

**RFB#RHO NADRA/SGD/02/2026**

# **BIDDING DOCUMENTS**

**For**

## **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY, FAISALABAD**

**(Single Stage Two Envelop Procedure)**

**(National Competitive Bidding)**

**National Database & Registration Authority**

**RHO NADRA SARGODHA**

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# Standard Bidding Documents for CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD

## PART-A – BIDDING PROCEDURE & REQUIREMENTS

### Section I - Invitation to Bids

### Section II- Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their Bids. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. ***This Section contains provisions that are to be used without modifications.***

### Section III- Bid Data Sheet (BDS)

This Section includes provisions specific to procurement and to supplement Section-II, Instructions to Bidders. This section may be customized where option is available, in accordance with the requirements of the Procuring Agency.

### Section IV - Eligible Countries

This Section contains information regarding eligible countries.

### Section V - Technical Specifications, Schedule of Requirements

This Section includes the details of specifications for the Works / Goods to be procured and schedule of requirements.

### Section VI - Standard Forms

This Section includes the standard forms for the Bid Submission, Price Schedules, and Bid Security etc. These forms are to be completed and submitted by the Bidder as part of its Bid.

## PART-B – CONDITIONS OF CONTRACT AND CONTRACT FORMS

### Section VII - General Conditions of Contract (GCC)

This Section includes the general clauses to be applied in all the contracts. ***This Section contains provisions that are to be used without modifications.***

### Section VIII - Special Conditions of Contract (SCC)

This Section consists of Contract Data and Specific Provisions which contains clauses specific to this contract. This section may be customized where option is available, in accordance with the requirements of the Procuring Agency.



## Section IX - Contract Forms

This Section contains forms which, once completed, will become part of the Contract. The forms for **Performance Security** will be submitted by the successful bidder to whom Letter of Acceptance is issued, before the award of contract.

### Integrity Pact

The successful bidder shall be required to furnish Integrity Pact as per the attached format.



# **PART-A**

## **BIDDING PROCEDURE & REQUIREMENTS**

### **SECTION - I: INVITATION TO BIDS**



# NATIONAL DATADAE & REGISTRATION AUTHORITY RHO NADRA SARGODHA



## SECTION - I Invitation to Bids For CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD

RFB # RHO NADRA/SGD/02/2026

1. The Procuring Agency has reserved the funds for the procurement planned during the financial year. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract (s) for **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD.**
2. The **RHO NADRA Sargodha** now invites E-Bids through E-Procurement (EPADS) under PPRA Rules, as a whole, for the supply of above mentioned items from eligible Contractors/Vendors for **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD**, who meets the following eligibility criteria:
  - a. PEC Registration in Category C3 and above
  - b. Copy of NTN Certificate.
  - c. Copy of Sales Tax / PRA Registration Certificate.
  - d. Any document/print as proof of being Active Taxpayer.
  - e. Undertaking on Judicial Paper of at least Rs. 100 that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, or autonomous body anywhere in Pakistan.
3. The bidding shall be conducted through E-Procurement (**Open Competitive Bidding Single Stage Tow Envelop**) as specified in the Public Procurement Rules 2004 is open to all eligible bidders as defined in the bidding document may obtain bidding documents from E-PADS and PPRA Website and can participate through E-Procurement (EPADS) (<https://eprocure.gov.pk/#/aut/login>).
4. E-bids must be submitted through E-Procurement (EPADS) on or before **13<sup>th</sup> March, 2026** till 11:00 am. All bids must be accompanied by a Bid Security of **Rs.800,000/- (In Total)** for **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD** in acceptance form (CDR/ Pay Order/ Bank Guarantee in the amount of Pak Rs. in favor of **NADRA REGIONAL HEAD OFFICE SARGODHA.**
5. E-bids will be opened on **13<sup>th</sup> March, 2026** at 11:30 am in the presence of bidders or their representatives. If bid closing/ opening date falls on local/national holiday, the date of bid closing/ opening shall be the next working day on the same time and venue.
6. Bids not complying with the requirements shall be rejected being non-responsive. Alternate proposals and / or conditional bids shall be considered non-responsive.
7. Taxes will be deducted as per applicable government rules. NTN and PRA / Sales Tax registration certificates must be provided with the Bid.
8. Bids which are incomplete due to non-provision of documents, not E-bids through EPADS, not signed and/ or not stamped, late or submitted by other than specified mode will be rejected.

**Director Admin**

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Sign & Stamp of Bidder



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## SECTION - II: INSTRUCTION TO BIDDERS (ITBS)



## A - INTRODUCTION

- 1. Scope of Bid** 1.1 The Procuring Agency (PA), as indicated in the **Bid Data Sheet** (BDS) invites Bids for the provision of Works / Goods as specified in the BDS and **Section V - Technical Specifications & Schedule of Requirements**. The successful Bidders will be expected to deliver the Works / Goods within the specified period and timeline(s) as stated in the **BDS**.
- 2. Source of Funds** 2.1 Source of funds is referred in Clause-2 of Invitation for Bids.
- 3. Eligible Bidders** 3.1 A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.  
*(The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).*
- 3.2 The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.
- 3.3 Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.
- 3.4 Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be

evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.

- 3.5 The invitation for Bids is open to all prospective Contractor, manufacturers or authorized agents/dealers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business.
- 3.6. Foreign Bidders must be locally registered with the appropriate national incorporating body or the statutory body, before participating in the national/international competitive tendering with the exception of such procurements made by the foreign missions of Pakistan. For such purpose the bidder must have to initiate the registration process before the bid submission and the necessary evidence shall be submitted to the procuring agency along with their bid, however, the final award will be subject to the complete registration process.
- 3.7 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
- a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the Works / Goods to be purchased under this Invitation for Bids.
  - b) have controlling shareholders in common; or
  - c) receive or have received any direct or indirect subsidy from any of them; or
  - d) have the same legal representative for purposes of this Bid; or
  - e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or



influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

f) Submit more than one Bid in this Bidding process.

3.8 A Bidder may be ineligible if –

- (a) he is declared bankrupt or, in the case of company or firm, insolvent;
- (b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;
- (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
- (d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
- (e) the Bidder is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration.
- (f) The firm, Contractor and contractor is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them.

3.9 Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

3.10 Bidders shall provide such evidence of their continued eligibility to the satisfaction of the Procuring Agency, as the Procuring Agency shall reasonably request.

3.11 Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to the more than ten (10) percent of the Bid

- price is envisaged.
- 4. Eligible Works / Goods and Related Services**
- 4.1 All Works / Goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such Works / Goods and services. For purpose of this Bid, ineligible countries are stated in the section-4 titled as “Eligible Countries”.
- 4.2 For purposes of this Clause, “origin” means the place where the Works / Goods are mined, grown, cultivated, produced, manufactured, or processed, or through manufacture, procession, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its imported components or the place from where the related services are/to be supplied.
- 4.3 The nationality of the Contractor that supplies, assembles, distributes, or sells the Works / Goods and services shall not determine the origin of the Works / Goods.
- 4.4 To establish the eligibility of the Works / Goods and the related services, Bidders shall fill the country of origin declarations included in the Form of Bid.
- 4.5 If so required in the **BDS**, the Bidder shall demonstrate that it has been duly authorized by the manufacturer of the Works / Goods to deliver in Pakistan (or in respective country in case of procurement by the Pakistani Missions abroad), the Works / Goods indicated in its Bid.
- 5. One Bid per Bidder**
- 5.1 A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
- 5.2 No bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
- 5.3 A person or a firm cannot be a sub-contractor with more than one bidder in the same bidding process.
- 6. Cost of Bidding**
- 6.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## B - BIDDING DOCUMENTS

### 7. Contents of Bidding Documents

7.1 The Works / Goods required, bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents.

In addition to the Invitation to Bids, the Bidding Documents which should be read in conjunction with any addenda issued in accordance with ITB 9.2 include:

**Section I** - Invitation to Bids

**Section II** Instructions to Bidders (ITBs) **Section**

**III** Bid Data Sheet (BDS) **Section IV** Eligible

Countries

**Section V** Technical Specifications, Schedule of Requirements

**Section VI** Forms – Bid

**Section VII** General Conditions of Contract (GCC) **Section**

**VIII** Special Conditions of Contract (SCC) **Section IX** Contract Forms

7.2 The number of copies to be completed and returned with the Bid is specified in the **BDS**.

7.4 The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or the signed pdf version from downloaded from the website of the Procuring Agency. However, Procuring Agency shall place both the pdf and same editable version to facilitate the bidder for filling the forms.

7.5 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all the information required in the Bidding Documents will be at the Bidder's risk and may result in the rejection of his Bid.

### 8. Clarification of Bidding Documents

8.1 A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS**.

8.2 The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for documents



clarification provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in **ITB 23.1**. However, this clause shall not apply in case of alternate methods of Procurement.

- 8.3 Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an identified source of communication, including a description of the inquiry, but without identifying its source. In case of downloading of the Bidding Documents from the website of PA, the response of all such queries will also be available on the same link available at the website.
- 8.4 Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 9**.
- 8.5 If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
- 8.6 Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 9. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
- 9.1 Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a

**9. Amendment  
of Bidding  
Documents**



prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.

9.2 Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents pursuant to **ITB 7.1** and shall be communicated in writing or in any identified electronic form that provide record of the content of communication to all the bidders who have obtained the Bidding Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page identified in the BDS: Provided that the bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline.

9.3 To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids:

Provided that the Procuring Agency shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline.

### **C - PREPARATION OF BIDS**

#### **10. Language of Bid**

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

#### **11. Documents and Sample(s) Constituting the Bid**

11.1 The Bid prepared by the Bidder shall constitute the following components: -

a) Form of Bid and Bid Prices completed in accordance with **ITB 14 and 15;**



- b) Details of the Sample(s) where applicable and requested in the **BDS**.
- c) Documentary evidence established in accordance with ITB 13 that the Bidder is eligible and/or qualified for the subject bidding process;
- d) Documentary evidence established in accordance with **ITB 13.3(a)** that the Bidder has been authorized by the manufacturer to deliver the Works / Goods into Pakistan, where required and where the Contractor is not the manufacturer of those Works / Goods;
- e) Documentary evidence established in accordance with ITB 12 that the Works / Goods and related services to be supplied by the Bidder are eligible Works / Goods and services, and conform to the Bidding Documents;
- f) Bid security or Bid Securing Declaration furnished in accordance with **ITB 18**;
- g) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and
- h) Any other document required in the **BDS**.

11.2 Where a sample(s) is required by a procuring agency, the sample shall be:

- (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;
- (b) carriage paid;
- (c) received on, or before, the closing time and date for the submission of bids; and
- (d) evaluated to determine compliance with all characteristics listed in the **BDS**.



11.3 The Procuring Agency shall retain the sample(s) of the successful Bidder. A Procuring Agency shall reject the Bid if the sample(s)-

(a) do(es) not conform to all characteristics prescribed in the bidding documents; and

(b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.

11.4 Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the Works / Goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.

11.5 Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.

11.6 All samples produced from materials belonging to an unsuccessful Bidder shall be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).

**12. Documents  
Establishing  
Eligibility of  
Works / Goods  
and Related  
Services and  
Conformity to  
Bidding  
Documents**

12.1 Pursuant to **ITB 11**, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all Works / Goods and related services which the Bidder proposes to deliver.

12.2 The documentary evidence of the eligibility of the Works / Goods and related services shall consist of a statement in the Price Schedule of the country of origin of the Works / Goods and related services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

12.3 The documentary evidence of conformity of the Works / Goods and related services to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

a) a detailed description of the essential technical specifications and performance characteristics of the



Works / Goods;

b) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating substantial responsiveness of the Works / Goods and Services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications;

c) any other procurement specific documentation requirement as stated in the **BDS**.

12.4 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of Works / Goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Works / Goods during the period **specified in the BDS** following commencement of the use of the Works / Goods by the Procuring Agency.

12.5 For purposes of the commentary to be furnished pursuant to **ITB 12.3(c)** above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its Bid, provided that it demonstrates to the Procuring Agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

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

13.1 Pursuant to **ITB 11**, the Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its Bid is accepted.

13.2 The documentary evidence of the Bidder's eligibility to Bid shall establish to the satisfaction of the Procuring Agency that the Bidder, at the time of submission of its bid, is from an eligible country as defined in Section-4

**13. Documents  
Establishing  
Eligibility  
and  
Qualification  
of the Bidder**



titled as "Eligible Countries".

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall establish to the satisfaction of Procuring Agency that:

- a) in the case of a Bidder offering to deliver Works / Goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the Works / Goods' Manufacturer or producer to deliver the Works / Goods in Pakistan;
- b) the Bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in **BDS**.
- c) in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in Pakistan equipped, and able to carry out the Contractor's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.
- d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

**14. Form of Bid**

14.1 The Bidder shall fill the Form of Bid furnished in the Bidding Documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.

**15. Bid Prices**

15.1 The Bid Prices and discounts quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below in ITB Clause 15 or exclusively mentioned hereafter in the bidding documents.

15.2 All items in the Statement of Work must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items.

15.3 Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of



the respective item(s) of the remaining substantially responsive bidder(s) shall be construed to be the price of those missing item(s):

Provided that:

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

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

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

15.4 The Bid price to be quoted in the Form of Bid in accordance with **ITB 15.1** shall be the total price of the Bid, excluding any discounts offered.

15.5 The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the Works / Goods it proposes to deliver under the contract.

15.6 Prices indicated on the Price Schedule shall be entered separately in the following manner:

a) For Works / Goods manufactured from within Pakistan (or

within the country where procurement is being done in case of foreign missions abroad):

i) the price of the Works / Goods quoted EXW (ex-works, ex- factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:

A. on the components and raw material used in the manufacturing or assembly of Works / Goods quoted ex- works or ex-factory;

or

B. on the previously imported Works / Goods of foreign origin quoted ex-warehouse, ex-showroom, or off-the-shelf.

ii) all applicable taxes which will be payable on the Works / Goods if the contract is awarded.

iii) the price for inland transportation, insurance, and other local costs incidental to delivery of the Works / Goods to their final destination, if specified in the **BDS**.

iv) the price of other (incidental or allied) services, if any, listed in the **BDS**.

b) For Works / Goods offered from abroad:

i) the price of the Works / Goods shall be quoted CIF named port of destination, or CIP border point, or CIP named place of destination, in the Procuring Agency's country, as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Bidder may obtain insurance services from any eligible source country. or

ii) the price of the Works / Goods quoted FOB port of shipment (or FCA, as the case may be), if specified in the **BDS**. or

iii) the price of Works / Goods quoted CFR port of destination (or CPT as the case may be), if specified in the **BDS**.

iv) the price for inland transportation, insurance, and other local costs incidental to delivery of the Works / Goods from the port of entry to their final destination, if specified in the **BDS**.

v) the price of (incidental) services, if any, listed in the **BDS**.

15.8 Prices proposed on the Price Schedule for Works / Goods and related services shall be disaggregated, where appropriate as indicated in this Clause. This desegregation shall be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency. This, shall not in any way limit the Procuring Agency's right to contract on any of the terms and conditions offered: -

a) **For Works / Goods: -**

i) the price of the Works / Goods, quoted as per applicable INCOTERMS as specified in the **BDS**

ii) all customs duties, sales tax, and other taxes applicable on Works / Goods or on the components and raw materials used in their manufacture or assembly, if the contract is awarded to the Bidder, and

b) **For Related Services**

i) The price of the related services, and

ii) All customs duties, sales tax and other taxes applicable in Pakistan, paid or payable, on the related services, if the contract is awarded to the Bidder.

15.9 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, pursuant to ITB 28.

15.10 If so indicated in the Invitation to Bids and Instructions to Bidders, that Bids are being invited for individual contracts (Lots) or for any combination of contracts (packages), Bidders wishing to offer any price reduction for the award of more than one contract shall specify in their Bid the price reductions applicable to each package, or alternatively, to individual contracts (Lots) within a package.

16. **Bid Currencies** 16.1

Prices shall be quoted in the following currencies:

a) For Works / Goods and services that the Bidder will deliver from within Pakistan, the prices shall be quoted in Pakistani Rupees, unless otherwise specified in the **BDS**.

b) For Works / Goods and related services that the Bidder will deliver from outside Pakistan, or for imported parts or components of Works / Goods and related services

originating outside Pakistan, the Bid prices shall be quoted in any freely convertible currency of another country. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but use no more than three foreign currencies.

- 16.2 For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
- 16.3 Bidders shall indicate details of their expected foreign currency requirements in the Bid.
- 16.4 Bidders may be required by the Procuring Agency to clarify their foreign currency requirements and to substantiate that the amounts included in Lump Sum and in the **SCC** are reasonable and responsive to **ITB 16.1**.
- 17.1 Bids shall remain valid for the period specified in the **BDS** after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of Bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.
- 17.2 Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids only once, for the period not more than the period of initial bid validity. The request and the Bidders responses shall be made in writing or in electronic forms that provide record of the content of communication. The Bid Security provided under **ITB 18** shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration

17. **Bid  
Validity  
Period**



for the period of the extension, and in compliance with **ITB 18** in all respects.

17.3 If the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial Bid validity period, the contract price may be adjusted by a factor specified in the request for extension. However, the Bid evaluation shall be based on the already quoted Bid Price without taking into consideration on the above correction.

18. **Bid  
Security or  
Bid Securing  
Declaration**

18.1 Pursuant to **ITB 11**, unless otherwise specified in the **BDS**, the Bidder shall furnish as part of its Bid, a Bid Security in form of fixed amount not exceeding five percent of the estimated value of procurement determined by the procuring agency and in the amount and currency specified in the **BDS** or Bid Securing Declaration as specified in the **BDS** in the format provided in **Section VI (Standard Forms)**.

18.2 The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to **ITB 18.9**.

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

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

b) a cashier's or certified cheque; or

c) another security if indicated in the **BDS**

18.4 The Bid Security or Bid Securing Declaration shall be in accordance with the Form of the Bid Security or Bid Securing Declaration included in **Section VI (Standard Forms)** or another form approved by the Procuring

- Agency prior to the Bid submission.
- 18.5 The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in **ITB 18.9** are invoked.
- 18.6 Any Bid not accompanied by a Bid Security or Bid Securing Declaration in accordance with **ITB 18.1 or 18.3** shall be rejected by the Procuring Agency as non-responsive, pursuant to **ITB 28**.
- 18.7 Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency pursuant to **ITB 17**. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:
- (a) the expiry of the Bid Security;
  - (b) the entry into force of a procurement contract and the provision of a performance security (or guarantee), for the performance of the contract if such a security (or guarantee), is required by the Bidding documents;
  - (c) the rejection by the Procuring Agency of all Bids;
  - (d) the withdrawal of the Bid prior to the deadline for the submission of Bids, unless the Bidding documents stipulate that no such withdrawal is permitted.
- 18.8 The successful Bidder's Bid Security will be discharged upon the Bidder signing the contract pursuant to **ITB 41**, or furnishing the performance security (or guarantee), pursuant to **ITB 42**.
- 18.9 The Bid Security may be forfeited or the Bid Securing Declaration executed:
- a) if a Bidder:
    - i) withdraws its Bid during the period of Bid Validity

as specified by the Procuring Agency, and referred by the bidder on the Form of Bid except as provided for in **ITB 17.2**; or

ii) does not accept the correction of errors pursuant to **ITB 30.3**; or

b) in the case of a successful Bidder, if the Bidder fails:

i) to sign the contract in accordance with **ITB 41**; or  
ish performance security (or guarantee) in accordance with **ITB 42**.

