



GOVERNMENT OF PAKISTAN

BUREAU OF EMIGRATION & OVERSEAS EMPLOYMENT

**Tender Document for
The Installation of Glass/Wood Partition Including Electrification, Paint
Work, Networking/Communication Works, Queue Management System
and Civil Works on Turn-Key Basis at Protectorate of Emigrants,
Gujrat.**

Location: State Life Building, G.T Road, Gujrat, Punjab, Pakistan

Lot No.	Description	Bid Security (Fixed) (Rs.)	Remarks
01	The Installation of Glass/Wood Partition Including Electrification, Paint Work, Networking/Communication Works, Queue Management System and Civil Works on Turn-Key Basis at Protectorate of Emigrants, Gujrat.	1,100,000/-	Sealed bids required from firms registered with Pakistan Engineering Council (PEC) in Category-5 or above.

Last Date for submission: 02nd March, 2026 at 10:00 A.M

Bid Opening Date: 02nd March, 2026 at 10:30 A.M

Director (Coordination)

9th Floor, Emigration Tower, Plot # 10, Mauve Area,
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Phone: (+92) (51) (9261410), Fax: (+92) (51) (9107270)

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REFACE

1. Pakistan Engineering Council (PEC) being the statutory regulatory body has been entrusted to regulate the engineering profession in Pakistan. It has carried out standardization of “country specific” documents to regulate and streamline hiring of engineering consultancy services and procurement of works. Standard Form of Bidding Documents for Procurements of Works (For Smaller Contracts) is one such document prepared by a team of experts comprising employers, constructors and consultants in line with the advice by Planning Commission, Government of Pakistan in 1996. With the passage of time, this document was developed into a complete bidding document which was notified for implementation by Government of Pakistan. On the basis of feedback received from the users of this document and comments from PPRA in September 2005, it is revised upto June 11, 2007. It is expected that use of this document will provide an equitable and just basis of contract agreements for procurement of works in line with the international practice and relevant PEC Bye-laws thus minimizing ambiguities and likely contractual disputes.
2. This document is primarily based on Bidding Documents for National Competitive Bidding (NCB) Pakistan, Procurement of Goods prepared by World Bank and the Short Form of Contract prepared by FIDIC and comprises Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data and sample Schedules required for bidding.
3. This document is to be used for smaller contracts/projects with estimated value of not more than Rs. 25 Million. Current revision of this document is based on Public Procurement Rules, 2004 and users’ feedback.
4. This document has been approved by ECNEC in its meeting on 12th November, 2007. The document has been notified by Planning Commission, Government of Pakistan vide Notification No. 8(60)WR/PC/2008 dated 12th February, 2008. It is, therefore, mandatory for all engineering organizations and departments at Federal and Provincial level and district governments to use this document for procurement of works for smaller contracts/projects.
5. Any suggestions for improvement shall be appreciated. These may be addressed to Registrar, PEC, Ataturk Avenue, G-5/2, Islamabad (e-mail: registrar@pec.org.pk).

**INSTRUCTIONS TO
USERS OF
THIS DOCUMENT**

INSTRUCTIONS TO USERS OF THIS DOCUMENT
(Not to be included in Bidding Documents)

A. Basis of Documents

These Documents have been prepared as a global document intended to be used by different agencies/users according to their requirements. This document is envisaged for Local Competitive Bidding (LCB), meant for use for Works costing not more than Rs. 25 Million. These documents may be tailored according to the scope of works as well as in case of contracts on International Competitive Bidding (ICB) basis, funded by international financial institutions/donors, with payments in foreign currencies. The users are then to tailor the relevant clauses to suit their requirements including appropriate modifications in the relevant sections of the documents in the light of PEC Bidding Documents for Large Works.

The Employer is expected to manage the Contract himself. The role of Engineer may be added by the Users, if the Employer wishes to engage a consultant. The role of the Engineer with specific delegated powers under various clauses of Instructions to Bidders such as clarifications of Bid Documents, Amendment of Bid Documents, evaluation of Bids etc. and to administer the Contract under various clauses of Conditions of Contract should have been specified. The Employer will be required to set out in the Specifications and Drawings the full scope of work including the extent of design to be done by the Contractor, if any.

B. Contents of Documents

As stated in Clause IT.4 of Instructions to Bidders, the complete Bidding Documents in addition to Invitation for Bids shall comprise items listed therein including any addendum to Bidding Documents issued in accordance with Clause IT.6. The Standard Form of Bidding Documents (For Smaller Contracts) includes the following:

1. Instructions to Bidders & Bidding Data
2. Form of Bid & Schedules to Bid
3. Conditions of Contract & Contract Data
4. Standard Forms
5. Specifications
6. Drawings, if any

In addition, Instructions to users are also provided at various locations of this document within parenthesis or as a Note (s). Users are expected to edit or finalise this document accordingly, by filling all the blank spaces and forms, deleting all notes and instructions intended to help the users.

The user is required to prepare the following for completion of the Bidding Documents:

- (i) Invitation for Bids
- (ii) Bidding Data
- (iii) Schedules to Bid (Samples)
- (iv) Schedule of Prices (Format)
- (v) Contract Data

- (vi) Specifications
- (vii) Drawings, if any

The User's attention is drawn to the following while finalizing the Bidding Documents.

C. Invitation for Bids

The "Invitation for Bids" is meant for publication in the newspapers and PEC Website as well as on PPRA Website in case of Federal Procuring Agencies as notice for calling of bids.

The blank spaces wherever shown are required to be filled by the Employer before issuance of Bidding Documents.

1. The Employer may modify para 1 of Invitation for Bids as per his requirement except the requirement of Pakistan Engineering Council therein.
2. The notice should be published so as to give the prospective bidders sufficient working period for preparation and submission of bids which may be from 15 to 50 days depending on the size of the Works.
3. The eligible bidders are defined in Clause 2 of Instructions to Bidders. The text of Clause can be amended by the Employer as deemed appropriate.
4. The non-refundable fee for the sale of Bidding Documents should be nominal so as to cover printing/reproduction and mailing costs and to ensure that only bona-fide bidders will apply.
5. The amount of Bid Security should be a lump sum figure or a percentage of bid price ranging from 1% to 3% of the likely cost of the Works and should be in accordance with Sub-clause 13.1 of Instructions to Bidders.
6. If the venue of receipt of bids and the opening of bids is the same, the times for receipt and opening of bids are to be entered in last Para of the Invitation to Bidders, otherwise indicate the name, address and exact location for the opening of bids. However the date for the receipt and the opening of bids shall be same.

D. Instructions to Bidders

These Instructions to Bidders will not be part of Contract and will cease to have effect once the Contract is signed along with Bidding Data.

The Instructions to Bidders can be used as given. Users may have to make changes under Bidding Data.

The Employer's/Engineer's Representative, if any, shall exercise powers of the Engineer/Employer under and in connection with Clauses IB.5, IB.6, IB.16, etc. In case an Engineer has been appointed by the Employer, the aforesaid clauses may be modified accordingly to specify the role of the Engineer by the Employer, otherwise the Engineer's reference wherever exist, except Sub-Clause 1.1.20 & Clause 15 of Conditions of Contract

and Item 1.1.20 of Contract Data, shall be deleted.

E. Bidding Data

The blank spaces wherever shown in Bidding Data are required to be filled by the Engineer/Employer before issuance of Bidding Documents.

1. Sub-Clause 10.3 of Instructions to Bidders may be retained or modified by the Employer.
2. Employer should insert required experience in Sub-Clause 11.2.
3. Referring to Sub-Clause 14.1 of Instructions to Bidders, the period of bid validity may range from 56 to 100 days depending upon the size of the Works. Number of days would be filled in as per Employer requirements.
4. Sub-Clauses 16.3 to 16.9 of Instructions to Bidders may be retained or modified by the Employer in accordance with his requirements, particularly Sub-Clause 16.8 may be modified in case deviation in payment schedule is acceptable.

F. Schedules to Bid

Specimen of Schedules to Bid including format of Schedule of Prices are provided in this document. The Employer can add/delete/modify as per his requirement.

The blank spaces wherever shown are required to be filled by the Engineer/Employer before issuance of Bidding Documents except those required to be provided by the Contractor.

G. Conditions of Contract

The User's attention is drawn to the Preface and it is once again emphasized that while preparing Contract Data, no Clause of Conditions of Contract should be deleted and that the changes included in Contract Data should be such as not to change the spirit of the document. Any adjustment or change in clauses of Conditions of Contract to meet specific project features shall be made with care and incorporated in Contract Data.

H. Contract Data

The blank spaces wherever shown are required to be filled by the Engineer/Employer before issuance of Bidding Documents.

Referring to Sub-Clause 1.1.1 of Conditions of Contract, the Engineer/Employer may add, in order of priority, such other documents as form part of the Contract, in Sub-Clause 1.3 of the Contract Data.

2. The Employer's Representative, if any, shall exercise powers of the Employer under and in connection with Sub-Clauses 1.3, 2.3, 4.2, 4.3, 5.1, 7.3, 8.2, 9.1, 9.2, 10.1, 10.2, 10.5, 11.1, 11.5, 12.1, 13.2 and 14.1 of the Conditions of Contract. In case an Engineer has been appointed by the Employer, the aforesaid clauses may be modified accordingly by the Employer.
3. The sum insured for different insurances including minimum amount of third party

insurance should be assessed by the Engineer/Employer and entered in Contract Data.

4. The time for completion of the whole of the Works should be assessed by the Engineer/Employer and entered in the Contract Data.
5. The Conditions of Contract contain no overall limit on the Contractor's liability. The amount of liquidated damages per day of delay shall be entered by the Engineer/Employer in Contract Data. Usually the liquidated damages are set between 0.05 percent and 0.10 percent per day and the maximum limit as 10 percent.
6. Any amendment and/or additions to the Conditions of the Contract that are specific to a given Bid/Contract should be included by the User. This may include but not be limited to the provisions regarding the following:
 - a) Terms of Payment should be prepared and incorporated in Contract Data by the Engineer/Employer.
 - b) The Engineer/Employer to make sure that all taxes and duties are included by the Bidders/Contractors in their prices.

I. Specifications

To be prepared and incorporated by the Engineer/Employer

J. Drawings

To be prepared and incorporated by the Engineer/Employer, if required.

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**INVITATION
FOR
BIDS**

INVITATION FOR BIDS
(Single Stage One Envelope Procedure)

1. Bureau of Emigration & Overseas Employment (BE&OE) invites sealed bids on Single Stage Single Envelope bidding procedure for the work “The Installation of Glass/Wood Partition Including Electrification, Paint Work, Networking/Communication Works, Queue Management System and Civil Works on Turn-Key Basis at Protectorate of Emigrants, Gujrat” on market basis from the Contractors having valid registration with income tax and Sales Tax Departments as Active Tax Payer and registered with Pakistan Engineering Council in the relevant category of C-5.
2. E-bidding documents containing detailed terms & condition, specification and requirement etc are available for registered bidders on EPADS at (www.eprocure.gov.pk)
3. All the prospective bidders must upload the legible scanned copies of the documents of mandatory requirements given in the bidding documents, on the EPADS only.
4. The electronic bids, must be submitted by using EPADS on or before as per tender notice at as per tender notice. Manual bids, shall not be accepted. Electronic Bids will be opened on the same day at as per tender notice.
5. The time period for the performance of contract is 90 days from the issuance of letter of commencement
6. The Original bid security amounting to Rs. 1,100,000/- in the shape of CDR / Banker's Cheque issued in the favour of Director General, Bureau of Emigration & Overseas Employment (BE&OE) must reach to the office of the undersigned anytime in the office hours before the online submission deadline of the bid, otherwise respective bid will not be opened.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at www.eprocure.gov.pk.

In Case of technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No. 109, 1st floor, FBC Building Sector G-5/2, Islamabad. Contact No.: 051-111-137-237.

Director (Coordination)
9th Floor, Emigration Tower, Plot # 10, Mauve Area,
Sector G-8/1, Islamabad, Pakistan
Phone: (+92) (51) (9261410), Fax: (+92) (51) (9107270)
Website: www.beoe.gov.pk

**INSTRUCTIONS
TO BIDDERS
&
BIDDING DATA**

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INSTRUCTIONS TO BIDDERS

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

A. GENERAL

IB.1 Scope of Bid & Source of Funds

1.1 Scope of Bid

The Employer as defined in the Bidding Data (hereinafter called “the Employer”) wishes to receive Bids for the Works summarized in the Bidding Data (hereinafter referred to as “the Works”).

Bidders must quote for the complete scope of work. Any Bid covering partial scope of work will be rejected as non-responsive.

1.2 Source of Funds (from Federal Govt.)

The Employer has arranged funds from its own sources. [or any other source which may be indicated accordingly]

IB.2 Eligible Bidders

2.1 Bidding is open to all firms and persons meeting the following requirements:

- a) duly licensed by the Pakistan Engineering Council (PEC) in the appropriate category for value of Works.

IB.3 Cost of Bidding

3.1 The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. BIDDING DOCUMENTS

IB.4 Contents of Bidding Documents

4.1 In addition to Invitation for Bids, the Bidding Documents are those stated below, and should be read in conjunction with any Addendum issued in accordance with Sub-Clause

IB.6.1.

