in accordance with this section shall be reflected in the "Evaluation Report" which shall be published on the TCP's official website and PPRA website and communicated to the Bidders on the date specified in the Estimated Timetable.

8. AWARD OF CONTRACT

8.1 Changes In Eligibility Status



8.1.1 Prior to proceeding with the award of contract, the TCP may verify to its satisfaction that no circumstances, in particular the Bidder's current contract works, future commitments and current litigation(s), have arisen or intervened during the period between the submission of this Bid and before the award of contract; that would change the TCP's opinion as to whether the Bidder still meets all criteria as set out in this RFP.

8.1.2 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 TCP may, subject to RFP document, proceed to the next lowest evaluated Financial Bid.

8.2 Award Criteria

8.2.1 TCP shall award the contract to the highest ranked Bidder.

8.2.2 A combined evaluation of the Technical and Financial Proposal will be done to ascertain the highest ranked bid as per following formula:

- a) Weightage of Technical Proposal Score: 30%
- b) Weightage of Financial Proposal Score: 70%

8.3 TCP's Right to Accept or Reject

8.3.1 The TCP may, in its sole discretion:

- a. accept any Bid;
- b. reject any Bid;
- c. annul the Bidding Process and reject all Bids;
- d. annul the Bidding Process and commence a new process; or
- e. waive minor irregularities, minor informalities, or minor non-conformities which do not constitute material deviations in submitting the Bids

at any time prior to the award of the contract without incurring any liability to the affected Bidder or Bidders and without any obligation to inform the affected Bidder or Bidders of the grounds for the TCP's actions.

8.4 Notification of Award

8.4.1 Prior to the expiration of the Bid Validity Period, the TCP shall notify the Successful Bidder in writing that its Bid has been accepted by the TCP.

8.4.2 The results of the Bidding Process shall be published on the TCP's official website and PPRA website.

8.5 Signing of the Contract

8.5.1 Within **fourteen (14) calendar days** of the Notification of Award, the Successful Bidder shall sign the Contract with the TCP. There shall be no negotiation on the terms of Contract and modifications (if any) shall only be done in case of missing information and correcting errors.

8.6 Failure to Sign the Contract

8.6.1 If the Successful Bidder fails to comply with the provisions of RFP document, this failure shall constitute sufficient grounds for annulment of the award and forfeiture of the performance Security (submitted at the time of pre-qualification) and such other remedies as the TCP may take under the applicable law, and the TCP may, in its discretion, award the



contract to the Bidder who is the second lowest. In such event, the TCP shall notify the Second Ranking Bidder of its selection by written notice. The Second Ranking Bidder shall, from and after the date of receipt of the Substitute Selection Notice, assume the status of the Successful Bidder hereunder and shall meet the requirements of RFP.

- 8.6.2 In the event that the TCP delivers a Substitute Selection Notice to the Second Lowest Bidder, the Second Lowest Bidder shall extend its Bid Validity Period to a date not earlier than the date of delivery as specified in the Contract.

9. Payment Terms:

- 9.1 The payments shall be made in the name of company and disbursed as per the schedule given at Clause 10.
- 9.2 Consultancy firm shall submit their invoice with inclusive of all taxes. All taxes, already in place or revised / levied by the Government/ relevant authorities during the currency of agreement executed against this tender, shall be applicable and same shall be deducted from payments / payables by TCP in accordance with law. No claim in this regard shall be considered.

10. Disbursement of payment shall be as under:

S.No.	Particulars	%
1	Preparation of tender documents/drawings/BoQs with single stage two envelope procedure, (after approval of management)	30%
2	Evaluation of bids and award of contract.	30%
3	Supervision of works at the site and ensuring of quality, specification and timely completion thereof. (satisfactory handing over of site to TCP)	40%

11. Dispute Resolution:

In case of any dispute, the matter shall be resolved by mutual negotiation of both the parties and on failure thereof, the matter shall be referred to the CEO, TCP whose decision shall be final and to be accepted by both the parties.