19. **Alternative Bids by Bidders**

19.1 Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic Bidder's technical design as indicated in the specifications and Schedule of Requirements. Alternatives will not be considered, unless specifically allowed for in the **BDS**. If so allowed, **ITB 19.2** shall prevail.

19.2 When alternative schedule for delivery of Works / Works / Goods is explicitly invited, a statement of that effect will be included in the **BDS** as will the method for evaluating different schedule for delivery of Works / Works / Goods.

19.3 If so allowed in the **BDS**, Bidders wishing to offer technical alternatives to the requirements of the Bidding Documents must also submit a Bid that complies with the requirements of the Bidding Documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Procuring Agency, including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the Most Advantageous Bidder conforming to the basic technical requirements (without altering the bid price) shall be considered by the Procuring Agency.

20. **Withdrawal, Substitution, and Modification of Bids**

20.1 Before bid submission deadline, any bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an

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authorized representative, and the corresponding substitution or modification must accompany the respective written notice.

20.2 Bids requested to be withdrawn in accordance with ITB 20.1 shall be returned unopened to the Bidders.

21. **Format and Signing of Bid**

21.1 The Bidder shall prepare an original and the number of copies of the Bid as indicated in the **BDS**, clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall prevail:

Provided that except in Single Stage One Envelope Procedure, the Bid shall include only the copies of technical proposal.

21.2 The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid.

21.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.

**D - SUBMISSION OF BIDS**

22. **Sealing and Marking of Bids**

22.1 In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.

**Note:** *The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-36 of PPR-2004.*

22.2 The inner and outer envelopes shall:

a) be addressed to the Procuring Agency at the address



given in the **BDS**; and

- b) bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 23.1**.

22.3 In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:

- a) Bidder shall submit his **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate inner envelopes and enclosed in a single outer envelope.
- b) **ORIGINAL** and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
- c) (c) The envelopes containing the **ORIGINAL** and copies will be put in one sealed envelope and addressed / identified as given in Sub- Clause 21.2.

22.4 The inner and outer envelopes shall:

- a) be addressed to the Procuring Agency at the address provided in the Bidding Data;
- b) bear the name and identification number of the contract as defined in the Bidding Data; and provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data. pursuant to **ITB 23.1**.
- c) In addition to the identification required in Sub- Clause 21.2 hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to Clause IB.24

If all envelopes are not sealed and marked as required by **ITB 22.2** , **ITB 22.3** and **ITB 22.4** or incorrectly marked, the Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid.

**23. Deadline for** 23.1 Bids shall be received by the Procuring Agency no later

**Submission  
of Bids**

than the date and time specified in the **BDS**.

- 23.2 The Procuring Agency may, in exceptional circumstances and at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in accordance with **ITB 9**, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the new deadline.
24. **Late Bids**
- 24.1 The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids, in accordance with **ITB 23**.
- 24.2 Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.
25. **Withdrawal of Bids**
- 25.1 A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.
- 25.2 Revised bid may be submitted after the withdrawal of the original bid in accordance with the provisions referred in **ITB 22**.

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

26. **Opening of  
Bids**

- 26.1 The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register as proof of their attendance.
- 26.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.
- 26.3 Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the

Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.

- 26.4 Next, outer envelopes marked “MODIFICATION” shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.
- 26.5 Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.
- 26.6 In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.
- 26.7 The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid



- Security, if required; and (d) Any other details as the Procuring Agency may consider appropriate.
- 26.8 Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.
- 26.9 Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- 26.10 No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **ITB 24**.
- 26.11 The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable, including any discounts and alternative offers and the presence or absence of a Bid Security or Bid Securing Declaration.
- 26.12 The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.
- 26.13 A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.
- 26.14 In case of Single Stage Two Envelop Bidding Procedure, after the evaluation and approval of technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders subject to redress of the grievances from all tiers of grievances.

**27. Confidentiality** 27.1 Information relating to the examination, clarification,



evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.

- 27.2 Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- 27.3 Notwithstanding **ITB 27.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.
- 28.1 To assist in the examination, evaluation and comparison of Bids (and post-qualification if applicable) of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
- 28.2 The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted, whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with **ITB 31**.
- 28.3 The alteration or modification in THE BID which in any affect the following parameters will be considered as a change in the substance of a bid:
- a) evaluation & qualification criteria;
  - b) required scope of work or specifications;
  - c) all securities requirements;
  - d) tax requirements;
  - e) terms and conditions of bidding documents.
  - f) change in the ranking of the bidder
- 28.4 From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring

## 28. Clarification of Bids



Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

**29. Preliminary Examination of Bids**

29.1 Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:

- a) meets the eligibility criteria defined in **ITB 3** and **ITB 4**;
- b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
- c) has been properly signed;
- d) is accompanied by the required securities; and
- e) is substantially responsive to the requirements of the Bidding Documents.

The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

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

- a) affects in any substantial way the scope, quality, or performance of the Services;
- b) limits in any substantial way, inconsistent with the Bidding Documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or
- c) if rectified, would affect unfairly the Competitive position of other Bidders presenting substantially responsive Bids.

29.3 The Procuring Agency will confirm that the documents and information specified under **ITB 11, 12** and **13** have been provided in the Bid. If any of these documents or



information is missing, or is not provided in accordance with the Instructions to Bidders, the Bid shall be rejected.

29.4 The Procuring Agency may waive off any minor informality, nonconformity, or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

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

- (a) *Submit the number of copies of signed bids required by the invitation;*
- (b) *Furnish required information concerning the number of its employees;*
- (c) *the firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by typewritten, printed, or stamped signature and submits evidence of such authorization and the bid carries such a signature.*

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

the rejection of its Bid.

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

29.7 If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.

**30. Examination of Terms and Conditions; Technical Evaluation**

30.1 The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

30.2 The Procuring Agency shall evaluate the technical aspects of the Bid submitted in accordance with **ITB 22**, to confirm that all requirements specified in **Section V – Schedule of Requirements, Technical Specifications** of the Bidding Documents have been met without material deviation or reservation.

30.3 If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not substantially responsive in accordance with **ITB 29**, it shall reject the Bid.

**31. Correction of Errors**

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

- a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-



totals shall prevail and the total shall be corrected; and

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

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

31.2 The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with, the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 18.9**.

### **32. Conversion to Single Currency**

32.1 To facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of ) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

32.2 The currency selected for converting Bid prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified in the **BDS**.

### **33. Evaluation of Bids**

33.1 The Procuring Agency shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to **ITB 29**.

33.2 In evaluating the Technical Proposal of each Bid, the Procuring Agency shall use the criteria and methodologies listed in the BDS and in terms of



Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

33.2 The Procuring Agency's evaluation of a Bid will take into account:

a) in the case of Works / Works / Goods manufactured in Pakistan or Works / Works / Goods of foreign origin already imported in Pakistan, Income Tax, General Sales Tax and other similar/applicable taxes, which will be payable on the Works / Works / Goods if a contract is awarded to the Bidder;

b) in the case of Works / Works / Goods of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the Works / Works / Goods if the contract is awarded to the Bidder; and

33.3 The comparison shall be between the EXW price of the Works / Works / Goods offered from within Pakistan, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the Works / Works / Goods, and named port of destination, border point, or named place of destination) in accordance with applicable INCOTERM in the price of the Works / Works / Goods offered from outside Pakistan.

In evaluating the Bidders, the evaluation committee will, in addition to the Bid price quoted in accordance with ITB 15.1, take account of one or more of the following factors as specified in the **BDS**, and quantified in ITB 32.5:

a) Cost of inland transportation, insurance, and other costs within the Pakistan incidental to delivery of the Works / Works / Goods to their final destination.

b) delivery schedule offered in the Bid;

c) deviations in payment schedule from that specified in the Special Conditions of Contract;

d) the cost of components, mandatory spare parts, and service;

e) the availability (in Pakistan) of spare parts and after-sales services for the equipment offered in the

Bid;

- f) the projected operating and maintenance costs during the life of the equipment;
- g) the performance and productivity of the equipment offered; and/or
- h) other specific criteria indicated in the **TBS** and/or in the Technical Specifications.

33.5 For factors retained in **BDS**, pursuant to ITB 33.4 one or more of the following quantification methods will be applied, as detailed in the **BDS**:

- (a) *Inland transportation from EXW/port of entry/border point, Insurance and incidentals.*

Inland transportation, insurance, and other incidental costs for delivery of the Works / Goods from EXW/port of entry/border point to Project Site named in the **BDS** will be computed for each Bid by the PA on the basis of published tariffs by the rail or road transport agencies, insurance companies, and/or other appropriate sources. To facilitate such computation, Bidder shall furnish in its Bid the estimated dimensions and shipping weight and the approximate EXW or as per applicable INCOTERM value of each package. The above cost will be added by the Procuring Agency to EXW or as per applicable INCOTERM price.

- (b) *Delivery schedule.*

- i) The Procuring Agency requires that the Works / Works / Goods under the Invitation for Bids shall be delivered (shipped) at the time specified in the Schedule of Requirements. The estimated time of arrival of the Works / Works / Goods at the Project Site will be calculated for each Bid after allowing for reasonable international and inland transportation time. Treating the Bid resulting in such time of arrival as the base, a delivery "adjustment" will be calculated for other Bids by applying a

percentage, specified in the **BDS**, of the EXW or as per applicable INCOTERM price for each week of delay beyond the base, and this will be added to the Bid price for evaluation. No credit shall be given to early delivery.

**Or**

- ii) The Works / Works / Goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. **No credit will be given to earlier deliveries, and Bids offering delivery beyond this range will be treated as non-responsive.** Within this acceptable range, an adjustment per week, as specified in the **BDS**, will be added for evaluation to the Bid price of Bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

**Or**

- (iii) The Works / Works / Goods covered under this invitation are required to be delivered (shipped) in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the Bid price a factor equal to a percentage, specified in the **BDS**, of EXW or as per applicable INCOTERM price per week of variation from the specified delivery schedule.

(c) *Deviation in payment schedule.*

- i) Bidders shall state their Bid price for the payment schedule outlined in the **SCC**. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and

indicate the reduction in Bid price they wish to offer for such alternative payment schedule. The Procuring Agency may consider the alternative payment schedule offered by the selected Bidder.

**Or**

- ii) The **SCC** stipulates the payment schedule offered by the Procuring Agency. If a Bid deviates from the schedule and if such deviation is considered acceptable to the Procuring Agency, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in this invitation, at the rate per annum specified in the **BDS**.

*(d) Cost of spare parts*

- i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the **BDS**, is annexed to the Technical Specifications. The total cost of these items, at the unit prices quoted in each Bid, will be added to the Bid price.

**Or**

- ii) The Procuring Agency will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the **BDS**. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the Bid price.

**Or**

iii) The Procuring Agency will estimate the cost of spare parts usage in the initial period of operation specified in the **BDS**, based on information furnished by each Bidder, as well as on past experience of the Procuring Agency or other Procuring Agency's in similar situations. Such costs shall be added to the Bid price for evaluation.

*(e) Spare parts and after sales service facilities in Pakistan*

The cost to the Procuring Agency of establishing the minimum service facilities and parts inventories, as outlined in the **BDS** or elsewhere in the Bidding Documents, if quoted separately, shall be added to the Bid price.

*(f) Operating and maintenance costs*

Since the operating and maintenance costs of the Works / Works / Goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the **BDS** or in the Technical Specifications.

*(g) Performance and productivity of the equipment.*

(i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the **BDS** will be added to the Bid Price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the **BDS** or in the Technical Specifications.

Or

(ii) Works / Works / Goods offered shall have a minimum productivity specified under the relevant

provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of Works / Works / Goods offered in the Bid, and adjustment will be added to the Bid price using the methodology specified in the **BDS** or in the Technical Specifications.

(h) *Specific additional criteria.*

Other specific additional criteria to be considered in the evaluation and the evaluation method shall be detailed in the **BDS** and/or the Technical Specifications.

- 33.6 If these Bidding Documents allow Bidders to quote separate prices for different Lots, and the award to a single Bidder of multiple Lots, the methodology of evaluation to determine the lowest evaluated Lot combinations, including any discounts offered in the Form of Bid, is specified in the **BDS**.
- 34. Domestic Preference** 34.1 If the **BDS** so specifies, the Procuring Agency will grant a margin of preference to certain Works / Goods / Works in line with the rules, regulations, regulatory guides or instructions issued by the Authority from time to time.
- 35. Determination of Most Advantageous Bid** 35.1 In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price from amongst those which are eligible, compliant and substantially responsive shall be the Most Advantageous Bid.



35.2 The Procuring Agency may adopt the Quality & Cost Based Selection Technique due to the following two reasons:

- i. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the Works / Goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or
- ii. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters **specified in Evaluation Criteria** to be evaluated while determining the quality of the works / Works / Goods:

In such cases, the Procuring Agency may allocate certain weightage to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of PPR-2004.

**36. Post-qualification of Bidder and/or Abnormally Low Financial Proposal**

36.1 After determining the Most Advantageous Bid, if neither the pre-qualification was undertaken separately nor any qualification parameters were undertaken as part of determining the Most Advantageous Bid, the Procuring Agency shall carry out the post-qualification of the Bidder using only the requirements specified in the **BDS**.

In case of International Tendering, the parameters for incorporation or licensing within Pakistan may be fulfilled as part of post qualification.

36.2 Where the Bid price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination of Most Advantageous Bid or as a part of the post-qualification process. The following process shall apply:

- (a) The Procuring Agency may reject a Bid if the Procuring Agency has determined that the price in



combination with other constituent elements of the Bid is abnormally low in relation to the subject matter of the procurement (i.e. scope of the procurement or ancillary services) and raises concerns as to the capability and capacity of the respective Bidder to perform that contract;

(b) Before rejecting an abnormally low Bid the Procuring Agency shall request the Bidder an explanation of the Bid or of those parts which it considers contribute to the Bid being abnormally low; take account of the evidence provided in response to a request in writing; and subsequently verify the Bid or parts of the Bid being abnormally low;

(c) The decision of the Procuring Agency to reject a Bid and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the Bidder concerned;

(d) The Procuring Agency shall not incur any liability solely by rejecting abnormally Bid; and

(e) An abnormally low Bid means, in the light of the Procuring Agency's estimate and of all the Bids submitted, the Bid appears to be abnormally low by not providing a margin for normal levels of profit.

Guidance for Procuring Agency:

In order to identify the Abnormally Low Bid (ALB) following approaches can be considered to minimize the scope of subjectivity:

- (i) Comparing the bid price with the cost estimate;
- (ii) Comparing the bid price with the bids offered by other bidders submitting substantially responsive bids; and
- (iii) Comparing the bid price with prices paid in similar contracts in the recent past either government- or partner-funded.



- 36.3 The Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the most advantageous Bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB 13.3.
- 36.4 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 13.3, as well as such other information as the Procuring Agency deems necessary and appropriate. Factors not included in these Bidding Documents shall not be used in the evaluation of the Bidders' qualifications.
- 36.5 Procuring Agency may seek "Certificate for Independent Price Determination" from the Bidder and the results of reference checks may be used in determining award of contract.  
Explanation: The Certificate shall be furnished by the bidder. The bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.
- 36.6 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid, in which event the Procuring Agency will proceed to the next ranked bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.

## F. AWARD OF CONTRACT

### 37. Criteria of Award

- 37.1 Subject to ITB 36 and 38, the Procuring Agency will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as Most Advantageous Bidder, provided that such Bidder has been determined to be:
- a) eligible in accordance with the provisions of ITB 3;

b) is determined to be qualified to perform the Contract satisfactorily; and

c) Successful negotiations have been concluded, if any.

**38. Negotiations**

38.1 Negotiations may be undertaken with the Most Advantageous Bid relating to the following areas:

- a) minor alteration to the technical details of the statement of requirements;
- b) reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Bidding documents;
- c) minor amendment to the special conditions of Contract;
- d) finalizing payment arrangements;
- e) delivery arrangements;
- f) the methodology for provision of related services; or
- g) clarifying details that were not apparent or could not be finalized at the time of Bidding;

38.2 Where negotiation fails to result into an agreement, the Procuring Agency may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next ranked Bidder, the Procuring Agency shall not reopen earlier negotiations.

**39. Procuring Agency's Right to to reject All Bids**

- 39.1 Notwithstanding **ITB 37**, the Procuring Agency reserves the right to reject all the bids, and to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds.
- 39.2 Notice of the rejection of all Bids shall be given promptly to all Bidders that have submitted Bids.
- 39.3 The Procuring Agency shall upon request communicate to any Bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.



- 40. Procuring Agency's Right to Vary Quantities at the Time of Award**
- 40.1 The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of Works / Goods or related services originally specified in these Bidding Documents (schedule of requirements) provided this does not exceed by the percentage indicated in the BDS, without any change in unit price or other terms and conditions of the Bid and Bidding Documents.
- 41. Notification of Award**
- 41.1 Prior to the award of contract, the Procuring Agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.
- 41.2 Where no complaints have been lodged, the Bidder whose Bid has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bid Validity period in writing or electronic forms that provide record of the content of communication. The Letter of Acceptance will state the sum that the Procuring Agency will pay the successful Bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).
- 41.3 The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security (or guarantee) in accordance with **ITB 43** and signing of the contract in accordance with **ITB 42.2**.
- 41.4 Upon the successful Bidder's furnishing of the performance security (or guarantee) pursuant to **ITB 43**, the Procuring Agency will promptly notify each unsuccessful Bidder, the name of the successful Bidder and the Contract amount and will discharge the Bid Security or Bid Securing Declaration of the Bidders pursuant to **ITB 18.7**.
- 42.1 Promptly after notification of award, Procuring Agency shall send the successful Bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.
- 42. Signing of Contract**
- 42.2 Immediately after the Redressal of grievance by the GRC, and **after fulfillment of all conditions precedent** of the Contract Form, the successful Bidder and the Procuring Agency shall sign the contract.

**43. Performance Security (or Guarantee)**

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

43.1 After the receipt of the Letter of Acceptance, the successful Bidder, within the specified time, shall deliver to the Procuring Agency a Performance Security (or Guarantee) in the amount and in the form stipulated in the **BDS and SCC**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

43.2 If the Performance Security (or Guarantee) is provided by the successful Bidder and it shall be in the form specified in the **BDS** which shall be in any of the following:

- (a) certified cheque, cashier's or manager's cheque, or bank draft;
- (b) irrevocable letter of credit issued by a Scheduled bank or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a Scheduled bank;
- (c) bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign Bidder, bonded by a foreign bank; or
- (d) surety bond callable upon demand issued by any reputable surety or insurance company.

Any Performance Security (or guarantee) submitted shall be enforceable in Pakistan.

43.3 Failure of the successful Bidder to comply with the requirement of **ITB 43.1** shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Procuring Agency may make the award to the next ranked Bidder or call for new Bids.

**44. Advance Payment**

44.1 The advance payment will not be provided in normal circumstances. However, in case where international incoterms are involved, the same will be dealt with standard international practices and in the manner as



prescribed in ITB 44.2.