1. Instructions to Bidders & Bidding Data
2. Form of Bid & Schedules to Bid
Schedules to Bid comprise the following:
 - (i) Schedule A: Schedule of Prices
 - (ii) Schedule B: Specific Works Data
 - (iii) Schedule C: Works to be Performed by Subcontractors
 - (iv) Schedule D: Proposed Programme of Works
 - (v) Schedule E: Method of Performing Works
 - (vi) Schedule F: Integrity Pact
 - (vii) **Schedule G: Special Stipulations**
3. Conditions of Contract & Contract Data
4. Standard Forms:
 - (i) Form of Bid Security
 - (ii) Form of Performance Security
 - (iii) Form of Contract Agreement
 - (iv) Form of Bank Guarantee for Advance Payment
5. Specifications
6. Drawings, if any

IB.5 Clarification of Bidding Documents

- 5.1 A prospective bidder requiring any clarification(s) in respect of the Bidding Documents may notify the Engineer/Employer at the Employer's/Engineer's address indicated in the Bidding Data.
- 5.2 The Engineer/Employer will respond to any request for clarification which it receives earlier than ten (10) days prior to the deadline for the submission of Bids. Copies of the Engineer/Employer's response will be forwarded to all prospective bidders, at least five (5) days prior to dead line for submission of Bids, who have received the Bidding Documents including a description of the enquiry but without identifying its source.

IB.6 Amendment of Bidding Documents

- 6.1 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.
- 6.2 Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub-Clause 6.1 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.

- 6.3 To afford prospective bidders reasonable time in which to take an addendum into account in preparing their Bids, the Employer may at its discretion extend the deadline for submission of Bids.

C. PREPARATION OF BIDS

IB.7 Language of Bid

- 7.1 The bid prepared by the bidder and all correspondence and documents relating to the Bid, exchanged by the bidder and the Employer shall be written in the English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Bid, the English translation shall govern.

IB.8 Documents Comprising the Bid

- 8.1 The bid prepared by the bidder shall comprise the following components:
- (a) Covering Letter
 - (b) Form of Bid duly filled, signed and sealed, in accordance with Sub-Clause IB.14.3.
 - (c) Schedules (A to F) to Bid duly filled and initialed, in accordance with the instructions contained therein & in accordance with Sub-Clause IB14.3.
 - (d) Bid Security furnished in accordance with Clause IB.13.
 - (e) Power of Attorney in accordance with Sub-Clause IB 14.5.
 - (f) Documentary evidence in accordance with Clause IB.11
 - (g) Documentary evidence in accordance with Clause IB.12.

IB.9 Sufficiency of Bid CDR (Rs. 1,100,000/-)

- 9.1 Each bidder shall satisfy himself before Bidding as to the correctness and sufficiency of his Bid and of the rates and prices entered in the Schedule of Prices, which rates and prices shall except in so far as it is otherwise expressly provided in the Contract, cover all his obligations under the Contract and all matters and things necessary for the proper completion of the Works.

9.2 The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a Contract for execution of the Works.

IB.10 Bid Prices, Currency of Bid and Payment

10.1 The bidder shall fill up the Schedule of Prices (Schedule A to Bid) indicating the unit rates and prices of the Works to be performed under the Contract. Prices in the Schedule of Prices shall be entered keeping in view the instructions contained in the Preamble to Schedule of Prices.

10.2 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the Contract and not subject to variation on any account.

10.3 The unit rates and prices in the Schedule of Prices shall be quoted by the bidder in the currency as stipulated in Bidding Data.

IB.11 Documents Establishing Bidder's Eligibility and Qualifications

11.1 Pursuant to Clause IB.8, the bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

11.2 Bidder/Manufacturer must possess and provide evidence of its capability and the experience as stipulated in Bidding Data and the Qualification Criteria stipulated in the Bidding Documents.

IB.12 Documents Establishing Works' Conformity to Bidding Documents

12.1 The documentary evidence of the Works' conformity to the Bidding Documents may be in the form of literature, drawings and data and the bidder shall furnish documentation as set out in Bidding Data.

12.2 The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers, if any, designated by the Employer in the Technical Provisions are intended to be descriptive only and not restrictive.

IB.13 Bid Security amounting to Rs: 1,100,000/- (in the shape of CDR)

13.1 Each bidder shall furnish, as part of his bid, at the option of the bidder, a Bid Security in the amount stipulated in Bidding Data in Pak. Rupees in the form of Deposit at Call in favour of the Employer valid for a period up to one twenty days (120) beyond the bid validity date.

- 13.2 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive.
- 13.3 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.
- 13.4 The Bid Security of the successful bidder will be returned when the bidder has furnished the required **Performance Security**, pursuant to Clause IB.21 and signed the Contract Agreement, pursuant to Sub-Clauses IB.20.2 & 20.3.
- 13.5 The Bid Security may be forfeited:
- (a) if a bidder withdraws his bid during the period of bid validity; or
 - (b) if a bidder does not accept the correction of his Bid Price, pursuant to Sub-Clause 16.4 (b) hereof; or
 - (c) in the case of a successful bidder, if he fails to:
 - (i) furnish the required Performance Security in accordance with Clause IB.21, or
 - (ii) sign the Contract Agreement, in accordance with Sub-Clauses IB.20.2 & 20.3.

IB.14 Validity of Bids, Format, Signing and Submission of Bid

- 14.1 Bids shall remain valid for the period of **100 days** from the date of bidding.
- 14.2 All Schedules to Bid are to be properly completed and signed.
- 14.3 No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.
- 14.4 ~~Each bidder shall prepare Original and number of copies specified in the Bidding Data of the documents comprising the bid as described in Clause IB.8 and clearly mark them "ORIGINAL" and "COPY" as appropriate. In the event of discrepancy between them, the original shall prevail.~~
- 14.5 ~~The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign (in the case of copies, Photostats are also acceptable). This shall be indicated by submitting a written Power of Attorney authorising the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be initialed and official seal be affixed by the person or persons signing the~~

bid.

- 14.6 The Bid shall be submitted through EPADs.

D. SUBMISSION OF BID

IB.15 Deadline for Submission, Modification & Withdrawal of Bids

- 15.1 Bids must be submitted through EPADs not later than the time and date stipulated in the tender notice.
- 15.2 Bids submitted through telegraph, telex, fax or e-mail shall not be considered.
- 15.3 ~~Any bid received by the Employer after the deadline for submission prescribed in Bidding Data will be returned unopened to such bidder.~~
- 15.4 Any bidder may modify or withdraw his bid after bid submission provided that the modification or written notice of withdrawal is received by the Employer prior to the deadline for submission of bids.
- 15.5 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security pursuant to Sub-Clause IB.13.5(a).

E. BID OPENING AND EVALUATION

IB.16 Bid Opening, Clarification and Evaluation

- 16.1 The Employer will open the bids, in the presence of bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Data.
- 16.2 The bidder's name, Bid Prices, any discount, the presence or absence of Bid Security, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Employer at the bid opening. The Employer will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.
- Any Bid Price or discount which is not read out and recorded at bid opening will not be taken into account in the evaluation of bid.
- 16.3 To assist in the examination, evaluation and comparison of Bids the Engineer/Employer may, at its discretion, ask the bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

16.4 (a) Prior to the detailed evaluation, pursuant to Sub-Clauses IB.16.7 to 16.9, the Engineer/Employer will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include to determine the requirements listed in Bidding Data.

(b) Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the Total Bid price entered in Form of Bid and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Employer in accordance with the Corrected Schedule of Prices.

If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and his Bid Security forfeited.

16.5 A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

16.6 Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Employer, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

16.7 The Engineer/Employer will evaluate and compare only the bids previously determined to be substantially responsive pursuant to Sub-Clauses IB.16.4 to 16.6 as per requirements given hereunder. Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to Sub-Clause 16.8 herein below.

(a) Technical Evaluation

It will be examined in detail whether the Works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid in Schedule B to Bid will be compared with technical features/criteria of the Works detailed in the Technical Provisions. Other technical information submitted with the bid regarding the Scope of Work will also be reviewed.

(b) Commercial Evaluation

It will be examined in detail whether the bids comply with the commercial/contractual conditions of the Bidding Documents. It is expected that no material deviation/stipulation shall be taken by the bidders.

16.8 Evaluated Bid Price

In evaluating the bids, the Engineer/Employer will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:

- (i) making any correction for arithmetic errors pursuant to Sub-Clause 16.4 hereof.
- (ii) making an appropriate price adjustment for any other acceptable variation or deviation.
- (iii) making an appropriate price adjustment for Deviations in terms of Payments (if any and acceptable to the Employer).
- (iv) discount, if any, offered by the bidders as also read out and recorded at the time of bid opening.

16.9 Evaluation Methods

Pursuant to Sub-Clause 16.8, Para (ii), and (iii) following evaluation methods for price adjustments will be followed:

(i) Price Adjustment for Technical Compliance

The cost of making good any deficiency resulting from technical non compliance will be added to the Corrected Total Bid Price for comparison purposes only. The adjustments will be applied taking the highest price quoted by other bidders being evaluated in detail in their original Bids for corresponding item. In case of non availability of price from other bidders, the price will be estimated by the Engineer/Employer.

(ii) Price Adjustment for Commercial Compliance

The cost of making good any deficiency resulting from any quantifiable variations and deviations from the Bid Schedules and Conditions of Contract, as determined by the Engineer/Employer will be added to the Corrected Total Bid Price for comparison purpose only. Adjustment for commercial compliance will be added to the Corrected Total Bid Prices.

- (iii) Price Adjustment for Deviation in Terms of Payments

Refer to Bidding Data

IB.17 Process to be Confidential

- 17.1 Subject to Sub-Clause IB.16.3 heretofore, no bidder shall contact Engineer/Employer on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation result is announced by the Employer. The evaluation result shall be announced at least ten (10) 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.
- 17.2 Any effort by a bidder to influence Engineer/Employer in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation result, however, mere fact of lodging a complaint shall not warrant suspension of procurement process.

F. AWARD OF CONTRACT

IB.18. Post Qualification

- 18.1 The Employer, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided that such qualification shall only be laid down after recording reasons therefor in writing. They shall form part of the records of that bid evaluation report.

- 18.2 The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications submitted under Clause IB.11, as well as such other information required in the Bidding Documents.

IB.19 Award Criteria & Employer's Right

- 19.1 Subject to Sub-Clause IB.19.2, the Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactory perform the Contract in accordance with the provisions of Clause IB.18.
- 19.2 Not with standing Sub-Clause IB.19.1, the Employer reserves the right to accept or reject

any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Employer's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders.

IB.20 Notification of Award & Signing of Contract Agreement

- 20.1 Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder in writing ("Letter of Acceptance") that his bid has been accepted.
- 20.2 Within seven (7) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Employer will send the successful bidder the Form of Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.
- 20.3 The formal Agreement between the Employer and the successful bidder shall be executed within seven (7) days of the receipt of Form of Contract Agreement by the successful bidder from the Employer.

IB.21 Performance Security

- 21.1 The successful bidder shall furnish to the Employer a Performance Security in the form and the amount stipulated in the Conditions of Contract within a period of FIVE (5) days after the receipt of Letter of Acceptance.
- 21.2 Failure of the successful bidder to comply with the requirements of Sub-Clauses IB.20.2 & 20.3 or 21.1 or Clause IB.22 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

IB.22 Integrity Pact

The Bidder shall sign and stamp the Form of Integrity Pact provided at Schedule-F to Bid in the Bidding Document for all Federal Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid non-responsive.

BIDDING DATA

(This section should be filled in by the Engineer/Employer before issuance of the Bidding Documents. The following specific data for the Works to be tendered shall complement, amend, or supplement the provisions in the Instructions to Bidders. Wherever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.)

Instructions to Bidders

Clause Reference

1.1 Name of Employer

Bureau of Emigration & Overseas Employment -

Brief Description of Works

5.1 The Installation of Glass/Wood Partition Including Electrification, Paint Work, Networking/Communication Works, Queue Management System and Civil Works on Turn-Key Basis at Protectorate of Emigrants, Gujrat.

(a) Employer's address:

Director Coordination, 9th Floor, Emigration Tower, G-8/1, Islamabad

(b) Engineer's address:

Director Coordination, 9th Floor, Emigration Tower, G-8/1, Islamabad

10.3 Bid shall be quoted entirely in Pak. Rupees. The payment shall be made in Pak. Rupees.

11.2 The bidder/manufacturer has the financial, technical and production capability necessary to perform the Contract as follows:

Registered with PEC in C-5 category or above.

Has performed five similar nature of works, (work orders /completion certificates must be attached).

12.1 (a) A detailed description of the Works, essential technical and performance characteristics. (detailed BOQ attached)

(b) Complete set of technical information, description data, literature and drawings as required in accordance with Schedule B to Bid, Specific Works Data. This will include but not be limited to a sufficient number of drawings, photographs, catalogues, illustrations and such other information as is necessary to illustrate

clearly the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.

13.1 Amount of Bid Security

Rs. 1,100,000/- in shape of Call Deposit Receipt, issued by any scheduled bank in Pakistan in the name of Director General, Bureau of Emigration & Overseas Employment (BE&OE).

14.1 Period of Bid Validity

100 Days

14.4 Number of Copies of the Bid to be Submitted

To be submitted on EPADs only.

Original Bid Security should be submitted 30 minutes before the opening time to:

Director Coordination, 9th Floor, Emigration Tower, G-8/1, Islamabad

14.6 (a) Employer's Address for the Purpose of Bid Submission

To be submitted on EPADs

15.1 Deadline for Submission of Bids

As per Advertisement

16.1 Venue, Time, and Date of Bid Opening

On EPADs as per advertisement

16.4 Responsiveness of Bids

- (i) the Bid is valid till required period,
- (ii) the Bid prices are firm during currency of contract (if it is a fixed price bid)
- (iii) completion period offered is within specified limits,
- (iv) the Bidder/Manufacturer is eligible to Bid and possesses the requisite experience, capability and qualification.
- (v) the Bid does not deviate from basic technical requirements and
- (vi) the Bids are generally in order, etc.

