



**STATE LIFE INSURANCE
CORPORATION OF PAKISTAN**

**“ESTABLISHMENT OF REGIONAL UNDERWRITING
DEPARTMENT (RUD) EAST WING AND WEST
WING AND RENOVATION/ UP-GRADATION &
MODERNIZATION OF PHS FACILITATION
CENTERS AT FIRST FLOOR, THE MALL ROAD,
RAWALPINDI.”**

TENDER DOCUMENTS

Tender Notice No.: RETENDER-RED-LHR-RUD&PHS-SLB-RWP-12-2026

TABLE OF CONTENTS

1.	INVITATION FOR BIDS	1
2.	INSTRUCTIONS TO BIDDER(IB)	3
A.	GENERAL	4
B.	BIDDING DOCUMENTS	6
C.	PREPARATION OF BIDS	8
D.	SUBMISSION OF BIDS	15
E.	BID OPENING AND EVALUATION	15
F.	AWARD OF CONTRACT	21
3.	BIDDING DATA(BD)	24
4.	TECHNICAL & FINANCIAL EVALUATION CRITERIA	30
A.	Technical Evaluation	31
B.	Financial Evaluation	33
5.	GENERAL CONDITIONS OF CONTRACT (GC)	34
6.	SPECIAL CONDITIONS OF CONTRACT	53
7.	APPENDICES & BIDDING FORMS	57
8.	STANDARD FORMS	77
	Annex-A	87



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

1. INVITATION FOR BIDS

State Life Insurance Corporation of Pakistan

E-TENDER NOTICE

1. State Life Insurance Corporation of Pakistan (hereinafter referred to as the “Employer” or “SLICP”) intends to invite E-Tenders through E-Procurement / E-PADS V2.0 for the following project.

Sr. No	Title of Work	Bid Security	PEC Category
01	ESTABLISHMENT OF REGIONAL UNDERWRITING DEPARTMENT (RUD) EAST WING AND WEST WING AND RENOVATION/ UP-GRADATION & MODERNIZATION OF PHS FACILITATION CENTERS AT FIRST FLOOR, THE MALL ROAD, RAWALPINDI.	Rs: 200,000/-	C-5 or above

2. Eligible bidders/contractors must be duly registered with the Pakistan Engineering Council (PEC) in the **C-5** or above category and possess a minimum of **Five (05)** years’ proven experience in civil and renovation works of corporate-type buildings, with satisfactory completion of similar projects for Federal or Provincial Government organizations, Banks, or Multinational Companies in Pakistan.
3. The firms must maintain a properly established office, hold a valid National Tax Number (NTN), and be duly registered with E-PADS V2.0, FBR Active Taxpayers List (ATL), GST, and PRA, as applicable.
4. The procurement process shall be carried out strictly in accordance with the PPRA Rules, 2014, including all amendments made from time to time. The E-Bidding Documents, comprising detailed terms and conditions, specifications, scope of work, and other requirements, shall be available to registered bidders on E-PADS V2.0 (www.eprocure.gov.pk) and on the State Life website (www.statelife.com.pk). Any Bid other than E-PADS V2.0 shall not be accepted under any circumstances.
5. The **Single Stage Two-Envelope Bidding Procedure** shall be adopted. The bidder/contractor shall upload scanned copies of the Technical Bid and Financial Bid, along with Call Deposit Receipt (CDR), on E-PADS V2.0 on or before **10-09-2026**, not later than **11:00 AM**. The Technical Bids shall be opened on the same date at **11:30 AM** at the office of the undersigned.
6. The Bid Security (amounting to as specified in the Tender Notice/ Bidding Data) shall be submitted in the form of an original Call Deposit Receipt (CDR) from a scheduled bank of Pakistan, drawn in favor of **State Life Insurance Corporation of Pakistan**, must be uploaded to E-PADS V2.0, and original must be submitted to undersigned prior to the bid submission closing time. Non-submission of the original CDR within the stipulated timeframe shall result in disqualification as per PPRA Rules.
7. State Life Insurance Corporation of Pakistan reserves right to accept/ reject any of the bids in accordance with PPRA Rules.

Manager, Real Estate Department, SLICP,
 1st Floor, State Life Building, 15-A, Davis Road Lahore.
 Phone: 042-99200396 and 99203443,



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

2. INSTRUCTIONS TO BIDDER(IB)

A. GENERAL

A pre-bid meeting shall be convened prior to the award of the contract to ensure a clear understanding of the scope of work. The meeting will be attended by the following stakeholders:

- i. State Life Department Officials
- ii. Consultant Representatives
- iii. Contractor Representatives

All participants shall review and clarify the project requirements, obligations, and technical specifications during this session.

- | | |
|--|---|
| IB.1 Scope of Bid | <p>1.1 The Employer as defined in the Bidding Data hereinafter called “the Employer” wishes to receive bids for the construction and completion of works as described in these Bidding Documents, and summarized in the Bidding Data hereinafter referred to as the “Works”.</p> <p>1.2 The successful Bidder will be expected to complete the Works within the time specified in the Bidding Data</p> <p>1.3 “The Engineer” shall mean the consulting firm engaged by the Employer through the procurement process prescribed under the PPRA Rules.</p> |
| IB.2 Source of Funds | <p>2.1 The Employer has secured and allocated the requisite funds from its own internal sources.</p> |
| IB.3 Eligible Bidders/
Mandatory requirements | <p>3.1 This Invitation for Bids is open to all Bidders meeting the following requirements at the time of submission of Bids and thereafter:</p> <ol style="list-style-type: none"> a. Duly eligible for this bidding process; b. Duly licensed by the Pakistan Engineering Council (PEC) in the category relevant to the value of the Works in the relevant field of specialization. However, a Foreign Constructor can submit provisional license with its Bid but the Foreign Constructor will be required to submit standard license after award of Contract and before start of work. Foreign Constructor shall not be eligible to participate in bidding |

individually. Foreign Constructor shall enter into joint venture with Pakistani Constructor registered with the Pakistan Engineering Council in equivalent/compatible category and submit the joint venture agreement to the Employer before participating in bidding in accordance with PEC Construction and Operation of Engineering Works By-laws, 1987;

- c. Pakistani Constructor must be on Active Taxpayer List of the Federal Board of Revenue and provincial revenue authority/board where applicable; and
- d. All partners constituting the Bidder including proposed subcontractors do not appear in the list of debarred/blacklisted firms and individuals on the websites of PEC and Federal & Provincial Procurement Regulatory Authorities and have not been declared debarred/ blacklisted by foreign country, international organizations or other foreign institutions.

3.2 In case any of the mandatory requirements mentioned above is not fulfilled by the bidder, their bid will be considered non-responsive and liable for rejection.

IB.4 Eligible Materials, Equipment and Services

4.1 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.5 One Bid per Bidder

5.1 Each Bidder shall submit only one Bid either by himself, or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than alternatives pursuant to Clause IB.17) will be disqualified.

IB.6 Site Visit

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 construction of the Works.

All cost in this respect shall be at the Bidder's own expense.

- 6.2 The Bidders and any of their personnel or agents will be granted permission by the Employer to enter upon his premises and lands for the purpose of such inspection, but only upon the express condition that the Bidders, their personnel and agents, will release and indemnify the Employer, his personnel and agents from and against all liability in respect thereof and will be responsible for death or personal injury, loss of or damage to property and any other loss, damage, costs and expenses incurred as a result of such inspection.

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. Invitation for Bids;
 2. Instructions to Bidders (IB);
 3. Bidding Data (BD);
 4. Technical & Financial Evaluation Criteria;
 5. General Conditions of Contract (GC);
 6. Special Conditions of Contract
 7. Appendices & Bidding Forms
 8. Letter of Bid;
 9. Schedules to Bid;
 10. Standard Forms:
 - i. Form of Bid Security;
 - ii. Letter of Acceptance;
 - iii. Form of Contract Agreement;
 - iv. Form of Performance Security;
 - v. DAAB Agreement;
 - vi. Form of Mobilization Advance Guarantee;
 11. Drawings.
- 7.2 The Bidders are expected to examine carefully the contents of all

IB.8 Clarification of Bidding Documents, Pre-Bid Meeting

- the above documents. Failure to comply with the requirements of Bid submission will be at the Bidder's own risk. Pursuant to Clause IB.26, bids which are not substantially responsive to the requirements of the Bidding Documents will be rejected.
- 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. The Employer will respond to any request for clarification which he receives earlier than the period specified in the Bidding Data, prior to the deadline for submission of bids.
- 8.2 Copies of the Employer's response will be forwarded to all purchasers of the Bidding Documents, including a description of the enquiry but without identifying its source.
- 8.3 The Employer may, on his own 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, are as stipulated in the Bidding Data. All prospective Bidders or their authorized representatives shall be invited to attend such a pre-bid meeting.
- 8.4 The Bidders are requested to submit questions, if any, in writing so as to reach the Employer not later than seven (7) days before the proposed pre-bid meeting.
- 8.5 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 Sub- Clause 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.
- 8.6 Absence at the pre-bid meeting will not be a cause for disqualification of a Bidder.

- 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 listed in Sub-Clause IB.7.1 hereof and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective Bidders shall acknowledge receipt of each addendum in writing to the Employer.
- 9.3 Such addendum shall be issued not later than number of days prior to the deadline for submission of bids, specified in the Bidding Data. 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 Cost of Bidding**
- 10.1 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.11 Language of Bid**
- 11.1 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 and Particular Conditions of Contract. Supporting documents and printed literature furnished by the Bidders may be in any other language provided the same are accompanied by duly certified translation of the relevant parts in the Bid language, in which case, for purposes of evaluation of the bid, the translation in Bid language shall prevail.
- IB.12 Documents Comprising the Bid**
- 12.1 Each Bidder shall:
- submit duly filled in, signed and stamped Letter of Bid and completed Schedules to Bid as required, including priced Bill of Quantities, in accordance with Clause IB.18 hereof.

- b. submit Bid Security in accordance with Clause IB.16 hereof.
- c. submit alternative proposal, if permissible in accordance with Clause IB.17.
- d. submit a written power of attorney authorizing the signatory of the Bid to act for and on behalf of the Bidder. The name and position held by each person signing the authorization must be typed or printed below the signature.
- e. submit the Qualification Updating Forms duly filled in, signed and stamped along with requisite attachments, to establish that the Bidder continues to meet the Eligibility and Qualification Criteria set out in the Pre- Qualification Documents and as provided in the Section "Evaluation Criteria and Qualification Updating Forms".
- f. furnish a technical proposal taking into account the various Schedules to Bid specially the following:
 - Schedule-C to Bid, Proposed Construction Schedule
 - Schedule-D to Bid, Method of Performing the Work
 - Schedule-E to Bid, List of Major Equipment
 - Schedule-F to Bid, Organization Chart for Supervisory
 - Staff and other pertinent information, such as mobilization programmed, etc.

12.2 Bids submitted by a joint venture of two (2) or more firms specified in Bidding Data, shall comply with the following requirements:

- a. The bid, and in case of a successful bid, the Form of Contract Agreement shall be signed by all members so as to be legally binding on all partners.
- 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 Contract 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 Letter of Bid and in the Form of Contract Agreement (in case of a successful bid); and
- e. A copy of the agreement entered into by the joint venture partners shall be submitted with the bid stating the conditions under which it 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 and corresponding duties & responsibilities of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. 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.

12.3 Bidders shall also submit proposals of work methods and schedule, in sufficient detail to demonstrate the adequacy of the Bidders' proposals to meet the technical specifications and the completion time referred to in Sub-Clause IB.1.2 hereof.

IB.13 Bid Prices

- 13.1 The price and discount if any quoted by the Bidders in the Letter of Bid and in the Bill of Quantity shall conform to the requirement specified below:
- 13.2 The Bidder shall quote any discounts and the methodology for their application.
- 13.3 If bids are being invited for individual lots (contracts) or for any combination of lots, the Bidders can offer discounts for the individual lots (contracts) as well as for award of more than one Contract and shall specify in their bid.
- 13.4 Unless stated otherwise in the Bidding Documents, the Contract

shall be for the whole of the Works as described in Sub-Clause IB.1.1 hereof, based on the **unit rates and/or prices**.

13.5 The Bidders shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by a Bidder will not be paid for by the Employer when executed and shall be deemed covered by rates and prices for other items in the Bill of Quantities.

13.6 All duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, as on the date 28 days prior to the deadline for submission of bids shall be included in the rates and prices and the total Bid Price submitted by a Bidder.

Additional/reduced duties, taxes and levies due to subsequent additions or changes in legislation shall be reimbursed/ deducted as per Sub Clause 13.6 [Adjustment for Changes in Laws] of the Conditions of Contract.