44.2 The Procuring Agency will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the **BDS**. The Advance Payment request shall be accompanied by an Advance Payment Security (Guarantee) in the form provided in Section IX. For the purpose of receiving the Advance Payment, the Bidder shall make and estimate of, and include in its Bid, the expenses that will be incurred in order to commence Delivery of Works / Goods. These expenses will relate to the purchase of equipment, machinery, materials, and on the engagement of labor during the first month beginning with the date of the Procuring Agency's "Notice to Commence" as specified in the **SCC**.

**45. Arbitrator**

45.1 The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the SCC.

**46. Corrupt & Fraudulent Practices**

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

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

**47. Constitution of Grievance Redressal**

47.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.

**48. GRC Procedure**

48.1 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.



- 48.2 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.
- 48.3 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- 48.4 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:
- Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- 48.5 The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.
- 48.6 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee.
- 48.7 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.
- 48.8 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.
- 48.9 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
- 48.10 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

## G. MECHANISM OF BLACKLISTING

### 49. Mechanism of Blacklisting

- 49.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:
- i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;
  - ii. Fails to perform his contractual obligations; and
  - iii. Fails to abide by the id securing declaration;
- 49.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.



- 49.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice
- 49.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.
- 49.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.
- 49.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed
- 49.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
- 49.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.
- 49.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the

procuring agency.

- 49.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition
- 49.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
- 49.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.



### SECTION III: BID DATA SHEET



## **Bid Data Sheet (BDS)**

The following specific data for the Works / Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITBs). Whenever there is a conflict, the provisions herein shall prevail over those in ITBs.

<b>BDS Clause Number</b>	<b>ITB Number</b>	<b>Amendments of, and Supplements to, Clauses in the Instruction to Bidders</b>
<b>A. Introduction</b>		
<b>1.</b>	<b>1.1</b>	<p>Name of Procuring Agency: Project Director (NADRA RHO Sargodha) <b>NATIONAL DATABASE &amp; REGISTRATION AUTHORITY 6-Gulshan Avenue Link PAF Road, Sargodha</b> Telephone No: <b>051-2772448</b>, Cell No.<b>0345-5025436</b></p> <p>The subject of procurement is for <b>CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD</b> to be provided using this/ these <b>Contract(s)</b> at RHO NADRA/ DAUs, 6 – Gulshan Avenue Link PAF Road, Sargodha under following categories:</p> <p>Period for completion of Project Works: <b>190 working days</b> from date of contract.</p> <p>Commencement date for Project / Works: <b>Immediately</b> after signing of the contract</p>



	2.1	<p><b>Brief Description of Works:</b> Construction works at NADRA office Allama Iqbal Colony Faisalabad as per BOQ.</p> <p><b>Basic Eligibility (mandatory Requirements)</b> The firms/ companies fulfilling the following basic requirements shall be considered for further evaluation (relevant documents to be attached):</p> <ol style="list-style-type: none"> <li>i. Registration with Pakistan Engineering Council (PEC) in Category “C3” and higher (mandatory).</li> <li>ii. Only registered Contractor/service providers/contractors who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are eligible to supply Works / Goods/provide services to the Commission (mandatory). Bids of all those who are not registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax shall be rejected.</li> <li>iii. In case bidder (if selected) is not in ATL at the time of payment then the payment shall be stopped till he files his mandatory returns and appears on ATL of FBR OR whole of the tax involved or as applicable to supplies on the basis of gross value of supplies shall be deducted.</li> <li>iv. Declaration of Ultimate Beneficial Owners Information.</li> <li>v. Bidder must submit affidavit/undertaking (on stamp paper of Rs.100) duly notarized that firm is not blacklisted by any department, failing which the bid shall be rejected, format attached.</li> <li>vi. Only those bids will be considered for evaluation which will be submitted through EPADS.</li> <li>vii. Bidder to confirm that the Time of Completion of the Project shall be within 190 days from the date of Contract Agreement. Bidder shall provide an undertaking that Bidder(s) have proven available resources to implement and complete the project on fast track basis within Time of Completion.</li> <li>viii. Bid submitted ONLY through <b>PPRA’s e-Pak Acquisition &amp; Disposal System (EPADS) shall be considered for further processing.</b></li> <li>ix. <b>Method:</b> Single Stage-Two Envelope</li> <li>x. <b>Selection Criteria:</b> Least Cost Method</li> </ol>
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2	2.2	<p>Year for the operations of the Procuring Agency: [2025-26]</p> <p>Name of Project: <b>Construction of NADRA Office, Allama Iqbal Colony Faisalabad</b></p> <p>Name of financing institution: NADRA Name and identification number of the Contract: <b>RHO NADRA/SGD/02/2026</b></p>
3.	3.1	Joint venture, consortium or association shall be allowed.
4.	4.1	Ineligible country(s) is or are [ <i>Israel, India</i> ]
5.	4.6	<p>Demonstration of authorization by manufacturer: [N/A]</p>



## B - Bidding Documents

6.	7.2	The number of documents to be completed and Submitted on EPADS
7.	8.1	The address for clarification of Bidding Documents is <b>Administration Department RHO NADRA, 6-Gulshan Avenue Link PAF Road Sargodha</b>
	8.5	<b>Pre-bid meeting will be held on 03<sup>rd</sup> March, 2026 at 1100 Hrs at Conference Hall of RHO NADRA Sargodha.</b>

## C - Preparation of Bids

8.	10.1	The Language of all correspondences and documents related to the Bid is: English
9.	11.1(b)	N.A
10.	11.2 (b)	Characteristics Not Applicable
11.	11.1 (h)	In addition to the documents stated in <b>ITB 11</b> , the following documents must be included with the Bid Details are given at <b>Annex-A, Annex-B and Annex-C.</b>
12.	12.3 (c)	Other procurement specific documentation requirements: <b>“Brochures &amp; Literature Related to offered products”</b>
13.	12.4	Not Applicable

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
14.	12.4	Not applicable
15.	13.3 (b) (d)	The qualification criteria required from Bidders in ITB 13.3(b) (d) is modified as per <b>Annex-A</b>
16.	15.6 (a) (iii), (iv) (optional)	For Works / Goods supplied in Pakistan the price quoted shall be <b><u>As DDP</u></b>
17.	15.7 (a) (i) & 15.6 (b) (i)  (ii), (iii) (optional) (iv), (v) (optional)	For Works / Goods offered from abroad the price quoted shall be: <i>Not Applicable</i>  <i>Not Applicable</i>
	15.9	The price shall be fixed.
18.	16.1 (a)	a) For works and related services originating in Pakistan the currency of the Bid shall be <i>Pakistani Rupees</i> ;  b) For services / Works / Goods and related services originating outside Pakistan, the Bidder shall express its Bid converted in Pakistani Rupees.

19.	16.2	For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
20.	17.1	The Bid Validity period shall be <b>[120]</b> days.
21.	18.1	The amount of <b>Bid Security</b> shall be <b>Rs.8,00,000/-</b> (In Total) for <b>CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD</b> . The currency of the Bid Security shall be: Pakistani Rs. in favor of <b>DG NADRA REGIONAL HEAD OFFICE SARGODHA</b> .
22.	18.3	The Bid Security shall be in the form of Cashier's/PO or certified cheque or CDR, Bank Guarantee accompanying technical bid
23.	18.3 (c)	Other forms of security are not applicable.
24.	19.1	Alternative Bids to the requirements of the Bidding Documents " <i>will not,</i> " be permitted.
25	21.1	The Bid shall be submitted through EPADS only.
26.	21.2	Written confirmation of authorization is authorization on company letterhead.



## D - Submission of Bids

27.	22.2 (a)	Bid shall be submitted through <i>E-Procurement (EPADS)</i> ( <a href="https://eprocure.gov.pk/#/auth/login">https://eprocure.gov.pk/#/auth/login</a> )
28.	22.2 (b)	Title of the subject Procurement: <b>CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD.</b>  RFB title and No: <b>RHO NADRA/SGD/02/2026</b>
29.	23.1	The deadline for Bid submission is  <b>Day : [Friday]</b>  <b>Date: [13<sup>th</sup> March, 2026]</b>  <b>Time: [1100 hrs]</b>

## E - Opening and Evaluation of Bids

30.	26.1	The E-Bid opening shall take place at:  <b>CONFERENCE ROOM RHO NADRA, 6-GULSHAN AVENUE LINK PAF ROAD, SARGODHA</b>
		<b>Day : [Friday]</b>  <b>Date: [13<sup>th</sup> March, 2026]</b>  <b>Time : [1130 hrs]</b>

31.	32.2	<p>The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies in Pakistani Rs.</p> <p>The source of exchange rate shall be: State Bank of Pakistan The date of exchange rate shall be the date of opening of financial bids <b>(in case of single stage two envelopes)</b></p>
32.	35	<p style="text-align: center;"><b>Evaluation Techniques</b></p> <p><b>Least Cost Based Selection (LCBS) Shall be used in this Tender.</b></p> <p>After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements/Tests and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered highest ranked bid.</p>



	<p style="text-align: center;"><b>Aspects for Ranking the Quality of the Product</b></p> <p style="text-align: center;"><i>(Editable based on the professional expertise of that particular trade)</i></p> <p>The Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, may requires the following parameters to be evaluated while determining the quality of the works:</p> <p>(a) Additional Functionalities (or priority requirements);</p> <p>Factors of sustainable procurement (e.g. environmental friendly products);</p> <p>(c) Efficiency of the machinery having minimum losses;</p> <p>Additional Safety Features;</p> <p>GPS Facility in case of portable equipment;</p> <p>(f) Closeness of upper/lower ceiling for such specification's having certain ranges;</p> <p>Lower Value of Least Count Error;</p> <p>(h) Earthquake related OBE (Operation Basis Earthquake) and SSD (Safe Shut Down) Earthquake features;</p> <p>(i) Incidental services such as installation and/or commissioning facilities offered by the manufacturer/authorized dealer;</p> <p>(j) Longer Warranty period, after sale service, and/or post installation/commissioning support; and/or</p> <p>Testing facilities at site etc.</p> <p>(l) Cost of components, mandatory spare parts, and Service.</p> <p>(m) The availability in Pakistan of spare parts and after-sales services for the equipment offered in the bid;</p> <p>(n) the projected operating and maintenance costs during the life of the equipment;</p> <p>(o) the performance and productivity of the equipment offered; and/or</p> <p>(p)</p>
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33.	33.4 (h)	Other specific criteria is not applicable.
34.	33.5 (a)	Not Applicable as <b>DDP</b> method is being adapted
35.	33.5 (b)	<p>Delivery schedule. <b>“190 days from the Date of Contract Agreement”</b></p> <p>Adjustment expressed in an amount in the currency of Bid evaluation.</p>
36.	33.5 (d)	Deviation in payment schedule is not applicable.
37.	33.5 (d)	<p>Cost of spare parts.</p> <p><i>[As quoted in financial bid]</i></p>

38.	33.5(e)	Spare parts and after sales service facilities in Pakistan. <i>[Applicable]</i>
39.	33.5 (f)	Operating and maintenance costs.  Factors for calculation of the whole life cost:  Reference to the methodology specified in the Technical Specifications or elsewhere in the Bidding Documents.
40.	33.5 (g)	Performance and productivity of equipment.  Reference to the methodology specified in the Technical Specifications
41.	33.5 (h)	Specific additional criteria to be used in the evaluation and their evaluation method or reference to the Technical Specifications.
42.	33.6	In case of award to a single Bidder of multiple lots; the methodology of evaluation to determine the lowest evaluated Lot combinations, including any discounts offered in the Form of Bid is Most Advantageous Bid in each Lot.
43.	34.1	a) Domestic preference not applicable.
<b>F. Award of Contract</b>		
44.	40.1	Percentage for quantity increase/ decrease is <b>[15%]</b> .
45.	43.1	The Performance Security (or guarantee) shall be <b>[10% of the Contract Price]</b> Bid Security of most advantageous/successful bidder will be released once Performance Security is submitted within 14 days after issuance of LOA.
46.	43.2	The Performance Security (or guarantee) shall be in the form of Bank Guarantee/ CDR.
47.	44.1	The Advance Payment if essential shall be limited to <b>[Not Applicable]</b> .

48.	44.2	Maximum amount of Advance payment shall be [ <i>Not Applicable</i> ]
49.	45.1	Arbitrator shall be appointed by mutual consent of the both parties.

### G. Review of Procurement Decisions

50.	49.1	The address of the Procuring Agency President, Grievance Redressal Committee HQ NADRA, 3 <sup>rd</sup> Floor, G-5/2, Islamabad
		The Address of PPRA to submit a copy of grievance:  Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority 1 <sup>st</sup> Floor, G-5/2, Islamabad, Pakistan Tel: +92-51-9202254

## Section IV. Eligible Countries

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business Friendly Countries (BVL), information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>



# ANNEX-A

## SECTION V: Evaluation and Qualification Criteria



# QUALIFICATION CRITERIA

The bidder has the financial and technical capability necessary to perform the Contract as follows. The bid will be evaluated as following criteria to ascertain “Technical Responsive” bidder. The applicant shall be considered on minimum requirement of 50% score in each category and overall 70% Marks i.e. 70 out of 100 shall be required to declare Technically Responsive. The financial proposal of only Technically Responsive Bidder will be considered. Arithmetical Correctness and Financial Comparison. The “Technically Responsive and Most Advantageous Bidder i.e. lowest” will be awarded the contract.

Sr. No.	Category	Weightage / Marks
a)	Financial Soundness	30
b)	Experience Record	35
c)	Personnel Capabilities	08
d)	Equipment	27
<b>Total Marks</b>		<b>100</b>

## a. Financial Soundness

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
i.	Turnover for the last 12 months as per verified bank statement	30	<ul style="list-style-type: none"> <li>Full marks will be given if Turnover is Rs. 100 Million or above.</li> <li>75% marks will be given if Turnover is less than Rs. 100 Million but equal to or greater than Rs.75 Million.</li> <li>50% marks will be given if Turnover is less than Rs.75 Million but equal to or greater than Rs. 50 Million.</li> <li><b>Zero marks will be given if Turnover is less than Rs. 50 Million.</b></li> <li><b>No Marks if authenticated/verified bank statement is not attached.</b></li> <li><b>Applicant must provide bank statement for the last 12 months. (01-02-2025 to 31<sup>st</sup> Jan-2026)</b></li> </ul>
<b>Marks Allocated</b>			<b>30</b>



**b. Experience Record**

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
i.	Projects related to building/construction completed in last (5) years.	30	<ul style="list-style-type: none"> <li>• Projects related to building construction/ Renovation/Interior completed in last 5 years (10 points for each project of Min. Rs. 80 million or greater) (Maximum 30 marks);</li> <li>• Projects related to building construction/ Renovation/Interior completed in last 5 years (7.5 points for each project of less than Rs. 80 million but equal to or greater than Rs. 60 million) (Maximum 30 marks);</li> <li>• Projects related to building construction/ Renovation/Interior completed in last 10 years (5 points for each project of less than Rs. 50 million but equal to or greater than Rs. 30 million) (Maximum 30 marks);</li> <li>• <b>Zero marks will be given for works less than Rs. 30 million;</b></li> <li>• <b>No Marks if Completion Certificate/Award Letter of respective project is not attached.</b></li> </ul>
ii.	Projects related to building/construction in-hand.	5	<ul style="list-style-type: none"> <li>• Projects related to building construction/ Renovation/Interior in hand (5 points for each project of Min. Rs. 80 million or greater) (Maximum 5 marks);</li> <li>• Projects related to building construction/ Renovation/Interior in hand (2.5 points for each project of less than Rs. 80 million but equal to or greater than Rs. 60 million) (Maximum 5 marks);</li> <li>• <b>Zero marks will be given for works less than Rs. 60 million;</b></li> <li>• <b>No Marks if LOA/award letter of respective project is not attached.</b></li> </ul>
<b>Marks Allocated</b>			<b>35</b>



**c. Personal Capabilities**

**Credit Marks shall be awarded under this category using the following criteria:**

*No marks if affidavit of employment of personnel with the applicant is not attached*

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
i.	<p>B.Sc. Engineers affiliated as Professional Engineer with Pakistan Engineering Council (PEC) under employment of the Applicant. At pre-qualification stage, foreign firms may submit registration proof of their Engineers from home country.</p> <p><b>No marks if above data is not provided.</b></p>	5	<ul style="list-style-type: none"> <li>• 2 Marks if One B.Sc. Civil Engineer with minimum 8 years of work experience. (Max allowable 4 marks)</li> <li>• 0.5 marks of one B.Sc. Electrical Engineer with minimum 8 years of work experience. (Max allowable 1 Mark)</li> </ul>
ii.	<p>Associate Engineers (DAE) under employment of the Applicant</p> <p>Questionnaire Form#6 &amp;7 shall be filled to provide experience record.</p> <p><b>No marks if above data is not provided.</b></p>	03	<p><b>a- Experience (2Marks):</b></p> <ul style="list-style-type: none"> <li>• 2 Marks for DAE - Civil with experience of equal to 10 years or above.</li> <li>• 1 Mark for Quantity Surveyor with minimum 8 years of experience</li> <li>• 1 Mark for finishing inspector (Architect/Civil) inspector with minimum 10 years' experience.</li> </ul>
<b>Marks Allocated</b>			<b>08</b>

**d. Equipment**

**Credit Marks shall be awarded under this category using the following criteria:**

*No marks if proof of ownership (Affidavit)/ Rental/ Lease Agreement is not attached.*

**No mark if above form is not filled**

Sr. No.	Description	Quantity	Marks Assigned	Criteria for Marks Obtained
1	Automatic Spindle Machine	1	2	<ul style="list-style-type: none"> <li>• Attach proof of ownership (Affidavit)/ Rental/ Lease Agreement.</li> <li>• Applicant must own essential equipment and machinery required for civil and interior works. Preference should be given to firms with in-house equipment rather than rented machinery.</li> </ul>
2	Floor Grinding / Polishing Machine	1	2	
3	Concrete Mixture Machine	1	2	
4	Air Compressor	1	1	
5	Form Work & Scaffolding Pipe (Quick form/cup lock propping mechanism and marine plywood shuttering)	8,000 sft	2	
6	Water Browser (500 Gallons)	1	1	
7	Steel cutting and bending machine	1	2	
8	Generators (Min 100 KVa)	1	2	
9	Hot Press	1	1	
10	<b>Workshop/ Factory;</b> Finishing Items manufacturing facility i.e. Carpentry/ Steel Works etc.	1	12	Marks shall be given ONLY when following details/ Information is provided as proof; <ol style="list-style-type: none"> <li>1. Complete address of Workshop</li> <li>2. Copy of Electricity Bills paid for the past three months (Not older than 6 months)</li> <li>3. At least #4 Photos taken at workshop/ factory (Printed on A-4 paper)</li> </ol>
<b>Marks Allocated</b>				<b>27</b>

**Note:**

a). The Applicant shall attach evidence of Work Orders/ Letter of Acceptance/Contract Agreement or Completion Certificate for completed projects in public sector.