ANNEXURE "1"

BID DATA SHEET

The following Bid-specific data shall supplement the provisions in RFP.

S. No.	PROJECT NAME	Various Engineering consultancy services for development and upgradation of TCP properties all over Pakistan
1.	ASSIGNMENT NAME	CONSULTANCY SERVICES FOR RENOVATION OF TCP's OFFICE AT 5 TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI
2.	Address and Contact Person of the TCP:	Name: Radain Shah Designation: GM (REBD) Contact #:021-99202563 Address: 4 th Floor, Block-B FTC Building Shahrah e Faisal Karachi Email: gm.rebd@tcp.gov.pk
3.	Address for Submission of Bids, Bid Modifications and Bid Withdrawals <i>[All Bids need to be submitted/sent to this address. Bids submitted / sent elsewhere will not be considered]</i>	Name: Radain Shah Designation: GM (REBD) Contact #:021-99202563 Address: 4 th Floor, Block-B FTC Building Shahrah e Faisal Karachi Email: gm.rebd@tcp.gov.pk
4.	Bids Submission Deadline	11:00 hours on 18 th May, 2026
5.	Place and Time of Bids Opening	18 th May, 2026 at 1130 hours in the Board room of Principal Office of Trading Corporation of Pakistan, 4 th Floor Block-B, FTC Building Karachi



ANNEXURE "2"

APPLICATION/COVERING LETTER

[The application/covering letter is to be submitted by the Bidder]

General Manager
Real Estate Business Development Division
Trading Corporation of Pakistan Private Ltd.
Ministry of Commerce

Date: _____
Place: _____

Dear Sir(s),

"CONSULTANCY SERVICES FOR RENOVATION OF TCP's OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI"

This is with reference to the captioned matter.

Please find enclosed one (1) original (certified to be true copies of the original) of our Bid (the "Bid") for "CONSULTANCY SERVICES FOR RENOVATION OF TCP's OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI" in response to the Request for Proposal (RFP) issued by the General Manager, Trading Corporation of Pakistan (TCP) Private Ltd. of Government of Pakistan dated _____ (the "RFP");

We hereby confirm the following:

1. The Bidis being submitted by (name of the Bidder) who is the Bidder comprising (mention the names of the entities), in accordance with the conditions stipulated in the RFP;
2. We have examined in detail and have understood and fully accepted the terms and conditions stipulated in the RFP and in any subsequent communications issued by the TCP and hereby agree and undertake to abide by all such terms and conditions. Our Bid is consistent with all the requirements of the RFP and of any subsequent communications from the TCP;
3. We hereby represent that the information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely liable and responsible for any errors or omissions in our submissions and for any error, omission, defect or deficiency in our Bid;
4. We further hereby represent that we are permitted and authorized under the applicable laws and our corporate documents to submit the Bid for the Project and our submission of the same will not conflict with result in the breach of or constitute a default under any applicable laws or any covenant, agreement, understanding, decree are a party or by which we or any of our properties or assets is bound or affected;
5. Further, we hereby represent that [.] (mention names of the entities who are the Consortium Partners), [.] (mention name(s) of the entities that are Promoter(s)/Parent Company(s) to satisfy the legal requirements laid down in the RFP;
6. We as the Bidder, designate Mr./Ms. [.] (mention name, designation, contact address, phone no., fax no., email ID, etc.), as our authorized representative and signatory who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into contractual commitments etc. on our behalf in respect of the Project.



[A Power of Attorney from the [Bidder/Lead Consortium Partner] authorizing the undersigned as the authorized representative, signatory and contact person who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into contractual commitments on behalf of the Bidder/Consortium Lead Partner, etc., in respect of the Project is included as a part of the Bid.