13.7 The rates and prices quoted by the Bidders are subject to adjustment during the performance of the Contract in accordance with the provisions of Sub-Clause 13.7 [Adjustments for Changes in Cost] of the General Conditions of Contract. The Bidders shall furnish the prescribed information for the price adjustment formulae in Schedule-A to Bid, and shall submit with their bids such other requisite supporting information if required under the said Schedule.

IB.14 Currencies of Bid and Payment

14.1 The unit rates and prices shall be quoted by the Bidder exclusively in Pakistani Rupees (PKR), as stipulated in the Bidding Data.

14.2 All payments to the Bidder for the work executed shall be made exclusively in Pakistani Rupees (PKR), as stipulated in the Bidding Data.

IB.15 Bid Validity

15.1 Bids shall remain valid for the period stipulated in the Bidding Data after the date of Bid Opening specified in Clause IB.23.

15.2 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 normally may not be more than the original bid validity period. The request and the responses thereto shall be made in writing. 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.16 in all respects.

**IB.16 Bid
Security**

- 16.1 Each Bidder shall furnish, as part of his bid, a Bid Security in original form in the amount stipulated in the Bidding Data in PKR or an equivalent amount in a freely convertible currency.
- 16.2 The Bid Security shall be, at the option of the Bidder, in the form of Call Deposit Receipt (CDR)/ Pay Order or a Security issued in the prescribed form included in the Bidding Documents, by (a) a Scheduled Bank in Pakistan or (b) a foreign bank duly counter-guaranteed by a Scheduled Bank in Pakistan or (c) an Insurance Company listed in the Bidding Data and rated by PACRA/VIS of rating as provided in Table below in favour of the Employer valid for a period 14 days beyond the Bid Validity date. The Bid Security of Joint Venture shall be in the name of Joint Venture or Lead/either Firm of the JV or in ratio of shares of the individual JV partners, submitting the bid.

Bid Price	Minimum Rating of Insurance
(In Eq. million PKR)	Companies
Up to 1000	A (+)
1001 to no limit	AA

Note: Insurance Company includes Joint Ventures of Insurance Companies also

- 16.3 Any Bid not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive.
- 16.4 The Bid Securities of all Bidders, except those of the three (03) highest-ranked Bidders as determined on the basis of technical and financial evaluation criteria, shall be returned by the Employer

within twenty-eight (28) days from the date of bid opening, subject to a written request by the Bidder, or upon the expiry of the original Bid Security validity period or any extension thereof, whichever occurs earlier.

16.5 The Bid Securities of the three (03) highest-ranked Bidders, including that of the successful Bidder, shall be returned upon the successful Bidder's submission of the required Performance Security

16.6 The Bid Security may be forfeited:

- a. If the Bidder withdraws his bid except as provided in Sub Clause IB.22.1;
- b. If the Bidder does not accept the correction of his Bid Price pursuant to Sub Clause IB.28.2 hereof; or
- c. In the case of successful Bidder, fails to furnish the required Performance Security.

16.7 In case of annulment, all Bids submitted and specially, bid securities, shall be returned to the Bidders within 14 days of annulment.

IB.17 Alternative Proposals by Bidder

17.1 Unless otherwise specified in the Bidding Data, alternative proposal(s) shall not be considered.

17.2 Should any Bidder consider that he can offer any advantages to the Employer by a modification to the designs, specifications or other conditions, he may, in addition to his Bid to be submitted in strict compliance with the Bidding Documents, submit any alternative proposal(s) containing. relevant design calculations; (b) technical specifications; (c) proposed construction methodology; and (d) any other relevant details/conditions, provided always that the total sum entered on the Letter of Bid shall be that which represents complete compliance with the Bidding Documents.

17.3 Alternative proposal(s), if any, of the Bidder having submitted most advantageous Bid only may be considered by the Employer as the basis for the award of Contract to such Bidder.

IB.18 Format and

18.1 Bidders are particularly directed that the amount entered on the Letter of Bid shall be for performing the Contract strictly in

**Signing of
Bid**

accordance with the Bidding Documents.

- 18.2 All Schedules to Bid are to be properly completed and signed.
- 18.3 No alteration is to be made in the Letter of Bid nor in the Schedules 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.
- 18.4 Each Bidder shall prepare by filling in the forms completely and without alterations one (1) original and number of copies, specified in the Bidding Data, of the documents comprising the Bid as described in Clause IB.12 and clearly mark them "ORIGINAL" and "COPY" as appropriate. In the event of discrepancy between them, the original shall prevail.

The Bidder shall also provide complete searchable PDF versions as well as Word, Excel, etc., versions of the Bid if so, required in the Bidding Data.
- 18.5 The original of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder pursuant to Sub-Clause IB.12.1(d) hereof. All pages of the Bid shall be initialed and stamped by the person or persons signing the bid.
- 18.6 The Bid shall contain no alterations, omissions or additions, except to comply with instructions issued by the Employer, or as are necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.
- 18.7 Bidders shall indicate in the space provided in the Letter of Bid 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.
- 18.8 Bidders should retain a copy of the Bidding Documents and the Bid as their file copy.
- 18.9 All documents executed outside Pakistan required to be submitted

with the Bid must be certified by Pakistani Embassy in the respective country (ies).

D. SUBMISSION OF BIDS

- | | | | |
|--------------|--|------|---|
| IB.19 | Sealing and Marking of Bids | 19.1 | All Bids would be submitted on E-PADS V2.0 (Pakistan PPRA Electronic Procurement & Disposal System). |
| IB.20 | Deadline for Submission of Bids | 20.1 | As per notice of Invitation for Bid /E-PADS V2.0 |
| IB.21 | Late Bids | 21.1 | The E-PADS V2.0 (Pakistan PPRA Electronic Procurement & Disposal System) shall not accept any bid submitted after the date and time specified in the bidding documents. |
| IB.22 | Modification, Substitution and Withdrawal of Bids | 22.1 | Any Bidder may withdraw his Bid after Bid submission, as per rules and procedures of E-PADS V2.0 (Pakistan PPRA Electronic Procurement & Disposal System). |

E. BID OPENING AND EVALUATION

- | | | | |
|--------------|--------------------|------|--|
| IB.23 | Bid Opening | 23.1 | The Employer will open the Bids including withdrawals, substitution and modifications made pursuant to Clause IB.22, in the presence of Bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Data. The Bidders' representatives who are present shall sign a register evidencing their attendance. |
| | | 23.2 | The Bidder's name, total Bid Price and price of any alternative proposal(s), any discounts, bid modifications, substitution and withdrawals, the presence or absence of Bid security, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening of Bids. Only discounts and alternative proposals. read out at Bid opening shall be considered for evaluation. The Letter of Bid and the Summary Bill of Quantities are to be initialed by |

representative(s) of the Employer attending Bid opening. The Employer shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with Sub-Clause IB.21.1).

23.3 The Employer shall prepare minutes of the Bid opening, including the information disclosed to those present in accordance with the Sub-Clause IB.23.3.

IB.24 Process to be Confidential

24.1 Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of Contract shall not be disclosed to Bidders or any other person not officially concerned with such process before the announcement of the result of Bid evaluation in the form of final evaluation report giving justification for acceptance or rejection of Bids which shall be done at least fifteen (15) days prior to award of Contract. The announcement to all Bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the Bids evaluated. Any effort by a Bidder to influence the Employer's processing of Bids or Contract award decisions may result in the rejection of such Bidder's Bid. Whereas any Bidder feeling aggrieved may lodge a written complaint not later than five (5) days after the announcement of the final evaluation report.

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 and lump sum prices. Any clarification submitted by a Bidder that is not in response to a request by the Employer shall not be considered. The request for clarification and the response shall be in writing. 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 The Employer may, at his discretion, ask any Bidder for confirmation/submission of missing information to clarify its Bid. However, the Employer does not have an obligation to request any additional information or clarification with respect to missing or deficient information in a Bid. The Employer may reject any Bid as non-responsive if found materially incomplete, obscure, irregular or omitting any material information required to be submitted in accordance with the Bidding Documents.
- 25.3 If a Bidder does not provide clarifications of its Bid by the date and time set reasonably (not less than seven (7) days) in the Employer's request for clarification, the Employer may proceed with the evaluation based on the information submitted in the Bid without waiting for the Bidder's response.
- IB.26 Examination of Bids and Determination of Responsiveness**
- 26.1 Prior to the comparison of Bids, the Employer will determine whether each Bid is substantially responsive to the requirements of the Bidding Documents.
- 26.2 The Employer's determination of a Bid's responsiveness is to be based on the contents of the Bid itself, as defined in Sub- Clause IB.12.
- 26.4 During the evaluation of Bids, the following definitions apply:
- "Deviation" is a departure from the requirements specified in the Bidding Documents;
 - "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
 - "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.
- 26.5 The Employer shall examine the technical aspects of the Bid submitted in accordance with Sub-Clause IB.12.1(f), in

particular, to confirm that all requirements stated in Specifications have been met without any material deviation, reservation or omission.

26.6 If a Bid is not substantially responsive to the requirements of the Bidding Documents, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation, reservation or omission.

**IB.27 Nonmaterial
Nonconformities**

27.1 Provided that a Bid is substantially responsive, the Employer may waive any nonconformities in the Bid.

27.2 Provided that a Bid is substantially responsive, the Employer may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

27.3 Provided that a Bid is substantially responsive, the Employer shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component, by adding the average price of the item or component quoted by other lowest two evaluated substantially responsive Bidders. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, the Employer shall use a suitable CSR, adjusted to the date 28 days earlier to the Bid submission date or its best assessment.

**IB.28 Correction of
Arithmetic
Errors**

28.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

- a. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- b. where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted will govern and the unit rate will be corrected.
- c. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

28.2 The amount stated in the Letter of Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected Bid Price, his Bid will be rejected, and the Bid security shall be forfeited in accordance with Sub Clause IB.16.6(b) hereof.

IB.29 Evaluation and Comparison of Bids

- 29.1 The Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause IB.26. The Employer shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted.
- 29.2 In evaluating and comparing the Bids, the Employer will determine for each Bid the evaluated Bid Price by adjusting the Bid Price as follows:
 - a. making any correction for arithmetic errors pursuant to Clause IB.28;
 - b. price adjustment due to discounts offered in accordance with Sub-Clause IB.23.3;
 - c. excluding Provisional Sums and the provision, if any, for contingencies in the Summary Bill of Quantities, but

- including competitively priced daywork;
- d. making an appropriate price adjustment for any quantifiable nonmaterial nonconformities in accordance with Sub-Clause IB.27.3; and
 - e. the additional evaluation factors are specified in Section Evaluation Criteria and Qualification Updating Forms.
- 29.3 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 Bids' comparison.
- IB.30 Abnormally Low Bids**
- 30.1 If the Bid Price of the successful Bidder is more than 15% below the lower of the Employer's estimate of the cost of work to be performed under the Contract or average of other lowest two evaluated substantially responsive Bids, the Employer may require the Bidder to produce detailed price analyses for any or all items of the Bill of Quantities to demonstrate the internal consistency of those prices with the construction methods and schedule proposed. After evaluation of the price analyses, the Employer may require an additional Performance Security by upto 20% of the difference of the Bid Price as determined hereinabove up to issuance of Taking Over Certificate at the expense of the successful Bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful Bidder under the Contract. The Bids having Bid Price lower than 25% shall be liable to be rejected.
- IB.31 Unbalanced or Front Loaded Bids**
- 31.1 If the Bid of the successful Bidder is seriously unbalanced (Front Loaded) in relation to the average of other evaluated substantially responsive Bids, the Employer during execution of contract may pay against measured quantities of significantly higher quoted line item(s) rate(s) with respect to same line item(s) rate(s) determined from the average of other lowest two evaluated substantially responsive Bids as instructed by the Engineer. The balance line item(s) rate(s) may be paid against the same measured quantities at the time of issuance of Taking

Over Certificate or as instructed by the Engineer.

F. AWARD OF CONTRACT

- | | | |
|--|------|--|
| IB.32 Award Criteria | 32.1 | Subject to Clauses IB.33 and IB.39, the Employer will award the Contract to the Bidder whose Bid has been determined as most advantageous Bid (substantially responsive to requirements of the Bidding Documents with the lowest evaluated Bid Price. |
| IB.33 Employer's Right to Annul the Bidding Process | 33.1 | <p>Notwithstanding Clause IB.32, the Employer reserves the right 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.</p> <p>The Employer shall upon request communicate to any Bidder who submitted a Bid, the grounds for its rejection of all Bids but is not required to justify those grounds. Rejection of all Bids shall be notified to all Bidders promptly.</p> |
| IB.34 Notification of Award | 34.1 | <p>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 (hereinafter and in the Conditions of Contract called the "Accepted Contract Amount").</p> <p>The Letter of Acceptance will also state the remedies with respect to Sub-Clauses IB.30 & IB.31 if applicable.</p> |
| | 34.2 | No negotiation with the Bidder having submitted most advantageous Bid or any other Bidder shall be permitted, however, Employer may have clarification meetings before issuing Letter of Acceptance to get clarified any item in the Bid evaluation report. |
| | 34.3 | The Letter of Acceptance/ notification of award and its acknowledgement/acceptance by the Bidder will constitute the formation of the Contract, binding the Employer and the Bidder |

till signing of the formal Contract Agreement.