# Terms & Conditions

- a. Financial evaluation will be carried out as **Least Cost Based method**.
- b. Company/ firm should be capable to deliver services in stipulated time of 190 days from the date of contract agreement.
- c. Successful bidder/ firm will be bound to carry out **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD**.
- d. Bidder/ firm will ensure the quality of work as per given specification for **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD**.
- e. The quantity of Works may **increase or decrease** as per NADRA requirements (or due to financial constraint (if any)).
- f. The bid will have a minimum validity period of 90 x days from the last date of submission of the Bid.
- g. The Financial Bid shall be considered as inclusive of all applicable taxes
- h. The company/firm shall bear all costs associated with the preparation and submission of its documents, while the NADRA, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- i. The delivered works will be matched by inspection committee as per specification laid down in bidding documents/ technical specifications and if any irregularity found during inspection, then the committee has right to reject the works /material of **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD** and payment process can be frozen till the completion / delivery of **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD** as per requirement.
- j. The price / bid rate in words should be final and clearly written / typed without any ambiguity.
- k. The lowest, responsive/evaluated bid as a complete project shall be accepted during Financial Bidding process.
- l. The Bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.
- m. The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.
- n. While making a price quote, trend/inflation in the rate of good and services/works in the market should kept in mind. No request for increase in price due to market fluctuation in the cost of Works / Goods/ **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD** and services shall be entertained.
- o. If at any stage the successful bidder withdraws from providing services due to market fluctuation in the cost of Works / Goods for **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD** and services legal action shall be taken against the defaulter



- i.e. Forfeiting of bid security/performance guarantee, amount of already executed work and also the firm will be blacklisted on PPRA Website.
- p.** If there is a discrepancy between unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If bidder does not accept the correction of errors, its bid shall be rejected and its bid security shall be forfeited.
- q.** Incomplete/conditional bids will not be accepted, and furnishing of incorrect information shall be liable to legal action.
- r.** Any type of corrupt or fraudulent practices and provision of false information will lead to the blacklisting of firm.
- s.** In case the selected bidders do not accept the order/contract, the bid security will be confiscated and a poor performance certificate will be issued to vendor.
- t.** Delivery charges of material & other cost during work will be the responsibility of the bidder firm/contractor.
- u.** The successful bidder will be bound to deliver Works / Goods for **CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD** / works within stipulated time. In case of failure LD would be applicable as per (SCC Liquidated damages).
- v.** Payments will be made after successful delivery/completion of work and after inspection report submitted by RHO NADRA Sargodha inspection committee in accordance with specification provided in tender document.
- w.** The scope of services/ supplies/Civil Work will be strictly followed by the CONTRACTOR as described in (Schedule of Requirements/ Scope of Work).
- x.** In case the CONTRACTOR fails to provide the Works / Goods at the time of execution, NADRA RHO Sargodha will deduct percentage (%) of gross amount mentioned in SCC (Liquidated Damages) from CONTRACTOR's bill.
- y.** The CONTRACTOR shall submit his invoice / bills completed in all respects to Admin Branch NADRA RHO Sargodha for the work carried.
- z.** NADRA RHO Sargodha shall have the power to withheld any invoice / bill if the works or any parts thereof are not being carried out to its satisfaction or according to the defined scope of work / NADRA Tender Documents (Schedule of Requirements/ scope of work).
- aa.** The CONTRACTOR shall be responsible to for the payment of income tax, on income arising out of the contract and the rates / prices stated in Schedule of Tender Prices shall be deemed to cover all taxes.
- bb.** The CONTRACTOR shall be responsible for the payment of all other taxes announced by Government of Pakistan on services arising out of the contract.

- cc.** NADRA RHO Sargodha shall have the right to terminate the contract by giving a notice of thirty (30) days to the CONTRACTOR if:
- i. In the opinion of the NADRA RHO Sargodha/ NADRA Competent Authority, the CONTRACTOR's performance is unsatisfactory.
  - ii. The CONTRACTOR fails to abide by any of the conditions of the contract or the instructions of NADRA RHO Sargodha (rep).
  - iii. NADRA RHO Sargodha shall also have the right to terminate the contract by giving a 30 days' notice if it decides to discontinue the services of the CONTRACTOR due to any reason other than those mentioned above.
  - iv. The CONTRACTOR shall also have the right to withdraw from the contract with NADRA RHO Sargodha by giving a notice of sixty (60) days if the CONTRACTOR fails to comply or is incapable to perform as per the standards / defined scope of works by NADRA RHO Sargodha.
  - v. NADRA RHO Sargodha will have the right to forfeit the performance guarantee in this / above scenarios of withdrawal / termination of contract and blacklisting of the contractor as per Public Procurement Rules 2004.



## **SECTION VI: STANDARD FORM**

### **(Single Stage Two Envelope Procedure)**

#### **Table of Forms**

**Letter of Bid – Technical Proposal**

**Letter of Bid - Financial Proposal**

**Bidder Information Form**

**Bidder's JV Members Information Form (If Applicable)**

**Price Schedule: Works / Goods Manufactured Outside Pakistan, to be Imported**

**Price Schedule: Works / Goods Manufactured Outside Pakistan, already**

**imported Price Schedule: Works / Goods Manufactured in Pakistan**

**Price and Completion Schedule - Related Services**

**Form of Bid Security**

**Manufacturer's Authorization**



## Letter of Bid – Technical Proposal

*INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT*

*Place this Letter of Bid in the first envelope “TECHNICAL PROPOSAL”.*

*The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder’s complete name and business address.*

*Note: All italicized text in black font is to help Bidders in preparing this form and Bidders shall delete it from the final document.*

**Date of this Bid submission:** *[insert date (as day, month and year) of Bid submission]*

**RFB No.:** RHO NADRA/SGD/02/2026

**Request for Bid No.:** *[insert identification]*

**Alternative No.:** *[insert identification No if this is a Bid for an alternative]*

**To:** *[insert complete name of Procuring Agency]*

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

- (a) the Technical Proposal, and
- (b) the Financial Proposal.

In submitting our Bid we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the bidding document, including addenda issued in accordance with Instructions to Bidders (ITB 9);
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB 3;
- (c) **Bid/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Agency based on execution of a Bid Securing Declaration or Proposal Securing Declaration in the Procuring Agency’s country in accordance with ITB 4;
- (d) **Conformity:** We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Works / Goods: *[insert a brief description of the Works / Goods and Related Services]*;
- (e) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 17.1 (as amended, if applicable) from the date fixed for the Bid submission deadline

Sign & Stamp of Bidder



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specified in BDS 23.1 (as amended, if applicable), and it shall remain binding upon us, and may be accepted at any time before the expiration of that period;

- (f) **Performance Security:** If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;
- (g) **One Bid per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements, other than Alternative Bids submitted in accordance with ITB 19;
- (h) **Suspension and Debarment:** We, along with any of our subcontractors, Contractors, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Agency. Further, we are not ineligible under Pakistan laws;
- (i) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of];*
- (j) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (k) **Not Bound to Accept:** We understand that you are not bound to accept the the Most Advantageous Bid or any other Bid that you may receive; and
- (l) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

**Name of the Bidder:** *\*[insert complete name of Bidder]*

**Name of the person duly authorized to sign the Bid on behalf of the Bidder:** \*\*  
*[insert complete name of person duly authorized to sign the Bid]*

**Title of the person signing the Bid:** *[insert complete title of the person signing the Bid]*

**Signature of the person named above:** *[insert signature of person whose name and capacity are shown above]*

**Date signed** *[insert date of signing]* **day of** *[insert month]*, *[insert year]*

\*: In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.



## Letter of Bid - Financial Proposal

**INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT**

Place this Letter of Bid - Financial Proposal in the second envelope marked "FINANCIAL PROPOSAL".

The Bidder must prepare the Letter of Bid - Financial Proposal on stationery with its letterhead clearly showing the Bidder's complete name and business address.

Note: All italicized text is to help Bidders in preparing this form.

**Date of this Bid submission:** *[insert date (as day, month and year) of Bid submission]*

**No.:** [RFB No.: RHO NADRA/SGD/02/2026]

**Name of Project.:** *[insert identification]*

**Alternative No.:** *[insert identification No if this is a Bid for an alternative]*

**To:** [RHO NADRA, Sargodha]

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Proposal

In submitting our Financial Proposal, we make the following additional declarations:

- (a) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 17.1 (as amended, if applicable) from the date fixed for the bid submission deadline specified in BDS 23.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (b) **Total Price:** The total price of our Bid, excluding any discounts offered in item
- (c) below is:

In case of only one lot, the total price of the Bid is *[insert the total price of the bid in words and figures, indicating the various amounts and the respective currencies];*

In case of multiple lots, the total price of each lot is *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies];*

In case of multiple lots, total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];*

- (c) **Discounts:** The discounts offered and the methodology for their application are:
- (i) The discounts offered are: *[Specify in detail each discount offered]*
- (ii) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- (d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions,

Sign & Stamp of Bidder



gratuities, or fees with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

- (e) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

**Name of the Bidder:** *\*[insert complete name of the Bidder]*

**Name of the person duly authorized to sign the Bid on behalf of the Bidder: \*\***  
*[insert complete name of person duly authorized to sign the Bid]*

**Title of the person signing the Bid:** *[insert complete title of the person signing the Bid]*

**Signature of the person named above:** *[insert signature of person whose name and capacity are shown above]*

**Date signed** *[insert date of signing]* **day of** *[insert month]*, *[insert year]*

\*: In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.



## Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid submission]

No.: **RFB No.: RHO NADRA/SGD/02/2026**

Alternative No.: [insert identification No if this is a Bid for an alternative]

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Name [insert Bidder's legal name]
2. In case of JV, legal name of each member : [insert legal name of each member in JV]
3. Bidder's actual or intended country of registration: [insert actual or intended country of registration]
4. Bidder's year of registration: [insert Bidder's year of registration]
5. Bidder's Address in country of registration: [insert Bidder's legal address in country of registration]
6. Bidder's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]
7. Attached are copies of original documents of [check the box(es) of the attached original documents] <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 3.4. <input type="checkbox"/> Establishing that the Bidder is not under the supervision of the Procuring Agency
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Sign & Stamp of Bidder



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## Bidder's JV Members Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture]].*

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

RFB No.: *[insert number of RFB process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4.
9. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Sign & Stamp of Bidder



**ANNEX-B**  
**Technical Specifications**  
**Construction of NADRA Office, Allama Iqbal Colony Faisalabad**  
**RFB No.: RHO NADRA/SGD/02/2026**

<b><u>NADRA RO6</u></b>			
<b>APPROXIMATE BILL OF QUANTITIES (B.O.Qs) FOR CIVIL &amp; STRUCTURAL WORKS</b>			
<b><u>Ground Floor</u></b>			
<b>Sr.#</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY.</b>
<b>Civil Work</b>			
1	Ex. in foundation of building, bridges and other structures i/c dag belling dressing refilling around structure with excavated earth watering and ramming lead upto 30 mtr and lift upto 1.50m		591.10734
a.	In Ordinary Soil	Cum	295.550
b.	In Hard Soil	Cum	295.550
2	Termite Proofing with approved chemical	sqm	254.320
3	P.C.C (1:4:8) including placing compacting finishing and curing complete i/c screening washing of stone aggregate without shuttering	Cum	15.480
4	P.C.C (1:2:4) including placing compacting finishing and curing complete i/c screening washing of stone aggregate without shuttering	Cum	75.650
5	4000 Psi R.C.C work using coarse sand including all labour and material except the cost of steel reinforcement and its labour for bending and binding which will be paid separately. This rate also include all kind of form moulds lifting shuttering, curing, rendering and finishing the exposed surface (including screening the washing of shingle) R.C.C work in roof slabs, beams, columns, lintels and other structural members laid in situ or precast laid in position complete in all respect Ratio 1:1.5:3		
a.	Basement	Cum	6.60
b.	Ground Floor	Cum	6.31
c.	First Floor	Cum	6.31
6	3000 Psi R.C.C work using coarse sand including all labour and material except the cost of steel reinforcement and its labour for bending and binding which will be paid separately. This rate also include all kind of form moulds lifting		



	shuttering, curing, rendering and finishing the exposed surface (including screening the washing of shingle) R.C.C work in roof slabs, beams, columns, lintels and other structural members laid in situ or precast laid in position complete in all respect Ratio 1:2.4:		
	Footing	Cum	83.86
7	3000 Psi R.C.C work using coarse sand including all labour and material except the cost of steel reinforcement and its labour for bending and binding which will be paid separately. This rate also include all kind of form moulds lifting shuttering, curing, rendering and finishing the exposed surface (including screening the washing of shingle) R.C.C work in roof slabs, beams, columns, lintels and other structural members laid in situ or precast laid in position complete in all respect Ratio 1:2:4		
a.	Basement		81.31
b.	Ground Floor	Cum	44.77
c.	First Floor	Cum	44.77
d.	Roof top	Cum	16.07
8	S/F Fabrication of deformed mild steel reinforcement for cement concreteincl: Cutting, bending laying is position making joints and fastengs incl: Cost of binding wire also includes removal of rest from bars. 60000Psi (420Mpa)	kg	46458.05
9	Carriage/disposal of surplus earth of 3.00 Cum/5 metric ton of all material like stone aggregate spawl, coal lime, surkhi etc. B.G. rail fastenings, bridge dirders, pipes, sheets, rails M.S, Bars or 1000 No. Bricks 254c127x76mm or 1000 No tiles 305x152x51mm or 4.25 cum of timber or 3.73 metric tons of fuel wood by struck or other means owned by contractor upto 05K.M.	Cum	354.66
10	Pacca brick work in foundation and plinth in cement sand mortar 1:4	Cum	11.44
11	Damp proof course with cements sand and shingle concete 1:2:4 i/c two coats of asphaltic mixture 38mm thick	sqm	11.553
12	Pacca brick work in ground floor in (including striking of joints (1:4)		
a.	Basement	Cum	19.70
b.	Ground Floor	Cum	52.05
c.	First Floor	Cum	54.44
d.	Roof top	Cum	9.42
13	Skirting Providing and laying super quality porcelain glazed tiles of Master tile brand approved or equivalent manufacturer, skirting/ dadoor specified ize, Color and Shade with	Sqm	

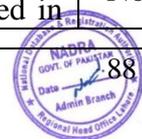
	adhesive/bond over 1/2" thick (1:2) cement plaster i/c the cost of matchig sealer for finishing the jonts, cutting grinding complete in all respect as approved and directed by the engineer incharge 2'x4"		
a.	Basement	Sqm	10.47
b.	Ground Floor	Sqm	16.17
c.	First Floor	Sqm	14.53
d.	Roof top	Sqm	1.54
14	Flooring: Providing and laying super quality porcelain glazed tiles of Master tile brand approved or equivalent manufacturer, skirting/ dadoor specified ize, Color and Shade with adhesive/bond over 1/2" thick (1:2) cement plaster i/c the cost of matchig sealer for finishing the jonts, cutting grinding complete in all respect as approved and directed by the engineer incharge 2'x2'		
a.	Basement	Sqm	168.53
b.	Ground Floor	Sqm	163.78
c.	First Floor	Sqm	166.23
15	Providing and laying super quality porcelain glazed tiles of Master tile brand approved or equivalent manufacturer, skirting/ dadoor specified ize, Color and Shade with adhesive/bond over 1/2" thick (1:2) cement plaster i/c the cost of matchig sealer for finishing the jonts, cutting grinding complete in all respect as approved and directed by the engineer incharge 1'x2'		
a.	Bath Floors	Sqm	23.08
	Bath Wall	Sqm	91.96
16	China Verona Marble flooring fine dressed on the surface without winding set in cement mortar 1:2 laid over 19mm thick cement mortar 1:2 including rubbing and polishing		
a.	20 mm thick	Sqm	18.59
b.	25 mm thick	Sqm	51.01
17	Cement Plaster (1:4) upto 6.0 metres height 13mm thick. (Internal)		
a.	Basement	Sqm	352.95
b.	Ground Floor	Sqm	531.16
c.	First Floor	Sqm	489.22
d.	Roof top	Sqm	40.49
18	Cement Plaster (1:3) upto 6.0 metres height 13mm thick. (External)		

a.	Basement	Sqm	28.53
b.	Ground Floor	Sqm	156.40
c.	First Floor	Sqm	178.98
d.	Roof top	Sqm	121.57
19	P/L Sand for back filling with compaction complete in all respect	Cum	86.10
20	Weather shield paint 03 coats	Sqm	485.48
21	Two coats of bitumen laid hot using 34 lbs. Per % sft. Or 1.72 Kg per square metre over roof and blinded with sand at one Cft. Per % sft. (0.003 cu.m per sq.m)	Sqm	197.40
22	Polythine sheet .72 mm thick laid over i/c two coats of bitumen suing 1.66Kg bitumen hot per sqm over floor & DPC etc.	Sqm	197.400
23	Providing and laying MUD MIXED with bhoosa over and 1-1/2 thick brick tiles	Sqm	197.400
24	P/F steel doors without grill work on outer face of the door as per approved design of the Engineer incharge	Sqm	2.60
25	P/F Bent metal chowkat 10 inches wide		
a.	250mm wide	No	10.00
b.	130mm wide	No	7.00
26	P/F engineer Flush door as standard design	Sqm	38.89
27	Providing and fixing deodar beading tapering from 16mm to 6.50mm with 63.50mm width	mtr	200.30
28	Paints	Sqm	
29	Distemper two coats over and including coat of one priming coat	Sqm	1417.91
30	P/F Aluminum window with fly shutter 18SWG/1.6mm section champagne or any other colors and green or blind glass 6mm thick	Sqm	65.80
31	P/F Aluminum natural anodized openable double leaf doors hinged with glass 6mm glass	Sqm	5.020
32	P/F Aluminum door closer		
a	Single Action	No	20.00
33	P/F Wooden partition as per standard design	Sqm	17.89
34	P/F wardrobe and tables as per standard design	Sqm	159.48
a.	Tables	Sqm	26.95
35	P/F Kitchen cabinet floor	Sqm	3.39
36	P/F Kitchen cabinet wall	Sqm	3.39

37	P/F of stainless steel stair railings as per approved drawings	Rm	15.70
38	Preparing surface and polish of doors and any type (Incl: edges) 3coats including priming coat	Sqm	38.89
39	Providing and fixing approved quality mortice lock	No	18.00
40	Cutting hole 230mm square through stone masonry of B.B in cement or lime walls for pipes and making good to original condition upt 229mm thickness	No	14.00
41	Mosaic flooring consisting of mosaic topping of one part of cement to two part of marble chips laid over 25mm thick of (1:2:4) cement concrete including rubbing and polishing complete 13mm thick mosaic topping with grey cement		
a.	Floor	Sqm	48.44
b.	Dado Skirting	Sqm	86.29
<b>Sanitary Work and Water Supply</b>			
42	White Glaze earthen ware water closet squatting type orrisa pattern domestic of best quality	No	3.00
43	P/F white glazed earthen ware water closet European type domestic of best quality	No	2.00
44	Providing and fitting glazed earthen ware wash hand basin/ vanity 56x40 cm (22"x16") including bracket set, waste pipe and waste coupling	No	4.00
45	P/F Stainless steel sink	No	1.00
46	P/F 13.50 Liters capacity low level flushing cistern best quality plastic	No	3.00
47	Soap dishes chromium plated	No	5.00
48	Looking glass 560mm into 405mm size quality without frame belgium/Japan made	No	4.00
49	Glass shelves 610mmx125mm size with C.P brackets with C.P railing	No	4.00
50	Mixing valves	No	3.000
51	C.P stop cock 20mm i/dua	No	10.00
52	Chromium plate towel rail 610mmx20mm	No	2.00
53	P/F C.P bib tap 13mm dia	No	5.00
54	C/P waste coupling 40mm dia	No	5.00
55	Cutting hole 230mm square through stone masonry of B.B in cement or lime walls for pipes and making Good to original condition upt 455mm thickness	No	2.00
56	P/F G.I Pipe 15mm dia for sui gas network	Rft	84.00
57	P/F R.W 043 regulator for Sui Gas network	No	1.00
58	P/F cooking range/oven 3 burner	No	1.00