16.9 Price Adjustment: (Not Applicable)

- (iii) Price Adjustment for Deviations in Terms of Payment

If a bid deviates from the terms of payment/payment conditions as specified in the

Conditions of Contract and if such deviation is considered acceptable to the Employer, mark-up earned for any earlier payments involved in the terms outlined in the Bid as compared to those stipulated in the Conditions of Contract shall be calculated at the mark-up rate Nil per annum (insert rate) and shall be added to the Corrected Total Bid Price for comparison purposes only.

16.10 Mandatory Requirements. (To be uploaded on EPADS along with the financial bid only)

1. Proof of Active Tax payer list (ATL) of FBR for income tax.
2. Proof of registration with Provincial (Punjab) revenue authority for sales tax.
3. Bid security of Rs. 1,100,000/- in shape of CDR in favor of Director General, Bureau of Emigration & Overseas Employment(BE&OE).
4. The Bidder is not black listed by PEC, PPRA or any Government, semi government or autonomous body. (Provide affidavit on Rs. 100 stamp paper attested by Notary Public)
5. The Bidder/ Firm must be registered with SECP. Provide copy of SECP Registration Certificate.
6. The Bidder/ Firm must be registered with PEC in C5 or above Category for the year 2025-26 in the relevant specialization field with PEC Codes CE11(vi), EE11(ix), EE11(vi).
7. Bidders must have experience and documented track of at least 05 (five) similar nature of assignments (construction / renovation / Electrical) having value Rs. 35 M or above of each assignment/Project during last 5 Years for any Government / Semi-Government / Public-Sector Autonomous Bodies. (Provide Work Orders) (Projects having value less than 35 M will not be considered)
8. Must provide Audit Reports of last Three (03) Financial Years.
9. Financial soundness of the company (Minimum 35 Million). Provide Bank letter/Statement confirming annual turn-over for FY 2024-25.

Note: Price must be inclusive of all taxes. The work will be awarded to the lowest quoted bidder who fulfills the above Mandatory Requirements/Criteria.

Note: The information provided by the bidder must be true, accurate, and complete in all respects. If, at any stage during or after the bidding process, any information submitted by the bidder is found to be false, misleading, or materially incorrect, the Employer reserves the right to initiate blacklisting proceedings against the bidder in accordance with Rule 48 of the Public Procurement Rules, 2004.

FORM OF BID AND SCHEDULES TO BID

(LETTER OF OFFER)

Bid Reference No. _____

(Name of Works)

To:

Gentlemen,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications, Drawings, if any, Schedule of Prices and Addenda Nos. _____ for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price of Rs _____ (Rupees _____) or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in your favour or made payable to you and valid for a period of twenty eight (28) days beyond the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence the Works and to deliver and complete the Works comprised in the Contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of _____ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

7. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this _____ day of _____, 20

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)

(Seal)

Address

Witness:

(Signature) _____

Name: _____

Address: _____

[SCHEDULES TO BID INCLUDE THE FOLLOWING:

- Schedule A to Bid: Schedule of Prices
- Schedule B to Bid: Specific Works Data
- Schedule C to Bid: Works to be Performed by Subcontractors
- Schedule D to Bid: Proposed Programme of Works
- Schedule E to Bid: Method of Performing Works
- Schedule F to Bid: Integrity Pact]

Project :- Bill of Quantity (BOQ)

ABSTRACT OF COST

The Installation of Glass/Wood Partition Including Electrification, Paint Work, Networking/Communication Works, Queue Management System and Civil Works on Turn-Key Basis at Protectorate of Emigrants, Guirat.

BOQ NO.	DESCRIPTION	BOQ Quantity	UNIT	RATE	AMOUNT
	ARCHITECTURAL WORKS				
1	BLOCK MASONRY IN SUPERSTRUCTURE				
	Solid Block Masonry				
	Providing and laying cement concrete Solid Block wall masonry (Size of Block 4" x 8" x 12") minimum 1000 psi compressive strength up to any height set with 1:6 cement mortar, including scaffolding / Racking out joints block cutting etc.complete in all respect as per drawings, .	35	cft		
	Sleeves / Diamond Core Cutting				
2	Making holes of different dia Sleeves upto 12" depth in RCC slab/walls for MEP works with Core Cutting machine as per site requirement & drawings etc. in all respects as per drawings, including cleaning and finishing.				
	3" dia	12	Nos.		
3	Dismantling				
	Dismantling of .floor and C.C i/c disposal of debris material from site as per revised drawings	450	sft		
1	FLOORS AND WALL FINISHES				
	1:3:6 Plain Concrete				
	Providing and laying 3" th 1:3:6 plain cement concrete flooring using O.P. Cement with 3/4" and down graded crush aggregate and approved sand under finish floor i/c. curing leveling etc. complete in all respect as per drawings,	200	cft		
2	Marble Flooring				
	Providing and Fixing 3/4" thick 36"x24" or any size approved verona marble in white cement or approved equivalent in approved shade and colour as per drawing and details for flooring in 3/4 " ~ 1" thick 1:6 cement sand mortar including fixing ,cutting grouting and chemical polish complete in all respect.	1,350	Sft		
3	Skirting				
	Providing and Fixing 1/2" thick 4"high Skirting or approved thickness color shade & size as per drawing for skirting, landing over cement sand mortar 1/2" thick in 1:4 ratio i/c chemical polishing, edge grinding, buffing complete in all respect as per drawing	650	Rft		

4	Marble for Walls				-
	Providing and Fixing ¾" thick up to any height 3' Feet height Local Verona Marble or approved color shade & size as per drawing over cement sand mortar ¾"thick in 1:4 ratio i/c chemical polishing, edge grinding, buffing complete in all respect as per drawing	130	Sft		
5	Marble Top				
	Providing and fixing ¾" thick lighth colour Marble Granite or approved colour top on counter including R.C.C Slab or base including and chemical polishing, rounding front edge, cutting complete in all respect as per drawings, technical provisions	108	Sft		
6	Ocean Brown Marble ¾" thick Exterior Wall Facing				
	Providing & fixing of Ocean Brown Marble ¾" thick (Best Quality) exterior wall facing, Size upto 2-Sft with Mechanical system, Re-sizing marble tile to proper right angle size, chamfering edges, key cutting for clamps, fixing with S.S. clamps, S.S anchor bolts, chemical filling/Jely & hardener, filling joints with matching pigment, Grinding and polishing', Complete as approved in all respects as per drawings, including cleaning and finishing,	125	Sft		
7	Chakwal Stone 1/2" to ¾" thick on Walls				
	Providing & fixing of Chakwal Stone facing (1/2" to ¾" thickness) upto 12"x24", 12"x18", 12"x15" with grinded face and champered edges laid in cement sand mortar 1:3, with grooves, in all respects as per drawings, including cleaning and finishing, .	120	Sft		
8	Matt finish Granite Porcelain Tiles				
	Providing and laying Granite Porcelain vitrified Matt Finish Tiles size 2'x4' Pak Made superb quality of grey color on Walls, Floors, (Offsets, Corners, door & window Jambs up to ceiling height) laid with Cement Bond using spacers, chemical & hardner filler of matching pigment, Pvc edge corner strips, nails/screws, scaffolding and transportation charges etc. complete in all respect as per approved color, drawings/pattern and in all respects as per drawings, including cleaning and finishing,	1,350	sft		
9	Feature Walls with China Verona Marble				-
	Providing & laying Feature Wall with (¾" & 1-1/2" thickness) Polished China Verona Marble pieces (6"x6"x4") in triangular shape/design, bonding the marble pieces with special adhesive/jelly, laying with cement bond, filling joints with matching pigment, as per approved pattern/design & drawing, etc. Complete in all respects as per drawings, including cleaning and finishing.	180	Sft		

10	Cement Board Cladding				-
	Providing & Fixing of Cement Board 9mm thick cladding with M.S pipe 16-swg 1"x1-1/2" frame 24" c/c over M.S works, i/c screws, paint, transportation charges up to site, T & P, etc. Completion all respects as per drawings, including cleaning and finishing,	750	Sft		
	SURFACE RENDERING				
1	Internal Plaster				
	Providing and applying cement plaster 1:5 on ceiling sides and soffit of beams, on internal sides of walls, columns beam Corner curing and scaffolding etc. complete in all respect as per drawings,	320	Sft		
2	Plastic Emulsion Paint				
	Providing and applying 3-coats of plastic emulsion paint to internal plastered surfaces (ICI/Burger Pakistan) of approved colour and shade including preparation of surface i.e. sand papering carborandam stone, filling, & primer etc. complete in all respect as per drawings,	5,400	Sft		
	MISCELLANEOUS ITEMS				
1	Planter				
	Providing, Making of Planter in area making in R.C.C Walls 4", thick with Base, Water Proof Plaster from inside and outside with stone facing up to specified height, wherever specified, complete in all respect i/c plants as per drawing technical Provisions including cleaning and finishing,.				
	Size: Planter 20'-0" x 3'-0" height 3'-0	2	No.		
	Size: Planter 4' x 4' & 4' x 6' height 3'-0	5	No.		
2	Planter				
	Providing, of Planter pots Metal size 2 x2 , Water Proof Plaster from inside and outside with stone or approved facing up to specified height, on every alternative wherever specified, complete in all respect as per drawing including cleaning and finishing,.	15	No.		
	CARPENTRY AND JOINERY				-
	Wood Decoration				
1	Providing, making and fixing in position ash wood size 5"x2" in box and vertical/horizontal position with rebate including hanging arrangements, the cost of architrave, rowel bolts, screws, rubber, termite proofing from Agenda or equivalent, wax, lacquer polishing, carriage etc. as per drawing.	24.00	Cft		

2	P/F Solid wood 4" inch thick Paneling Room Wall /Columns				
	Providing and Fixing, solid ash wood 4"x4" horizontal gola and vertically , over 12mm" thick MDF super glass laminated sheet both sides of approved quality, fixed over deodar wood frame @ 1-1/2 x 3 c/c i/c 2-coats of waterproofing/ termite proofing Paraffin Emulsion REDEMUL-P75D manufactured by REPSOL of SPAIN on back side of MDF sheet & wooden frame, joint filling with adhesive & glue, lacquer polish, nails/screws, scaffolding and transportation charges etc. Complete in all respects as per drawings, including cleaning and finishing,	450	Sft		
3	Solid wood decorative cladding				
	Providing and Fixing Solid ash Wood (1st quality) ceiling and Beam decorative cladding size 1" x 3" thick, i/c 2-coats of waterproofing/ termite proofing Paraffin Emulsion REDEMUL-P75D manufactured by M/s REPSOL of SPAIN on top/ back side of 1/2 MDF sheet and 3 mm Veneer Sheet & wooden frame, joint filling with adhesive & glue, lacquer polishing, nails/screws, scaffolding and transportation charges etc. Complete in all respects as per drawings, including cleaning and finishing,	380	Sft		
4	Wooden Ornamental				
	Providing and Fixing ash wood frame (1st quality) MDF 1/2" ash Veneer 3mm Ply Sheet i/c Frame deodar Wood 1-1/2" x 1-1/2" Architectural (ornamental) i/c lacquer as per design/drawing, i/c termite proofing, joint filling with adhesive and lacquer polishing etc. including cleaning and finishing, charge.	180	sft		
5	Ash Wood batten				
	Providing and Fixing in position ash Wood batten size 1" x 3" in cross sectional area i/c joint filling with adhesive & glue, hanging arrangement, lacquer polish, nails/screws, scaffolding and transportation charges etc. Complete in all respects as per drawings, including cleaning and finishing, nailing etc. complete	750	Rft		
6	Wooden Ceiling				-
	Provide and fix wooden batten ceiling with 1-1/2" x 3", including approved support and hanging system and all accessories T white groove carrier, main tee , cross tee , cross tee 15x42- , L-shape wall angle (as per sample approved by the client including all strengthening and edge trimming for supports, light fittings, diffusers etc, and for making openings, including clearing and finishing, complete.	1,205	sft		

7	Wooden Paneling 1 (4 inch thick)				
	Providing and installation of wall acoustic paneling comprising fabric of approved quality and shade buttoning & stitching over 1" thick foam pasted on 10mm" thick MDF Board with German White Glue fixed to 2"x1-1/2" rough deader wood frames (both along the wall, and for angular walls also at the back of inclined surface) creating a hollow space in between, including vertical panels of acoustic panel covering at vertical end of inclined panels, and including covering of top & bottom hollow space with 1/8" thick Shisham Ply over 1/2" thick MDF Board, complete in all respect as shown on drawings.	1,560	Sft		
8	Wood Paneling 2				
	Wood Paneling 2 Providing and Fixing Wood Paneling 10mm thick MDF sheet over 3 mm ash veear sheet approved quality, over deader wood (1nd quality) frame box 2x 2, wooden ferme use 1-1/2" x 3" in deodar wood (1st quality) Gola/cornices/ beading 2-1/2" x 2"-1/2 wall acoustic paneling comprising use approved fabric of approved quality and shade buttoning & stitching over 1/2" thick foam pasted as per design and drawing, with brass metal strips 3m x 3m @ 1-0" c/c in panels as per drawing i/c 2-coats of waterproofing/termite proofing Parrafin Emulsion REDEMUL-P75D manufactured by M/s REPSOL of SPAIN for MDF sheet & wooden frame, polythene sheet, joint filling with adhesive, lacquer polishing etc. complete in all respects as per drawings,	480	Sft		
9	Wooden columns				
	Providing and Fixing wood teak veneer (1st quality) Architectural Column up to10 " height with 4"x4" Horizontal i/c base horizontal bracings as per design/drawing, i/c termite proofing, joint filling with adhesive and lacquer polishing etc. complete in all respects as per drawings, including cleaning and finishing,	170	Rft		
10	Wooden Floor				
	Providing and Fixing ½" thick solid Floor Local approved thickness color shade & size as per drawing for skirting, landing over German Glue i/c claning polishing, edge grinding, buffing complete in all respect as per drawing	430	Sft		
11	PVC Skirting				
	Providing and Fixing ½" thick 4"thickness Skirting or approved color shade & size as per drawing for skirting, landing over German Glue i/c cleaning polishing, edge grinding, buffing complete in all respect as per drawing	1,300	Rft		
12	WPVC ,PVC PLANELING				
	Providing and Fixing in position paneling as per drawing in ending required in cross sectional area including approved support and hanging system and all accessories. compete	550	sft		