- 34.4 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 in accordance with Sub-Clause IB.16.5.

IB.35 Performance Security

- 35.1 The successful Bidder shall furnish to the Employer a Performance Security in the form and the amount stipulated in the Conditions of Contract and additional Performance Security if applicable under IB.30 as stated in the Letter of Acceptance, within a period of 28 days after the receipt of Letter of Acceptance.
- 35.2 Failure of the successful Bidder to comply with the requirements of Sub Clause IB.35.1 or Clauses IB.36 or IB.37 shall constitute sufficient grounds for the annulment of the award, forfeiture of the Bid security and to award the Contract to the Bidder having submitted next advantageous Bid.

Defects Liability Certificate

The Contract shall not be considered as completed until a Defects Liability Certificate shall have been signed by the consultant and delivered to the Employer, with a copy to the Contractor, stating the date on which the Contractor shall have completed his obligations to execute and complete the Works and remedy any defects therein to the Engineer's satisfaction. The Defects Liability Certificate shall be given by the Consultant within 28 days after the expiration of the Defects Liability Period or as soon thereafter as any works instructed, pursuant to Clause – 12.1 and 12.2 have been completed to the satisfaction of the Engineer.

IB.36 Signing of Contract Agreement

- 36.1 Within 14 days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Employer will notify the successful Bidder to depute its representative with appropriate Power of Attorney to sign the Contract Agreement in the form provided in the Bidding

- Documents, incorporating all agreements between the parties.
- 36.2 The formal Agreement between the Employer and the successful Bidder shall be executed within 14 days of the receipt of the above stated notification by the successful Bidder from the Employer.
- IB.37 Integrity Pact** 37.1 The Bidder shall sign and stamp the Integrity Pact provided at Schedule-J to Bid in the Bidding Documents for all Federal Government procurement contracts exceeding PKR ten million. Failure to provide such Integrity Pact shall make the Bidder non-responsive.
- IB.38 Instructions not Part of Contract** 38.1 Bids shall be prepared and submitted in accordance with the Instructions to Bidders which are provided to assist the Bidders in preparing Bids but do not constitute part of the Contract.
- IB.39 Corrupt and Fraudulent Practices** 39.1 The Employer will reject a Bid if it determines that the Bidder recommended for award, or any of its personnel, or its agents, or its sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract under this bidding.
- 39.2 The Employer will blacklist and hence forthwith debar a Constructor or individual, at any time, in accordance with the prevailing Public Procurement Rules 2004.



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

3. BIDDING DATA(BD)

BIDDING DATA

IB Clause Bidding Data

Reference

- | | | |
|-----|---|---|
| 1.1 | Name and address of the Employer: | Manager, Real Estate Department, SLICP,
1st Floor, State Life Building, 15-A, Davis Road Lahore.
Phone: 042-99200396, 99203443, |
| 1.1 | Name of the Project & Summary of the Works: | ESTABLISHMENT OF REGIONAL UNDERWRITING DEPARTMENT (RUD) EAST WING AND WEST WING AND RENOVATION/ UP-GRADATION & MODERNIZATION OF PHS FACILITATION CENTERS AT FIRST FLOOR, THE MALL ROAD, RAWALPINDI. |
| 1.2 | Time for Completion for the Works: | 120 Calendar Days (Inclusive Holidays). |
| 2.1 | Name of the Borrower/Source of Funding: | The Employer has secured and allocated the requisite funds from its own internal sources. |
| 2.1 | Amount and type of Funding: | Pak Rupee (PKR). |
| 3.1 | Eligible Bidders/ Mandatory requirements | Bidder must have the following Mandatory requirements: <ul style="list-style-type: none"> a. Valid FBR/ NTN registration. b. Valid GST registration. c. Valid PRA registration. d. Valid and duly registered with the Pakistan Engineering Council (PEC) in the relevant category, as specified in the Tender Notice/ Bidding Data. e. Audited Statement of last 3-Years. f. Firms with minimum Five (05) years of experience in relevant field. g. Judicial Affidavit on legal stamp declaring "Neither the firms nor its Directors, Stake |

		holders, as a whole or as a part of the firm have ever been blacklisted/ defaulted by any government agency/ department/ organization
		h. Provide separate undertakings on legal stamp that the information supplied by the firm is correct.
8.1	Time limit for clarification:	Any request for clarification shall be submitted no later than ten (10) days prior to the Bid Submission Deadline. All such requests shall be addressed to the Employer, as defined in Article 1.1 above.
8.3	Venue, time, and date of the pre-Bid meeting (if required):	Date & Time: N/A Venue: Real Estate Department, SLICP, 1st Floor, State Life Building, 15-A, Davis Road Lahore.
9.3	Number of days for issuing addendum (if any):	N/A
11.1	Bid Language:	The language of the Bid is "English". All correspondence shall be in the English language. The language for translation of supporting documents and printed literature is English Language.
12.2	Maximum number of JV Partners:	Two (02) only.
13.4	Bid Prices	The Contract shall be awarded for the entirety of the Works and shall be executed on the basis of the approved unit rates and/or prices .
13.6	Government Duties & Taxes	All applicable government taxes (federal & provincial) including PRA, income tax, GST, (if applicable) etc. will be deducted from bills of contractor as per rules.
14.1	Bidders to quote entirely in Pak. Rs but specify the percentages of foreign currency they	Only PKR

require, if any.

- 15.1** Period of Bid Validity: **180 days** after the deadline for Bid submission.
- 16.1** Amount of Bid Security: **Rs:200,000/-**
 The Bid Security of aforementioned amount shall be submitted in the form of an original Call Deposit Receipt (CDR) from a scheduled bank of Pakistan, drawn in favor of **State Life Insurance Corporation of Pakistan**, must be uploaded to E-PADS V2.0, and original must be submitted prior to the bid submitting closing time. Non-submission of the original CDR within the stipulated timeframe shall result in disqualification as per PPRA Rules.
- Bid Security Forfeiture:
 - If the bid is withdrawn after opening.
 - If the bidder does not accept letter of award or refuse to enter in contract.
- Release of Bid Security.
 - Shall be released to un-successful bidders on acceptance of the bid of successful bidder.
 - To the successful bidder, upon submission of performance security after award of contract.
- 17.1** Alternative Proposal(s) by the Bidder: N/A.
- 18.4** Number of copies of the Bid to be completed and submitted: Hard copies not Required, only apply through e-PADS V2.0
- 19.2(a)** Employer's address for the purpose of Bid submission: E-PADS V2.0
- 19.2(b)** Name and Number of the Contract: N/A, as the bidding process is conducted electronically through E-PADS V2.0; accordingly, no physical or alternative bidding procedure is involved

- 20.1(a)** Venue, time, and date of **Date & Time: 10-09-2026 11:00AM**
Bid Submission. **Venue: E-PADS V2.0,**
- 23.1** Venue, time, and date of **Date & Time: 30 min after Bid Submission**
Bid opening: **Venue: Same as Bid Submission.**
- 29.1** Evaluation and Comparison of Bids:
- The selection shall be carried out in accordance with the **Least Cost Based Selection method**.
 - The Bidder shall be required to meet and satisfy all Eligibility Criteria, as well as the Technical and Financial Evaluation Criteria, as prescribed under the bidding documents.
- 30 & 31** Mode of Payment
- Through the Interim Payments as detailed in Schedule B to Bid
- Defects Liability Period
- Six (06) Calendar Months.
- Performance Security:
- 10% of Contract Price stated in the Letter of Acceptance.
- Notes:**
- Submission of false, misleading, or fraudulent information, including fake or invalid bid security, shall lead to immediate disqualification in accordance with PPRA Rules, blacklisting from SLICP tenders, and referral to PEC and PPRA for legal action.
 - State Life, upon the recommendation and technical assessment of the Consultant, reserves the absolute and sole right to reject any company or firm that is determined to have an adverse, unfavorable, or unsatisfactory reputation or standing in the market or within the construction industry. Such determination shall be made by State Life in coordination with, and based upon, the evaluation and advice of the Consultant, and shall be final and binding.
 - The notification of the Grievance Redressal Committee (GRC) constituted under Rule-48 of PPRA Rules, 2004 is available on E-PADS V2.0 and the Procuring Agency's website. Bids submitted through any medium other than E-PADS V2.0 shall not be considered.



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

4. TECHNICAL & FINANCIAL EVALUATION CRITERIA

Technical & Financial Evaluation

The evaluation shall be conducted on the basis of the Contractor's compliance with the prescribed criteria relating to financial soundness, relevant experience, the qualifications and competence of its personnel, and any other applicable factors.

- A. Technical Evaluation.
- B. Financial Evaluation.

A. Technical Evaluation

The technical evaluation of the Bidder shall be conducted on the basis of the following criteria:

Sr. No	Description/ Parameter	Detail Marks	Allocation Marks
A.	Status of The Firm (Years of Establishment)	10	02 Marks Per Year - Every single year experience more than 10 years will give 02 mark each.
B.	Similar Projects Completed in Last Five Years with Completion Certificates (of Worth Not Less Than 15M Each)	30	01 Project = 05 Marks - Minimum 06 Projects. to secure full marks. - Zero number if work order & completion certificate is not available.
C.	Similar Projects in Progress with Proof (of Worth Not Less Than 15M Each):	20	01 Project = 05 Marks - Minimum 04 Projects to secure full marks
D.	Technical Staff with Detailed Proof: -	10	- Project Manager: BSc Civil Engineer having valid PEC No and Minimum 10 Years' Experience =4 Marks - Site Engineer: B-Tech in Civil Engineering Registered with National Technology Council N.T.C with Minimum 10 Years' Experience =2 Marks - Quantity Surveyor: DAE-Civil with minimum 10 years' Experience = 2 Marks - Site Inspector-Civil: DAE-Civil with

Sr. No	Description/ Parameter	Detail Marks	Allocation Marks
			minimum 07 years' Experience = 1.0 Marks • Site Inspector-Electrical: DAE-Electrical with minimum 07 years' Experience = 1.0 Marks
E.	List of Equipment's Required with Reference to Subject Work.	10	01 Mark for each following equipment i. Mobile mixer machine 1 bag, (01 No) ii. Concrete Vibrators (03 No) iii. Vibratory Hammer Compactor (02 No) iv. Plate Compactor (02 No) v. Steel Shuttering Plates (2500 Sft) vi. Shuttering Column set of different sizes (25 No)." vii. Scaffolding Pipes with splices (6000 Rft) viii. Lift Machines (01 No) ix. Total Station (01 No) x. Generator, 10KVA (01 No)
F.	Average Annual Turnover Last Three Years	20	• Rs. 60M or above 15 Marks • Rs. 40 to 60M 10 Marks • Rs. 20 to 40M 5 Marks • <20 (M) 00 Marks • The Bidder must submit its Bank Statement of last one year in support of Annual Turn Over. 05 Marks
	TOTAL MARKS	100	

Notes:

- Bidders shall be required to secure a minimum overall score of sixty-five percent (65%) to qualify for further consideration.
- Submission of the Work Order, duly supported by the corresponding Bill of Quantities (BOQ) and Completion Certificate, and, where applicable, an In-Progress Certificate clearly

stating the percentage and/or stage of completion of the ongoing project(s), shall be mandatory. In the event that the Work Order and the requisite supporting documents (BOQ and Completion Certificate and/or In-Progress Certificate for works in hand) are not submitted, the Bidder shall be awarded zero (0) marks under the relevant evaluation criterion.

- c. Complete details of educational qualifications and professional experience for each proposed staff member, duly supported by a copy of the respective Computerized National Identity Card (CNIC), shall be submitted as an integral part of the Bid. Failure to submit any of the aforementioned documents shall result in the award of zero (0) marks against the applicable evaluation criterion.

B. Financial Evaluation

- The selection shall be carried out in accordance with the Least Cost Based Selection method.
- The Bidder shall be required to meet and satisfy all Eligibility Criteria, as well as the Technical and Financial Evaluation Criteria, as prescribed under the bidding documents
- Financial Bids will be opened after evaluation of technical proposals and only financial bids of those firms will be opened which will pass Eligibility Criteria and Technical Evaluation.



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

5. GENERAL CONDITIONS OF CONTRACT (GC)

GC.1 Definitions

1.1 In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

Part-A

- i. "Employer" means the person named in contract data and the legal successors in title to such person, but not (except with the consent of the Contractor) any assignee of such person.
- ii. "Contractor" means the person whose tender has been accepted by the Employer and the legal successors in title to such person, but not (except with the consent of the Employer) any assignee of such person.
- iii. "Engineer" means the person and company (Consultant) appointed by the Employer to act as Engineer for the purposes of the Contract. Relevant person must be registered with Pakistan Engineering Council.