59	P/F water geyser 35 ltr capacity	No	1.00
60	P/L PVC Soil pipe i/d		
a.	75mm	Rft	106.00
b.	100mm	Rft	80.0
c.	150mm	Rft	100.00
61	Waste Pipe for vanity 32mm dia C.P brass	No	4.00
62	P/F Waste Pipe for vanity 40mm dia C.P brass	No	1.00
63	P/F toilet paper holder plastic	No	5.00
64	Tooth brush holder with tooth past dish plastic	No	4.00
65	Muslim shower	No	5.00
66	P/F Floor stap 100mm x 50mm (incl:500mm) concrete chamber all round ith C.P grating	No	11.00
67	P/L jointing and testing heavy water or steam quality PPRC pipe and special complet in all respect in side building or in trenches		
a.	25mm	Rft	163
b.	40mm	Rft	213.00
68	P/F C.I manhole cover with frames		
a.	300mm	No	4.00
69	Ex. in open cutting for sever and manholes as shown in drawing dressing to correct section and dimension according to template and levels and removing surface water in all types of soil shingle, graded and rock (I) 0.2.10m depth	Cum	10.77
70	Cement concrete plain incl: placing compactinf finishing and curing complete incl: screening and washing of stone aggregate with out shuttering 1”2:4 for main hole covers	Cum	0.89
71	Pacca brick work other than building including striking of joints upto 3.0 mtr height (1:6)	Cum	2.98
72	Cement plaster (1:2) cement sand mortar upto 6 metres height 19mm thick	Sqm	13.01
73	P/F of submersible Pi,p with I HP electric motor steel wire/rope clamos hooks switch bolts PVC section pipe testing and commissioning complete in all respect chaina made	No	1.00
74	P/F mixer for vanity	No	4.00
75	P/F 100mm P trap	No	5.00
	<b>Electrical Work</b>		
76	Wring light or fan point with 1/1.13 (3.029) PVC insulated wire in 20mm (¾”) 1.50mm thick PVC conduit recessed in	No	217.00



	wall or column complete with switch plastic plate ceiling rose/bottom holder.		
77	Wiring light or call bell with 1/1.13 (3.029) PVC insulated wire in 20mm (¾") PVC conduit 1.50mm thick recessed in wall or columns complete with switch ceiling rose/batton holder	No	2.00
78	Wiring two way light point with 1/1.13 (3.029) PVC insulated wire in 20mm (¾") PVC conduit 1.50mm thick PVC complete in wall or columns complete with switch , plastic platec walling rose/batton holder	No	4.00
79	Wiring 2 pin plug control board with 1.13 )3/.029) PVC insulated wire in 19.1mm 1.50mm thick PVC conduit recessed in the wall etc complete with switch and plug	No	10.00
80	P/F surface type 3 pin 15 Amps S.P plug socket and switch mocomplete with board	No	18.00
81	P/F Ceiling Fan approve quality	No	20.00
82	Providing and fixing of distribution board three phase 100 Amps 400 volts w-way per pase with 1.No incoming circuit breaker 100 Amps 400 volts and outgoing breaker S.P 6.30 Amps complete with volts meter, seector switch and phase indication light and N link on a given board	No	2.00
83	P/F A.C or C.C electric bell 200/250 volts 70mm (2-¾") gauge as replacement	No	1.00
84	P/F Fan Bar hook	No	20.00
85	Wiring for main with 2-1/1.78 (7/.029) PVC insulated wire in 20mm (¾") PVC conduit fitted on surface	Mtr	900.00
86	Wiring for main with 2-1/1.78 (7/.036) PVC insulated wire in 20mm (¾") PVC conduit fitted on surface	Mtr	360.00
87	Wiring for main with 16mm 4 core cable with PVC insulated wire in 40mm (1-1/2") PVC conduit fitted on surface	Mtr	40.00
88	P/E of ACSP exhaust fan 12" with plastic blade A-C Sweep 200 volt	No	6.00
89	Wring 3/5 Pin 5 Amp wall socket point with 1.13mm PVC insulated wire and 2.50mm PVC insulated earthling conductor in 20mm pipe recessed in wall/column complete with switch etc	No	103.00
90	¾" dia PVC conduit laid under floor, concealed in roof, walls colums etc. for the required No of 5 pair telephone cables including all conduit accessories. The PVC conduits shall be laid under floor including chiseling and cutting of the floor for required dimensions laying of conduit, back filling of remaining cavity with CC as specified for floor in that area, making good, complete (from TF DB to each room and office)	Rft	850.00
91	1" dia PVC conduit laid under floor, concealed in roof, walls colums etc. for the required No of 5 pair telephone cables including all conduit accessories. The PVC conduits shall be laid under floor including chiseling and cutting of the floor for required dimensions laying of conduit, back filling of	Rft	350.00



	remaining cavity with CC as specified for floor in that area, making good, complete (from TF DB to each room and office)		
92	0.6mm dia 5 pair tinned copper conductor PVC/telephone cable in already installed conduits/pipes	Rft	900.00
93	Digital telephone outlets points comprising digital telephone sockets outlets. Plastic front plate appropriate size back box	Nos	15.00
94	10 pair capacity (TJB) telephone junction box for required number on incoming and outgoing cables, appropriate back box	Nos	3.00
95	Wiring for TV outlet, security cameras to control room, with coaxial cable with power and molax networking cable camera in concealed 3/4" PVC conduit including conduit accessories etc complete	Rft	700.00
96	Cost of TV socket outlets back boxes as per site requirement guest room 13+8 cameras including cost of TV booster	No	10.00
97	Providing and fixing of earth with new bore complete with all accessories I.e 16sq mm 1 core PVC cable, 70 sq mm 1 core PVC cable, earth electrodes 24"x24"x1.4" and earthing leads 3/0 SWG (AOR submitted)	jobs	1.00
98	Providing and fixing of new AC 2Ton Haier or Pel complete with all accessories	Nos	8.00
99	Providing and fixing of new CCTV cameras 5mp Ton complete with all accessories except LED	Nos	10.00

Item No.	Works Item Description	Unit	Qty
	<b>FIRE FIGHTING SERVICES</b>		
1.0	Supply and installation of UL/FM approved fire extinguishers with fixing accessories		
1.1	Type class B&C Fx-3 (5 Kg. CO2 Carbon Dioxide Gas)	Nos	12.000
1.2	Type Class A,B&C FX-4 (65Kg. Dry Chemical Powder)	Nos	12.000
1.3	Automatic fire extinguisher (10Kg. Dry Chemical Powder)	Nos	4.000
2.0	Cleaning, Balancing & Testing		
2.1	Cleaning	Lot	1.000
2.2	Balancing	Lot	1.000
2.3	Testing	Lot	1.000
3.0	Painting & Finishing and Mechanical identification		
3.1	Painting & Finishing	Lot	1.000



3.2	Stenciling of Pipes	Lot	1.000
3.3	Identification Tags on valves, etc	Lot	1.000
3.3	Equipment Data Plates	Lot	1.000
4.0	Miscellaneous		
4.1	Operation & Maintenance instructions to clients representatives	Lot	1.000
4.2	Shop Drawings	Lot	1.000
4.3	As Built Drawings	Lot	1.000
4.4	Operation and Maintenance Manuals	Lot	1.000
4.5	Structural Openings	Lot	1.000



## MATERIAL SPECIFICATIONS IN BOQs OUT OF FOLLOWING LISTED ITEMS

SR #	Material Description	Proposed Manufacturer/MAKE
1	Main LT Panel Boards, Sub Main Panel Boards, Motor Control Centers, Power factor Improvement Plant, Distribution Boards	Power Solutions
		Subhan Engineering
		Power Engineers
		South Asian Concern
		Volamp
2	Isolators	Lovato
		Socomec
3	High Tension (HT), Low Tension (LT), Single Core & Multi Core Cables	Pakistan Cables
		Newage Cables
		HM Cables
4	Bus Trunking System	Schneider
		Power Duct
		ABB
		Pogliano
5	Wiring Accessories (Switches, Sockets, Telephone & Computer Socket)	Clipsal
		Orange
6	Floor Boxes	Davis
		Legrand
		JEI
7	PVC Conduits & accessories	Beta
		Dadex
		Popular
8	Fans (Ceiling, Bracket, Exhaust)	Royal Fan
		Voldam
		Pak fan
9	Data Networking Cable	Corning
		Molex
		Cavicel
10	Fire Alarm & Detection System	Honey Well -Gent
		Hochiki
		Eaton
11	CCTV / Security Surveillance System	Dahua
		Hikvision
		Bosch



		Axis
12	Steel/G.I Conduit & Accessories	IIL
		Jamal Pipes
13	Cable Tray / Trunking, Ladder & Accessories	Multitek
		Ashraf Industries
		South Asian Concern
		Ercon Qatalytic Engineers
14	Back boxes, Pull boxes & Junction Boxes	Hussain & Co.
		Clipsal
		ABB
15	Light Fixtures	NVC
		Oppl
		Coarts
16	Emergency Lights	Pierlie
		Eaton
17	Telephone/EPABX / IP PABX System	Panasonic
		Alcatel
18	Uninterruptable Power Supply (UPS)	APC
		ABB
		Power ware/Eaton
19	Sound / Public Address System	TOA
		Bosch
		AXIS
20	Access Control System / Hotel Door Lock / Biometric Solution	Salto
		HID
		Honeywell
21	MATV & SMATV System	WISI
		TRIAx
		PDI
22	Earthing & Lightning Protection System	Indelec
		Multi Techniques
		Qatalytic Engineers
		APLICACIONES TECNOLOGICAS
23	Diesel Generator Set	Caterpillar (USA)
		Cummins (European)
24	Hanging Support System	Fischer
		Index
		Hilti
25	Hotel Room Wiring/Electrical Accessories	Clipsal
		ABB



		SCAME
26	Diesel Bulk Storage Tank	Local
27	Fire Alarm Cable	Firecel Daraka
28	EMT Conduits & accessories	Jadeed Enginnering Key Power Solutions Ezzi Engineering

SR #	Material Description	Proposed Manufacturer/MAKE
1	11kV HT Panels for WAPDA	PEL
		South Asian Concern
		Green T&D
2	Main LT Panel Boards, Sub Main Panel Boards, Motor Control Centers, Power factor Improvement Plant, Distribution Boards	Power Solutions
		Subhan Engineering
		Power Engineers
		South Asian Concern
		Volamp
3	Air Circuit Breaker (ACB), Moulded Case Circuit Breakers (MCCB) TP 500 V-AC, Residual Current Circuit Interrupter (RCCI) & MCB	Schneider
		ABB
		Terasaki
4	Magnetic Contactor, Star Delta Starter, Soft Starter, DOL Starter	ABB
		Togami
		Schneider
5	Current/Potential Transformers	Entes
		Frer
		Sezgin (Turkiye)
		Hoburt (England)
		Efen (Hungary)
6	Ammeters (Digital) & Voltmeters (Digital)	Revalco
		KAEL
		RIVALCO
		Inter
7	Selector Switches (Ammeter Selector) ASS (Voltmeter Selector)VSS	Kraus & Niamer
		MERZ
		ILX (Turkiye)
8	Indication Lamps	Fuji
		Lovato
		ILX (Turkiye)
		GGT Schneider



9	Wiring Terminals/Splicing Connectors	CIAMA
		ONKA
		Klemsan (Turkiye)
		Wago
10	Internal Wiring	Pakistan Cables
		Newage Cables
11	Cable Lugs and Ferrules	Cembre
		Raychem
		3 M
12	Power Factor Capacitors, controllers, relays	Schneider Electric
		Shizuki
		Klemsan (Turkiye)
		ZEZ Silko (CEZ Republic)
13	Change Over Switch (COS)	Nokian
		SOCOMEK
		Techno Electric
		ILX (Turkiye)
14	Surge Protective Devices	Gave
		DEHN
		Hager
15	Smart Digital Energy Meters	Schneider
		Janitza
		Circuitor
		Klemsan
		Lovato
16	Energy Analyzers	Schneider
		Lovato
		LUMEL (POLAND)
		Klemsan (Turkiye)
17	ON / OFF Push Buttons	Fuji
		Lovato
		ILX (Turkiye)
		GGT
		Wago

**Notes:**

- 1) All material should be procured directly from Manufacturer or Authorized distributor/Dealer
- 2) Submittals to be submitted to the consultant / NADRA for verification of technical specifications and necessary approval.
- 3) GA drawings of Panels & DBs to be shared with consultant / NADRA for approval



# Financial Bid

## CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISLABAD RFB No.: RHO NADRA/SGD/02/2026

FINANCIAL BID FOR CIVIL & STRUCTURAL WORKS					
<u>Ground Floor</u>					
S#	DESCRIPTION	UNIT	QTY.	Unit Rate (Rs.)	Amount (Rs.)
<b>Civil Work</b>					
1	Ex. in foundation of building, bridges and other structures i/c dag belling dressing refilling around structure with excavated earth watering and ramming lead upto 30 mtr and lift upto 1.50m		591.10734		
a.	In Ordinary Soil	Cum	295.550		
b.	In Hard Soil	Cum	295.550		
2	Termite Proofing with approved chemical	sqm	254.320		
3	P.C.C (1:4:8) including placing compacting finishing and curing complete i/c screening washing of stone aggregate without shuttering	Cum	15.480		
4	P.C.C (1:2:4) including placing compacting finishing and curing complete i/c screening washing of stone aggregate without shuttering	Cum	75.650		
5	4000 Psi R.C.C work using coarse sand including all labour and material except the cost of steel reinforcement and its labour for bending and binding which will be paid separately. This rate also include all kind of form moulds lifting shuttering, curing, rendering and finishing the exposed surface (including screening the washing of shingle) R.C.C work in roof slabs, beams, columns, lintels and other structural members laid in situ or precast laid in position complete in all respect Ratio 1:1.5:3				
a.	Basement	Cum	6.60		
b.	Ground Floor	Cum	6.31		
c.	First Floor	Cum	6.31		
6	3000 Psi R.C.C work using coarse sand including all labour and material except the cost of steel reinforcement and its labour for bending and binding which will be paid separately. This rate also include all kind of form moulds lifting shuttering, curing, rendering and finishing the exposed surface (including screening the washing of shingle) R.C.C work in roof slabs, beams, columns, lintels and other structural members laid in situ or precast laid in				



	position complete in all respect Ratio 1:2.4:				
	Footing	Cum	83.86		
7	3000 Psi R.C.C work using coarse sand including all labour and material except the cost of steel reinforcement and its labour for bending and binding which will be paid separately. This rate also include all kind of form moulds lifting shuttering, curing, rendering and finishing the exposed surface (including screening the washing of shingle) R.C.C work in roof slabs, beams, columns, lintels and other structural members laid in situ or precast laid in position complete in all respect Ratio 1:2:4				
a.	Basement		81.31		
b.	Ground Floor	Cum	44.77		
c.	First Floor	Cum	44.77		
d.	Roof top	Cum	16.07		
8	S/F Fabrication of deformed mild steel reinforcement for cement concreteincl: Cutting, bending laying is position making joints and fastengs incl: Cost of binding wire also includes removal of rest from bars. 60000Psi (420Mpa)	kg	46458.05		
9	Carriage/disposal of surplus earth of 3.00 Cum/5 metric ton of all material like stone aggregate spawl, coal lime, surkhi etc. B.G. rail fastenings, bridge dirders, pipes, sheets, rails M.S, Bars or 1000 No. Bricks 254c127x76mm or 1000 No tiles 305x152x51mm or 4.25 cum of timber or 3.73 metric tons of fuel wood by struck or other means owned by contractor upto 05K.M.	Cum	354.66		
10	Pacca brick work in foundation and plinth in cement sand mortar 1:4	Cum	11.44		
11	Damp proof course with cements sand and shingle concete 1:2:4 i/c two coats of asphaltic mixture 38mm thick	sqm	11.553		
12	Pacca brick work in ground floor in (including striking of joints (1:4)				
a.	Basement	Cum	19.70		
b.	Ground Floor	Cum	52.05		
c.	First Floor	Cum	54.44		
d.	Roof top	Cum	9.42		
13	Skirting Providing and laying super quality porcelain glazed tiles of Master tile brand approved or equivalent manufacturer, skirting/ dadoor specified ize, Color and Shade with adhesive/bond over1/2" thick (1:2) cement plaster i/c the cost of matchig sealer for finishing the jonts, cutting	Sqm			



	grinding complete in all respect as approved and directed by the engineer incharge 2'x4"				
a.	Basement	Sqm	10.47		
b.	Ground Floor	Sqm	16.17		
c.	First Floor	Sqm	14.53		
d.	Roof top	Sqm	1.54		
14	Flooring: Providing and laying super quality porcelain glazed tiles of Master tile brand approved or equivalent manufacturer, skirting/ dadoor specified ize, Color and Shade with adhesive/bond over 1/2" thick (1:2) cement plaster i/c the cost of matchig sealer for finishing the jonts, cutting grinding complete in all respect as approved and directed by the engineer incharge 2'x2'				
a.	Basement	Sqm	168.53		
b.	Ground Floor	Sqm	163.78		
c.	First Floor	Sqm	166.23		
15	Providing and laying super quality porcelain glazed tiles of Master tile brand approved or equivalent manufacturer, skirting/ dadoor specified ize, Color and Shade with adhesive/bond over 1/2" thick (1:2) cement plaster i/c the cost of matchig sealer for finishing the jonts, cutting grinding complete in all respect as approved and directed by the engineer incharge 1'x2'				
a.	Bath Floors	Sqm	23.08		
	Bath Wall	Sqm	91.96		
16	China Verona Marble flooring fine dressed on the surface without winding set in cement mortar 1:2 laid over 19mm thick cement mortar 1:2 including rubbing and polishing				
a.	20 mm thick	Sqm	18.59		
b.	25 mm thick	Sqm	51.01		
17	Cement Plaster (1:4) upto 6.0 metres height 13mm thick. (Internal)				
a.	Basement	Sqm	352.95		
b.	Ground Floor	Sqm	531.16		
c.	First Floor	Sqm	489.22		
d.	Roof top	Sqm	40.49		
18	Cement Plaster (1:3) upto 6.0 metres height 13mm thick. (External)				



a.	Basement	Sqm	28.53		
b.	Ground Floor	Sqm	156.40		
c.	First Floor	Sqm	178.98		
d.	Roof top	Sqm	121.57		
19	P/L Sand for back filling with compaction complete in all respect	Cum	86.10		
20	Weather shield paint 03 coats	Sqm	485.48		
21	Two coats of bitumen laid hot using 34 lbs. Per % sft. Or 1.72 Kg per square metre over roof and blinded with sand at one Cft. Per % sft. (0.003 cu.m per sq.m)	Sqm	197.40		
22	Polythine sheet .2 mm thick laid over i/c two coats of bitumen suing 1.66Kg bitumen hot per sqm over floor & DPC etc.	Sqm	197.400		
23	Providing and laying MUD MIXED with bhoosa over and 1-1/2 thick brick tiles	Sqm	197.400		
24	P/F steel doors without grill work on outer face of the door as per approved design of the Engineer incharge	Sqm	2.60		
25	P/F Bent metal chowkat 10 inches wide				
a.	250mm wide	No	10.00		
b.	130mm wide	No	7.00		
26	P/F engineer Flush door as standard design	Sqm	38.89		
27	Providing and fixing deodar beading tapering from 16mm to 6.50mm with 63.50mm width	mtr	200.30		
28	Paints	Sqm			
29	Distemper two coats over and including coat of one priming coat	Sqm	1417.91		
30	P/F Aluminum window with fly shutter 18SWG/1.6mm section shampean or any other colors and green or blind glass 6mm thick	Sqm	65.80		
31	P/F Aluminum natural anodized openable double leaf doors hingd with glass 6mm glass	Sqm	5.020		
32	P/F Aluminum door closer				
a	Single Action	No	20.00		
33	P/F Wooden partition as per standard design	Sqm	17.89		
34	P/F wardrobe and tables as per standard design	Sqm	159.48		
a.	Tables	Sqm	26.95		
35	P/F Kitchen cabinet floor	Sqm	3.39		