13	Blinds				
	Providing, fitting and fixing all types blinds as per approved with rubber gasket using approved standard hardware etc. complete in all respect as per drawings, Technical provisions including cleaning and finishing, charge.	750	Sft		
14	PVC Doors				
	Providing and Fixing in position 2"thick approved imported PVC Doors shutters for Bathrooms includes 2" x 3" PVC Frames includes all hardware e.g. hinges, locks, handles etc. complete in all respect as per drawing technical provisions including cleaning and finishing,.	24	Sft		
15	Styro Foam Infill for Cavity Wall				
	Providing and Laying in position approved quality 2" thick Styro Foam for cavity wall Styro Foam with Density of 28kg/cum or approved by consultant, complete in all respect as per drawing technical provisions.	950	Sft		
16	Achiffonier				-
	Providing and fixing built-in, Achiffonier complete in all respects, with ash wood internal box (carcass) made from properly seasoned and anti-termite treated ash wood, finished externally with approved wood veneer / laminate, including shutters made of 3/4 inch (18 mm) MDF sheet finished with super gloss PU / Duco paint, smooth machine finish, complete with internal shelves, partitions, hanging rod, drawers (if required), 6 mm MDF / plywood back panel, PVC / wood edge lipping, and all necessary branded stainless steel hardware such as soft-close hinges, handles, locks, drawer channels, screws and fittings, including fixing in position, leveling, alignment, polishing, cleaning, and making good the surroundings, complete as per drawings,	192	Sft		
17	False Ceiling				
	Providing & fixing POP False Ceiling of any design and any shape , including GI framework (main runners, cross channels, perimeter angle, hangers), POP application, including hanging arrangements punning, joint filling, smooth finishing, making curves/levels/steps, cut-outs for lights & fixtures, complete in all respects as per approved design and drawings.	2,350	Sft		
	METAL WORKS				

1	ALUMINIUM ,WINDOWS Openable / Sliding Windows& VENTOLATORS				
	Providing, fitting and fixing all types of glazed aluminum DOOR ,WINDOWS & VENTOLATORS of anodized approved quality, color, open able/sliding with fly screen using Box section 1.6 mm thick) with rubber gasket using approved standard latches hardware etc. complete in all respect as per drawings, Technical provisions including cleaning and finishing,	54	Sft		
2	METAL FALSE CEILING				
	Provide and fix Metal ceiling with 2' x 2' Perforated Tile (Fire rated upto 45-minutes), down size 585mm, upper size 595mm, 8mm drop, 0.6mm thickness, square edge, powder coated, white 001# color, with normal black tissue, including approved support and hanging system and all accessories 2.15T white groove carrier, main tee 15x42x3600- x0.35mm, cross tee 15x42x600x0.35mm, cross tee 15x42-x1200x0.35mm, L-shape wall angle 20x20x3000-x0.4mm (Manufactured by TALENT Metal Ceiling by Hualong Aluminum Industry Co. Ltd. China.) as per sample approved , including all strengthening and edge trimming for supports, light fittings, diffusers etc, and for making openings, including clearing and finishing, complete	1,050	Sft		
3	M.S Structure				
	Providing and fixing of M.S Structure Pipe, tube as per drawings, with supported beam/ column, beam, U-channel tube , Checquered , Decking sheet , Plate , angle , Expansion anchor bolts , Nut bolts . including transportation, labor, tools & plants, sand blasting, welding's epoxy & paint 3 coats complete in all respects as per drawings, including cleaning and finishing,	1,350	Kg		
4	M.S Jali CNC				-
	Providing and fixing of Decorated M.S Jali 1/2" thick around entrance lobby column with archives on top at any height, with CNC cutting as per design drawing, including supports of 8"x8"x1/4" M.S plates , M.S Rod 3/4"x3/4" fix with M.S Base Plates & anchor bolts with column i/c Hot dipped Galvanizing, with powder coated M.S Fly Mesh on back side of M.S main Jali etc. in all respects as per drawings, including cleaning and finishing,	120	Sft		
5	M.S Screen 16 SWG thickness				-
	Providing and fixing MS Screen 18SWG thickness at any height with CNC cutting as per design/ drawing including support of 2"x4" M.S Tube fixed with M.S Base Plate and anchor bolts to Columns/ Beams including powder coating or paint , in all respects as per drawings, including cleaning and finishing,	730	Sft		

6	M.S Tube/Pipe around M.S Screen 16-SWG				
	Extra for providing MS Pipe 4"x4" (16SWG) in place of MS pipe 2"x4" (16SWG) at top & bottom of frame, additional MS pipe 3/4" x 3/4" (16SWG) for fixing MS Screen i/c MS Plates for supports & anchor bolts & Powder coating for corridor windows etc. complete as approved in all respects as per drawings, including cleaning and finishing, .	790	Sft		
7	M.S Tube Mullion size 2"x4"				
	Providing and fixing M.S Tube mullion (2"x4"), 16-SWG thickness including welding with M.S Plate 16-SWG (4"x8" size) at top and bottom with 2 coats of red oxide paint, screws, rowel plugs paint etc. as per drawing, Complete in all respects as per drawings, including cleaning and finishing,	800	Rft		
8	M.S Main Gates				
	Providing, Fabrication & Fixing of M.S Square bars Main Entrance Gates (16'x14') having Main Frame of M.S Tube 3"x3"x3/8", with vertical M.S square alternative bars 3/4"x3/4" @ 1-5/8" & additional M.S Tube 3"x1-1/2"x3/8", Horizontal bracing of M.S Tube 3"x1-1/2"x3/8" & additional M.S solid bar 3/4"x3/4", i/c M.S tube long handle size 1 1/2"x1", Heavy Duty Pivot base plate 8"x8"x1/4" & Hold fast 18" long welded to column bars, Heavy duty wheel with rail , locking arrangement, primer coat with Red oxide paint, finished with 3-coats of approved color Enamel paint, transportation charges upto site, T & P, etc. Complete in all respects as per drawings, including cleaning and finishing,	200	Sft		
9	Name Board				
	Providing and fixing of Name Board consisting of M.S. square pipe frame of size 1.25" x 1.25", 16 SWG, fabricated and fixed with 0.5mm thick Alucobond aluminum sheet of approved color, riveted over the frame. The board shall include stainless steel (SS) letters forming the wording "BUREAU OF IMMIGRATION", along with two (02) monograms. The size of the name board shall be as per approved drawings, complete in all respects.	1	Job		
10	Stainless Steel Railing				-
	Providing, Fabricating & Fixing of S.S Railing using vertical posts ready made by china as per sample approved, 2" dia pipe 16-swg top rail, 5/8" dia 4-nos. intermediate pipes, base plate, anchor bolts, all stainless steel 201-grade non magnet, transportation charges upto site, lifting material upto any height, T & P, etc. Complete in all respects as per drawings, including cleaning and finishing,	30	Sft		

	Culture logo in 1/2" thick M.S sheet				
11	Providing and fixing of 1/2" thick M.S. (Mild Steel) logo panel for "IMMIGRATION", fabricated by CNC cutting as per approved design and drawings, including all required supporting arrangements comprising 12" x 6" x 1/2" M.S. plates and 3" x 3" x 1/2" L-iron sections. The structure shall be properly fixed with M.S. base plates and anchor bolts to columns, beams, and lintels. The work shall also include provision and installation of complete lighting arrangement, including all necessary accessories, and hot-dip galvanizing of all M.S. components. The item shall be executed complete in all respects as per approved drawings and specifications.	50	Sft		
12	Stainless Steel tube				
	Providing, Fabricating & Fixing of S.S tube using 2" pipe dia and rectangular shape 16-swg , base plate, anchor bolts, all stainless steel 201-grade non magnet, transportation charges upto site, lifting material ' height, T & P, etc. Complete in all respects as per drawings, including cleaning and finishing,	180	Sft		
	Glazing Work				
1	Tempered glass slab with M.S pipe frame				
	Providing and fixing of glazed Tempered glass 12 mm clear glass) local glass with Aluminum section/profile aluminum section D48-A glass joints & edges, silicon sealant, waterproofing etc. over M.S frame having M.S pipe 14-swg 2" x 3" primer coat with Red oxide m.s pipes, lacquer polishing, i/c S.S anchor bolts, nails, screws, transportation charges upto site, T & P, etc. details in all respects as per drawings, including cleaning and finishing,	120	sft		
2	12mm Tempered Glass Fix Curtain Wall				
	Providing & fixing 12mm local Tempered Glass with approved Glass paper with pattern Fix Curtain Wall with approved color aluminium section D48-A, U-channel i/c support arrangements rubber gasket, sealant, screws, etc. Complete as approved .	750	Sft		
3	12mm Tempered Glass Curtain Wall with Openable Doors				
	Providing & fixing 12mm local Tempered Glass with approved Glass paper with pattern Curtain Wall with openable doors , aluminum sections D48-A, D29-B, M.S pipe 14-swg 3"x3" with powder coating, S.S spades, imported Floor Hinges/ supports. arrangements, imported hydraulic door closer , handles, locks, patch i/c rubber gasket, sealant, screws, etc. Complete as approved in all respects as per drawings, including cleaning and finishing,	170	Sft		
					A)Total Rs.
ELECTRICAL WORK					

1	Point Wiring as per drawing				
1	Supply, installation, testing & commissioning of electrical wiring , consisting of 3x2.5 mm ² copper pvc wires of Pakistan Cables or equivalent as per manufacturer's list approved in PVC/electric tray conduits of appropriate size, Beta/Popular recessed in walls/ coloumns/ roof slab or fixed on surface with metal saddles, complete with accessories such as bends, sockets, circular boxes, junction boxes etc., cost to be included from DB to first point/first socket as per drawing of the circuit, complete in all respect including connections as required.	12	No		
2	As above but point to point (lights)with 2 x 2.5 mm ² +1 X 1.5mm ² copper PVC (ECC) wires.	7	No		
3	As above but from first point to switch box of 2 x2.5 mm ² Copper PVC wires.	5	No		
4	As above but from switch to first point 1 x 1.5mm ² .	3	No		
5	As items no 1(a) but 3x4sqmm copper PVC from DB to first socket outlet .	3	No		
6	As above but from socket to socket with 3x 4mm ² .	4	No		
7	As above but from socket to adjacent socket with 3x4mm ² .	4	No		
2	<u>SOCKETS</u>				
1	13 A switch socket with plug	22	No		
2	Twin 13A switch socket with plugs	96	No		
3	10 A socket sp switch i/c box and connection	122	No		
4	Supply and installation of 16 SWG G.I sheet steel back boxes suitable for above socket & switches of ,	36	No		
5	Metal floor boxes of Clipsal / M.K for 2No's 10A & 1No's.13A Twin Socket	12	No		
3	<u>LIGHT FIXTURES</u>				
1	Circular light, /spot light with Metal body, ploy carbonate cover, 3-w /10W LED smart, rope e as per manufacturer's list, suitable for rooms as approved.by consultant, suitable for open area.	55	No		
2	slim panel LED rope/liner lights .	145	Rft		
3	Hanging light with /wall spot light lamp or equal as directed .7w -10w	44	No		

4	Recessed down light with 7/11W LED E27 lamp of LG KOREA or equivalent as per manufacturer's list	55			
5	Batten type LED 36W with reflector light of Philips.	40	No		
6	Pop batten lite 1 x liner light strip light	25	No		
7	Wall bracket light double sided with LED lamps 12W or equivalent IP66 as per manufacturer's list equal approved by consultant	2	No		
8	As above but water light, IP68 light, Stainless Steel body, recessed type 8W LED, 3000K Philips/ Future tech.	2	No		
9	Spot light with LED 12W IP66 with foundation complete in all respect and as approved .	15	No		
10	Surface mounted LED light 60W Flood light, IP66 with base & all accessories, as approved by consultant complete in all respect.	1	No		
11	As above but 180 /200 W	1	No		
12	As items no 4 (k) but emergency bulk head light 2.6W LED with exist sign	20	No		
4	Fans				
1	Supply & installation of ceiling recessed/ box 2'x2' Ceiling 56", Metal/plastic body fan of Pak fans, or equivalent as approved .	16	No		
2	Exhaust fan of 12" dia sweep of Pak or equivalent as per manufacturer's list as approved.	6	No		
3	Supply & installation of Decorate fan ,Metal/plastic body fan of Pak fans, or equivalent as approved .	12	No		
5	<u>TELEPHONE & NETWORKING SYSTEM</u>				
1	Furnishing & Carrying out Wiring with 4 pair Cat6 Cables 0.6mm copper of PTCL/Universal Cables in appropriate size of PVC conduit cost included as shown in diagram directly from TJB/PABX to telephone point/ outlets complete in all respect.	550	Rm		
2	Supply & installation, testing & commissioning of TJB (1x50 pair) telephone junction made from 16 SWG steel powder coated suitable for incoming/ outgoing Telephone cables, approved terminating strips Galvanized inclusive but not limited to connection termination of cables complete all respects..	2	No		
3	As above but MDF of 18 pairs.	1	No		