Part-B

- i. "Contract" means these Conditions the Specification, the Drawings, the Bill of Quantities, the Tender, the Letter of Acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the Letter of Acceptance or Contract Agreement (if completed).
- ii. "Specification" means the specification of the Works included in the Contract and any modification thereof or addition thereto made under Clause 16 or submitted by the Contractor and approved by the Engineer.
- iii. "Drawings" means all drawings, calculations and technical information of a like nature provided by the Employer to the Contractor under the Contract Employer and all drawings, calculations, samples, patterns, models,

operation and maintenance manuals and other technical information of a like nature submitted by the Contractor and approved by the Employer.

- iv. "Bill of Quantities" means the priced and completed bill of quantities forming part of the Tender.
- v. "Tender" means the Contractor's priced offer to the Employer for the execution and completion of the Works and the remedying of any defects therein in accordance with the provisions of the Contract, as accepted by the Letter of Acceptance.
- vi. "Letter of Acceptance" means the formal acceptance by the Employer of the Tender.

Part-C

- i. "Commencement Date" means the date seven (07) days after the date Contract comes into effect or any other date named in Contract Data.
- ii. "Time for Completion" means the time for completing the execution of and passing the Tests on Completion of the whole Works as stated in the Contract Data (or as extended under Clause 10.3) calculated from the Commencement Date.

Part-D

- i. "Contract Price" means the sum stated in the Letter of Acceptance as payable to the Contractor for the execution and completion of the Works and the remedying of any defects therein in accordance with the provisions of the Contract.

Part-E

- i. "Works" means the Permanent Works and the Temporary Works or either of them as appropriate.
- ii. "Plant" means machinery, apparatus and the like

intended to form or forming part of the Permanent Works.

- iii. "Contractor's Equipment" means all appliances and things of whatsoever nature (other than Temporary Works) required for the execution and completion of the Works and the remedying of any defects therein, but does not include Plant, materials or other things intended to form or forming part of the Permanent Works.
- iv. "Site" means the places provided by the Employer where the Works are to be executed and any other places as may be specifically designated in the Contract as forming part of the Site. Contractor must manage on its own residence and security of staff by approval of Employer.

GC.2 Engineer:

2.1 Engineer's Duties and Authority

The Engineer shall carry out the duties specified in the Contract

2.2 Instructions in Writing

Instructions given by the Engineer may be in writing or orally, provided that if for any reason the Engineer considers it necessary to give any such instruction orally, the Contractor shall comply with such instruction. Confirmation in writing of such oral instruction given by the Engineer, whether before or after the carrying out of the instruction, shall be deemed to be an instruction within the meaning of this Sub-Clause. Provided further that if the Contractor, within 7 days, confirms in writing to the Engineer any oral instruction of the Engineer and such confirmation is not contradicted in writing within 7 days by the Engineer, it shall be deemed to be an instruction of the Engineer. No receiving of instructions is mandatory for consultant in digital/ oral and written given to contractor.

GC.3 Contract Documents:

3.1 Priority of Contract Documents

The several documents forming the Contract are to be taken as

mutually explanatory of one another, but in case of ambiguities or discrepancies the same shall be explained and adjusted by the Engineer who shall thereupon issue to the Contractor instructions thereon and in such event, unless otherwise provided in the Contract, the priority of the documents forming the Contract shall be as follows:

1. The Contract Agreement (if completed);
2. The Letter of Acceptance;
3. The Tender;
4. Conditions of Contract;
5. Any other document forming part of the Contract

GC.4 General Obligations:

4.1 Contractor's General Responsibilities

The Contractor shall, with due care and diligence, design (to the extent provided for by the Contract), execute and complete the Works and remedy any defects therein in accordance with the provisions of the Contract. The Contractor shall provide all superintendence, labor, material, Plant, Contractor's Equipment and all other things, whether of a temporary or permanent nature, required in and for such design, execution, completion and remedying of any defects, so far as the necessity for providing the same is specified in or is reasonably to be inferred from the Contract. Contractor shall be responsible to get security clearance / permission form respective administration / agencies for execution of works. Food, accommodation, insurance, safety and all facilities of staff associated with site including consultant and employer will be responsibility of contractor.

4.2 Site Operations and Methods of Construction

The Contractor shall take full responsibility for the adequacy, stability and safety of all Site operations and methods of construction. Where the Contract expressly provides that part of the Permanent Works shall be designed by the Contractor, he shall be fully responsible for that part of such Works,

notwithstanding any approval by the Engineer/ Consultant.

4.3 Performance Security

The Contractor shall provide Performance Security to the Employer in the prescribed form. The said Security shall be furnished or caused to be furnished by the Contractor within 07 days after the receipt of the Letter of Acceptance. The Performance Security shall be of an amount equal to 10% of the Contract Price stated in the Letter of Acceptance. Such Security shall, at the option of the bidder, be in the form of either (a) bank guarantee from any Scheduled Bank in Pakistan or (b) bank guarantee from a bank located outside Pakistan duly counter-guaranteed by a Scheduled Bank in Pakistan or an Insurance Company.

4.4 Period of Validity of Performance Security.

The performance security shall be valid until the Contractor has executed and completed the Works and remedied any defects therein in accordance with the Contract. No claim shall be made against such security after the issue of the Defects Liability Certificate in accordance with Sub-Clause 12.2 and such security shall be returned to the Contractor within 14 days of the issue of the said Defects Liability Certificate

4.5 Claims under Performance Security

Prior to making a claim under the performance security the Employer shall, in every case, notify the Contractor stating the nature of the default in respect of which the claim is to be made.

**GC.5 Construction Schedule/
Program:**

5.1 Program to be Submitted

The Contractor shall, submit to the Employer for his consent a program, in such form and detail as the Employer shall reasonably prescribe, for the execution of the Works. The Contractor shall, whenever required by the Employer also provide in writing for his information a general description of the arrangements and methods which the Contractor proposes to adopt for the execution of the Works.

5.2 Revised Program

If at any time it should appear to the Employer that the actual progress of the Works does not conform to the program to which consent has been given under Sub-Clause 5.1, the Contractor shall produce, at the request of the Employer, a revised program showing the modifications to such program necessary to ensure completion of the Works within the Time for Completion.

Work to be in Accordance with Contract

Unless it is legally or physically impossible, the Contractor shall execute and complete the Works and remedy any defects therein in strict accordance with the Contract to the satisfaction of the Employer and Consultant. The Contractor shall comply with and adhere strictly to the Employer's instructions on any matter, whether mentioned in the Contract or not, touching or concerning the Works. The Contractor shall take instructions only from the Engineering Consultant and Employer (or his delegate)

GC.6 Construction Schedule/ Program:

5.1 Program to be Submitted

The Contractor shall, submit to the Employer for his consent a program, in such form and detail as the Employer shall reasonably prescribe, for the execution of the Works. The Contractor shall, whenever required by the Employer also provide in writing for his information a general description of the arrangements and methods which the Contractor proposes to adopt for the execution of the Works.

GC.6 Contractor's Personnel and Responsibility for Works

6.1 Contractor's Employees

The Contractor shall provide on the Site in connection with the execution and completion of the Works and the remedying of any defects therein:

- a. only such technical assistants as are skilled and experienced in their respective callings and such foremen and leading hands as are competent to give proper superintendence of

the Works, and

- b. such skilled, semi-skilled and unskilled labor as is necessary for the proper and timely fulfilling of the Contractor's obligations under the Contract.

6.2 Engineer at Liberty to Object

The Employer shall be at liberty to object to and require the Contractor to remove forthwith from the Works any person provided by the Contractor who, in the opinion of the Employer, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on Site is otherwise considered by the Engineer to be undesirable, and such person shall not be again allowed upon the Works without the consent of the Employer. Any person so removed from the Works shall be replaced as soon as possible.

6.3 Care of Works

The Contractor shall take full responsibility for the care of the Works and materials and Plant for incorporation therein from the Commencement Date until the date of issue of the Taking-Over Certificate for the whole of the Works, when the responsibility for the said care shall pass to the Employer

6.4 Responsibility to Rectify Loss or Damage

If any loss or damage happens to the Works, or any part thereof, or materials or Plant for incorporation therein, during the period for which the Contractor is responsible for the care thereof, from any cause whatsoever, other than the risks defined in Sub-Clause 7.1, the Contractor shall, at his own cost, rectify such loss or damage so that the Permanent Works conform in every respect with the provisions of the Contract to the satisfaction of the Employer. The Contractor shall also be liable for any loss or damage to the Works occasioned by him in the course of any operations carried out by him for the purpose of complying with his obligations under Clauses CC 13 and CC 16.

GC.7	Employer's Risks:	7.1	The Employer's risks are: - War, hostilities (whether war be declared or not), invasion, act of foreign enemies, - Rebellion, revolution, insurrection, or military or usurped power, or civil war, - Ionizing radiations, or contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component thereof, - Pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds, - Riot, commotion or disorder, unless solely restricted to employees of the Contractor or of his Subcontractor and arising from the conduct of the Works, - Any operation of the forces of nature against which an experienced contractor could not reasonably have been expected to take precautions.
GC.8	Clearance of Site on Completion	8.1	Upon the issue of any Taking-Over Certificate the Contractor shall clear away and remove from that part of the Site to which such Taking-Over Certificate relates all Contractor's Equipment, surplus materials, rubbish and Temporary Works of every kind, and leave such part of the Site and Works clean and in a workmanlike condition to the satisfaction of the Employer. Provided that the Contractor shall be entitled to retain on Site, until the end of the Defects Liability Period, such materials, Contractor's Equipment and Temporary Works as are required by him for the purpose of fulfilling his obligations during the Defects Liability Period.
GC.9	Materials, Plant and Workmanship	9.1	Quality of Materials, Plant and Workmanship All materials, Plant and workmanship shall be of the respective kinds described in the Contract and in accordance with the Employer's instructions

9.2 **Cost of Samples**

All samples shall be supplied by the Contractor at his own cost if the supply thereof is clearly intended by or provided for in the Contract

GC.10 Suspension

10.1 **Suspension of Work**

The Contractor shall, on the instructions of the Engineer, suspend the progress of the Works or any part thereof for such time and in such manner as the Engineer may consider necessary and shall, during such suspension, properly protect and secure the Works so far as is necessary in the opinion of the Engineer. Unless such suspension is:

- a. otherwise provided for in the Contract,
- b. necessary by reason of some default of or breach of contract by the Contractor or for which he is responsible,
- c. necessary by reason of climatic conditions of the Site.
- d. necessary for the proper execution of the Works or for the safety of the Works or any part thereof (save to the extent that such necessity arises from any act or default by the Engineer or the Employer or from any of the risks defined in Sub-Clause 7.1).

10.2 **Engineer's Determination following Suspension**

Where, pursuant to Sub-Clause 10.1, this Sub-Clause applies the Engineer shall, after due consultation with the Employer and the Contractor, determine:

- a. any extension of time to which the Contractor is entitled under Clause 11.3, and
- b. the amount, which shall be added to the Contract Price, in respect of the cost incurred by the Contractor by reason of such suspension,

10.3 **Suspension lasting more than 84 Days**

If the progress of the Works or any part thereof is suspended on the written instructions of the Engineer and if permission to resume work is not given by the Engineer within a period for 84

days from the date of suspension then, unless such suspension is within paragraph (a), (b), (c) or (d) of Sub-Clause 10.1, the Contractor may give notice to the Engineer requiring permission, within 28 days from the receipt thereof, to proceed with the Works or that part thereof in regard to which progress is suspended. If, within the said time, such permission is not granted, the Contractor may by giving a further notice to the Engineer to that effect, treat the suspension as an event of default by the Employer and terminates his employment under the Contract in accordance with the provisions of Sub-Clause 18.1.

GC.11 Commencement and Delays:

11.1 Commencement of Works

The Contractor shall commence the Works as soon as is reasonably possible within the time stated in Contract Data.

11.2 Time for Completion

The whole of the Works shall be completed in accordance with the provisions of Clause 11.6, within the time stated in the Contract Data calculated from the Commencement Date, or such extended time as may be allowed under Clause 10 (if conditions are met).

11.3 Extension of Time for Completion

In the event of:

- a. The amount or nature of extra or additional work,
 - b. Any cause of delay referred to in these Conditions,
 - c. Exceptionally adverse climatic conditions,
 - d. Any delay, impediment or prevention by the Employer,
- or
- e. Other special circumstances which may occur, other than through a default of or breach of contract by the Contractor or for which he is responsible, being such as fairly to entitle the Contractor to an extension of the Time for Completion of the Works, or any Section or part thereof, the Employer shall, after due consultation with the Contractor, determine the amount of

such extension and shall notify the Contractor accordingly.