36	P/F Kitchen cabinet wall	Sqm	3.39		
37	P/F of stainless steel stair railings as per approved drawings	Rm	15.70		
38	Preparing surface and polish of doors and any type (Incl: edges) 3coats including priming coat	Sqm	38.89		
39	Providing and fixing approved quality mortice lock	No	18.00		
40	Cutting hole 230mm square through stone masonry of B.B in cement or lime walls for pipes and making good to original condition upt 229mm thickness	No	14.00		
41	Mosaic flooring consisting of mosaic topping of one part of cement to two part of marble chips laid over 25mm thick of (1:2:4) cement concrete including rubbing and polishing complete 13mm thick mosaic topping with grey cement				
a.	Floor	Sqm	48.44		
b.	Dado Skirting	Sqm	86.29		
<b>Sub Total</b>					
<b>Sanitary Work and Water Supply</b>					
42	White Glaze earthen ware water closet squatting type orrisa pattern domestic of best quality	No	3.00		
43	P/F white glazed earthen ware water closet European type domestic of best quality	No	2.00		
44	Providing and fitting glazed earthen ware wash hand basin/ vanity 56x40 cm (22"x16") including bracket set, waste pipe and waste coupling	No	4.00		
45	P/F Stainless steel sink	No	1.00		
46	P/F 13.50 Liters capacity low level flushing cistern best quality plastic	No	3.00		
47	Soap dishes chromium plated	No	5.00		
48	Looking glass 560mm into 405mm size quality without frame belgium/Japan made	No	4.00		
49	Glass shelves 610mmx125mm size with C.P brackets with C.P railing	No	4.00		
50	Mixing valves	No	3.000		
51	C.P stop cock 20mm i/dua	No	10.00		
52	Chromium plate towel rail 610mmx20mm	No	2.00		
53	P/F C.P bib tap 13mm dia	No	5.00		
54	C/P waste coupling 40mm dia	No	5.00		
55	Cutting hole 230mm square through stone masonry of B.B in cement or lime walls for pipes and making Good to original condition upt 455mm thickness	No	2.00		



56	P/F G.I Pipe 15mm dia for sui gas network	Rft	84.00		
57	P/F R.W 043 regulator for Sui Gas network	No	1.00		
58	P/F cooking range/oven 3 burner	No	1.00		
59	P/F water geyser 35 ltr capacity	No	1.00		
60	P/L PVC Soil pipe i/d				
a.	75mm	Rft	106.00		
b.	100mm	Rft	80.0		
c.	150mm	Rft	100.00		
61	Waste Pipe for vanity 32mm dia C.P brass	No	4.00		
62	P/F Waste Pipe for vanity 40mm dia C.P brass	No	1.00		
63	P/F toilet paper holder plastic	No	5.00		
64	Tooth brush holder with tooth past dish plastic	No	4.00		
65	Muslim shower	No	5.00		
66	P/F Floor stap 100mm x 50mm (incl:500mm) concrete chamber all round ith C.P grating	No	11.00		
67	P/L jointing and testing heavy water or steam quality PPRC pipe and special complet in all respect in side building or in trenches				
a.	25mm	Rft	163		
b.	40mm	Rft	213.00		
68	P/F C.I manhole cover with frames				
a.	300mm	No	4.00		
69	Ex. in open cutting for sever and manholes as shown in drawing dressing to correct section and dimension according to template and levels and removing surface water in all types of soil shingle,graved and rock (I) 0.2.10m depth	Cum	10.77		
70	Cement concrete plain incl: placing compactinf finishing and curing complete incl: screening and washing of stone aggregate with out shuttering 1”2:4 for main hole covers	Cum	0.89		
71	Pacca brick work other than building including striking of joints upto 3.0 mtr height (1:6)	Cum	2.98		
72	Cement plaster (1:2) cement sand mortar upto 6 metres height 19mm thick	Sqm	13.01		
73	P/F of submersible Pi,p with I HP electric motor steel wire/rope clamos hooks switch bolts PVC section pipe testing and commissioning complete in all respect chaina	No	1.00		



	made				
74	P/F mixer for vanity	No	4.00		
75	P/F 100mm P trap	No	5.00		
	<b>Sub Total</b>				
	<b>Electrical Work</b>				
76	Wring light or fan point with 1/1.13 (3.029) PVC insulated wire in 20mm (¾") 1.50mm thick PVC conduit recessed in wall or column complete with switch plastic plate ceiling rose/bottom holder.	No	217.00		
77	Wiring light or call bell with 1/1.13 (3.029) PVC insulated wire in 20mm (¾") PVC conduit 1.50mm thick recessed in wall or columns complete with switch ceiling rose/batton holder	No	2.00		
78	Wiring two way light point with 1/1.13 (3.029) PVC insulated wire in 20mm (¾") PVC conduit 1.50mm thick PVC complete in wall or columns complete with switch , plastic platec walling rose/batton holder	No	4.00		
79	Wiring 2 pin plug control board with 1.13 )3/.029) PVC insulated wire in 19.1mm 1.50mm thick PVC conduit recessed in the wall etc complete with switch and plug	No	10.00		
80	P/F surface type 3 pin 15 Amps S.P plug socket and switch momplete with board	No	18.00		
81	P/F Ceiling Fan approve quality	No	20.00		
82	Providing and fixing of distribution board three phase 100 Amps 400 volts w-way per pase with 1.No incoming circuit breaker 100 Amps 400 volts and outgoing breaker S.P 6.30 Amps complete with volts meter, secector switch and phase indication light and N link on a given board	No	2.00		
83	P/F A.C or C.C electric bell 200/250 volts 70mm (2-3/4") gauge as replacement	No	1.00		
84	P/F Fan Bar hook	No	20.00		
85	Wiring for main with 2-1/1.78 (7/.029) PVC insulated wire in 20mm (¾") PVC conduit fitted on surface	Mtr	900.00		
86	Wiring for main with 2-1/1.78 (7/.036) PVC insulated wire in 20mm (¾") PVC conduit fitted on surface	Mtr	360.00		
87	Wiring for main with 16mm 4 core cable with PVC insulated wire in 40mm (1-1/2") PVC conduit fitted on surface	Mtr	40.00		
88	P/E of ACSP exhaust fan 12" with plastic blade A-C Sweep 200 volt	No	6.00		
89	Wring 3/5 Pin 5 Amp wall socket point with 1.13mm PVC insulated wire and 2.50mm PVC insulated earthling conductor in 20mm pipe recessed in wall/column complete with switch etc	No	103.00		



90	¾" dia PVC conduit laid under floor, concealed in roof, walls columns etc. for the required No of 5 pair telephone cables including all conduit accessories. The PVC conduits shall be laid under floor including chiseling and cutting of the floor for required dimensions laying of conduit, back filling of remaining cavity with CC as specified for floor in that area, making good, complete (from TF DB to each room and office)	Rft	850.00		
91	1" dia PVC conduit laid under floor, concealed in roof, walls columns etc. for the required No of 5 pair telephone cables including all conduit accessories. The PVC conduits shall be laid under floor including chiseling and cutting of the floor for required dimensions laying of conduit, back filling of remaining cavity with CC as specified for floor in that area, making good, complete (from TF DB to each room and office)	Rft	350.00		
92	0.6mm dia 5 pair tinned copper conductor PVC/telephone cable in already installed conduits/pipes	Rft	900.00		
93	Digital telephone outlets points comprising digital telephone sockets outlets. Plastic front plate appropriate size back box	Nos	15.00		
94	10 pair capacity (TJB) telephone junction box for required number on incoming and out going cables, appropriate back box	Nos	3.00		
95	Wiring for TV outlet, security cameras to control room, with coaxial cable with power and molax networking cable camera in concealed ¾"PVC conduit including conduit accessories etc complete	Rft	700.00		
96	Cost of TV socket outlets back boxes as per site requirement guest room 13+8 cameras including cost of TV booster	No	10.00		
97	Providing and fixing of earth with new bore complete with all accessories i.e 16sq mm 1 core PVC cable, 70 sq mm 1 core PVC cable, earth electrodes 24"x24"x1.4" and earthing leads 3/0 SWG (AOR submitted)	jobs	1.00		
98	Providing and fixing of new AC 2Ton Haier or Pel complete with all accessories	Nos	8.00		
99	Providing and fixing of new CCTV cameras 5mp Ton complete with all accessories except LED	Nos	10.00		

**FIREFIGHTING BOQ for NADRA OFFICE FAISALABAD**

**These quantities are tentative. The Contractor verify from site before placing order**

Item No.	Works Item Description	Unit	Qty	Unit Rate (Rs.)	Amount (Rs.)
<b>FIRE FIGHTING SERVICES</b>					
1.0	Supply and installation of UL/FM approved fire				



	extinguishers with fixing accessories				
1.1	Type class B&C Fx-3 (5 Kg. CO2 Carbon Dioxide Gas	Nos	12.000		
1.2	Type Class A,B&C FX-4 (65Kg. Dry Chemical Powder)	Nos	12.000		
1.3	Automatic fire extinguisher (10Kg. Dry Chemical Powder)	Nos	4.000		
2.0	Cleaning, Balancing & Testing				
2.1	Cleaning	Lot	1.000		
2.2	Balancing	Lot	1.000		
2.3	Testing	Lot	1.000		
3.0	Painting & Finishing and Mechanical identification				
3.1	Painting & Finishing	Lot	1.000		
3.2	Stenciling of Pipes	Lot	1.000		
3.3	Identification Tags on valves, etc	Lot	1.000		
3.3	Equipment Data Plates	Lot	1.000		
4.0	Miscellaneous				
4.1	Operation & Maintenance instructions to clients representatives	Lot	1.000		
4.2	Shop Drawings	Lot	1.000		
4.3	As Built Drawings	Lot	1.000		
4.4	Operation and Maintenance Manuals	Lot	1.000		
4.5	Structural Openings	Lot	1.000		
	<b>Grand Total PKR</b>				

**Project :** NADRA OFFICE

**Client:** NADRA

**Subject:** SUB SUMMARY OF FINNISHING WORK

<b>Sr. No.</b>	<b>Description</b>	<b>Amount</b>
<b>A</b>	<b>Basement</b>	
<b>B</b>	<b>GROUND FLOOR</b>	
<b>C</b>	<b>FIRST FLOOR</b>	



Total	
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**SUMMARY OF COST:**

S No	Description	Amount – PKR
1	Civil Works	
2	Sanitary Work and Water Supply	
3	Electrical Works	
4	Fire Protection	
	Total Amount	

**Note:-**

Contractor to submit Shop drawings for approval of the Client before fabrication). The rates include cost of all sampling and Mock- ups as desired by the Architect. All work shall be finished as per entire satisfaction of Client with proper tools and practices while making good any damage to existing surface or equipment. Contractor to follow all SOP's as per Govt. Directions

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

**Note:** If the quoted price of the bidders is same then most experience bidder will declared as most advantageous and successful bidder.

**Form of Bid Security  
(Bank Guarantee)**

*[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[Purchaser to insert its name and address]*

**No.:** *[Purchaser to insert reference number for the Request for Bids]*



**Alternative No.:** *[Insert identification No if this is a Bid for an alternative]*

**Date:** *[Insert date of issue]*

**BID GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that \_\_\_\_\_ *[insert name of the Bidder, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Bid (hereinafter called "the Bid") for the execution of \_\_\_\_\_ under Request for Bids No. \_\_\_\_ ("the RFB").

Furthermore, we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ ( \_\_\_\_\_ ) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid during the period of Bid validity set forth in the Applicant's Letter of Bid ("the Bid Validity Period"), or any extension thereto provided by the Applicant; or
- (b) having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the Contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Bidding process; or (ii) twenty-eight days after the end of the Bid Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[Signature(s)]*

**Note:** *All italicized text is for use in preparing this form and shall be deleted from the final product.*



## Form of Bid Security (Bid Bond)

*[The Surety shall fill in this Bid Bond Form in accordance with the instructions indicated.]*

BOND NO. \_\_\_\_\_

BY THIS BOND *[name of Bidder]* as Principal (hereinafter called “the Principal”), and *[name, legal title, and address of surety]*, **authorized to transact business in** *[name of country of Procuring Agency]*, as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of Procuring Agency]* as Oblige (hereinafter called “the Purchaser”) in the sum of *[amount of Bond]*<sup>1</sup> *[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted or will submit a written Bid to the Purchaser dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the supply of *[name of Contract]* (hereinafter called the “Bid”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (a) has withdrawn its Bid during the period of Bid validity set forth in the Principal’s Letter of Bid (“the Bid Validity Period”), or any extension thereto provided by the Principal; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the Bid Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to Bidders (“ITB”) of the Purchaser’s bidding document.

then the Surety undertakes to immediately pay to the Purchaser up to the above amount upon receipt of the Purchaser’s first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

<sup>1</sup> The amount of the Bond shall be denominated in the currency of the Purchaser’s country or the equivalent amount in a freely convertible currency.



The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Bid Validity Period set forth in the Principal's Letter of Bid or any extension thereto provided by the Principal.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this \_\_\_\_\_ day of \_\_\_\_\_ 20 .

Principal: \_\_\_\_\_

Surety: \_\_\_\_\_

Apply Corporate Seal (where appropriate)

\_\_\_\_\_  
(Signature)  
(Printed name and title)

\_\_\_\_\_  
(Signature)  
(Printed name and title)



# Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

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

No.: [number of Bidding process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: [complete name of Procuring Agency]

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder\* \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]



## PART – B: CONDITIONS OF CONTRACT AND CONTRACT FORMS

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Sign & Stamp of Bidder



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## SECTION VII: GENERAL CONDITIONS OF THE CONTRACT



## GENERAL CONDITIONS OF THE CONTRACT (GCC)

### 1. Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- a) **“Authority”** means Public Procurement Regulatory Authority.
- b) The **“Arbitrator”** is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract **GCC Clause 31** hereunder.
- c) The **“Contract”** means the agreement entered into between the Procuring Agency and the Contractor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- d) The **“Commencement Date”** is the date when the Contractor shall commence execution of the contract as specified in the **SCC**.
- e) **“Completion”** means the fulfillment of the related services by the Contractor in accordance with the terms and conditions set forth in the contract.
- f) **“Country of Origin”** means the countries and territories eligible under the PPRA Rules 2004 and its corresponding Regulations as further elaborated in the **SCC**.
- g) The **“Contract Price”** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.
- h) **“Defective Works / Goods”** are those Works / Goods which are below standards, requirements or specifications stated by the Contract.
- i) **“Delivery”** means the transfer of the Works / Goods from the Contractor equipment, machinery, and /or other materials which the Contractor is required to supply to the Procuring Agency under Contract. **“Effective Contract date”** is the date shown in the Certificate of Contract Commencement issued by the Procuring Agency upon fulfillment of the conditions precedent stipulated in **GCC Clause 3**.
- j) **“Procuring Agency”** means the person named as Procuring Agency in the **SCC** and the legal successors in title to this person, procuring the Works / Goods and related service, as named in **SCC**.
- k) **“Related Services”** means those services ancillary to the delivery of the Works / Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, initial maintenance and other such obligations of the Contractor covered under the Contract.  
**“GCC”** means the General Conditions of Contract contained in this section. precedent stipulated in **GCC Clause 3**.
- l) **“Procuring Agency”** means the person named as Procuring Agency in the **SCC** and the legal successors in title to this person, procuring the Works / Goods and related service, as named in **SCC**

precedent stipulated in **GCC Clause 3**.

- m) **“Procuring Agency”** means the person named as Procuring Agency in the **SCC** and the legal successors in title to this person, procuring the Works / Goods and related service, as named in **SCC**.
- n) **“Related Services”** means those services ancillary to the delivery of the Works / Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, initial maintenance and other such obligations of the Contractor covered under the Contract.
- o) **“GCC”** means the General Conditions of Contract contained in this section.
- p) **“Intended Delivery Date”** is the date on which it is intended that the Contractor shall effect delivery as specified in the **SCC**.
- q) **“SCC”** means the Special Conditions of Contract.
- r) **“Contractor”** means the individual private or government entity or a combination of the above whose Bid to perform the contract has been accepted by the Procuring Agency and is named as such in the Contract Agreement, and includes the legal successors or permitted assigns of the Contractor and shall be named in the **SCC**.
- s) **“Project Name”** means the name of the project stated in **SCC**.
- t) **“Day”** means calendar day.
- u) **“Eligible Country”** means the countries and territories eligible for participation in accordance with the policies of the Federal Government.
- v) **“End User”** means the organization(s) where the Works / Goods will be used, as named in the **SCC**.  
**“Origin”** means the place where the Works / Goods were mined, grown, or produced or from which the Services are supplied. Works / Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially different in basic characteristics or in purpose or utility from its components.
- w) **“Force Majeure”** means an unforeseeable event which is beyond reasonable control of either Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

For the purposes of this Contract, **“Force Majeure”** means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

- x) **“Specification”** means the Specification of the Works / Goods and performance of incidental services in accordance with the relevant standards included in the Contract and any modification or addition made or approved by the Procuring Agency.
- y) The Contractor's Bid is the completed Bid document submitted by the Contractor to the Procuring



Agency.

## 2. Application and interpretation

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

2.2 In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.

2.3 The documents forming the Contract shall be interpreted in the following order of priority:

- 1) 1. Form of Contract,
- 2) 2. Special Conditions of Contract,
- 3) 3. General Conditions of Contract,
- 4) 4. Letter of Acceptance,
- 5) 5. Certificate of Contract Commencement
- 6) 6. Specifications
- 7) 7. Contractor's Bid, and
- 8. Any other document listed in the Special Conditions of Contract as forming part of the Contract.

## 3. Conditions Precedent<sup>3.1</sup><sub>3.2</sub>

3.1 Having signed the Contract, it shall come into effect on the date on which the following conditions have been satisfied: -

- a) Submission of performance Security (or guarantee) in the form specified in the **SCC**;
- b) Furnishing of Advance Payment Unconditional Guarantee.

3.2 If the Condition precedent stipulated on GCC Clause 3.1 is not met by the date specified in the SCC this contract shall not come into effect.

3.3 If the Procuring Agency is satisfied that each of the conditions precedent in this contract has been satisfied (except to the extent waved by him, but subject to such conditions as he shall impose in respect of such waiver) he shall promptly issue to the Contractor a certificate of Contract commencement, which shall confirm the start date.