4	Supply & installation, Testing & Commissioning Telephone Outlets RJ-11 for direct or intercom (Legrand or equal make) with back boxes of Eletra S.Arabia complete in all respect.	16	No		
5	As item no. 7(a) but Cat 6e	700	RM		
6	Data outlets/ RJ-45 CAT6e Twin Data Socket of Avaya/Systimax/Norden U.K.	120	No		
7	Supply, installation, testing & commissioning of fiber core switch 6-12 Ports as approved.	1	No		
8	As above but 24 Ports	1	No		
9	As above but Patch cord 3 meter	40	No		
10	As above but Patch cord 1 meter	25	No		
11	As above but Patch Panel	1	No.		
12	Supply installation, testing & commissioning of WIFI data transmitting unit to be installed above false ceiling complete in all respect.	4	No		
13	Floor box for Data sockets 1no. Twin RJ45 & 2no. RJ 11	2	No		
14	19 inch DATA Floor Standing Panel with atleast 8 no.13A Sockets	1	No		
15	Supply & installation test & connection of 1x40 pair 0.6mm dia. tinned copper telephone cable of Universal/ PTCL cables	70	RM		
16	As above but 20 pairs	15	RM		
17	Digital EPABX with 06-10 lines+25 extensions, operator console, DID, trunk hunting for incoming & outgoing calls, LED display, etc, work to include complete in all respect.	1	Job		
18	Executive Digital telephone set, IP	4	No.		
19	Standard Digital telephone set	14	No.		
6	CCTV SYSTEM & SECURITY SYSTEM				
1	Supply, installation, testing & commissioning of 1/3", 4 MP, bult /mini dome CMOS H.264 & MJPEG dual stream encoding, 30fps@1.3M (1280 x 960) 720P lens 6mm DN (ICR) 3D-DNR IR, LED:30m IP66 DC 12V, POE, complete with power supply.	12	No		
2	As above but dome type with glass cover.	3	No.		

3	32 Channel Standalone NVR, with multiplexing arrangement Real, Time 200 FPS Recording. LAN WAN Options, Built in DVD-W and USB Backup, Model: SRD 1650, Brand: Dahua or Samsung as approved (with 1 tb hhd)	1	No.		
4	85" Flat Screen LED with installation and Wall Mount Bracket, Make approved	1	No.		
5	32" Flat Screen LED with installation and Wall Mount Bracket, Make Samsung or equalant	3	No.		
6	Supply, installation, testing & commissioning of CCTV cable CAT-6 from each camera point (as shown in drgs) including connectors the complete with conduits etc as directed .	95	RM		
9	Automatic TV Wireless & Wired Queue Management Display System Ticket Machine				
1	TV Queue Management System (TQMS) Wireless & Wired Standing floor-mounted modern cabinet with brushed cold steel finish 19" Industrial SAMSUNG LCD, Resolution 1280×1024, high brightness (B) 17" IR dust-proof explosion-proof touch screen, Resolution 4096×4096 Inbuilt EPSON 80mm thermal printer with auto cutter (C) 3 Nos. 32" LED displays for queue and information display (D) Intel Atom Dual-Core 2.41GHz processor 2GB DDR3 RAM 2TB Hard Disk 4× USB ports (E) 3× RS-232 ports Built-in wired & wireless networking (F) Ethernet 10/100 Mbps RJ45 (G) Inbuilt speaker & amplifier (H) Windows 10 , Windows 7 / Windows XP supported (I) Multi-language QMS software with queue control, multi-counter support, multi-language calling & translation (J) Statistical reporting (daily/weekly/monthly) (K) Customizable interface, background, colors, fonts (L) Customizable ticket format (logo, date, time, waiting count, service info) (M) Sub-menu interface available (N) English & local language support, additional languages supported (O) integrated batteries in individual components (like pagers and keypads) or by connecting critical infrastructure components (like the server and display units) to an Uninterruptible Power Supply (UPS). (P) Power Supply AC 220V ±10%, 50Hz. Or higher / equalant .	1	Job		
				B) Total Rs.	
				(A+B) Total Rs.	

SCHEDULE – A TO BID

SCHEDULE OF PRICES

AS PER BOQ ATTACHED

The prospective bidders may visit the site before submission of the bid

PREAMBLE TO SCHEDULE OF PRICES

1. General

- 1.1 The Schedule of Prices shall be read in conjunction with the Conditions of Contract, Contract Data together with the Specifications and Drawings, if any.
- 1.2 The Contract shall be for the whole of the Works as described in these Bidding Documents. Bids must be for the complete scope of works.

2. Description

- 2.1 The general directions and descriptions of works and materials are not necessarily repeated nor summarized in the Schedule of Prices. References to the relevant sections of the Bidding Documents shall be made before entering prices against each item in the Schedule of Prices.

3. Units & Abbreviations

- 3.1 Units of measurement, symbols and abbreviations expressed in the Bidding Documents shall comply with the Systeme International d' Unites (SI Units).

As per BOQ

(Note: The abbreviations to be used in the Schedule of Prices to be defined by the Employer).

4. Rates and Prices

- 4.1 Except as otherwise expressly provided under the Conditions of Contract, the rates and amounts entered in the Schedule of Prices shall be the rates at which the Contractor shall be paid and shall be the full inclusive value of the works set forth or implied in the Contract; except for the amounts reimbursable, if any to the Contractor under the Contract.
- 4.2 Unless otherwise stipulated in the Contract Data, the rates and prices entered by the bidder shall not be subject to adjustment during the performance of the Contract.
- 4.3 All duties, taxes and other levies payable by the Contractor shall be included in the rates and prices.
- 4.4 The whole cost of complying with the provisions of the Contract shall be included in the items provided in the Schedule of Prices, and where

SCHEDULE - A TO BID

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 and no separate payment will be made for those items.

The rates, prices and amounts shall be entered against each item in the Schedule of Prices. Any item against which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the rates and prices for other items in the Schedule of Prices.

4.5 (a) The bidder shall be deemed to have obtained all information as to and all requirements related thereto which may affect the bid price.

*(b) The Contractor shall be responsible to make complete arrangements for the transportation of the Plant to the Site.

*(Employer may modify as appropriate)

4.6 The Contractor shall provide for all parts of the Works to be completed in every respect. Notwithstanding that any details, accessories, etc. required for the complete installation and satisfactory operation of the Works, are not specifically mentioned in the Specifications, such details shall be considered as included in the Contract Price.

5. Bid Prices

5.1 Break-up of Bid Prices

The various elements of Bid Prices shall be quoted as detailed by the Employer in the format of Schedule of Prices.

The bidder shall recognize such elements of the costs which he expects to incur the performance of the Works and shall include all such costs in the rates and amounts entered in the Schedule of Prices.

5.2 Total Bid Price

The total of bid prices in the Schedule of Prices shall be entered in the Summary of Bid Prices.

6. Provisional Sums

6.1 Provisional Sums included and so designated in the Schedule of Prices if any, shall be expended in whole or in part at the direction and discretion of the Engineer/Employer. The Contractor will only receive payment in respect of Provisional Sums if he has been instructed by the Engineer/Employer to utilize such sums.

SCHEDULE OF PRICES – SUMMARY OF BID PRICES

Bill No.	Description	Total Amount (Rs)
1.	As per BOQ attached.	
	Total Bid Price (The amount to be entered in Paragraph 1 of the Form of Bid) (In words).	

SCHEDULE - A TO BID

SCHEDULE OF PRICES

Item No.	Description	Quantity	Unit Rate(Rs)	Total Amount (Rs)
1.	<p style="text-align: center;">As per BOQ attached. All the prospective bidders may visit the site before bid submission.</p>			
Total (to be carried to Summary of Bid Price)				

SCHEDULE - B TO BID

***SPECIFIC WORKS DATA**

(To be prepared and incorporated by the Employer)

SCHEDULE – C TO BID

WORKS TO BE PERFORMED BY SUBCONTRACTORS

The bidder will do the work with his own forces except the work listed below which he intends to sub-contract.

Items of Works to be Sub-Contracted	Name and address of Sub-Contractors	Statement of similar works previously executed (attach evidence)
--	--	---

Sub-contracting is not allowed.

Note:

1. No change of Sub-Contractors shall be made by the bidder without prior approval of the Employer.
2. The truthfulness and accuracy of the statement as to the experience of Sub-Contractors is guaranteed by the bidder. The Employer's judgment shall be final as to the evaluation of the experience of Sub-Contractors submitted by the bidder.
3. Statement of similar works shall include description, location & value of works, year completed and name & address of the clients.

SCHEDULE – D TO BID

PROPOSED PROGRAMME OF WORKS

Bidder shall provide a programme in a bar-chart showing the sequence of work items by which he proposes to complete the Works of the entire Contract. The programme should indicate the sequence of work items and the period of time during which he proposes to complete the Works including the activities like designing, schedule of submittal of drawings, ordering and procurement of materials, manufacturing, delivering, construction of civil works, erection, testing and commissioning of Works to be supplied under the Contract.

SCHEDULE – E TO BID

METHOD OF PERFORMING WORKS

The bidder is required to submit a narrative outlining the method of performing the Works. The narrative should indicate in detail and include but not be limited to:

- The sequence and methods in which he proposes to carry out the Works, including the number of shifts per day and hours per shift, he expects to work.
- A list of all major items of constructional and erectional plant, tools and vehicles proposed to be used in delivering/carrying out the Works at Site
- The procedure for installation of equipment and transportation of equipment and materials to the site.
- Organization chart indicating head office & field office personnel involved in management, supervision and engineering of the Works to be done under the Contract.

SCHEDULE – F TO BID

(INTEGRITY PACT)

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

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

.....[name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer:
Signature:

[Seal]

Name of Seller/Supplier:
Signature:

[Seal]

CONDITIONS OF CONTRACT

**SPECIAL STIPULATIONS
CONDITIONS OF CONTRACT**

The stipulations set forth herein summarize certain terms and conditions and shall constitute an integral part of the contract:

- a) BE&OE reserves the right to select the bidder based on the least cost method. Bids will be evaluated on the lump sum basis as a whole price of the Work i.e. lowest financial bid, fulfilling the mandatory requirements, shall be accepted and awarded the contract.
- b) Bidders should quote in figures as well as in words.
- c) No claim on Escalation during the currency of Contract will be entertained.
- d) In case of increase in quantities more than 15%, the prior approval of competent authority of Employer must be obtained otherwise no claim will be entertained on excess quantities.
- e) Form of Bid security, either a pay order or bank draft from scheduled bank in favour of Director General, BE&OE. The Employer and its scanned copy to be attached with bid on EPADs. Whereas, original bid security shall be provided before the deadline for submission of bids.
- f) Performance Security/Performance guarantee is equal to 10% of the contract value. This performance Security/Guarantee will be submitted in shape of CDR/Banker's cheque from any scheduled bank of Pakistan within 05 days on receipt of Letter of Acceptance/Work order.
- g) **Performance guarantee / security will be released after 90 days of completion of work, subject to No complain from Employer.**
- h) Repair during the defect liability period, all repair work which arises in the defect liability period will be done by the contractor free of cost and if he fails to do so, Estate Office will get the job/work done from open market and the amount will be deducted from the performance guarantee, moreover the Estate Office reserve the right to recommend your firm to keep blacklist in PPRA/EPADs.
- i) Time of completion of work will be 60 Calendar days from the date of issuance of letter of Start.
- j) Imposition of Penalty for no completion of the work within stipulated time Amount

payable due to failure to complete shall be 0.1% per day up of the contract value (as per final bill verified by the Employer) to a maximum of 10% of contract value and thereafter the contract shall stand cancelled.

- k) Final payment will be made after successful completion of work subject to approval of the Competent Authority.
- l) All material/equipment will be checked and approved by Employer/Authorized Person.
- m) In case of termination of work order due to fault of the supplier/bidder, the performance; security/guarantee shall be forfeited in favour of Director General, BE&OE, along with initiation of blacklisting procedure.
- n) Bids/rates or amounts should be inclusive of all taxes, income and sales tax payable to Government of Pakistan or local bodies and no claims in this regard shall be entertained by the Employer.
- o) The contractor rate shall include all incidental charges in connection with work which are required to complete the project and are not included in the BOQ. No extra payment will be made in this regard.
- p) The monitoring team of BE&OE will ensure scope, quality & quantity of work at site.
- q) The Bidder must have performed three similar nature works during the last five years (Completion certificates along with work order must be attached).
- r) The paint quality should be checked by engineer in charge, and only ICI Delux paint will be accepted

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CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS

1.1 Definitions

In the Contract as defined below, the words and expressions defined shall have the following meanings assigned to them, except where the context requires otherwise:

The Contract

- 1.1.1 “Contract” means the Contract Agreement and the other documents listed in the Contract Data.
- 1.1.2 “Specifications” means the document as listed in the Contract Data, including Employer’s requirements in respect of design to be carried out by the Contractor (if any), and any Variation to such document.
- 1.1.3 “Drawings” means the Employer’s drawings of the Works as listed in the Contract Data, and any Variation to such drawings.