11.4 Contractor to Provide Notification and Detailed Particulars

Provided that the Employer is not bound to make any determination unless the Contractor has:

The Contractor shall notify the Employer in writing as soon as he is aware of any circumstance which may delay or disrupt the Works, or which may give rise to a claim for additional payment.

To the extent of the Contractor's failure to notify, which results to the Employer being unable to keep all relevant records or not taking steps to minimize any delay, disruption, or Cost, or the value of any Variation, the Contractor's entitlement to extension of the time for Completion or additions payment shall be reduced / rejected.

11.5 Liquidated Damages for Delay

If the Contractor fails to comply with the Time for Completion in accordance with Clause 11.2, for the whole of the Works then the Contractor shall pay to the Employer the relevant sum stated in the Contract Data as liquidated damages for such default for every day or part of a day which shall elapse between the relevant Time for Completion and the date stated in a Taking-Over Certificate of the whole of the Works or the relevant Section, subject to the applicable limit stated in the Contract Data. The Employer may, without prejudice to any other method of recovery, deduct the amount of such damages from any monies due or to become due to the Contractor. The payment or deduction of such damages shall not relieve the Contractor from his obligation to complete the Works, or from any other of his obligations and liabilities under the Contract.

11.6 Taking-Over Certificate

When the whole of the Works has been completed and have satisfactorily passed any Tests on Completion prescribed by the Contract, the Contractor may give a notice to that effect to the

Employer. The Employer shall within 14 days of the date of delivery of such notice, either issue to the Contractor, a Taking-Over Certificate, stating the date on which, in his opinion, the Works were completed in accordance with the Contract, or give instructions in writing to the Contractor specifying all the work which, in the Employer opinion, is required to be done by the Contractor before the issue of such Certificate. The Employer shall also notify the Contractor of any defects in the Works affecting completion that may appear after such instructions and before completion of the Woks specified therein.

**GC.12 Defects
Liability**

12.1 Defects Liability Period

In these Conditions the expression "Defects Liability Period" shall mean the defects liability period named in the Contract Data, calculated from:

- a) The date of completion of the Works certified by the Employer/Engineer in accordance with Clause 11.6.

12.2 Remediating Defects

The Contractor shall for a period stated in the Contract Documents from the date of issue of the Certificate of Completion carry out, at no cost to the Employer, repair and rectification work which is necessitated by the earlier execution of poor quality of work or use of below specifications material in the execution of Works and which is so identified by the Employer in writing within the said period. Upon expiry of the said period, and subject to the Contractor's faithfully performing his aforesaid obligation, the Employer shall issue a Maintenance Certificate whereupon all obligations of the Contractor under this Contract shall come to an end.

Failure to remedy any such defects of complete outstanding work within a reasonable time shall entitle the Employer to carry out all necessary works at the Contractor's cost. However, the cost of remediating defects not attributable to the Contractor

GC.13 Variations

shall be valued as a Variation.

13.1 Right to Vary

The Employer may issue Variation Order(s) in writing. Where for any reason it has not been possible for the Employer to issue such Variations Order(s), the Contractor may confirm any verbal orders given by the Employer in writing and if the same are not refuted/denied by the Employer within ten (10) days of the receipt of such confirmation the same shall be deemed to be a Variation Orders for the purposes of this Sub-Clause.

13.2 Valuation of Variations

Variations shall be valued in presence of consultant as follows:

- a. At a lump sum price agreed between the Parties, or
- b. Where appropriate, at rates in the Contract, or
- c. In the absence of appropriate rates, the rates in the Contract shall be used.

The basis for valuation, or failing which

- d. At appropriate new rates, as may be agreed or which the Employer considers appropriate.

13.3 Early Warning

The Contractor shall notify the Employer and consultant in writing as soon as he is aware of any circumstance which may delay or disrupt the Works, or which may give rise to a claim for additional payment.

To the extent of the Contractor's failure to notify, which results to the Engineer/Employer being unable to keep all relevant records or not taking steps to minimize any delay, disruption, or Cost, or the value of any Variation, the Contractor's entitlement to extension of the Time for Completion or additional payment shall be reduced/rejected.

GC.14 Procedure for Claims
14.1 Notice of Claims

Not with standing any other provision of the Contract, if the Contractor intends to claim any additional payment pursuant to any Clause of these Conditions or otherwise, he shall give notice

of his intention to the Engineer/Consultant with a copy to the Employer, within 28 days after the event giving rise to the claim has first arisen.

14.2 **Contemporary Records**

Upon the happening of the event referred to in Sub-Clause 14.1, the Contractor shall keep such contemporary records as may reasonably be necessary to support any claim he may subsequently wish to make. Without necessarily admitting the Employer's liability, the Engineer shall, on receipt of a notice under Sub-Clause 14.1, inspect such contemporary records and may instruct the Contractor to keep any further contemporary records as are reasonable and may be material to the claim of which notice has been given. The Contractor must assist and take in confidence the Engineering Consultant to inspect all records kept pursuant to this Sub-Clause and shall supply him with copies thereof as and when the Engineer so instructs.

14.3 **Substantiation of Claims**

Within 28 days, or such other reasonable time as may be agreed by the Consultant, of giving notice under Sub-Clause 14.1, the Contractor shall send to the Engineering Consultant an account giving detailed particulars of the amount claimed and the grounds upon which the claim is based. Where the event giving rise to the claim has a continuing effect, such account shall be considered to be an interim account and the Contractor shall, at such intervals as the Engineer may reasonably require, send further interim accounts giving the accumulated amount of the claim and any further grounds upon which it is based. In cases where interim accounts are sent to the Engineering Consultant, the Contractor shall send a final account within 28 days of the end of the effects resulting from the event. The Contractor shall, if required by the Engineering Consultant so to do, copy to the Employer all accounts sent to the Engineer pursuant to this Sub-Clause.

14.4 Failure to Comply

If the Contractor fails to comply with any of the provisions of this Clause in respect of any claim which he seeks to make, his entitlement to payment in respect thereof shall not exceed such amount as the Engineer or any arbitrator or arbitrators appointed pursuant to Sub-Clause 21.1 assessing the claim considers to be verified by contemporary records (whether or not such records were brought to the Engineer's notice as required under Sub-Clause 14.2 and 14.3).

14.5 Payment of Claims

The Contractor shall be entitled to have included in any interim payment certified by the consultant pursuant to Clause 17.1 such amount in respect of any claim as the Consultant, after due consultation with the Employer and the Contractor, may consider due to the Contractor provided that the Contractor has supplied sufficient particulars to enable the Consultant to determine the amount due. If such particulars are insufficient to substantiate the whole of the claim, the Contractor shall be entitled to payment in respect of such part of the claim as such particulars may substantiate to the satisfaction of the Consultant. The Client (StateLife Insurance) shall notify the Contractor of any determination made under this Sub-Clause, with a copy to the Employer.

- | | | |
|--|-------------|--|
| GC.14 Measurements | 15.1 | The quantities set out in the Bill of Quantities are the estimated quantities for the Works, and <u>they are not to be taken as the actual and correct</u> quantities of the Works to be executed by the Contractor in fulfillment of his obligations under the Contract. |
| GC.16 Defects Liability Certificate | 16.1 | The Contract shall not be considered as completed until a Defects Liability Certificate shall have been signed by the consultant and delivered to the Employer, with a copy to the Contractor, stating the date on which the Contractor shall have completed his obligations to execute and complete the Works |

			and remedy any defects therein to the Engineer's satisfaction. The Defects Liability Certificate shall be given by the Consultant within 28 days after the expiration of the Defects Liability Period or as soon thereafter as any works instructed, pursuant to Clause – 12.1 and 12.2 have been completed to the satisfaction of the Engineer.
GC.17	Terms of Payments	17.1	The amount due to the Contractor under any Interim Payment be paid by the Employer to the Contractor within 30 days after such Interim Payment has been jointly verified by Employer and Contractor, or, in the case of the Final Certificate, within 45 days after such Final Payment Certificate has been jointly verified by Consultant, Employer and Contractor.
		17.2	Payment of Retention Money Retention money shall be paid by the Employer to the Contractor after satisfactory completion of Defect liability period. The Consultant is authorized to verify and check payment according to standards and stop payment until its entire satisfaction.
GC.18	Remedies	18.1	Default by Contractor If the Contractor abandons the Works, refuses or fails to comply with a valid instruction of the Employer or fails to proceed expeditiously and without delay, or is, despite a written complaint, in breach of the Contract, the Employer may give notice referring to this Sub-Clause and stating the default. If the Contractor has not taken all practicable steps to remedy the default within fourteen (14) days after receipt of the Employer's notice, the Employer may by a second notice given within a further twenty-one (21) days, terminate the Contract. The Contractor shall then demobilize from the Site leaving behind any Contractor's Equipment which the Employer instructs, in the second notice, to be used for the completion of the Works at the risk and cost of the Contractor.
		18.2	Default by Employer

If the Employer fails to pay in accordance with the Contract, or is, despite a written complaint, in breach of the Contract, the Contractor may give notice referring to this Sub-Clause and stating the default. Contractor will satisfy consultant. If the default is not remedied within fourteen (14) days after the Employer's receipt of this notice, the Contractor may suspend the execution of all or parts of the Works.

If the default is not remedied within twenty-eight (28) days after the Employer's receipt of the Contractor's notice, the Contractor may by a second notice given within a further twenty-one (21) days, terminate the Contract. The Contractor shall then demobilize from the Site.

GC.19 Insurance

19.1 Third Party Insurance

The contractor shall insure against liabilities for death of or injury to any person The contractor will be responsible for insurance and safety of its staff. (Including any employee of employer or contractor) are loss of damage to any property of employer arising out or in consequence of the execution and completion of the works of the contract and the remedying of any defects therein, other than exceptions defined in Clause 7.1.

19.2 Minimum Amount of Insurance

Such insurance shall be for at least the amount stated in contract Data.

GC.20 Force Majeure

20.1

If Force Majeure occurs, the Contractor shall notify the Consultant/ Engineer/Employer immediately. If necessary, the Contractor may suspend the execution of the Works and, to the extent agreed with the Employer demobilize the Contractor's Equipment.

If the event continues for a period of eighty-four (84) days, either Party may then give notice of termination which shall take effect twenty-eight (28) days after the giving of the notice.

After termination, the Contractor shall be entitled to payment of



- the unpaid balance of the value of the Works executed with approval of consultant.
- GC.21 Arbitration** 21.1 A dispute which has been the subject of a notice of dissatisfaction shall be finally settled as per provisions of Arbitration Act 1940 (Act No. X of 1940) and Rules made thereunder and any statutory modifications thereto. Any hearing shall be held at **LAHORE** in English Language.



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

6. SPECIAL CONDITIONS OF CONTRACT

SPECIAL CONDITIONS

GC Clause Special Conditions

Reference

1.1-A	The Employer Means:	State Life Insurance Corporation of Pakistan
1.1-A	The Contractor Means:	Successful Bidder, whose bid is accepted by the Employer.
1.1-A	The Engineer Means:	- Engineering staff only registered with valid PEC (Pakistan Engineering Council) registration of Real Estate Division of State life - Engineering staff only registered with PEC by valid PEC (Pakistan Engineering Council) registration of Engineering Consultant
1.1-B	Employer's Drawings	As per list attached in the Document. Under supervision and suggestions of consultant/Designing Engineer.
3.2	Authorized Person/Section:	Real Estate Department (R.E.D), 1st Floor, State life Building #11, 15 A Davis Road, Lahore.
4.3	Amount of Performance Security:	Refer to Bidding Data.
5.1	Schedule/ Program:	Within Three (03) days after signing of the Contract Agreements.
11.1	Commencement Date Means:	Within Seven (07) days after signing of the Contract Agreements
11.2	Time for Completion	Refer to Bidding Data.
11.5	Amount of Liquidated Damages	0.1% per day of delay in completion the works subject to maximum of 10% of contract price stated in the Letter of Acceptance.
17.1 a	Terms of Payments	Schedule B to Bid
	Percentage of Retention Money:	Five Percent (5%) of total work done to be deducted from each amount of Interim and Final Payment Bill.

17.1 b	Release of Retention Money	After satisfactory completion of defect liability period.
19.1	Insurance	Type of Cover • Third party – Death or Injury to Persons and Damage to Property. • Three percent (3%) of contract price per occurrence with number of occurrences unlimited.
20	Escalation:	No escalation will be allowed for this contract.
21.1	Arbitration	Place of Arbitration: Lahore
	Notes:	a. All the rates quoted should be inclusive of all prevailing government taxes (PRA, INCOME TAX, GST included), cost of material, labor, duties, surcharges, as per Govt: rules and profit etc. b. State Life reserves the right to ADD/DELETE/modify any item of work including varying the quantities of any item as per site requirement. c. Contractors should visit the site before quoting their rates. d. The job may also be inspected/checked/verified by the SLIC representative for quality control and if found any non-conformity then contractor has to rectify and do the corrective actions at no extra charges. e. All the work shall be carried out/executed in accordance with the bill of quantities and General engineering practice under ACI/ BS codes as applicable locally. f. State Life Representative will carry out the detail supervision of work. All the materials to be used must be approved by Engineer/ Incharge Real Estate.