FOR AND ON BEHALF OF:

[Insert name of the Bidder/Consortium Lead Partner]

Signature: _____

Name: _____
(Authorized Representative/Signatory)

CNIC No.: _____

Designation: _____

List of Enclosures:

- i. Basic Information (including but not limited to the following information) of the Bidder (or if the Bidder is a Consortium, each Partner of a Consortium), as detailed including an up-to-date list of shareholders or members or stakeholder of the Bidder (or one list for each Consortium Partner);
 - (a) Legal name;
 - (b) Complete head office contact information, including mailing address, telephone and fax numbers, and an e-mail address.
- ii. Affidavit (format attached as ANNEXURE "10"); and
- iii. Power of Attorney (as per ANNEXURE "3");



ANNEXURE "3"

FORMATS OF POWER OF ATTORNEYS

A. FORMAT OF POWER OF ATTORNEY BY THE BIDDER TO ITS AUTHORIZED SIGNATORY

POWER OF ATTORNEY

[To be printed on stamp paper of PKR 200/-]

Know all men by these presents, we [insert name, address and registered office etc. of the Bidder] do hereby constitute, appoint and authorize Mr./Ms. _____ [name, CNIC No. and residential address] who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our submission for the project envisaging Request for Proposal ("**RFP**") of the "CONSULTANCY SERVICES FOR RENOVATION OF TCP'S OFFICE AT 5TH FLOOR, BLOCK-B, FIC BUILDING, KARACHI" including signing and submission of all documents and providing information/responses to the Government of Pakistan, representing us in all matters before the GoP, and generally dealing with the GoP in all matters in connection with our submission for the Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

FOR AND ON BEHALF OF

[Insert the name of the Bidder]

Signature: _____

Name: _____

CNIC No.: _____

Designation: _____

ACCEPTED & ACKNOWLEDGED BY THE ATTORNEY

Signature: _____

Name: _____

CNIC No.: _____

Designation: _____

Note:

- (1) To be executed by each Bidder and in case of a Consortium, by all the Partners of the Consortium;
- (2) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the Constitutional Documents of the Bidder and when it is so required the same should be under common seal affixed in accordance with the required procedure.



B. FORMAT OF POWER OF ATTORNEY BY CONSORTIUM AUTHORIZING LEAD PARTNER

[To be printed on stamp paper of PKR 200/-]

POWER OF ATTORNEY

We (1) _____, (2) _____,
(3) _____ [Insert the names, office addresses etc. of each Consortium Partner] (hereinafter collectively referred to as the “**Consortium Partners**”);

IN FAVOR OF

[Insert the complete name, address of the Lead Partner etc.] (hereinafter referred to as the “**Lead Partner**”)

WHEREAS:

- A. The Government of Pakistan (“**GoP**”) has invited applications from the prospective bidders for “Designing and supervision services for repair / renovation works at TCP Multan Facility”;
- B. The prequalified bidders are interested in submitting Bids for the Project and implementing the Project in accordance with the terms and conditions of the Request for Proposal (the “**RFP**”) issued by the GoP on _____ and other relevant documents in respect of the Project;
- C. It is necessary under the RFP for the Consortium Partners to designate one of them as the Lead Consortium Partner with all necessary powers and authorities to do for and on behalf of the Consortium, allacts, deeds and things as may be necessary in connection with the submission of Bids for the Project.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT

We, the owners of the firm do hereby designate the [Insert the name of the Lead Partner] being one of the Partner of the Consortium, as the Lead Partner of the Consortium (the Lead Partner), to do on behalf of the Consortium, all or any of the acts, deeds or things necessary or incidental to the Bids’ submission for the Project, including submission of application/proposal, participating in conferences, responding to queries, submission of information/ documents and generally to represent the Consortium in all its dealings with the GoP, any other government agency or any person, in connection with the Project until culmination of the process of bidding and thereafter till the execution of relevant documents as mandated by the RFP with the GoP;

We hereby agree to ratify all acts, deeds and things lawfully done by the Lead Partner pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us/Consortium.