Persons

- 1.1.4 “Employer” means the person named in the Contract Data and the legal successors in title to this person, but not (except with the consent of the Contractor) any assignee.
- 1.1.5 “Contractor” means the person named in the Contract Data and the legal successors in title to this person, but not (except with the consent of the Employer) any assignee.
- 1.1.6 “Party” means either the Employer or the Contractor.

Dates, Times and Periods

- 1.1.7 “Commencement Date” means the date fourteen (14) days after the date the Contract comes into effect or any other date named in the Contract Data.
- 1.1.8 “Day” means a calendar day
- 1.1.9 “Time for Completion” means the time for completing the Works as stated in the Contract Data (or as extended under Sub-Clause 7.3), calculated from the Commencement Date.

Money and Payments

- 1.1.10 “Cost” means all expenditure properly incurred (or to be incurred) by the Contractor, whether on or off the Site, including overheads and similar charges but

does not include any allowance for profit.

Other Definitions

- 1.1.11 “Contractor’s Equipment” means all machinery, apparatus and other things required for the execution of the Works but does not include Materials or Plant intended to form part of the Works.
- 1.1.12 “Country” means the Islamic Republic of Pakistan.
- 1.1.13 “Employer’s Risks” means those matters listed in Sub-Clause 6.1.
- 1.1.14 “Force Majeure” means an event or circumstance which makes performance of a Party’s obligations illegal or impracticable and which is beyond that Party’s reasonable control.
- 1.1.15 “Materials” means things of all kinds (other than Plant) to be supplied and incorporated in the Works by the Contractor.
- 1.1.16 “Plant” means the machinery and apparatus intended to form or forming part of the Works.
- 1.1.17 “Site” means the places provided by the Employer where the Works are to be executed, and any other places specified in the Contract as forming part of the Site.
- 1.1.18 “Variation” means a change which is instructed by the Engineer/Employer under Sub-Clause 10.1.
- 1.1.19 “Works” means any or all the works whether Supply, Installation, Construction etc. and design (if any) to be performed by the Contractor including temporary works and any variation thereof.
- 1.1.20 “Engineer” means the person notified by the Employer to act as Engineer for the purpose of the Contract and named as such in Contract Data.

1.2 Interpretation

Words importing persons or parties shall include firms and organisations. Words importing singular or one gender shall include plural or the other gender where the context requires.

1.3 Priority of Documents

The documents forming the Contract are to be taken as mutually explanatory of one another. If an ambiguity or discrepancy is found in the documents, the priority of the documents shall be in accordance with the order as listed in the Contract Data.

1.4 **Law**

The law of the Contract is the relevant Law of Islamic Republic of Pakistan.

1.5 **Communications**

All Communications related to the Contract shall be in English language.

1.6 **Statutory Obligations**

The Contractor shall comply with the Laws of Islamic Republic of Pakistan and shall give all notices and pay all fees and other charges in respect of the Works.

2. **THE EMPLOYER**

2.1 **Provision of Site**

The Employer shall provide the Site and right of access thereto at the times stated in the Contract Data.

2.2 **Permits etc.**

The Employer shall, if requested by the Contractor, assist him in applying for permits, licenses or approvals which are required for the Works.

2.3 **Engineer's/Employer's Instructions**

The Contractor shall comply with all instructions given by the Employer or the Engineer, if notified by the Employer, in respect of the Works including the suspension of all or part of the Works.

2.4 **Approvals**

No approval or consent or absence of comment by the Engineer/Employer shall affect the Contractor's obligations.

3. **ENGINEER'S/EMPLOYER'S REPRESENTATIVES**

3.1 **Authorised Person**

The Employer shall appoint a duly authorized person to act for him and on his behalf for the purposes of this Contract. Such authorized person shall be duly identified in the Contract Data or otherwise notified in writing to the Contractor as soon as he is so appointed. In either case the Employer shall notify the Contractor, in writing, the precise scope of the authority of such authorized person at the time of his appointment.

3.2 Engineer's/Employer's Representative

The name and address of Engineer's/Employer's Representative is given in Contract Data. However the Contractor shall be notified by the Engineer/Employer, the delegated duties and authority before the Commencement of Works.

4. THE CONTRACTOR

4.1 General Obligations

The Contractor shall carry out the Works properly and in accordance with the Contract. The Contractor shall provide all supervision, labour, Materials, Plant and Contractor's Equipment which may be required.

4.2 Contractor's Representative

The Contractor shall appoint a representative at site on full time basis to supervise the execution of work and to receive instructions on behalf of the Contractor but only after obtaining the consent of the Employer for such appointment which consent shall not be unreasonable withheld by the Employer. Such authorized representative may be substituted/replaced by the Contractor at any time during the Contract Period but only after obtaining the consent of the Employer as aforesaid.

4.3 Subcontracting

The Contractor shall not subcontract the whole of the Works. The Contractor shall not subcontract any part of the Works without the consent of the Employer.

4.4 Performance Security

The Contractor shall furnish to the Employer within ten (10) days after receipt of Letter of Acceptance a Performance Security at the option of the bidder, in the form of Bank Draft or Bank Guarantee for the amount and validity specified in Contract Data.

5. DESIGN BY CONTRACTOR

5.1 Contractor's Design

The Contractor shall carry out design to the extent specified, as referred to in the Contract Data. The Contractor shall promptly submit to the Engineer/Employer all designs prepared by him. Within ten (10) days of receipt the

Engineer/Employer shall notify any comments or, if the design submitted is not in accordance with the Contract, shall reject it stating the reasons. The Contractor shall not construct any element of the Works designed by him within fourteen (14) days after the design has been submitted to the Engineer/Employer or which has been rejected. Design that has been rejected shall be promptly amended and resubmitted. The Contractor shall resubmit all designs commented on taking these comments into account as necessary.

5.2 **Responsibility for Design**

The Contractor shall remain responsible for his bided design and the design under this Clause, both of which shall be fit for the intended purposes defined in the Contract and he shall also remain responsible for any infringement of any patent or copyright in respect of the same. The Engineer/Employer shall be responsible for the Specifications and Drawings.

6. **EMPLOYER'S RISKS**

6.1 **The Employer's Risks**

The Employer's Risks are:-

- a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies, within the Country;
- b) rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war, within the Country;
- c) riot, commotion or disorder by persons other than the Contractor's personnel and other employees including the personnel and employees of Sub-Contractors, affecting the Site and/or the Works;
- d) 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 of such an assembly, except to the extent to which the Contractor/Sub-Contractors may be responsible for the use of any radio-active material;
- e) Pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds;
- f) use or occupation by the Employer of any part of the Works, except as may be specified in the Contract;
- g) late handing over of sites, anomalies in drawings, late delivery of designs and drawings of any part of the Works by the Employer's personnel or by others for whom the Employer is responsible;

- h) a suspension under Sub-Clause 2.3 unless it is attributable to the Contractor's failure; and
- i) physical obstructions or physical conditions other than climatic conditions, encountered on the Site during the performance of the Works, for which the Contractor immediately notified to the Employer and accepted by the Employer.

7. TIME FOR COMPLETION

7.1 Execution of the Works

The Contractor shall commence the Works on the Commencement Date and shall proceed expeditiously and without delay and shall complete the Works, subject to Sub-Clause 7.3 below, within the Time for Completion.

7.2 Programme

Within the time stated in the Contract Data, the Contractor shall submit to the Engineer/Employer a programme for the Works in the form stated in the Contract Data.

7.3 Extension of Time

The Contractor shall, within such time as may be reasonable under the circumstances, notify the Employer/Engineer of any event(s) falling within the scope of Sub-Clause 6.1 or 10.3 of these Conditions of Contract and request the Employer/Engineer for a reasonable extension in the time for the completion of Works. Subject to the aforesaid, the Employer/Engineer shall determine such reasonable extension in the time for the completion of Works as may be justified in the light of the details/particulars supplied by the Contractor in connection with the such determination by the Employer/Engineer within such period as may be prescribed by the Employer/Engineer for the same; and

the Employer shall extend the Time for Completion as determined.

7.4 Late Completion

If the Contractor fails to complete the Works within the Time for Completion, the Contractor's only liability to the Employer for such failure shall be to pay the amount stated in the Contract Data for each day for which he fails to complete the Works.

8. TAKING-OVER

8.1 Completion

The Contractor may notify the Engineer/Employer when he considers that the Works are complete.

8.2 **Taking-Over Notice**

Within thirty (30) days of the receipt of the said notice of completion from the Contractor the Employer/Engineer shall either takeover the completed Works and issue a Certificate of Completion to that effect or shall notify the Contractor his reasons for not taking-over the Works. While issuing the Certificate of Completion as aforesaid, the Employer/Engineer may identify any outstanding items of work which the Contractor shall undertake during the Maintenance Period.

9. **REMEDYING DEFECTS**

9.1 **Remedying Defects**

The Contractor shall for a period stated in the Contract Data 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/Engineer in writing within the said period. Upon expiry of the said period, and subject to the Contractor's faithfully performing his aforesaid obligations, the Employer/Engineer 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 or 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 remedying defects not attributable to the Contractor shall be valued as a Variation.

9.2 **Uncovering and Testing**

The Engineer/Employer may give instruction as to the uncovering and/or testing of any work. Unless as a result of an uncovering and/or testing it is established that the Contractor's design, Materials, Plant or workmanship are not in accordance with the Contract, the Contractor shall be paid for such uncovering and/or testing as a Variation in accordance with Sub-Clause 10.2.

10. **VARIATIONS AND CLAIMS**

10.1 **Right to Vary**

The Employer/Engineer may issue Variation Order(s) in writing. Where for any reason it has not been possible for the Employer/Engineer to issue such Variations Order(s), the Contractor may confirm any verbal orders given by the Employer/Engineer in writing and if the same are not refuted/denied by the Employer/Engineer within seven (7) days of the receipt of such confirmation the same shall be deemed to be a Variation Orders for the purposes of this Sub-Clause.

10.2 **Valuation of Variations**

Variations shall be valued 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 as the basis for valuation, or failing which
- d) at appropriate new rates, as may be agreed or which the Engineer/Employer considers appropriate, or
- e) if the Engineer/Employer so instructs, at day work rates set out in the Contract Data for which the Contractor shall keep records of hours of labour and Contractor's Equipment, and of Materials, used.

10.3 **Early Warning**

The Contractor shall notify the Engineer/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 Engineer/Employer being unable to keep all relevant records or not taking steps to minimise 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.

10.4. **Valuation of Claims**

If the Contractor incurs Cost as a result of any of the Employer's Risks, the Contractor shall be entitled to the amount of such Cost. If as a result of any Employer's Risk, it is necessary to change the Works, this shall be dealt with as a Variation subject to Contractor's notification for intention of claim to the Engineer/Employer within fourteen (14) days of the occurrence of cause.

10.5 **Variation and Claim Procedure**

The Contractor shall submit to the Engineer/Employer an itemised make-up of the value of variations and claims within twenty eight (28) days of the instruction or of the event giving rise to the claim. The Engineer/Employer shall check and if possible agree the value. In the absence of agreement, the Employer shall determine the value.

11. **CONTRACT PRICE AND PAYMENT**

11.1 (a) **Terms of Payments**

The amount due to the Contractor under any Interim Payment Certificate issued by the Engineer pursuant to this Clause, or to any other terms of the Contract, shall, subject to Clause 47, be paid by the Employer to the Contractor within 30 days after such Interim Payment Certificate has been jointly verified by Employer and Contractor, or, in the case of the Final Certificate referred to in Sub Clause 60.8, within 60 days after such Final Payment Certificate has been jointly verified by Employer and Contractor; Provided that the Interim Payment shall be caused in 42 days and Final Payment in 60 days in case of foreign funded project.

(b) **Valuation of the Works**

The Works shall be valued as provided for in the Contract Data, subject to Clause 10.

11.2 **Monthly Statements**

The Contractor shall be entitled to be paid at monthly intervals:

- a) the value of the Works executed; and
- b) The percentage of the value of Materials and Plant reasonably delivered to the Site, as stated in the Contract Data, subject to any additions or deductions which may be due.

The Contractor shall submit each month to the Engineer/Employer a statement showing the amounts to which he considers himself entitled.

11.3 **Interim Payments**

Within a period not exceeding seven (7) days from the date of submission of a statement for interim payment by the Contractor, the Engineer shall verify the same and within a period not exceeding thirty (30) days from the said date of submission by the Contractor, the Employer shall pay to the Contractor the sum verified by the Engineer less retention money at the rate stated in the Contract Data.

Note: The Contractor shall submit Interim Payment Certificates (IPCs) in four (04) equal installments, each corresponding to twenty-five percent (25%) of the value of the work duly executed.

11.4 **Retention**

Retention money shall be paid by the Employer to the Contractor within fourteen (14) days after either the expiry of the period stated in the Contract Data, or the remedying of notified defects, or the completion of outstanding work, all as referred to in Sub-Clause 9.1, which ever is the later.

11.5 **Final Payment:**

Within twenty one (21) days from the date of issuance of the Maintenance Certificate the Contractor shall submit a final account to the Engineer/BEOE Authorized Person to verify and the Engineer/BEOE Authorized Person shall verify the same within fourteen (14) days from the date of submission and forward the same to the Employer together with any documentation reasonably required to enable the Employer to ascertain the final contract value.

Within sixty (60) days from the date of receipt of the verified final account from the Engineer, the Employer shall pay to the Contractor any amount due to the Contractor. While making such payment the Employer may, for reasons to be given to the Contractor in writing, withhold any part or parts of the verified amount.