4. **Governing Language** 4.1 The Contract as all correspondence and documents relating to the contract exchanged by the Contractor and the Procuring Agency shall be written in the language specified in **SCC**. Subject to **GCC Clause 3.1**, the version of the Contract written in the specified language shall govern its interpretation.
5. **Applicable Law** 5.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in **SCC**.  
6.1 The origin of Works / Goods and Services may be distinct from the nationality of the Contractor.
6. **Country of Origin**
7. **Standards** 7.1 The Works / Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, the American Standards (such as ACI, IEEE, ASME, etc.) or the Pakistani standards such as PSQCA Such standards shall be the latest issued by the concerned institution.
8. **Use of Contract Documents and Information; Inspection and Audit by the Government of Pakistan** 8.1 The Contractor shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.  
8.2 The Contractor shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in **GCC Clause 7.1** except for purposes of performing the Contract.  
8.3 Any document, other than the Contract itself, enumerated in **GCC Clause 7.1** shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Contractor's performance under the Contract if so required by the Procuring Agency.

- 8.4 The Contractor shall permit the Government of Pakistan or / and donor agencies involved in financing the project to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Government of Pakistan or / and the appropriate donor agencies, if so required by the Government of Pakistan or / and the appropriate donor agencies.
9. **Patent and Copy Rights**
- 9.1 The Contractor shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Works / Goods or any part thereof in Pakistan.
- 9.2 The patent right in all drawings, documents, and other materials containing data and information furnished to the Procuring Agency by the Contractor herein shall remain vested in the Contractor, or, if they are furnished to the Procuring Agency directly, or through the Contractor by any third party, including Contractors of materials, the patent right in such materials shall remain vested in such third party.
10. **Performance Security (or Guarantee)**
- 10.1 The Performance Security (or Guarantee) shall be provided to the Procuring Agency no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Agency, and denominated in the types and proportions of the currencies in which the Contract Price is payable as specified in the **SCC**.
- 10.2 The proceeds of the Performance Security (or Guarantee) shall be payable to the Procuring Agency as compensation for any loss resulting from the Contractor's failure to complete its obligations under the Contract.
- 10.3 The Performance Security (or Guarantee) shall be in one of the following forms:
- a) A bank guarantee, an irrevocable letter of credit issued by a reputable bank, or in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency; or
  - b) A cashier's or certified check.

**11. Inspections and Test**

- 10.4 The performance security (or guarantee) will be discharged by the Procuring Agency and returned to the Contractor not later than thirty (30) days following the date of completion of the Contractor's performance obligations under the Contract, including any warranty obligations, unless otherwise specified in **SCC**.
- 11.1 The Procuring Agency or its representative shall have the right to inspect and /or to test the Works / Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. **SCC** and the Technical Specifications shall specify what inspections and tests the Procuring Agency shall notify the Contractor in writing or in electronic forms that provide record of the content of communication, in a timely manner, of the identity of any representatives retained for these purposes.
- 11.2 The inspections and tests may be conducted on the premises of the Contractor or its subcontractor(s), at point of delivery, and/or at the Works / Goods' final destination. If conducted on the premises of the Contractor or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency.
- 11.3 Should any inspected or tested Works / Goods fail to conform to the Specifications, the Procuring Agency may reject the Works / Goods, and the Contractor shall replace the rejected Works / Goods to meet specification requirements free of cost to the Procuring Agency.
- 11.4 The Procuring Agency's right to inspect, test and, where necessary, reject Works / Goods after the Works / Goods' arrival in the Procuring Agency's country shall in no way be limited or eared by reason of the Works / Goods having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the Works / Goods' shipment from the country of origin.
- 11.5 Nothing in **GCC Clause 10** shall in any way release the Contractor from any warranty or other obligations under this Contract.

- 12. Packing**
- 12.1 The Contractor shall provide such packing of the Works / Goods as Required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Works / Goods final destination and the absence of heavy handling facilities at all points in transit.
- 12.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in **SCC**, and in any subsequent instructions ordered by the Procuring Agency.
- 13. Delivery and Documents**
- 13.1 Delivery of the Works / Goods shall be made by the Contractor in accordance with the terms specified in the Schedule of Requirements. The details of shipping and or other documents to be furnished by the Contractor as specified in **SCC**.
- 13.2 For purposes of the Contract, “EXW”, “FOB”, “FCA”, “CIF”, “CIP,”and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris.
- 13.3 Documents to be submitted by the Contractor are specified in **SCC**.
- 14. Insurance**
- 14.1 The Works / Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the **SCC**.

- 15. Transportation**
- 15.1 Where the Contractor is required under Contract to deliver the Works / Goods FOB, transport of the Works / Goods, up to and including the point of putting the Works / Goods on board the vessel at the specified port of loading, shall be arranged and paid for by the Contractor, and the cost thereof shall be included in the Contract Price. Where the Contractor is required under the Contract to deliver the Works / Goods FCA, transport of the Works / Goods and delivery into the custody of the carrier at the place named by the Procuring Agency or other agreed point shall be arranged and paid for by the Contractor, and the cost thereof shall be included in the Contract Price.
- 15.2 Where the Contractor is required under Contract to deliver the Works / Goods CIF or CIP, transport of the Works / Goods to the port of destination or such other named place of destination in Pakistan, as shall be specified in the Contract, shall be arranged and paid for by the Contractor, and the cost thereof shall be included in the Contract Price.
- 15.3 Where the Contractor is required under the Contract to transport the Works / Goods to a specified place of destination within Pakistan, defined as the Project Site, transport to such place of destination in Pakistan, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Contractor, and related costs shall be included in the Contract Price.
- 16. Related Services**
- 16.1 The Contractor may be required to provide any or all of the following services, including additional services, if any, specified in **SCC**:
- a) Performance or supervision of on-site assembly, Installation Commissioning and/or start-up of the supplied Works / Goods;
  - b) Furnishing of tools required for assembly and/or maintenance of the supplied Works / Goods;
    - c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Works / Goods;
  - d) Performance or supervision or maintenance and/or repair of the supplied Works / Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Contractor of any warranty obligations

under this Contract; and

- e) Training of the Procuring Agency's personnel, at the Contractor's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Works / Goods.

16.2 Prices charged by the Contractor for related services, if not included in the Contract Price for the Works / Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Contractor for similar services.

**17. Spare Parts**

17.1 As specified in **SCC**, the Contractor may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Contractor:

- a) Such spare parts as the Procuring Agency may elect to purchase from the Contractor, provided that this election shall not relieve the Contractor of any warranty obligations under the Contract; and
- b) In the event of termination of production of the spare parts:
- i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and
- ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.



**18. Warranty/  
Defect  
Liability  
Period**

- 18.1 The Contractor warrants that the Works / Goods supplied under the Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Contractor further warrants that all Works / Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency, specifications) or from any act or omission of the Contractor, that may develop under normal use of the supplied Works / Goods in the conditions prevailing in Pakistan.
- 18.2 This warranty shall remain valid for a period specified in the **SCC** after the Works / Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for a period specified in the **SCC** after the date of shipment from the port or place of loading in the source country, +whichever period concludes earlier, unless specified otherwise in **SCC**.
- 18.3 The Procuring Agency shall promptly notify the Contractor in writing or in electronic forms that provide record of the content of communication of any claims arising under this warranty.
- 18.4 Upon receipt of such notice, the Contractor shall, within the period specified in **SCC** and with all reasonable speed, repair or replace the defective Works / Goods or parts thereof, without costs to the Procuring Agency other than, where applicable, the cost of inland delivery of the repaired or replaced Works / Goods or parts from EXW or the port or place of entry to entry to the final destination.
- 18.5 If the Contractor, having been notified, fails to remedy the defect(s) within the period specified in **SCC**, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Contractor's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Contractor under the Contract.

**19. Payment**

- 19.1 The method and conditions of payment to be made to the Contractor under this Contract shall be specified in **SCC**.

- 19.2 The Contractor's request(s) for payment shall be made to the Procuring Agency in writing or in electronic forms that provide record of the content of communication, accompanied by an invoice describing, as appropriate, the Works / Goods delivered and Services performed, and by documents submitted pursuant to **GCC Clause 13**, and upon fulfillment of other obligations stipulated in the Contract.
- 19.3 Payments shall be made promptly by the Procuring Agency, within Fifteen (15) days after submission of an IPC by the Contractor.
- 19.4 The currency or currencies in which payment is made to the Contractor under this Contract shall be specified in **SCC** subject to the following general principle: payment will be made in the currency or currencies in which the payment has been requested in the Contractor's Bid.
- 19.5 All payments shall be made in the currency or currencies specified in the **SCC** pursuant to **GCC Clause 19.4**

**20. Prices**

- 20.1 The contract price shall be as specified in the Contract Agreement Subject to any additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- 20.2 Prices charged by the Contractor for Works / Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Contractor in its Bid, with the exception of any price adjustments authorized in **SCC** or in the Procuring Agency's request for Bid Validity extension, as the case may be.

**21. Change Orders**

- 21.1 The Procuring Agency may at any time, by a written order given to the Contractor pursuant to **GCC Clause 22**, make changes within the general scope of the Contract in any one or more of the following:
- a) Drawings, designs, or specifications, where Works / Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;
  - b) The method of shipment or packing;
  - c) The place of delivery; and/or
  - d) The Services to be provided by the Contractor



- 21.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Contractor's performance of any provisions under the Contract an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Contractor for adjustment under this clause must be asserted within thirty (30) days from the date of the Contractor's receipt of the Procuring Agency change order.
- 21.3 Prices to be charged by the Contractor for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other parties by the Contractor for similar services.
22. **Contract Amendments** 22.1 Subject to **GCC Clause 20**, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
23. **Assignment** 23.1 Neither the Procuring Agency nor the Contractor shall assign, in whole or in part, obligations under this Contract, except with the prior written consent of the other party.
24. **Sub-contracts** 24.1 The Contractor shall consult the Procuring Agency in the event of subcontracting under this contract if not already specified in the Bid. Subcontracting shall not alter the Contractor's obligations.  
24.2 Subcontracts must comply with the provision of **GCC Clause 5**.
25. **Delays in the Contractor's Performance** 25.1 Delivery of the Works / Goods and performance of Services shall be made by the Contractor in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.

- 25.2 If at any time during performance of the Contract, the Contractor or its subcontractor(s) should encounter conditions impeding timely delivery of the Works / Goods and performance of Services, the Contractor shall promptly notify the Procuring Agency in writing or in electronic forms that provide record of the content of communication of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Contractor's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Contractor's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 25.3 Except as provided under **GCC Clause 28**, a delay by the Contractor in the performance of its delivery obligations shall render the Contractor liable to the imposition of liquidated damages pursuant to **GCC Clause 26**, unless an extension of time is agreed upon pursuant to **GCC Clause 25.2** without the application of liquidated damages.

**26. Liquidated Damages**

26.1 Subject to **GCC Clause 28**, if the Contractor fails to deliver any or all of the Works / Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in **SCC** of the delivered price of the delayed Works / Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in **SCC**. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to **GCC Clause 26**.

**27. Termination for Default**

27.1 The Procuring Agency or the Contractor, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the concerned party may terminate the Contract if the other party causes a fundamental breach of the Contract.



27.2 Fundamental breaches of Contract shall include, but shall not be limited to the following:

- a) the Contractor fails to deliver any or all of the Works / Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to **GCC Clause 24**; or
- b) the Contractor fails to perform any other obligation(s) under the Contract;
- c) Contractor's failure to submit performance security (or guarantee) within the time stipulated in the **SCC**;
- d) the Contractor has abandoned or repudiated the contract.
- e) the Procuring Agency or the Contractor is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- f) a payment is not paid by the Procuring Agency to the Contractor after 84 days from the due date for payment;
- g) the Procuring Agency gives Notice that Works / Goods delivered with a defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Procuring Agency; and
- h) if the Procuring Agency determines, based on the reasonable evidence, that the Contractor has engaged in corrupt, coercive, collusive, obstructive or fraudulent practices, in competing for or in executing the Contract.

For the purpose of this clause:

- 27.3 **"Corrupt and Fraudulent Practice"** means the practices as described in Rule-2 (1) (f) of Public Procurement Rules-2004.
- 27.4 In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to **GCC Clause 26.1**, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Works / Goods or Services similar to those undelivered, and the Contractor shall be liable to the Procuring Agency for any excess costs for such similar Works / Goods or Services. However, the Contractor shall continue performance of the Contract to the extent not terminated

28. **Termination for Force Majeure** 28.1 Notwithstanding the provisions of **GCC Clauses 25, 26,** and 27, neither Party shall have any liability or be deemed to be in breach of the Contract for any delay nor is other failure in performance of its obligations under the Contract, if such delay or failure is a result of an event of Force Majeure.

For purpose of this clause, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent.

- 28.2 If a Party (hereinafter referred to as "the Affected Party") is or will be prevented from performing its substantial obligation under the contract by Force Majeure, it shall give a Notice to the other Party giving full particulars of the event and circumstance of Force Majeure in writing or in electronic forms that provide record of the content of communication of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing or in electronic forms that provide record of the content of communication, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event

29. **Termination for Insolvency** 29.1 The Procuring Agency may at any time terminate the Contract by giving written notice to the Contractor if the Contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
30. **Termination for Convenience** 30.1 The Procuring Agency, by written notice sent to the Contractor, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the Contract is terminated, and the date upon which such termination becomes effective.
- 30.2 The Works / Goods that are complete and ready for shipment within thirty (30) days after the Contractor's receipt of notice of termination shall be accepted by the Procuring Agency at the Contract terms and price. For the remaining Works / Goods, the Procuring Agency may elect:
- a) To have any portion completed and delivered at the Contract terms and prices; and / or
  - b) To cancel the remainder and pay to the Contractor an agreed amount for partially completed Works / Goods and Services and for materials and parts previously procured by the Contractor.

- 31. Disputes Resolution**
- 31.1 In the event of any dispute arising out of this contract, either party shall issue a notice of dispute to settle the dispute amicably. The parties hereto shall, within twenty-eight (28) days from the notice date, use their best efforts to settle the dispute amicably through mutual consultations and negotiation. Any unsolved dispute may be referred by either party to an arbitrator that shall be appointed by mutual consent of the both parties.
- 31.2 After the dispute has been referred to the arbitrator, within 30 days, or within such other period as may be proposed by the Parties, the Arbitrator shall give its decision. The rendered decision shall be binding to the Parties.
- 32.1 The arbitration shall be conducted in accordance with the arbitration procedure published by the Institution named and in the place shown in the **SCC**.
- 32. Procedure for Disputes Resolution**
- 32.2 The rate of the Arbitrator's fee and administrative costs of arbitration shall be borne equally by the Parties. The rates and costs shall be in accordance with the rules of the Appointing Authority. In conducting arbitration to its finality each party shall bear its incurred costs and expenses.
- 32.3 The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place shown in the **SCC**.
- 33.1 Should the Arbitrator resign or die, or should the Procuring Agency and the Contractor agree that the Arbitrator is not functioning in accordance with the provisions of the contract, a new Arbitrator shall be appointed by mutual consent of the both parties.
- 33. Replacement of Arbitrator**
- 33.1 Except in cases of criminal negligence or willful conduct, and in the case of infringement pursuant to **GCC Clause 8**,
- a) The Contractor shall not be liable to the Procuring Agency, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Contractor to pay liquidated damages to the Procuring Agency; and
- 34. Limitation of Liability**
- b) The aggregate liability of the Contractor to the Procuring Agency, whether under the Contract, in tort

or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment or to any obligation of the Contractor to indemnify the Procuring Agency with respect to patent infringement.

- 35. Notices**
- 35.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party's address specified in **SCC**.
- 35.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 36. Taxes and Duties**
- 36.1 A foreign Contractor shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Pakistan.
- 36.2 If any tax exemptions, reductions, allowances or privileges may be available to the Contractor in Pakistan the Procuring Agency shall use its best efforts to enable the Contractor to benefit from any such tax savings to the maximum allowable extent.
- 36.3 A local Contractor shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Works / Goods to the Procuring Agency.



## SECTION VIII: SPECIAL CONDITIONS OF THE CONTRACT (SCC)



## Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) shall supplement the GCC. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC. The corresponding clause number of the GCC is indicated in parentheses.

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
		<b>Definitions (GCC 1)</b>
1.	1.1	The Procuring Agency is: RHO NADRA, 6-GULSHAN AVENUE LINK PAF ROAD SARGODHA
2.	1.1(j)	The Contractor is: <i>[Name and address]</i>
3.	1.1(q)	The title of the subject procurement or The Project is: <b><i>[CONSTRUCTION OF NADRA OFFICE, ALLAMA IQBAL COLONY FAISALABAD]</i></b>
		<b>Governing Language (GCC 4)</b>
4.	4.1	The Governing Language shall be: English
		<b>Applicable Law (GCC 5)</b>
5.	5.1	The Applicable Law shall be: Laws of the Islamic Republic of Pakistan
		<b>Country of Origin (GCC 6)</b>
6.	6.1	Country of Origin is .....
		<b>Performance Security ( or guarantee) (GCC 10)</b>
7.	10.1	The amount of performance security (or guarantee), as <b>10% for each contract/ Lot.</b>
8.	10.4	After delivery and acceptance of the Works / Goods, Performance Security (or guarantee) shall be withheld to cover the Contractor's warranty obligations in accordance with <b>GCC Clause 18.2.</b>
		<b>Inspections and Tests (GCC 11)</b>
9.	11.1	Inspection and tests prior to shipment of Works / Goods and at



		<p>acceptance are as follows:</p> <p>Quality and quantity inspection shall be carried out prior to shipment of Works / Goods by the manufacturer(s) at the Contractor's own expense and responsibility in terms of the items specified in the specifications. The Contractor shall submit the inspection certificate issued by himself which should be attached with the certificate(s) of the manufacturer(s) to the Procuring Agency in order to ensure that the Works / Goods are manufactured in compliance with the contract.</p>
	<b>Packing (GCC Clause 12)</b>	
10.	12.2	<p>The following <b>SCC</b> shall supplement <b>GCC Clause 12.2</b>:</p> <p>The Works / Goods shall be packed properly in accordance with standard export packing specified by the Procuring Agency in the Technical Specification.</p>
	<b>Delivery and Documents (GCC Clause 13)</b>	
11.	13.1	<p><b>For Works / Goods supplied from abroad:</b></p> <p>Upon shipment, the Contractor shall notify the Procuring Agency and the Insurance Company by cable the full details of the shipment, including Contract number, description of Works / Goods, quantity, the vessel, the bill of lading number and date, port of loading, date of shipment, port of discharge, etc. The Contractor shall mail the following documents to the Procuring Agency, with a copy to the Insurance Company:</p> <ul style="list-style-type: none"> <li>(i.) One original plus four copies of the Contractor's invoice showing Works / Goods' description, quantity, unit price, and total amount;</li> <li>(ii.) original and four copies of the negotiable, clean, on-board bill of lading marked "freight prepaid" and four copies of nonnegotiable bill of lading;</li> <li>(iii.) One original plus four copies of the packing list identifying contents of each package;</li> <li>(iv.) Insurance Certificate;</li> <li>(v.) Manufacturer's or Contractor's warranty certificate;</li> </ul>

		<p>(vi.) inspection certificate, issued by the nominated inspection agency, and the Contractor's factory inspection report; and</p> <p>(vii.) certificate of country of origin issued by the chamber of commerce and industry or equivalent authority in the country of origin in duplicate.</p> <p>The above documents shall be received by the Procuring Agency at least one week before arrival of the Works / Goods at the port or place of arrival and, if not received, the Contractor will be responsible for any consequent expenses.</p> <p><i>[Other similar documents should be listed, depending upon the Incoterm retained.]</i></p>
12.	13.3	<p><b>For Works / Goods from within Pakistan:</b></p> <p>Upon delivery of the Works / Goods to the transporter, the Contractor shall notify the Procuring Agency and mail the following documents to the Procuring Agency:</p> <p>(i.) one original plus four copies of the Contractor's invoice showing Works / Goods' description, quantity, unit price, and total amount;</p> <p>(ii.) delivery note, railway receipt, or truck receipt;</p> <p>(iii.) Manufacturer's or Contractor's warranty certificate; (iv.) inspection certificate issued by the nominated inspection agency, and the Contractor's factory inspection report; and</p> <p>(v.) certificate of country of origin issued by Pakistan Chamber of Commerce and Industry or equivalent authority in the country of origin in duplicate.</p> <p>The above documents shall be received by the Procuring Agency before arrival of the Works / Goods and, if not received, the Contractor will be responsible for any consequent expenses.</p>



<b>Insurance (GCC Clause 14)</b>		
13.	14.1	The Insurance shall be in an amount equal to 110 percent of the applicable INCOTERM value of the Works / Goods from “warehouse” to “warehouse” on “All Risks” basis, including War Risks and Strikes.
<b>Related Services (GCC Clause 16)</b>		
14.	16.1	Related services to be provided are:  <i>[Selected services covered under GCC Clause 16 and/or other should be specified with the desired features. The price quoted in the Bid price or agreed with the selected Contractor shall be included in the Contract Price.]</i>
<b>Spare Parts (GCC Clause 17)</b>		
15.	17.1	Additional spare parts requirements are:  Contractor shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Works / Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order and opening the letter of credit.