FOR AND ON BEHALF OF

[Insert the name of the each Consortium Partner]

- 1. Signature: _____
Name: _____
CNIC No.: _____
Designation: _____

- 2. Signature: _____
Name: _____
CNIC No.: _____
Designation: _____

- 3. Signature: _____
Name: _____
CNIC No.: _____
Designation: _____

ACCEPTED & ACKNOWLEDGED BY THE LEAD PARTNER (ATTORNEY)

Signature: _____
Name: _____
CNIC No.: _____
Designation: _____

Note:

- (1) To be executed by each Consortium Partner;
- (2) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the Constitutional Documents (defined in RFP) of the Bidder and when it is so required the same should be under common seal affixed in accordance with the required procedure.



ANNEXURE "4"
CONFLICT OF INTEREST STATEMENT

RELATING TO "CONSULTANCY SERVICES FOR RENOVATION OF TCP's OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI"

General Manager

Real Estate Business Development Division
Trading Corporation of Pakistan Private Ltd.
Ministry of Commerce

Dated: _____

"CONSULTANCY SERVICES FOR RENOVATION OF TCP's OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI"

We, [*Insert the name of the Bidder*] are not aware of any conflict or potential conflict arising from prior or existing contract or relationship which could materially affect our capability to comply with our obligations under or pursuant to the Request for Proposal for the Project;

In particular, other than as disclosed below, we have no prior or existing contracts, negotiations or relationships with the Government of Pakistan ("GoP), its affiliates, representatives, advisors or consultants.

We disclose that the following transactions may be in conflict with the Project:

Name of Project	Date Started	Description of Conflict

FOR AND ON BEHALF OF

[Name of the Bidder]

Signature: _____

Name: _____

CNIC No.: _____

Designation: _____



ANNEXURE "5"

**INTEGRITY PACT, DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE BIDDERS**

**General Manager
Real Estate Business Development Division
Trading Corporation of Pakistan Private Ltd.
Ministry of Commerce**

Dated: _____

Dear Sir(s),

**"CONSULTANCY SERVICES FOR RENOVATION OF TCP'S OFFICE AT 5TH FLOOR,
BLOCK-B, FTC BUILDING, KARACHI"**

[Insert the name of the Bidder] 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 (the "GoP") or any administrative subdivision or agency thereof or any other entity owned or controlled by it through any corrupt business practice;

Without limiting the generality of the foregoing, [the Bidder] 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 described 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 the GoP, except that which has been expressly declared pursuant hereto;

[Bidder] 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 the GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder] 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;

We do hereby declare and confirm 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 the GoP under any law, contract or other instrument, be voidable at the option of the GoP;

Notwithstanding any rights and remedies exercised by the GoP in this regard, the [Bidder] agrees to indemnify the GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the GoS in an amount equivalent to ten (10) times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Bidder] 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 the GoP.

Yours truly,

FOR AND ON BEHALF OF

[Name of the Bidder]

Signature: _____
Name: _____
CNIC No.: _____
Designation: _____



ANNEXURE "6"
FINANCIAL BID FORM

RELATING TO "CONSULTANCY SERVICES FOR RENOVATION OF TCP's OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI"

Dated: _____

General Manager

Real Estate Business Development Division
Trading Corporation of Pakistan Private Ltd.
Ministry of Commerce

Dear Sir(s),

SUBJECT: RELATING TO "CONSULTANCY SERVICES FOR RENOVATION OF TCP's OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI"

Having carefully examined the Bidding Documents, including the Annexes, the receipt of which is hereby acknowledged, and having satisfied ourselves with the nature and location of the works and services referenced above and the general and local conditions to be encountered in the performance thereof, we, the undersigned would be able to execute assignment on the following remuneration basis:

Scope of Work	Basis of Offer (Lump sum)
As at Clause 2	
In Words:	

2. The rate shall be based as Lumpsum for the assignment with inclusive of all taxes and duties.
3. We acknowledge that the Financial Bid that we have submitted will remain fixed and will be indexed in accordance with the terms and conditions of the contract.
4. We acknowledge and agree that the GM, Trading Corporation of Pakistan (TCP) Private Ltd., Ministry of Commerce, Government of Pakistan will not be responsible for any errors or omissions on our part in preparing this Financial Bid and the Project Cost, and we shall indemnify the Authority fully in connection therewith.