11.6 **Currency**

Payment shall be in the currency stated in the Contract Data.

12. **DEFAULT**

12.1 **Default by Contractor**

If the Contractor abandons the Works, refuses or fails to comply with a valid instruction of the Engineer/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 demobilise 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.

12.2 **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. 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 demobilise from the Site.

12.3 **Insolvency**

If a Party is declared insolvent under any applicable law, the other Party may by notice terminate the Contract immediately. The Contractor shall then demobilise

from the Site leaving behind, in the case of the Contractor's insolvency, any Contractor's Equipment which the Employer instructs in the notice is to be used for the completion of the Works.

12.4 **Payment upon Termination**

After termination, the Contractor shall be entitled to payment of the unpaid balance of the value of the Works executed and of the Materials and Plant reasonably delivered to the Site, adjusted by the following:

- a) any sums to which the Contractor is entitled under Sub-Clause 10.4,
- b) any sums to which the Employer is entitled,
- c) if the Employer has terminated under Sub-Clause 12.1 or 12.3, the Employer shall be entitled to a sum equivalent to twenty percent (20%) of the value of parts of the Works not executed at the date of the termination, and
- d) if the Contractor has terminated under Sub-Clause 12.2 or 12.3, the Contractor shall be entitled to the cost of his demobilisation together with a sum equivalent to ten percent (10%) of the value of parts of the Works not executed at the date of termination.

The net balance due shall be paid or repaid within twenty eight (28) days of the notice of termination.

13. **RISKS AND RESPONSIBILITIES**

13.1 **Contractor's Care of the Works**

Subject to Sub-Clause 9.1, the Contractor shall take full responsibility for the care of the Works from the Commencement Date until the date of the Employer's/Engineer's issuance of Certificate of Completion under Sub-Clause 8.2. Responsibility shall then pass to the Employer. If any loss or damage happens to the Works during the above period, the Contractor shall rectify such loss or damage so that the Works conform with the Contract.

Unless the loss or damage happens as a result of any of the Employer's Risks, the Contractor shall indemnify the Employer, or his agents against all claims loss, damage and expense arising out of the Works.

13.2 **Force Majeure**

If Force Majeure occurs, the Contractor shall notify the Engineer/Employer immediately. If necessary, the Contractor may suspend the execution of the Works and, to the extent agreed with the Employer demobilise 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 and of the Materials and Plant reasonably delivered to the Site, adjusted by the following:

- a) any sums to which the Contractor is entitled under Sub-Clause 10.4,
- b) the cost of his demobilization, and
- c) less any sums to which the Employer is entitled.

The net balance due shall be paid or repaid within thirty five (35) days of the notice of termination.

14. INSURANCE

14.1 Arrangements

The Contractor shall, prior to commencing the Works, effect insurances of the types, in the amounts and naming as insured the persons stipulated in the Contract Data except for items (a) to (e) and (i) of the Employer's Risks under Sub-Clause 6.1. The policies shall be issued by insurers and in terms approved by the Employer. The Contractor shall provide the Engineer/Employer with evidence that any required policy is in force and that the premiums have been paid.

14.2 Default

If the Contractor fails to effect or keep in force any of the insurances referred to in the previous Sub-Clause, or fails to provide satisfactory evidence, policies or receipts, the Employer may, without prejudice to any other right or remedy, effect insurance for the cover relevant to such as a default and pay the premiums due and recover the same plus a sum in percentage given in Contractor Data from any other amounts due to the Contractor.

15. RESOLUTION OF DISPUTES

15.1 Engineer's Decision

If a dispute of any kind whatsoever arises between the Employer and the Contractor in connection with the Works, the matter in dispute shall, in the first place, be referred in writing to the Engineer, with a copy to the other party. Such reference shall state that it is made pursuant to this Clause. No later than the twenty-eight (28) days after the day on which he received such reference, the Engineer shall give notice of his decision to the Employer and the Contractor.

Unless the Contract has already been repudiated or terminated, the Contractor shall, in every case, continue to proceed with the Work with all due diligence, and the Contractor and the Employer shall give effect forthwith to every such decision

of the Engineer unless and until the same shall be revised, as hereinafter provided in an arbitral award.

15.2 **Notice of Dissatisfaction**

If a Party is dissatisfied with the decision of the Engineer or if no decision is given within the time set out in Sub-Clause 15.1 here above, the Party may give notice of dissatisfaction referring to this Sub-Clause within fourteen (14) days of receipt of the decision or the expiry of the time for the decision. If no notice of dissatisfaction is given within the specified time, the decision shall be final and binding on the Parties. If notice of dissatisfaction is given within the specified time, the decision shall be binding on the Parties who shall give effect to it without delay unless and until the decision of the Engineer is revised by an arbitrator.

15.3 **Arbitration**

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 the place specified in the Contract Data and in the language referred to in Sub-Clause 1.5.

16 **INTEGRITY PACT**

16.1 If the Contractor, or any of his Sub-Contractors, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Contractor as Schedule-F to his Bid, then the Employer shall be entitled to:

- (a) recover from the Contractor an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Contractor or any of his Sub-Contractors, agents or servants;
- (b) terminate the Contract; and
- (c) recover from the Contractor any loss or damage to the Employer as a result of such termination or of any other corrupt business practices of the Contractor or any of his Sub-Contractors, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Contractor shall demobilize from the Site leaving behind Contractor's Equipment which the Employer instructs, in the termination notice, to be used for the completion of the Works at the risk and cost of the Contractor. Payment upon such termination shall be made under Sub-Clause 12.4, in accordance with Sub-Para (c) thereof, after having deducted the amounts due to the Employer under Sub-Para (a) and (c) of this Sub-Clause.

CONTRACT DATA

(Note: Except where otherwise indicated, all Contract Data should be filled in by the Employer prior to issuance of the Bidding Documents.)

Sub-Clauses of Conditions of Contract

1.1.3 Employer's Drawings, if any
(To be listed by the Employer)

1.1.4 **The Employer** means
Director General, Estate Office Management, Islamabad

1.1.5 **The Contractor** means
To whom work is awarded.

1.1.7 **Commencement Date** means the date of issue of Engineer's Notice to Commence which shall be issued within fourteen (14) days of the signing of the Contract Agreement.

1.1.9 **Time for Completion** 60 days
(The time for completion of the whole of the Works should be assessed by the Employer)

1.1.20 **Engineer**

1.3 **Documents forming the Contract listed in the order of priority:**

- (a) The Contract Agreement
- (b) Letter of Acceptance
- (c) The completed Form of Bid
- (d) Contract Data
- (e) Conditions of Contract
- (f) The completed Schedules to Bid including Schedule of Prices
- (g) The Drawings, if any
- (h) The Specifications
- (i) _____
- (j) _____

(The Employer may add, in order of priority, such other documents as form part of the Contract. Delete the document, if not applicable)

2.1 **Provision of Site:** On the Commencement Date*

3.1 **Authorized person:** As Authorized by the Employer.

3.2 **Name and address of Engineer's/Employer's representative**

will be notified later

4.4 Performance Security:

Amount: 10% of Contract Price

Validity: 120 days after completion of Works i.e for the defect liability period as well.

(Form: As provided under Standard Forms* of these Documents)

5.1 Requirements for Contractor's design (if any):

Nil

7.2 Programme:

Time for submission: Within fourteen (14) days* of the Commencement Date.

Form of programme: Bar Chart/CPM/PERT or other

7.4 Amount payable due to failure to complete shall be 0.5% per day up to a maximum of (10%)* of sum stated in the Letter of Acceptance

9.1 Period for remedying defects

90 days.

10.2 (e) Variation procedure:

If any item which is not provided in the works and is required, then the following procedure will be adopted

I. Item will be looked upon in the market based Rates with Joint Verification Committee approvals and if it is present in the schedule rates then the item will be selected and same premium rates as quoted by the vendor for the contract will be applied and submitted to Bureau of Emigration & Overseas Employment through The Engineer for approval for inclusion in the contract II. If item is non-schedule then contractor will submit the rate analysis of the item covering price of item, labour charges, taxes etc. The same shall be verified by the Engineer and submitted to Authority for approval and inclusion in the contract value. III. All variation has to be submitted and approved before the submission of final bill.

11.1 *(a) Terms of Payments

The Contractor shall submit the Interim Payment Certificates (IPCs) in four (04) quarters, each representing twenty-five percent (25%) of the value of the executed work.

11.1 *(b) Valuation of the Works*: (No advance payment will be made)

i) Lump sum price _____(details), or *(Not Applicable)*

ii) Lump sum price with schedules of rates _____(details), or *(Not Applicable)*

- iii) Lump sum price with bill of quantities _____(details), or
(Not Applicable)
- iv) Re-measurement with estimated/bid quantities in the Schedule of Prices BOQ Rates submitted by the Lowest Contractor (details), or/and
- v) Cost reimbursable _____(details) *(Not Applicable)*

11.2 (b) **Percentage of value of Materials and Plant: *(Not Applicable)***

Materials eighty (80%)*
Plant ninety (90%)*

11.3 **Percentage of retention*:** No amount is retained as Contractor will submit 10 % of contract value in the form of performance Security as per prescribed format i.e. Banker's Cheque/ Demand Draft ad the same will be released after expiry of defect liability period and no complaint against the executed work which is three 03 months after the issuance of completion certificate
* (Employer to amend as appropriate)

11.6 **Currency of payment:** Pak. Rupees

14.1 **Insurances:**

Type of cover:

The Works

(Not Applicable)

Amount of cover

The sum stated in the Letter of Acceptance plus fifteen percent (15%)

Type of cover: *(Not Applicable)*

Contractor's Equipment:

Amount of cover: *(NIL)*

Full replacement cost

* (Employer to amend as appropriate)

Type of cover (*Not Applicable*)

Third Party-injury to persons and damage to property

(The minimum amount of third party insurance should be assessed by the Employer and entered).

Workers:

Other cover*:

(In each case name of insured is Contractor and Employer)

14.2 Amount to be recovered

15.3 Arbitration

Place of Arbitration: In case of any dispute arised during the Contract, the matter is to be referred to “the Director General”, BE&OE.

* (Employer to specify as appropriate)

STANDARD FORMS

(Note: Standard Forms provided in this document for securities are to be issued by a bank. In case the bidder chooses to issue a bond for accompanying his bid or performance of contract or receipt of advance, the relevant format shall be tailored accordingly without changing the spirit of the Forms of securities).

FORM OF BID SECURITY

(Bank Guarantee)

Not required as it is the shape of Pay order/ Demand Draft

Guarantee No. _____

Executed on _____

(Letter by the Guarantor to the Employer)

Name of Guarantor (Scheduled Bank in Pakistan) with
address: _____

Name of Principal (Bidder) with
address: _____

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

Bid Reference No. _____ Date of Bid _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid 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 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 Principal has submitted the accompanying Bid numbered and dated as above for _____ (Particulars of Bid) to the said Employer;
and

WHEREAS, the Employer has required as a condition for considering the said Bid that the Principal furnishes a Bid Security in the above said sum to the Employer, conditioned as under:

- (1) that the Bid Security shall remain valid for a period of twenty eight (28) days beyond the period of validity of the bid;
- (2) that in the event of;
 - (a) the Principal withdraws his Bid during the period of validity of Bid, or
 - (b) the Principal does not accept the correction of his Bid Price, pursuant to Sub-Clause 16.4 (b) of Instructions to Bidders, or
 - (c) failure of the successful bidder to
 - (i) furnish the required Performance Security, in accordance with Sub-Clause IB-21.1 of Instructions to Bidders, or
 - (ii) sign the proposed Contract Agreement, in accordance with Sub-

Clauses IB-20.2 & 20.3 of Instructions to Bidders,

the entire sum be paid immediately to the said Employer for delayed completion and not as penalty for the successful bidder's failure to perform.

NOW THEREFORE, if the successful bidder shall, within the period specified therefore, on the prescribed form presented to him for signature enter into a formal Contract Agreement with the said Employer in accordance with his Bid as accepted and furnish within fourteen (14) days of receipt of Letter of Acceptance, 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 proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Guarantor shall forthwith pay to the Employer the said sum stated above 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 Guarantor at its address given above.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal 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 Guarantor shall pay without objection the sum 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 bounded Guarantor has executed the instrument under its seal on the date indicated above, the name and seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

1. Signature _____

1. _____

2. Name _____

Corporate Secretary (Seal)

3. Title _____

2. _____

(Name, Title & Address)

Corporate Guarantor (Seal)

FORM OF PERFORMANCE SECURITY

(Bank Guarantee)

(Not Required as performance Security/ Gurantee will be submitted in shape of Pay

Order/ Demand Draft from any scheduled bank of Pakistan)

Guarantee No. _____

Executed on _____

(Letter by the Guarantor to the Employer)

Name of Guarantor (Scheduled Bank in Pakistan) 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 the 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 9, Remedying Defects, 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 our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defences 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, for which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding 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 bounded 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 (Bank)
Witness:	
1. _____	1. Signature _____
_____	2. Name _____
Corporate Secretary (Seal)	3. Title _____
2. _____	
_____	_____
(Name, Title & Address)	Corporate Guarantor (Seal)

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the day of _____ 200 ____ between _____ (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 witnesseth 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 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, viz:
 - (a) The Letter of Acceptance;
 - (b) The completed Form of Bid alongwith Schedules to Bid;
 - (c) Conditions of Contract & Contract Data;
 - (d) The priced Schedule of Prices;
 - (e) **Special stipulations**
 - (f) The Specifications; and
 - (g) The Drawings
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:
 - a) Execute and complete the Works as specified in the Contract documents;
 - b) Remedy any defects in the Works promptly and in accordance with the terms of the Contract;
 - c) Ensure that all Works are carried out in conformity with the provisions, specifications, and standards set forth in the Contract;
 - d) Comply with all applicable laws, regulations, and codes relevant to the execution and completion of the Works;
 - e) Maintain a safe working environment and adhere to all health, safety, and environmental requirements during the execution of the Works;
 - f) Provide all necessary labor, materials, tools, equipment, and supervision required for the completion of the Works;
 - g) Cooperate and coordinate with the Engineer/Employer and other contractors/subcontractors involved in the project as necessary.
3. he 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. The payments shall be made to the Contractor in the manner prescribed by the Contract as stipulated in the Contract documents. The Employer shall ensure that payments are made promptly and in accordance with the agreed terms, subject to the Contractor fulfilling its obligations under the Contract, including the submission of valid invoices and supporting documentation as required.