- g. Contractor shall repair all the defects in works executed by the contractor if these found during defect liability period.
- h. On the completion of the works the contractor shall except and otherwise specifically provided, clear away and remove from the site all unwanted paint material, remove stains/ spots, temporary works, surplus materials, wreckage and rubbish of every kind and shall reinstate and leave the whole of the building site and the works clear and good acceptable condition to the satisfaction of the Engineer.
- i. The damage done during the works to any type of surface fixtures or else because of the negligence of contractor shall be made good in all respects, without additional payment.
- j. If the contractor fails to execute the job in given time and beyond 30 days of notice issued, State Life may get the remaining works executed through other contractor at his risk & cost.



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

7. APPENDICES & BIDDING FORMS

Letter of Application

(Letter head paper of the Applicant, or Lead Member of joint venture, including full Postal address, telephone no., fax no and email address)

Date

To,

Ref:

Manager, Real Estate Department, SLICP

1st Floor, State Life Building, 15-A, Davis Road Lahore

Dear Sir,

1. Being duly authorized to represent and act on behalf of (Herein after "the Applicant"), and having reviewed and fully understood all the bidding information provided, the undersigned hereby apply to be as a bidder for the
2. Attached to this letter are copies of original documents defining
 - a. The Applicant's legal status;
 - b. The principal place of business; and
 - c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. The Employer and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution reference to in the supporting information, to provide such information deemed necessary and requested by your selves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. The Employer and its authorized representatives may contact the following persons for further information, if needed.
5. This application is made with the full understanding that:

- a. Bids by prequalified applicants will be subject to verification of all information submitted for Bidding at the time of bidding.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Personal Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

- a. The Employer reserves the right to:
- Amend the scope of work if required while adhering to the Principals of Procurement as per Rule-4 of the Punjab Procurement Rules, 2014 during the bidding process; and.
 - Reject or accept all application, cancel the bidding process.
- b. The Employer shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above

[Applicants who are not joint ventures should delete Para 6 & 7 and initial the deletions.]

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/ loss agreements, to the joint venture. We also specify the financial commitments in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
7. We confirm that in the event that we bid, that bid as well as any resulting contract will be
- Signed so as to legally bind all members, jointly and severally; and
 - Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us
8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Appendix B

Joint Venture Agreement

(Applicable to Joint Venture Only) 70:30

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

To

[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"

[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member".

They hereby declare:

1. That they will legalize a Joint Venture in case that a Contract for the construction of is awarded to their Joint Venture JV.
2. That they have nominated _____ (Name of the lead member) as the Lead member of the joint venture.
3. That they authorized Mr., /Ms. _____ (name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the JV's Representative in the name and on the behalf of their Joint Venture.
4. That all members of the Joint Venture shall be liable jointly and severally for the execution of the contract.
5. That this Joint Venture is constituted for the purpose of the execution of the Construction of _____ under this contract.
6. That if the Employer accepts the Bid of this Joint Venture, it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7. That each member's share of the Work, stated as percentage of the total contract amount, shall be as follows
8. Lead Member 70
9. JV Member 30



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

اسٹیٹ لائف



انشورنس کارپوریشن آف پاکستان

Signed for and on behalf of [Name of the Lead member]

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

Signed for and on behalf of [Name of the Lead member]

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

Witness No.1

Signature: _____

Name: _____

CNIC: _____

Date: _____

Address: _____

Witness No.2

Signature: _____

Name: _____

CNIC: _____

Date: _____

Address: _____

Appendix C**Power of Attorney for Lead Member of Joint Venture (JV) having 70% share**

[to be printed on a PKR 100/- E -stamp paper]

Whereas the Superintending Engineer Buildings Circle No.3, Lahore has invited Application for Bidding for _____ Project

Whereas, _____ and _____ collectively the "Joint Venture" and individually as the "Member") being members of the Joint Venture are interested in bidding for the Project in accordance with the terms and conditions of the bidding Document and: Whereas, it is necessary for the JV to designate one of the JV Member as the Lead Member with all necessary power and authority to do for and on behalf of the JV, all acts, deeds and things as may be necessary in connection with the JV's Application for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, _____ having our registered office at _____ M/s _____ having our registered office at _____ and M/s _____ having our registered office at _____ [the respective names and address of the registered office] (hereinafter collectively referred to as the Principals) do hereby irrevocably designate, nominate, constitute, appoint and authorized M/s _____ having its registered office at _____ being one of the Member of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the 'Attorney") and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV and any one of us during the bidding process and, in the event the Joint Venture is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in bidders' and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the JV and generally to represent the JV in all its dealings with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ JV.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF

ATTORNEY ON THIS ____ DAY OF 2025*.

Signed for and on behalf of [Name of the Lead member]

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

Signed for and on behalf of [Name of the Lead member]

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

Witness No.1

Signature: _____

Name: _____

CNIC: _____

Date: _____

Address: _____

Witness No.2

Signature: _____

Name: _____

CNIC: _____

Date: _____

Address: _____

(Executants)

(To be executed by all the members of the Joint Venture)

Notes:

- 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 charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant,
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

GENERAL INFORMATION

Applicant (or each Member of a Joint Venture) applying for bidding is required to complete the information in this form. Nationality information is also to be provided for foreign owners or Firms who are forming part of the Joint Venture as required under the PEC Bye-Laws for Joint Venture.

1			
2			
3			
4			
5			
6	Place of Incorporation / Registration	Year of incorporation / registration	
7	PEC Registration Category PEC	Validity	
8	NTN #		
9	Name, Designation and Mobile Number of Firm's Representative		

Detail of Owners / Directors



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

Form B-2

Joint Venture Summary

	Lead Member	
	Member	

Financial Soundness

[Name of Applicant (Lead Member of a Joint Venture, in case of JV)]

Applicant (Lead Member of a Joint Venture, in case of JV) applying for Bidding is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years (_____, _____, _____) (duly signed and stamped by Auditor) must be attached.

Bank	Name of banker	
	Address of Banker	
	Bank Credit Line Limit (Attach Bank Statement/ Letter of Credit from Bank whichever is applicable)	
	Telephone	Contact name and title
	Fax	Telex

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years.

Financial Information in Pak Rupees	FY (2021-22)	FY (2022-23)	FY (2023-24)

SUMMARY OF SIMILAR NATURE PROJECT COMPLETED

[Name of Applicant or Member of a Joint Venture]

Applicant and each Member of a Joint Venture applying for Bidding is required to complete the information in this form.

Use a separate sheet for each Member of a Joint Venture.

‘Each project provided in this form requires a corresponding **Form B-5** and adequate documentary evidence in order to be eligible for consideration.

DETAILS OF SIMILAR NATURE PROJECT COMPLETED IN LAST TEN (10) YEARS

[Name of Applicant or Member of a Joint Venture]

A separate form with adequate documentary evidence **(Completion/Taking-over Certificate indicating Cost of Project)** shall be provided for each project in **Form B.4**

1	Name of Contract
	Location
2	Name of Employer
3	Employer Address
4	Nature of works and special features of the contract
5	Contract Role (Tick One) (a) Sole Contractor (b) Sub Contractor (c) Member in a JV
6	Value of the total contract (in specified currencies) at completion or at date of award for current contract PKR
7	Date of Award
8	Date of Completion
9	Contract Duration (Years and Months)

SUMMARY OF SIMILAR NATURE PROJECT IN-HAND

[Name of Applicant or Member of a Joint Venture]

Applicant and each Member of a Joint Venture applying for bidding is required to complete the information in this form.

Use a separate sheet for each Member of a Joint Venture.

Project Name	Date of Award	Expected date of Completion	Location	Value in PKR (Million)

'Each project provided in this form requires a corresponding **Form B-7** and adequate documentary evidence in order to be eligible for consideration.

DETAILS OF SIMILAR NATURE PROJECT IN HAND

[Name of Applicant or Member of a Joint Venture]

A separate form with adequate documentary evidence **(Letter of Award/Agreement Indicating Cost of Project)** shall be provided for each project in **Form B.6**.

1	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address
4.	Nature of works and special features of the contract
	
	
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub Contractor (c) Member in a JV
6.	Value of the total contract (in specified currencies) at completion or at date of award for current contract PKR.....
7.	Date of Award
8.	Planned Date of Completion

Form-B-8

Summary of General Nature (Any Electrical Work) Project Completed in last Ten (10) years

[Name of Applicant or Member of a Joint Venture]

Applicant and each Member of a Joint Venture applying for Bidding is required to complete the information in this form.

Use a separate sheet for each Member of a Joint Venture

Project Name	Date of Award	Expected date of Completion	Location	Value in PKR (Million)

'Each project provided in this form requires a corresponding Form B-7 and adequate documentary evidence in order to be eligible for consideration



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

اسٹیٹ لائف



انشورنس کارپوریشن آف پاکستان

Form-B-9

Personnel capabilities

Name of Applicant: _____

(Applicant of Member of Joint Venture)

1	Title of Position
	Name of Candidate
2	Title of Position
	Name of Candidate
3	Title of Position
	Name of Candidate
4	Title of Position
	Name of Candidate
5	Title of Position
	Name of Candidate

Candidate Summary

Name of Applicant _____

(Applicant or Member of Joint Venture)

Position	Candidate	
	Prime	Alternate
	Name of Candidate	Date of Birth
Candidate Information	Professional Qualification	
PEC Registration No./ Foreign Entity's registration No. in case of Foreign Staff		
Present Employer	Name of Employer	
	Address of Employer	
	Telephone	Fax
	Job title of Candidate	Years with Present Employer

Summarize professional experience in reverse chronological order

BILL OF QUANTITIES

1. The Bill of Quantities shall be read in conjunction with the Conditions of Contract, Specifications.
2. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work executed and measured by the Contractor and verified by the Engineer and valued at the rates and prices as given in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Engineer may fix as per the Contract.
3. The rates and prices as given in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract include all costs of Contractor's plant, labour, supervision, materials, execution, insurance, profit, taxes and duties, together with all general risks, liabilities and obligations set out or implied in the Contract. Furthermore, all duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, as on the date 28 days prior to deadline for submission of Bids, shall be included in the rates and prices and the total Bid Price submitted by the Bidder.
4. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of items against which the Contractor will have failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
5. The whole cost of complying with the provisions of the Contract shall be included in the items provided in the priced Bill of Quantities, and where no items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related items of the Works, or the same shall be determined by the Engineer in accordance with Clause 13, General Conditions.
6. General directions and description of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Bidding Documents shall be made before entering prices against each item in the Bill of Quantities.
7. Provisional sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Engineer in accordance with SubClause 13.4 of General Conditions of Contract.



8. The following abbreviations for units have been used in Bill of Quantities:

Units	Abbreviations
Unit of Measurements	UoM
Cubic Meter	CuM
Square Meter	SqM
Cubic Foot	CFT
Square Foot	SqF
Ramming Meter	RM
Running Foot	RFT
Kilogram	Kg
Provisional Sum	PS
Lump-Sum	LS
Numbers	Nos

9. Bill of Quantities (BoQ) has been attached with this document as **Annex-A**.

CONTRACTOR'S BILLING SCHEDULE / PAYMENT TERMS/ MODE OF PAYMENT

1.	Bill # 1	On Completion of 33% of Job	After completion of 33 % work
2.	Bill # 2	On Completion of another 33% of Job	After completion of another 33 % work
3.	Bill # 3	On Completion of Full & Final completion of Job	After completion of remaining work

Note: Payment will be released after submission of completion certificate from consultant



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

8. STANDARD FORMS

BS-1**FORM OF BID SECURITY**

Security Executed on _____ Expiry on _____

Name of Surety with Address: _____

Name of Principal (Bidder) with Address: _____

Penal Sum of Security PKR: _____ (Pak Rupees _____)

Bid Reference No: _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal (Bidder) we, the Surety above named, are held and firmly bound unto _____ (hereinafter called the 'Employer') in the sum stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents. THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Bidder has submitted the accompanying Bid dated _____ for _____ (Particulars of Bid) to the said Employer; and

- 1) WHEREAS, the Employer has required as a condition for considering said Bid that the Bidder furnishes a Bid Security in the above said sum to the Employer, conditioned as under: that the Bid Security shall remain in force for a period fourteen (14) days beyond the Bid Validity date
- 2) that the Bid Securities of the Bidders except the lowest three will be returned by the Employer within twenty-eight (28) days from the opening of Bids, provided a Bidder request for the return of its Bid Security, or on the expiry of original validity of Bid Security or as extended, whichever is earlier
- 3) that the Bid Security of the lowest three Bidders comprising the successful Bidder will be returned when the successful Bidder has furnished the required Performance Security; and
- 4) that in the event of failure of the successful Bidder to furnish the required Performance Security, the entire said sum be paid immediately to the said Employer pursuant to IB.16 and IB.35 of the Instructions to Bidders for the successful Bidder's failure to perform.