FOR AND ON BEHALF OF

[Insert the name of the Bidder]

Signature: _____

Name: _____

CNIC No.: _____

Designation: _____



ANNEXURE "7"
FORM -DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN

FORM- TEAM COMPOSITION AND TASK ASSIGNMENT

Professional Staff					
Sr. Nos.	Name	Firm/Company etc.	Area of expertise	Position	Task Assignment
1					
2					
3					
4					
5					
6					

FORM - FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY INDIVIDUAL STAFF

1. Proposed Position [*only one candidate shall be nominated for each Key Individual position*]:

2. Name of Firm [*Insert name of firm proposing the Key Individual*]:

3. Name of Staff [*insert full name*]:

4. Date of Birth: _____

5. Nationality: _____

6. Educational Qualification: [*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained*]:

7. Membership of Professional Societies: _____

8. Other Training [*indicate significant training since degrees acquired under point 6 above*]

9. Countries of Work Experience: [*list countries where staff has worked*]:

10. Languages [*for each language indicate proficiency: good, fair, or poor in speaking, reading and writing*]:

11. Employment Record:

[*Starting with present position, list in reversed order, every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, position held*]:

From [Year]: To [Year]:

Employer:

Position held:

12. Detailed Tasks Assigned [*List all tasks to be performed under this assignment*]:



ANNEXURE "8"

MANDATORY KEY STAFF

Key professional staff qualifications and competence for the assignment:

No.	Core Team: (Dedicated, skilled human resource proposed for the project)	
a)	Team Leader	Qualification & Experience
		B.E Civil
		Minimum 10 years of relevant experience (post qualification)
b)	Site Architect	B.Arch.
		Minimum 5 years of relevant experience (post qualification)
c)	Mechanical, Electrical and Plumbing (MEP) Specialist	Bachelors in any of the relevant category
		Minimum 5 years of relevant experience (post qualification)
d)	Site Engineer	B.E Civil
		Minimum 5 years of relevant experience (post qualification)
e)	Quantity Surveyor	B.E Civil
		Minimum 5 years of relevant experience (post qualification)

Note: Consultants may also include any other key as well as non-key persons in their proposal to accomplish their tasks.



ANNEXURE "09"

BASIC INFORMATION FORM

BIDDER INFORMATION:

Name:

Type: (Corporation, Partnership, etc.) Company/Entity incorporation/registration no:

Domicile:

Address of principal office:

Telephone number:

Fax number:

E-mail address:

Primary areas of business:

Shareholder/Member certificate (attach separately)



ANNEXURE "10"

FORMAT OF AFFIDAVIT

[To be printed on stamp paper of PKR 50/-]
[REQUIRED FROM EACH CONSORTIUM PARTNER]

**General Manager
Real Estate Business Development Division
Trading Corporation of Pakistan Private Ltd.
Ministry of Commerce**

Dated: _____

Dear Sir(s),

**"CONSULTANCY SERVICES FOR RENOVATION OF TCP's OFFICE AT 5TH FLOOR,
BLOCK-B, FTC BUILDING, KARACHI"**

Pursuant to the Request for Proposal dated [please insert the date] ("**RFP**") in respect of the "CONSULTANCY SERVICES FOR RENOVATION OF TCP's OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI" under the project "Various engineering consultancy services for development and upgradation of TCP properties all over Pakistan" [Name of Bidder/Lead Partner of Consortium] hereby represents and warrants that, as of the date of this Affidavit [Name of Bidder/Lead Partner of Consortium], and each Partner of our Consortium (if applicable):

- (a) is not in bankruptcy or liquidation proceedings;
- (b) has not been convicted of fraud, corruption, collusion or money laundering;
- (c) is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with the obligations under the management contract; and
- (d) does not fall within any of the circumstances for ineligibility listed in Section 4.4 (Ineligibility of a Interested Person) of the RFP;
- (e) that whatever stated above are true and correct to the best of my/our knowledge and belief and nothing has been concealed.