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

Signature of the Contactor

Signature of the Employer

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)

FORM OF BANK GUARANTEE FOR ADVANCE PAYMENT

Guarantee No. _____

Executed on _____

(Letter by the Guarantor to the Employer)

WHEREAS the _____ (hereinafter called the Employer) has entered into a Contract for _____

_____ (Particulars of Contract), with

_____ (hereinafter called the Contractor).

AND WHEREAS the Employer has agreed to advance to the Contractor, at the Contractor's request, an amount of Rs. _____ Rupees _____) which amount shall be advanced to the Contractor as per provisions of the Contract.

AND WHEREAS the Employer has asked the Contractor to furnish Guarantee to secure the advance payment for the performance of his obligations under the said Contract.

AND WHEREAS _____ (Scheduled Bank) (hereinafter called the Guarantor) at the request of the Contractor and in consideration of the Employer agreeing to make the above advance to the Contractor, has agreed to furnish the said Guarantee.

NOW THEREFORE the Guarantor hereby guarantees that the Contractor shall use the advance for the purpose of above mentioned Contract and if he fails, and commits default in fulfillment of any of his obligations for which the advance payment is made, the Guarantor shall be liable to the Employer for payment not exceeding the aforementioned amount.

Notice in writing of any default, of which the Employer shall be the sole and final judge, as aforesaid, on the part of the Contractor, shall be given by the Employer to the Guarantor, and on such first written demand payment shall be made by the Guarantor of all sums then due under this Guarantee without any reference to the Contractor and without any objection.

This Guarantee shall come into force as soon as the advance payment has been credited to the account of the Contractor.

This Guarantee shall expire not later than _____

by which date we must have received any claims by registered letter, telegram, telex or telefax.

It is understood that you will return this Guarantee to us on expiry or after settlement of the total amount to be claimed hereunder.

Guarantor (Scheduled Bank)

Witness:

1. _____

Corporate Secretary (Seal)

2. _____

(Name, Title & Address)

1. Signature _____

2. Name _____

3. Title _____

Corporate Guarantor (Seal)

SPECIFICATIONS

[Note for Preparing the Specifications

A set of precise and clear specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the user without qualifying their Bids. The specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, performance of the works. Only if this is done objectives of economy, efficiency, and fairness in procurement will be realized and responsiveness of Bids can be ensured, and the subsequent task of bid evaluation can be facilitated. The specifications should require that materials to be incorporated in the works be new, unused, and of the most recent or current models, and incorporated all recent improvements in design and materials unless provided for otherwise in the contract.

Samples of specifications from similar ~~to~~ previous procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the works and the repetitiveness of the type of procurement, it may be advantageous to standardize the Technical Specifications that should cover all classes of workmanship, materials and equipment although not necessarily to be used in a particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized international standards should be used as much as possible. The specifications shall consider all conditions but not limited to seismic conditions, weather conditions and environmental impact. The specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Specifications.

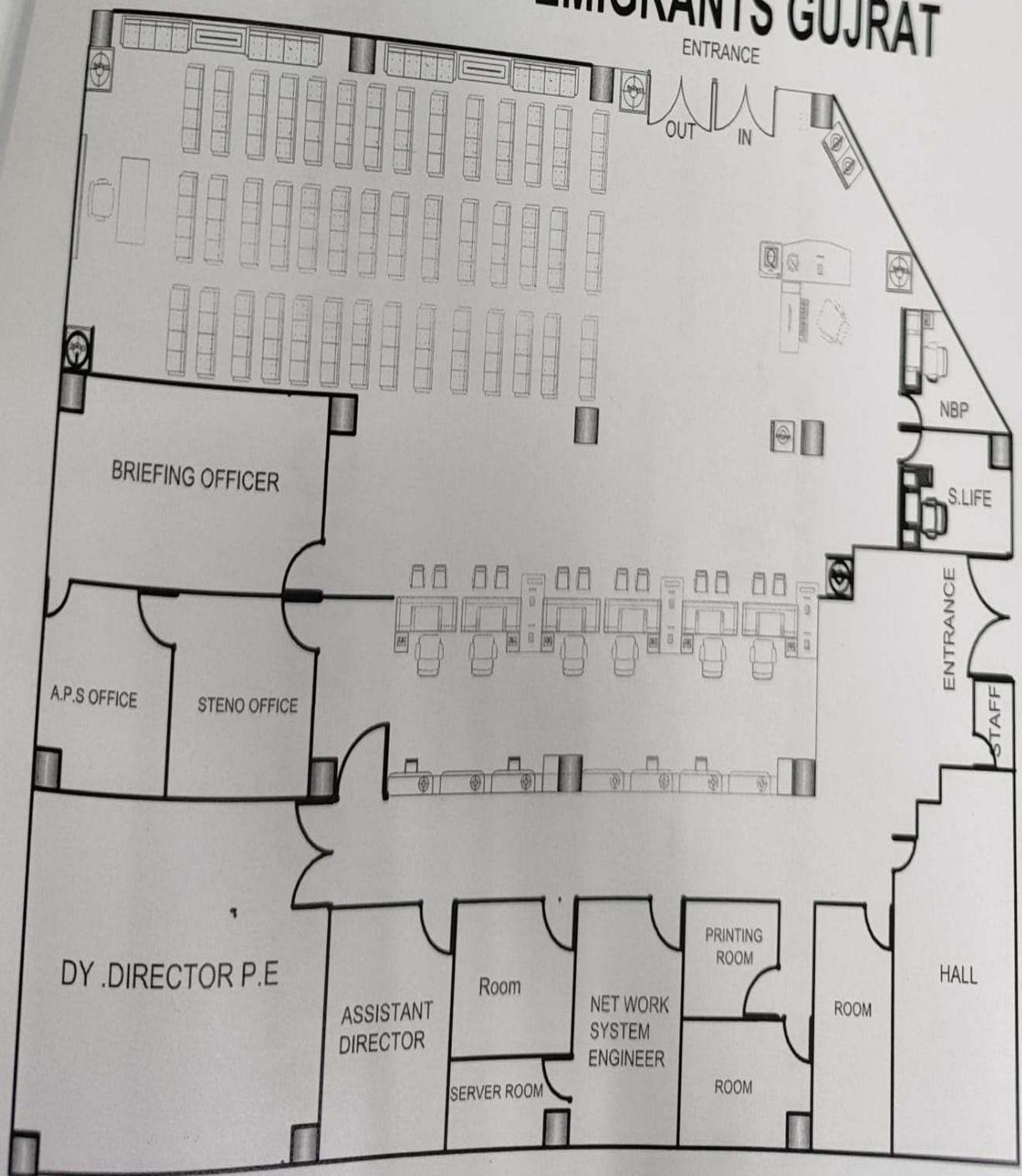
Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Specifications to specific standards and codes to be met by Works to be furnished and tested, the provisions of the latest current edition or revision of the relevant shall apply, unless otherwise expressly stated in the Contract. Other authoritative standards that ensure equivalence to the standards and codes specified will be acceptable.]

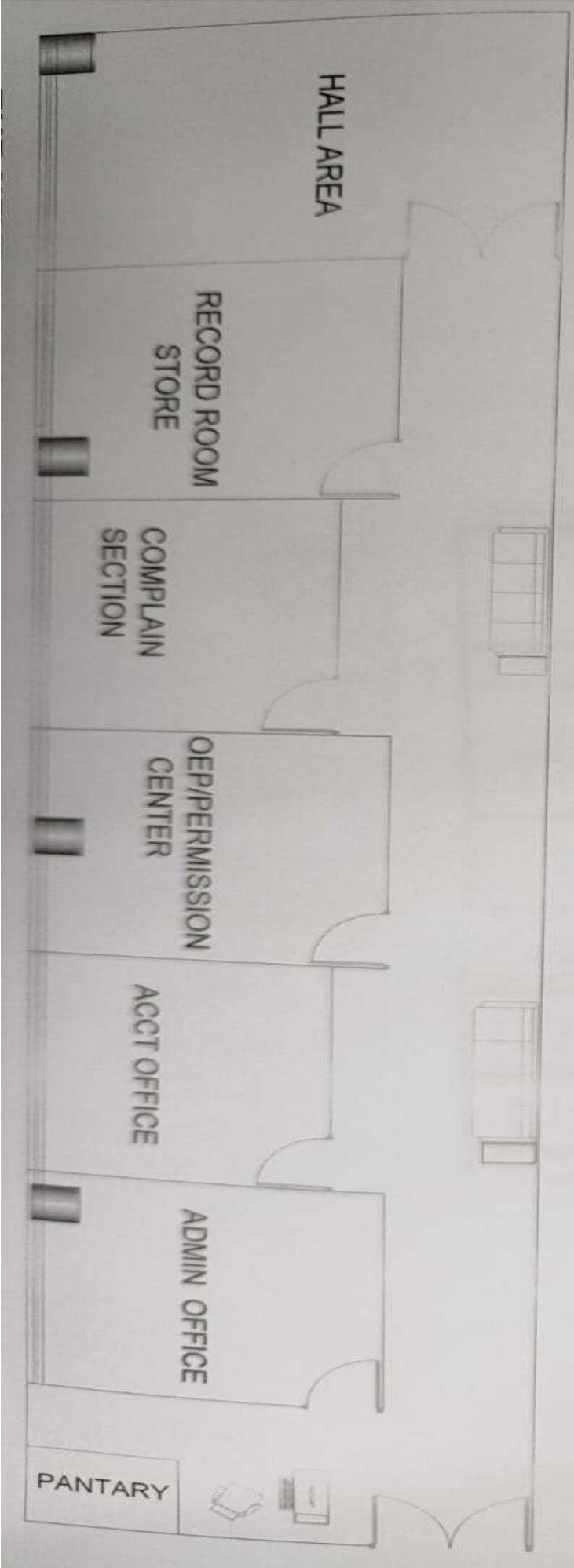
***DRAWINGS**

* (Note: The Engineer/Employer/BEOE Authorized Person may incorporate specific Drawings for Bidding purposes only or may include the detailed drawings in a separate volume, if necessary)

PROTECTORATE OF EMIGRANTS GUJRAT



PROTECTORATE OF EMIGRANTS L-3 GUJRAT





Bureau of Emigration & Overseas Employment.

Ministry of Overseas Pakistanis and Human Resource Development

INVITATION TO BIDS

Bureau of Emigration & Overseas Employment invites sealed bids having NTN, Sales Tax & who are on active tax payer list (ATL) of FBR and duly registered with PEC Registered Firms for the following works:

Description	Bid Security (Fixed) (Rs.)	Remarks
The Installation of Glass/Wood Partition Including Electrification, Paint Work, Networking/Communication Works, Queue Management System and Civil Works on Turn-Key Basis at Protectorate of Emigrants, Gujrat.	1,100,000/-	Sealed bids required from firms registered with Pakistan Engineering Council (PEC) in Category-5 or above.

The bidding document can be downloaded from Bureau's website www.beoe.gov.pk and PPRA EPADS System <https://eprocure.gov.pk>.

1. Original bids along-with Bid Security, prepared in accordance with the instructions in the bidding document, must be submitted on EPADS by **02-03-2026** at 10:00 A.M. Bids will be opened on the same day **02-03-2026** at 10:30 A.M through EPADS in the presence of the bidders or their authorized representatives at 9th Floor, Conference Hall, "Emigration Tower", Plot # 10, Mauve Area, G-8/1, Islamabad. **Bidders are required to submit their proposal on EPADS at <https://eprocure.gov.pk> . In case the bid is not submitted on EPADS, it will not be accepted by this office in hard form.**
2. Bid Security (Fixed amount) as mentioned above in mode of Pay Order/Bank Draft must be enclosed in favor of Director General, BE & OE, Islamabad.
3. The quantity of items can be increased or decreased as per Rules.
4. Tax will be deducted as per Government Policy.
5. The Authority reserves the right to accept or reject all offers made in this regard as per Rules.
6. Payment will be made on successful completion of tasks as mentioned in the tender document.
7. Conditional / Incomplete tenders will be considered Non Responsive.
8. The bidders are requested to give their best and final prices inclusive of all applicable taxes(Federal/Provincial).
9. Bidders are recommended to get registered on Public Procurement Regulatory Authority (PPRA) EPAD System to participate in Bureau of Emigration & Overseas Employment (BE&OE) current and future bidding processes.

Director (Coordination)
BE&OE (HQs),
Islamabad.

Bureau of Emigration & Overseas Employment

Emigration Tower, Plot # 10, Mauve Area, G-8/1, Islamabad.

Tel:92-51-9261410 Fax: 92-51-9107270