NOW THEREFORE, if the successful Bidder shall, within the period specified therefor, on the prescribed form presented to him for signature enter into a formal Contract with the said Employer in accordance with his Bid as accepted and furnish within twenty eight (28) days of his being requested to do so, a Performance Security with good and sufficient surety, as may be required, upon the form prescribed by the said Employer for the faithful performance and

BS-2

proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the

time specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect

PROVIDED THAT the Surety shall forthwith pay the Employer the said sum upon first written demand of the Employer (without cavil or argument) and without requiring the Employer to prove or to show grounds or reasons for such demand, notice of which shall be sent by the Employer by registered post duly addressed to the Surety at its address given above.

PROVIDED ALSO THAT the Employer shall decide, whether the principal (Bidder) has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Surety shall pay without objection the said sum upon demand from the Employer forthwith and without any reference to the principal (Bidder) or any other person.

IN WITNESS WHEREOF, the above bounden Surety has executed the instrument under its seal on the date indicated above, the name and seal of the Surety being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

SURETY
(Schedule Bank)

Signature: _____

Name: _____

Title: _____

Corporate Guarantor (Seal)

WITNESS

1- _____

Corporate Secretary (Seal)

2- _____

Name, Title & Address

FORM OF PERFORMANCE SECURITY

Guarantee No _____

Executed on _____

Expiry date _____

[Letter by the Guarantor to the Employer]

Name of Guarantor with address: _____

Name of Principal (Contractor) with address: _____

Penal Sum of Security (*express in words and figures*) _____

Letter of Acceptance No _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal has accepted the Employer's above said Letter of Acceptance for _____ (Name of Contract) for the _____ (Name of Project).

NOW THEREFORE, if the principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 11, Defects After Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of

PS-2

our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defense under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments.

and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall decide, whether the principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

GUARANTOR
(Schedule Bank)

Signature: _____

Name: _____

Title: _____

Corporate Guarantor (Seal)

WITNESS

1- _____

Corporate Secretary (Seal)

2- _____

Name, Title & Address

LETTER OF ACCEPTANCE

(Letterhead paper of the Employer)

Name of Contract: _____

Contract Number: _____

To: _____

Date: _____

Your Reference: _____

Our Reference: _____

We thank you for your Bid dated _____ for the execution and completion of the Works comprising the above-named Contract and remedying of defects therein, all in conformity with the terms and conditions contained in the Contract.

We have pleasure in accepting your Bid for the Accepted Contract Amount of:

(Currency and Amount in Figures)

In consideration of you properly and truly performing the Contract, we agree to pay you the Accepted Contract Amount or such other sums to which you may become entitled under the terms of the Contract, at such times and as prescribed by the Contract.

We acknowledge that this Letter of Acceptance creates a binding Contract between us, and we undertake to fulfil all our obligations and duties in accordance with the terms of this Contract.

Signature: _____

Signed by: _____

For and on behalf of: _____

Date: _____

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the day of _____ month _____ 20____ between **State Life Insurance Corporation of Pakistan** (hereinafter called the “Employer”) of the one part and _____ (hereinafter called the “Contractor”) of the other part.

WHEREAS 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 hereinafter referred to.
2. The following documents, in the order of priority, after incorporating addenda, if any, except those parts relating to Instructions to Bidders shall be deemed to form and be read and construed as part of this Agreement:
 - a. This Contract Agreement;
 - b. The Letter of Acceptance;
 - c. The Letter of Bid;
 - d. The Particular Conditions Part A - Contract Data;
 - e. The Particular Conditions Part B - Special Provisions;
 - f. The General Conditions;
 - g. The Specifications Part A - Specific Provisions;
 - h. The Specifications Part B - Technical Provisions;
 - i. The Drawings;
 - j. The Completed Schedules to Bid including Schedule of Prices;
 - k. the JV Undertaking (if the Contractor is a JV); and
 - l. (Employer to insert any other documents forming part of the Contract)

The addenda/corrigenda, if any, (Excluding part relating to Instructions to Bidders along with Bidding Data) shall be deemed to have been incorporated at the appropriate places in the “Documents forming the Contract”.

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the

Works and remedy defects therein in conformity and in all respects with the provisions of the Contract.

4. The 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.

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 Contactor

Signature of Employer

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of

Witness

Witness

(Name, Title and Address)

(Name, Title and Address)

DISPUTE AVOIDANCE/ADJUDICATION BOARD (DAAB) AGREEMENT

Name and details of the Contract: _____

This Agreement made on the day of _____ month _____ 20____ between Employer, Contractor and DAAB Member with following details of each of them.

Name and contact details of the Employer

Name:

Address, Telephone etc.

Name and contact details of the Contractor

Name:

Address, Telephone etc.

Name and contact details of DAAB Member

Name:

Address, Telephone etc.

Whereas:

- A. the Employer and the Contractor have entered (or intend to enter) into the Contract;
- B. under the Contract, the “DAAB” or “Dispute Avoidance/Adjudication Board” means the sole member or three members (as stated in the Contract Data of the Contract) so named in the Contract, or appointed under Sub-Clause 21.1 [Constitution of the DAAB] or Sub-Clause 21.2 [Failure to Appoint DAAB Members] of the Conditions of Contract;
- C. the Employer and the Contractor desire jointly to appoint the above-named DAAB Member to act on the DAAB as:
 - a. the sole member of the DAAB, and where this is the case, all references to the “Other Members” do not apply; or
 - b. one of three members / chairman [*delete the one which is not applicable*] of the DAAB and, where this is the case, the other two persons are.
 - c. the “Other Members”; and
 - d. the DAAB Member accepts this appointment.

The Employer, Contractor and DAAB Member jointly agree as follows:

1. The conditions of this DAAB Agreement comprise:
 - a. Clause 21 [Disputes and Arbitration] of the Conditions of Contract, and any other provisions of the Contract that are applicable to the DAAB’s Activities; and

- b. the “General Conditions of Dispute Avoidance/Adjudication Agreement”, which is appended to the General Conditions of the “Conditions of Contract for Construction” Second Edition 2017 published by FIDIC (“GCs”), as amended and/or added to by the following provisions.
2. [Details of amendments to the GCs, if any. For example:
 3. In the procedural rules annexed to the GCs, Rule _ is deleted and replaced by: “ ... “]
 The DAAB Member shall be paid in accordance with Clause 9 of the GCs. The currency of payment shall be _____. In respect of Sub-Clauses 9.1 and 9.2 of the GCs, the amounts of the DAAB Member’s monthly fee and daily fee shall be: monthly fee _____ per month, and daily fee _____ of per day (or as otherwise set under Sub-Clause 9.3 of the GCs).
 4. In consideration of the above fees, and other payments to be made to the DAAB Member in accordance with the GCs, the DAAB Member undertakes to act as DAAB Member in accordance with the terms of this DAAB Agreement.
 5. The Employer and the Contractor shall be jointly and severally liable for the DAAB Member’s fees and other payments to be made to the DAAB Member in accordance with the GCs.
 6. This DAAB Agreement shall be governed by the law of _____ (if not stated, the law that governs the Contract under Sub-Clause 1.4 of the Conditions of Contract).

	for and on behalf of the Employer	for and on behalf of the Contractor	DAAB Member
Signature:	_____	_____	_____
Name:	_____	_____	_____
Title:	_____	_____	_____
Witness:			
Signature:	_____	_____	_____
Name:	_____	_____	_____
Address:	_____	_____	_____
Date:	_____	_____	_____



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

Annex-A

(Bill of Quantities)

**Renovation/ Up-Gradation & Modernization of Existing "NEW BUSINESS
DEPARTMENT EAST WING AND WEST WING"
at First Floor, The Mall Road, Rawalpindi.**

A

Establishment of Regional Underwriting Department (RUD)

Civil & Electrical Works - UNDER RED

BILL OF QUANTITIES

Sr.	Description	UoM	Qty	Rate	Amount
A	CIVIL WORKS				
1	Dismantling and carefully removing existing wooden partition walls, including all associated doors, windows, frames, fittings, and fixtures, by adopting proper methods to avoid damage to reusable materials and adjacent structures, complete with disconnection of services if any, lowering, stacking, folding, shifting, and storing all dismantled components at a designated location outside the office area or as otherwise directed by the Site Engineer-in-Charge; the Contractor shall be solely responsible for the safe handling, transportation, protection, custody, and storage of all dismantled materials, and for making good any damage to floors, walls, ceilings, or services during execution; the quoted rate shall be deemed to include the full cost of all labor, tools, equipment, transportation, supervision, overheads, profits, and all applicable government taxes, duties, and levies whatsoever, and the work shall be executed complete in all respects in accordance with approved instructions, specifications, and to the entire satisfaction of the Engineer-in-Charge.	Sft	1,817.28		
2	Providing, supplying, and laying porcelain floor tiles of approved make such as MASTER / STYLE / SHABBIR or other approved equivalent, size (24" × 24" or 24" x 48") in approved color, shade, texture, and quality, having properties of anti-chemical resistance, anti-slip surface, bacterial resistance, fire resistance, anti-fungal treatment, and high abrasion resistance, laid wall-to-wall in proper pattern with true joint alignment; the work shall include preparation of base, laying tiles over approved tile adhesive on 3/4" (19 mm) thick cement–sand mortar bed in ratio 1:3, including cutting, grinding, leveling, proper spacing, filling of joints with approved grout/mortar, welding of joints where specified to achieve joint-less appearance, thorough cleaning after completion, and protection of finished surfaces; the quoted rate shall be deemed to include the complete cost of all materials, labor, tools, equipment, transportation, wastage, supervision, overheads, profits, and all applicable government taxes, duties, and levies whatsoever, executed strictly in accordance with approved samples, manufacturer's recommendations, relevant standards, and to the entire satisfaction and directions of the Engineer-in-Charge.	Sft	3,414.76		

3	Providing, supplying, and laying false ceiling comprising 5/8" (approximately 16 mm) thick plaster of Paris (POP) sheets of required sizes, fixed in approved design and pattern, including formation of a continuous 6" wide niche all around the perimeter, suspended from the structural slab by 16 SWG copper wire hangers, properly anchored, aligned, and enriched with plaster of Paris and flaxen to achieve a smooth, crack-free finish; the work shall further include making all necessary provisions such as spaces, grooves, holes, and cut-outs for rope lights, light fixtures, screws, jute, Rawl plugs, conduits, and accessories, complete with finishing to true line, level, and plumb; arrangement and installation of any additional pipes, wires, conduits, screws, fasteners, or incidental items required for proper execution shall be the sole responsibility of the Contractor after prior approval of the Consultant / Engineer; the quoted rate shall be deemed to include the complete cost of all materials, labor, tools, equipment, transportation, handling, supervision, overheads, profits, and all applicable government taxes, duties, and levies whatsoever, and the work shall be executed complete in all respects in accordance with approved drawings, specifications, and to the entire satisfaction and directions of the Engineer-in-Charge.	Sft	3,249.19		
4	Preparing all wall surfaces by thorough cleaning, removal of loose material, grease, dust, and laitance, repairing cracks and imperfections with approved filler, and applying one coat of approved primer where required, followed by application of plastic emulsion paint with waterproof colored cement finish such as Duracem, Buxcem, or other approved equivalent of similar specifications, in approved color and shade, applied in two or more coats to achieve uniform texture and coverage, including scaffolding, protection of adjacent works, curing where applicable, and all labor, materials, tools, and accessories complete in all respects as per manufacturer's recommendations and directions of the Engineer-in-Charge.	Sft	6,883.75		
5	Providing and laying first-class solid burnt clay brick masonry walls, constructed with approved quality bricks of standard size, shape, and compressive strength, thoroughly soaked before use and laid true to line, level, and plumb in cement-sand mortar, using mix proportion 1:5 for 9" (230 mm) thick walls and 1:4 for 4.5" (115 mm) thick partition walls, including proper bonding, breaking of vertical joints, full bedding of bricks, raking out joints to a minimum depth of 12 mm for plastering, providing and maintaining all necessary scaffolding, curing the masonry for the specified period, and making good all defects, complete with all labor, materials, tools, equipment, carriage of materials, and incidentals, executed strictly in accordance with approved drawings, technical specifications, applicable codes and standards, and to the entire satisfaction and directions of the Engineer-in-Charge / Site Engineer.	Cft	118.13		