DEPONENT

FOR AND ON BEHALF OF

[Insert name of the Interested Person]

Signature: _____
Name: _____
CNIC No.: _____
Designation: _____



ANNEXURE "11"

CONTRACT AGREEMENT

1. This agreement is made at _____ on this _____ between Trading Corporation of Pakistan (Pvt.) Limited having their office at 4th& 5th Floor, Block-B, FTC Building, Shakra-e-Faisal, Karachi, through its, authorized Executive Director (REMS), (hereinafter called as client, which expression, wherever the context so permits, shall mean and include its, successor-in-interest, administrators, and assigns) the party of the First Part.

AND

2. M/s. _____ having their office at _____, through its authorized representative _____ (hereafter called as Consultant) which expression, wherever the context so permits, shall mean and include its heirs, successors interest administrators, attorney/executors and assigns party of Second Part.

WHEREAS the party of First Part is desirous to hire the services of the 2nd party as Consultants to render following consultancy services for 1st Part (TCP) as per requirement of RFP No. TCP/REBD/Renovation/PO/313-110/2026 for **"CONSULTANCY SERVICES FOR RENOVATION OF TCP'S OFFICE AT 5TH FLOOR, BLOCK-B, FTC BUILDING, KARACHI"** which shall constitute part of this agreement. The agreement includes the supervision services for following properties.

- a) 5th Floor, Block-B, Repair, Renovation & Construction of Office Site Plan (**Annex-12**)
3. AND WHEREAS in performance of the Professional Services and the conduct of normal duties, the Consultants shall be governed by the Code Professional Conduct required under rules of professional Associates and bylaws laid down by the Pakistan Engineering Council (where applicable) and Pakistan Council of Architects and Town Planners (where applicable) and requirements of TCP's Management. The Consultants will undertake the responsibility to perform above mentioned services.
4. Now the agreement witnessed as under:-
- a) That in this agreement, words and expressions shall have the same meaning as are respectively assigned to them in the condition of contract herein after referred.
- b) In consideration of the terms and conditions given in the request for proposal (RFP), the agreement, the consultant hereby covenant with the client to design, plan and proposals in conformity in all respect with the provision of this agreement.
- c) The client hereby covenant to the consultant to abide by all terms and conditions and fulfill its all obligation in accordance with the laid down clauses/terms and conditions of this agreement.

5. **SCOPE OF WORK/SERVICES:**

The scope of work will cover the following:

- i. Identification of work and Preparation of initial report having plan / drawing and estimates
- ii. Preparation of tender documents & Evaluation of bids.
- iii. Supervision of works at the site and ensuring of quality and timely completion thereof.
- iv. Provide regular monthly report of the project
- v. Processing of contractor's bills and their verification



- vi. Carry out inspections, identify defects and supervise defects rectification within the defects liability period
- vii. Assist the Client in preparing and issuing the progress and final payment certificates and the Provisional and Final Handover Certificate
- viii. Necessary permissions and documentations, if any
- ix. Perform other tasks related to the project implementation

6. TIMELINE OF THIS PROJECT:

The anticipated timeframe for the completion of the project is eight (8) months.

7. REMUNERATION / FEE:

S.No.	Particulars	%
1	Preparation of tender documents with single stage two envelope procedure, (after approval of management)	30%
2	Evaluation of bids and award of contract.	30%
3	Supervision of works at the site and ensuring of quality, specification and timely completion thereof. (satisfactory handing over of site to TCP)	40%

Note:

- i. Payment shall be released within 20 days from request/invoice at each phase.
- ii. Taxes will be applicable as per law. All taxes, already in place or revised / levied by the Government/ relevant authorities during the currency of agreement executed against this tender, shall be applicable and same shall be deducted from payments / payables by TCP in accordance with law. No claim in this regard shall be considered.

8. PERIOD OF AGREEMENT:

This consultancy services shall be valid till completion of project.

9. ARBITRATION:

In case of any dispute, the matter shall be resolved by mutual negotiation of both the parties and on failure thereof, the matter shall be referred to the CEO, TCP whose decision shall be final and to be accepted by both the parties.

10. CONTRACT AMENDMENT:

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

11. NOTICES:

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: The TCP



To: The Consultant

or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

IN WITNESS WHEREOF, the Parties have executed this Agreement, in two (2) identical counterparts, each of which shall be deemed as original, as of the day, month and year first above written.

FOR AND ON BEHALF OF FOR AND ON BEHALF OF

(The Consultant)

(The TCP)

Signed by: _____

Signed by: _____

Designation: _____

Designation: _____

(Seal)

(Seal)

Witness:

Witness:

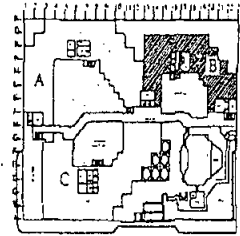
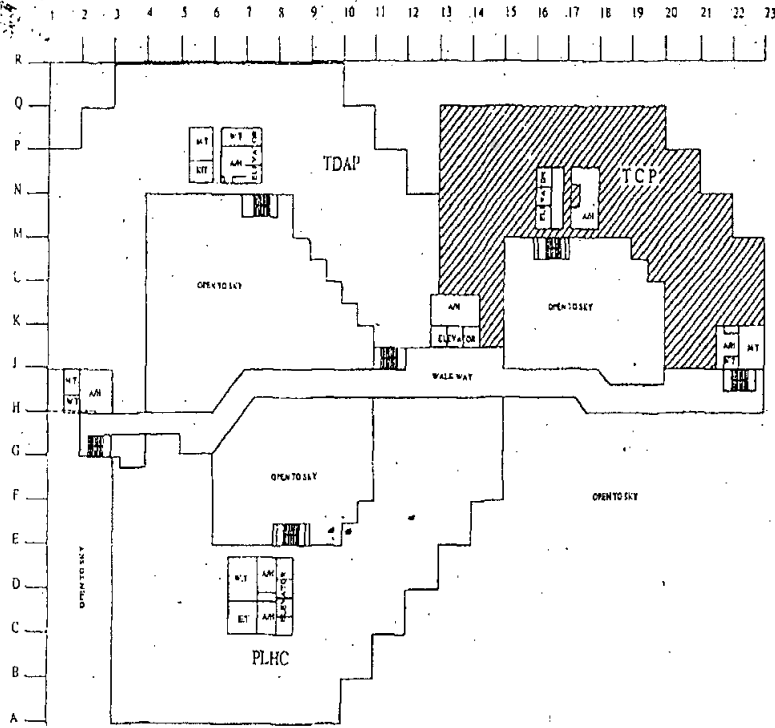
Signed by: _____

Signed by: _____

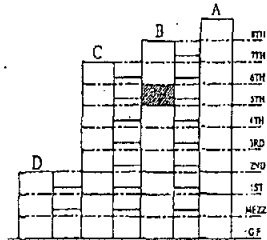


ANNEXURE "12"

LAY OUT PLAN



KEY PLAN



KEY ELEVATION

FIFTH FLOOR PLAN (AT LEV + 73'-6")
SCALE: 1" = 64'-0"

CARPET AREA = 13,898.25 SFT

FINANCE AND TRADE CENTRE PLOT NO. 183/II, SHAHRAH-E-FAISAL, KARACHI.	OWNER TRADING CORPORATION OF PAKISTAN	LEASE PLAN	
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