6	Providing and applying cement plaster 3/4" (19 mm) thick on internal or External brick masonry walls using cement-sand mortar in the proportion of 1:4 by volume, including surface preparation by raking out joints to proper depth, cleaning, washing, and wetting the masonry, application of plaster in accordance with relevant standards, finished to a smooth, even, and uniform surface true to line, level, and plumb, including formation of edges, corners, grooves, and junctions, providing and maintaining necessary scaffolding, proper curing for a minimum specified period, and making good all defects, complete with all materials, labor, tools, equipment, and incidentals, executed strictly in accordance with approved drawings, technical specifications, applicable codes and standards, and to the full satisfaction and directions of the Engineer-in-Charge / Site Engineer.	Sft	630.00		
7	Providing, fabricating, and fixing Deodar wood framed, braced, and battened doors and windows, manufactured from first-class, well-seasoned, kiln-dried Deodar wood free from defects, complete with frames (chowkats), bracing members, and vertical battens of 1 1/4" (30 mm) thickness with 1" (25 mm) width as specified, including all necessary iron fittings such as hinges, handles, bolts, locks, screws, and holdfasts, properly treated with anti-termite and preservative treatment, accurately fixed in position true to line, level, and plumb, including cutting, jointing, making good to masonry, and all labor, materials, tools, and incidentals complete in all respects as per approved drawings, specifications, and directions of the Engineer-in-Charge.	Sft	73.50		
Total Amount for A					
B. ELECTRICAL WORKS					
1	Removing existing wiring and Providing & erecting new single-core PVC insulated copper conductor cables of all types for wiring, including Cutting flooring, Jahary making and shifting or adjustment of cable trays as required. The work shall include laying cables in pre-approved PVC pipes, M.S. conduits, G.I. pipes, wooden batten/strip, wooden casing and capping, G.I. wire supports, or in trenches for 250/440 volts systems, including networking cables. The Contractor shall provide all necessary accessories and new cables where required. The work shall be executed completely in all respects. The quoted rates shall include all costs of materials, labor, transportation, and all applicable government taxes and duties whatsoever, complete in all respects & to the entire satisfaction of Engineer / Consultant. All work will be done outside of the Building. Arrangement of space will be responsibility of contractor .	Sft	3,094.47		

2	Supplying, installing, and commissioning LED panel lights of size (2' x 2'), 48 watts, pure white color temperature, recessed in false ceiling, of approved manufacture such as Pier Light, Philips, NVC, or other approved equivalent, complete with all necessary mounting accessories, brackets, and supports, including electrical connections with approved quality PVC insulated copper wires of required size drawn through conduit, connection to the nearest power point/switch, testing, and commissioning; the work shall include all materials, labor, tools, equipment, transportation, handling, supervision, making good of disturbed ceiling surfaces, and all incidentals, and the quoted rate shall be deemed to include all applicable government taxes, duties, levies, overheads, and profits whatsoever, executed strictly in accordance with approved drawings, manufacturer's recommendations, relevant electrical codes and standards, and to the entire satisfaction and directions of the Engineer-in-Charge.	Each	80.00		
3	Providing and fixing PVC double-layer switch kits comprising approved quality faceplates with specified switch, socket, and dimmer cut-outs, complete with approved make switches, sockets, and dimmers of Hi-Life, Bush, Schneider, or other approved equivalent, including all necessary screws, fasteners, accessories, proper alignment, and secure fixing in flush-mounted or surface-mounted electrical boxes, complete in all respects; the work shall include supply of all materials, labor, tools, testing, commissioning, and making good any disturbed surfaces, and the quoted rates shall be deemed to include the full cost of all materials, labor, transportation, overheads, profits, and all applicable government taxes, duties, and levies whatsoever, executed strictly in accordance with approved drawings, specifications, relevant electrical codes and standards, and to the entire satisfaction and directions of the Engineer-in-Charge.				
i	3 Gange i/c PVC concealed Switch kit Box (Small)	Each	18.00		
ii	6 Gange i/c PVC concealed Switch kit Box (Large)	Each	18.00		
	Total Amount for B				
	Sum of all Sections (A,B)				
	Add 16% PRA				
	Sub Total (RUD) A				

Renovation/ Up-Gradation & Modernization of Existing "PHS Facilitation Centre" at First Floor, The Mall Road, Rawalpindi.					
B					
Renovation/ Up-Gradation & Modernization of PHS Facilitation Centre					
Civil & Electrical Works - UNDER RED					
BILL OF QUANTITIES					
Sr.	Description	UoM	Qty	Rate	Amount
A	CIVIL WORKS				
1	Dismantling and carefully removing existing wooden partition walls, including all associated doors, windows, frames, fittings, and fixtures, by adopting proper methods to avoid damage to reusable materials and adjacent structures, complete with disconnection of services if any, lowering, stacking, folding, shifting, and storing all dismantled components at a designated location outside the office area or as otherwise directed by the Site Engineer-in-Charge; the Contractor shall be solely responsible for the safe handling, transportation, protection, custody, and storage of all dismantled materials, and for making good any damage to floors, walls, ceilings, or services during execution; the quoted rate shall be deemed to include the full cost of all labor, tools, equipment, transportation, supervision, overheads, profits, and all applicable government taxes, duties, and levies whatsoever, and the work shall be executed complete in all respects in accordance with approved instructions, specifications, and to the entire satisfaction of the Engineer-in-Charge.	Sft	1,239.78		
2	Providing, supplying, and laying porcelain floor tiles of approved make such as MASTER / STYLE / SHABBIR or other approved equivalent, size (24" x 24" or 24" x 48") in approved color, shade, texture, and quality, having properties of anti-chemical resistance, anti-slip surface, bacterial resistance, fire resistance, anti-fungal treatment, and high abrasion resistance, laid wall-to-wall in proper pattern with true joint alignment; the work shall include preparation of base, laying tiles over approved tile adhesive on 3/4" (19 mm) thick cement-sand mortar bed in ratio 1:3, including cutting, grinding, leveling, proper spacing, filling of joints with approved grout/mortar, welding of joints where specified to achieve joint-less appearance, thorough cleaning after completion, and protection of finished surfaces; the quoted rate shall be deemed to include the complete cost of all materials, labor, tools, equipment, transportation, wastage, supervision, overheads, profits, and all applicable government taxes, duties, and levies whatsoever, executed strictly in accordance with approved samples, manufacturer's recommendations, relevant standards, and to the entire satisfaction and directions of the Engineer-in-Charge.	Sft	1,707.38		

3	Providing, supplying, and laying false ceiling comprising 5/8" (approximately 16 mm) thick plaster of Paris (POP) sheets of required sizes, fixed in approved design and pattern, including formation of a continuous 6" wide niche all around the perimeter, suspended from the structural slab by 16 SWG copper wire hangers, properly anchored, aligned, and enriched with plaster of Paris and flaxen to achieve a smooth, crack-free finish; the work shall further include making all necessary provisions such as spaces, grooves, holes, and cut-outs for rope lights, light fixtures, screws, jute, Rawl plugs, conduits, and accessories, complete with finishing to true line, level, and plumb; arrangement and installation of any additional pipes, wires, conduits, screws, fasteners, or incidental items required for proper execution shall be the sole responsibility of the Contractor after prior approval of the Consultant / Engineer; the quoted rate shall be deemed to include the complete cost of all materials, labor, tools, equipment, transportation, handling, supervision, overheads, profits, and all applicable government taxes, duties, and levies whatsoever, and the work shall be executed complete in all respects in accordance with approved drawings, specifications, and to the entire satisfaction and directions of the Engineer-in-Charge.	Sft	1,624.60		
4	Preparing all wall surfaces by thorough cleaning, removal of loose material, grease, dust, and laitance, repairing cracks and imperfections with approved filler, and applying one coat of approved primer where required, followed by application of plastic emulsion paint with waterproof colored cement finish such as Duracem, Buxcem, or other approved equivalent of similar specifications, in approved color and shade, applied in two or more coats to achieve uniform texture and coverage, including scaffolding, protection of adjacent works, curing where applicable, and all labor, materials, tools, and accessories complete in all respects as per manufacturer's recommendations and directions of the Engineer-in-Charge.	Sft	3,441.87		
5	Providing and laying first-class solid burnt clay brick masonry walls, constructed with approved quality bricks of standard size, shape, and compressive strength, thoroughly soaked before use and laid true to line, level, and plumb in cement-sand mortar, using mix proportion 1:5 for 9" (230 mm) thick walls and 1:4 for 4.5" (115 mm) thick partition walls, including proper bonding, breaking of vertical joints, full bedding of bricks, raking out joints to a minimum depth of 12 mm for plastering, providing and maintaining all necessary scaffolding, curing the masonry for the specified period, and making good all defects, complete with all labor, materials, tools, equipment, carriage of materials, and incidentals, executed strictly in accordance with approved drawings, technical specifications, applicable codes and standards, and to the entire satisfaction and directions of the Engineer-in-Charge / Site Engineer.	Cft	59.06		

6	Providing and applying cement plaster 3/4" (19 mm) thick on internal or External brick masonry walls using cement-sand mortar in the proportion of 1:4 by volume, including surface preparation by raking out joints to proper depth, cleaning, washing, and wetting the masonry, application of plaster in accordance with relevant standards, finished to a smooth, even, and uniform surface true to line, level, and plumb, including formation of edges, corners, grooves, and junctions, providing and maintaining necessary scaffolding, proper curing for a minimum specified period, and making good all defects, complete with all materials, labor, tools, equipment, and incidentals, executed strictly in accordance with approved drawings, technical specifications, applicable codes and standards, and to the full satisfaction and directions of the Engineer-in-Charge / Site Engineer.	Sft	315.00		
7	Providing, fabricating, and fixing Deodar wood framed, braced, and battened doors and windows, manufactured from first-class, well-seasoned, kiln-dried Deodar wood free from defects, complete with frames (chowkats), bracing members, and vertical battens of 1 1/4" (30 mm) thickness with 1" (25 mm) width as specified, including all necessary iron fittings such as hinges, handles, bolts, locks, screws, and holdfasts, properly treated with anti-termite and preservative treatment, accurately fixed in position true to line, level, and plumb, including cutting, jointing, making good to masonry, and all labor, materials, tools, and incidentals complete in all respects as per approved drawings, specifications, and directions of the Engineer-in-Charge.	Sft	36.75		
Total Amount for A					
B.	ELECTRICAL WORKS				
1	Removing existing wiring and Providing & erecting new single-core PVC insulated copper conductor cables of all types for wiring, including Cutting flooring, Jahary making and shifting or adjustment of cable trays as required. The work shall include laying cables in pre-approved PVC pipes, M.S. conduits, G.I. pipes, wooden batten/strip, wooden casing and capping, G.I. wire supports, or in trenches for 250/440 volts systems, including networking cables. The Contractor shall provide all necessary accessories and new cables where required. The work shall be executed completely in all respects. The quoted rates shall include all costs of materials, labor, transportation, and all applicable government taxes and duties whatsoever, complete in all respects & to the entire satisfaction of Engineer / Consultant. All work will be done outside of the Building. Arrangement of space will be responsibility of contractor .	Sft	1,547.24		

2	Supplying, installing, and commissioning LED panel lights of size (2' x 2'), 48 watts, pure white color temperature, recessed in false ceiling, of approved manufacture such as Pier Light, Philips, NVC, or other approved equivalent, complete with all necessary mounting accessories, brackets, and supports, including electrical connections with approved quality PVC insulated copper wires of required size drawn through conduit, connection to the nearest power point/switch, testing, and commissioning; the work shall include all materials, labor, tools, equipment, transportation, handling, supervision, making good of disturbed ceiling surfaces, and all incidentals, and the quoted rate shall be deemed to include all applicable government taxes, duties, levies, overheads, and profits whatsoever, executed strictly in accordance with approved drawings, manufacturer's recommendations, relevant electrical codes and standards, and to the entire satisfaction and directions of the Engineer-in-Charge.	Each	40.00		
3	Providing and fixing PVC double-layer switch kits comprising approved quality faceplates with specified switch, socket, and dimmer cut-outs, complete with approved make switches, sockets, and dimmers of Hi-Life, Bush, Schneider, or other approved equivalent, including all necessary screws, fasteners, accessories, proper alignment, and secure fixing in flush-mounted or surface-mounted electrical boxes, complete in all respects; the work shall include supply of all materials, labor, tools, testing, commissioning, and making good any disturbed surfaces, and the quoted rates shall be deemed to include the full cost of all materials, labor, transportation, overheads, profits, and all applicable government taxes, duties, and levies whatsoever, executed strictly in accordance with approved drawings, specifications, relevant electrical codes and standards, and to the entire satisfaction and directions of the Engineer-in-Charge.				
i	3 Gange i/c PVC concealed Switch kit Box (Small)	Each	9.00		
ii	6 Gange i/c PVC concealed Switch kit Box (Large)	Each	9.00		
Total Amount for B					
Sum of all Sections (A,B)					
Add 16% PRA					
Sub Total (PHS Facilitation Center) B					

GRAND TOTAL of RUD AND PHS (A+B)	
---	--

Note: The grand total will govern the most advantageous bidder.