	<b>Warranty (GCC Clause 18)</b>	
16.	18.2	<p>GCC Clause 17.2—In partial modification of the provisions, the warranty period shall be <b>as mentioned in technical specifications</b> / Terms &amp; Conditions from date of acceptance of the Works / Goods. The Contractor shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Contractor, these guarantees are not attained in whole or in part, the Contractor shall, at its discretion, either:</p> <p>(a) make such changes, modifications, and/or additions to the Works / Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,</p> <p style="text-align: center;"><b>Or</b></p> <p>(b) pay liquidated damages to the Procuring Agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be <b>0.20</b> percent per day of undelivered materials/Works / Goods value up to the sum equivalent to the amount of ten percent of the contract value.</p>

17. The period for correction of defects in the warranty period is:  
18.4 & 18.5



<b>Payment (GCC Clause 19)</b>		
<b>18.</b>	<b>19.1</b>	<p>The method and conditions of payment to be made to the Contractor under this Contract shall be as follows:</p> <p><b>Payment for Works / Goods supplied from abroad:</b></p> <p>Payment of foreign currency portion shall be made in (</p> <ul style="list-style-type: none"> <li>(i) <b>Advance Payment:</b> ...<b>Zero</b>.... percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Works / Goods are delivered and in the form provided in the Bidding Documents or another form the Procuring Agency. Acceptable to</li> <li>(ii) <b>On Delivery:</b> -- <b>Zero</b> ---- percent of the Contract Price of the Works / Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Contractor in a bank in its country, upon submission of documents specified in <b>GCC Clause 10</b>.</li> <li>(iii) <b>On Acceptance:</b> ...<b>N/A</b>.. percent of the Contract Price of Works / Goods received shall be paid within thirty (30) days of receipt of the Works / Goods upon submission of claim supported by the acceptance certificate issued by the Procuring Agency.</li> </ul> <p>Payment of local currency portion shall be made in <i>:[insert the currency]</i> within thirty (30) days of presentation of claim supported by a certificate from the PE declaring that the Works / Goods have been delivered and that all other contracted Services have been performed</p>



19.2		<p><b>Payment for Works / Goods and Services supplied from within Pakistan:</b></p> <p>Payment for Works / Goods and Services supplied from within Pakistan shall be made in Pakistani Rupees, as follows:</p> <p>(i) <b>Advance Payment: Zero</b> percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract against a simple receipt and a bank guarantee for the equivalent amount and in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency.</p> <p>(ii) <b>Interim Payments:</b> Within a period of Seven (07) days from the date of submission of a statement for interim payment by the contractor minimum amounting to Ten (10%) percent of the Project cost, the Engineer shall verify the same and within a period not exceeding thirty (30) days from the 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 / Agreement Data.</p>
19.3		<p><b>Retention Money:</b></p> <p>i. 10% of Contract Amount will be retained as retention money by the Client till the completion of Defect Liability Period (<b>GCC Clause 18</b>).</p> <p>ii. Amount of Retention Money will be deducted from Interim Payments Certificates (IPCs) of the Contractor.</p>
19.	19.3	Rate to be used for paying the Contractor's interest on the late payment made by Procuring Agency shall be (N.A)
	<b>Prices (GCC 20)</b>	
20.	20.1	<p>Prices shall be adjusted in accordance with provisions in the Attachment to SCC. (Not Applicable)</p> <p><i>[To be inserted <b>only</b> if price is subject to adjustment.]</i></p>
	<b>Liquidated Damages (GCC Clause 26)</b>	

21.	25.1	<p>Applicable rate:</p> <p>Maximum deduction: is equal to the performance security.</p> <p><b>Note: In case of delay 0.5 per cent per day subject to a maximum of 10% of the total value of undelivered Works/materials/good's value.</b></p>
-----	------	---



	<b>Procedure for Dispute Resolution (GCC Clause 32)</b>	
22.	32.3	<p><b>Dispute Resolution</b></p> <p><b>(a) <u>For Contracts to be entered with foreign Contractor/ Service Provider:</u></b></p> <p>All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.</p> <p><b>(b) <u>For Contracts to be entered with nationals of Pakistan:</u></b></p> <ol style="list-style-type: none"> <li>1. If any dispute of any kind whatsoever shall arise between the Procuring Agency and the Contractor in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract—whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 7 (seven) days following a notice sent by one Party to the other Party in this regard.</li> <li>2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.</li> </ol> <p>At the event of failure of mediation to resolve the</p>



		<p>dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in [<i>Insert name of the city</i>] and proceedings will be conducted in – [<i>Specify language</i>] language.</p> <p>4. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer’s fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.</p> <p>5. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of Works / Goods.</p> <p>6. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Contractor any monies due to the Contractor.</p>
	<b>Notices (GCC Clause 35)</b>	
26.	35.1	<p>— Procuring Agency’s address for notice purposes:</p> <p>Director Administration  <b>Administration Department</b>  <b>RHO NADRA, 6- GULSHAN AVENUE LINK PAF ROAD</b>  <b>SARGODHA</b></p> <p>—Contractor’s address for notice purposes:</p>



## SECTION IX: CONTRACT FORMS



## Form of Contract

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *[name and address of Procuring Agency]* of Pakistan (hereinafter called “the Procuring Agency”) of the one part and *[name of Contractor]* of *[city and country of Contractor]* (hereinafter called “the Contractor”) of the other part:

WHEREAS the Procuring Agency invited Bids for certain Works / Goods and related services, viz., *[brief description of Works / Goods and services]* and has accepted a Bid by the Contractor for the supply of those Works / Goods and related services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-
  - (h) This form of Contract;
  - (i) the Form of Bid and the Price Schedule submitted by the Bidder;
  - (j) the Schedule of Requirements;
  - (k) the Technical Specifications;
  - (l) the Special Conditions of Contract;
  - (m) the General Conditions of the Contract;
  - (n) the Procuring Agency’s Letter of Acceptance; and
  - (o) *[add here: any other documents]*
3. In consideration of the payments to be made by the Procuring Agency to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Agency to provide the Works / Goods and related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Contractor in consideration of the provision of the Works / Goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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



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

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Contractor)

Witness to the signatures of the Contractor: .....



## Performance Security (or guarantee) Form

To: *[name of Procuring Agency]*

WHEREAS *[name of Contractor]* (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* to delivery *[description of Works / Goods and services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Contractor, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*



## Integrity Pact

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

**Contract** Number: \_\_\_\_\_ Contract Value: \_\_\_\_\_ Contract  
Title: \_\_\_\_\_ Dated: \_\_\_\_\_

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

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

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

[Name of Contractor] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as

aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

\_\_\_\_\_  
[Buyer]

\_\_\_\_\_  
[Seller/Contractor]

## ANNEX – C

### List of Drawings



PROJECT NAME:-

**PROPOSED STRUCTURE DESIGN  
OF  
NADRA OFFICE BUILDING,  
FAISALABAD**

**GENERAL NOTES:**

1. All structural drawings should be read in conjunction with architectural drawings.
2. All dimensions are to be read, not to be measured.
3. Minimum 28 days cylinder crushing strength of concrete used in all the members shall not be less than 3000 psi.  
Column 28 days cylinder strength should be 4000 psi.
4. Steel reinforcement of Grade 60 (confirming to ASTM A615) shall be used in beams, slabs, columns, foundation slab and foundation beam.
5. The ratio of ultimate strength to the yield strength of the steel used in all members shall not be less than 1.25.
6. Bricks used in the Infill masonry walls shall be first class bricks with minimum compressive strength of 1500 psi.
7. Thickness of the mortar in the brick masonry shall be 4/8 inch.
8. All bricks shall be laid in English bond.
9. The effect of the Infill masonry walls, in the lateral stiffness of the frame, is considered.
10. The location of Infill masonry walls shall not be changed without consulting structure engineer.
11. Lap splice (staggered) in the longitudinal reinforcement of the column, if required, shall be provided in the center of column, as per detail shown in the drawing.
12. Lap splice in the longitudinal reinforcement of the beam, if required, shall be provided at approximately 1/4 of the span length as per typical detail of beam given in the drawings.
13. In case of edge column, the longitudinal reinforcement of beam should project to the far end of column with the standard hook at the end, as per detail shown in the drawings.
14. 1 inch diameter spacer bar shall be used between two rows of longitudinal bars in beams, as per typical detail of beam shown in the drawing.
15. Clear distance between the longitudinal bars in the beams shall be 1 inch or the diameter of the bar used, whichever is greater.
16. The stirrups in the beams and columns shall be provided with 135 degree hook end with an extension of 6db or 3 inch, whichever is greater.
17. The hooks in the column and beam stirrups shall be provided consecutively at alternate corners.
18. In beams, first stirrup shall be placed at 2 inch distance from the face support.
19. The stirrups of columns shall continue into the beam column joint, as per detail given in the drawings.
20. The assumed bearing capacity of the site is taken as 1.102 klps/ sqt (0.50 ton/ sqft).
21. All footings shall be provided 3' below NSL.
22. The distribution bar in negative reinforcement of slab is provided as #4@12"C/c.
23. In case of cantilever slab portion provide reinforcement #4@8"C/c on both sides (top and bottom) of the slab.

**MINIMUM CLEAR COVER**

S.No	LOCATION	MINIMUM COVER
1.	FOOTING	3"
2.	COLUMN	1-1/2"
3.	BEAM	1-1/2"
4.	SLAB	3/4"
5.	WATER RETAINING STRUCTURES	3"

**DEVELOPMENT LENGTH (ACI 21.5.4)**

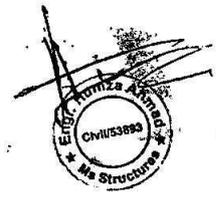
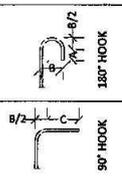
BAR DIA	Fc=3,000 psi Fy= 60,000	
	STRAIGHT BARS	WITH STANDARD HOOK
1/4"	12"	5"
3/8"	18"	7"
1/2"	24"	10"
5/8"	30"	12"
3/4"	36"	15"
1"	60"	19"

**LAP SPLICE (ACI 21.3.24) CLASS B SPLICE**

BAR DIA	Fc=3,000 psi Fy= 60,000	
	LENGTH OF SPLICE	
1/4"	15"	
3/8"	24"	
1/2"	30"	
5/8"	40"	
3/4"	46"	
1"	78"	

**STANDARD HOOKS (ACI 7.1-7.2)**

BAR DIA	A	B	C
1/4"	2.5"	1.5"	3"
3/8"	2.5"	2.25"	4.5"
1/2"	2.5"	3"	6"
5/8"	2.5"	3.75"	7.5"
3/4"	3"	4.5"	9"
1"	4"	6"	12"



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Email: h2ec@h2ec1994@gmail.com

STRUCTURE ENGINEER	DESIGNED	TITLE OF DRAWING
ENGR. HUMZA AHMAD	ENGR. HUMZA AHMAD	STRUCTURE NOISE
DATE	CHECKED & APPROVED BY	DATE
NOVEMBER 2015		

NO.	DATE	REVISION

CONSTRUCTION DRAWINGS

PROJECT NO. \_\_\_\_\_ DATE NO. \_\_\_\_\_

S-01

**DESIGN REPORT FOR EARTHQUAKE RESISTANT DESIGN FOR COMMERCIAL BUILDING**

**1. Introduction:**  
This document contains information about the structural design of subject project. The gravity and lateral load resisting system of the structure consists of a reinforced concrete frame as detailed in the structural drawings. The 3-D Finite Element based software ETABS has been used for the design of all reinforced concrete members.

- 2. Design Specifications:**  
 2.1 ACI (American Concrete Institute) Building code 318-14.  
 2.2 UBC (Uniform Building Code) 1997.  
 2.3 Building Code of Pakistan-Seismic Provision 2007 (SP-07).  
 2.3 Engineering Judgment is used where code does not satisfy local requirements.

**3. Design philosophy**  
3.1 ACI Ultimate Strength (USD) method has been used for design of all reinforced concrete members.

- 4. Unit Weights**  
 4.1 Unit weight of Reinforced Cement Concrete = 150.00 PCF  
 4.2 Unit weight of Plain Cement Concrete = 140.00 PCF  
 4.3 Unit weight of brick masonry = 120.00 PCF  
 4.4 Unit weight of Steel = 490.00 PCF

- 5. Loads**  
 5.1 Dead loads: Dead load consists of self-weight of structure and a superimposed dead load for all floors is 40 PSF to account for floor finishing equivalent to 3" thick P.C.C. Dead load of 9" thick brick masonry has been considered in the design of beams where they support masonry infill walls.  
 5.2 Live Loads: The live load of 40 PSF is considered on the floors & 60 PSF on corridors and balconies.  
 5.3 Earthquake Loads: Following Earthquake analysis have been carried out for the design of buildings.  
 a. Equivalent Static Load Analysis: UBC-97 code with the parameters given in table 1 has been used for equivalent static analysis of the school building.

Seismic Zone Factor	0.2
UBC-97 Soil Type	Type-D
Importance Factor	1.00
Seismic Source Type	-
Distance to Source	-
Over Strength Factor, R	5.5
Mass Source	Super Imposed dead loads Self-weight

**6. Structural system and Elements used in ETABS Modeling.**  
The gravity and lateral load resisting system of the structure consists of a Reinforced Concrete Frame as detailed in the structural drawings. The 3-D Finite Element based software ETABS has been used for the analysis and design of the structural members, Beams Columns and Slabs were modeled as follow.

**7. General Information about Design parameters (as per BCP-SP 2007):**

- 7.1 Resistance factors,  $\phi$ :**  
 • Flexure and tension for concrete Members = 0.90  
 • Shear and Torsion for Concrete Members = 0.75  
 • Axial Compression for Concrete Members = 0.70  
 • Tension (yield) in Steel members = 0.90
- 7.2 Load Combinations:** Load combinations used in the design consist of the following.  
 U = 1.4 DL (UBC 1909.2.1)  
 U = 1.4DL + 1.7 LL (UBC 1909.2.1)  
 U = 0.9 DL ± 1.0 EL (UBC 1909.2.3, 1612.2.1)  
 U = 1.2 DL + 0.5 LL ± 1.0 EL (UBC 1909.2.3, 1612.2.1)

**8. Material Properties**  
Following material properties have been used in the analysis and design of structures:

S.NO	Material Description	Material Property	Remarks and ASTM/ AAWS Designation
1	Concrete used in Reinforced Concrete Members	Compressive Strength = 3000 psi Modulus of Elasticity= 3122 ksi Poisson's ratio=0.20	28-days compressive cylinder strength
2	Reinforcement Steel used in Reinforced Concrete Members	Yield Strength = 60,000 psi (slabs, longitudinal reinforcement of beams, beams stirrups, longitudinal reinforcement of columns, lateral ties in columns. Modulus of Elasticity = 29000 ksi Poisson's ratio = 0.30	Grade-60 deformed round bars conforming to ASTM A-615



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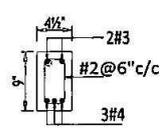
PROJECT NUMBER	DATE	REVISED	REVISIONS	DATE	BY
ENGR: HUNZA AHMAD	ENGR: HUNZA AHMAD	TITLE OF DRAWING	STRUCTURE NOTES		
PROJECT NO	CNV-50	TITLE OF PROJECT	PROPOSED STRUCTURE DESIGN		
		APPROVED BY	DATE		



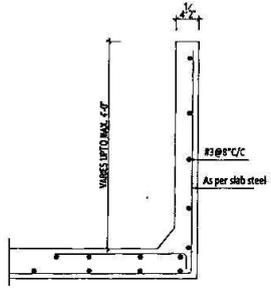


**TYPICAL LINTEL DETAIL**

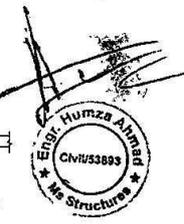
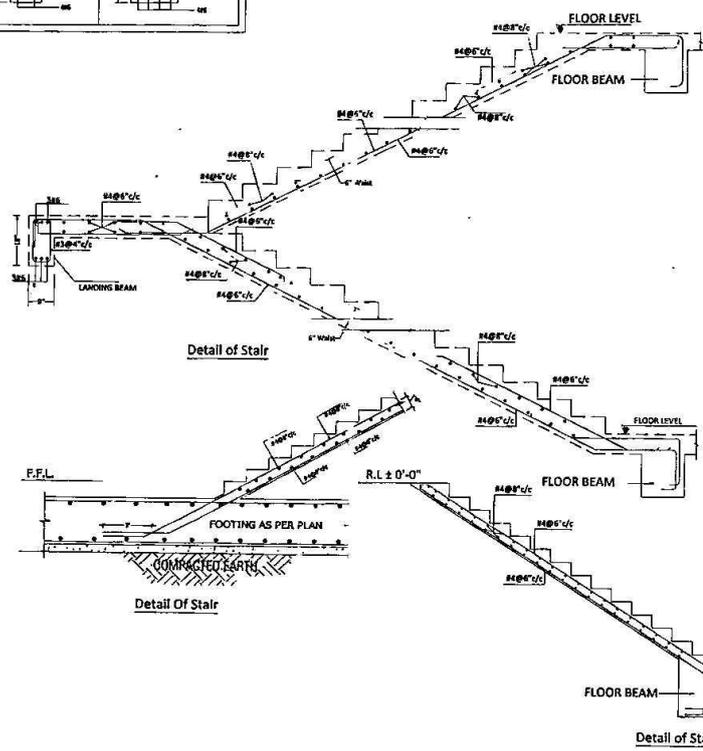
SPAN DEPTH (ft)	X-SECTION	
	9" WALL	13 1/2" WALL
4		
6		
8		
10		
12		
14		
16		



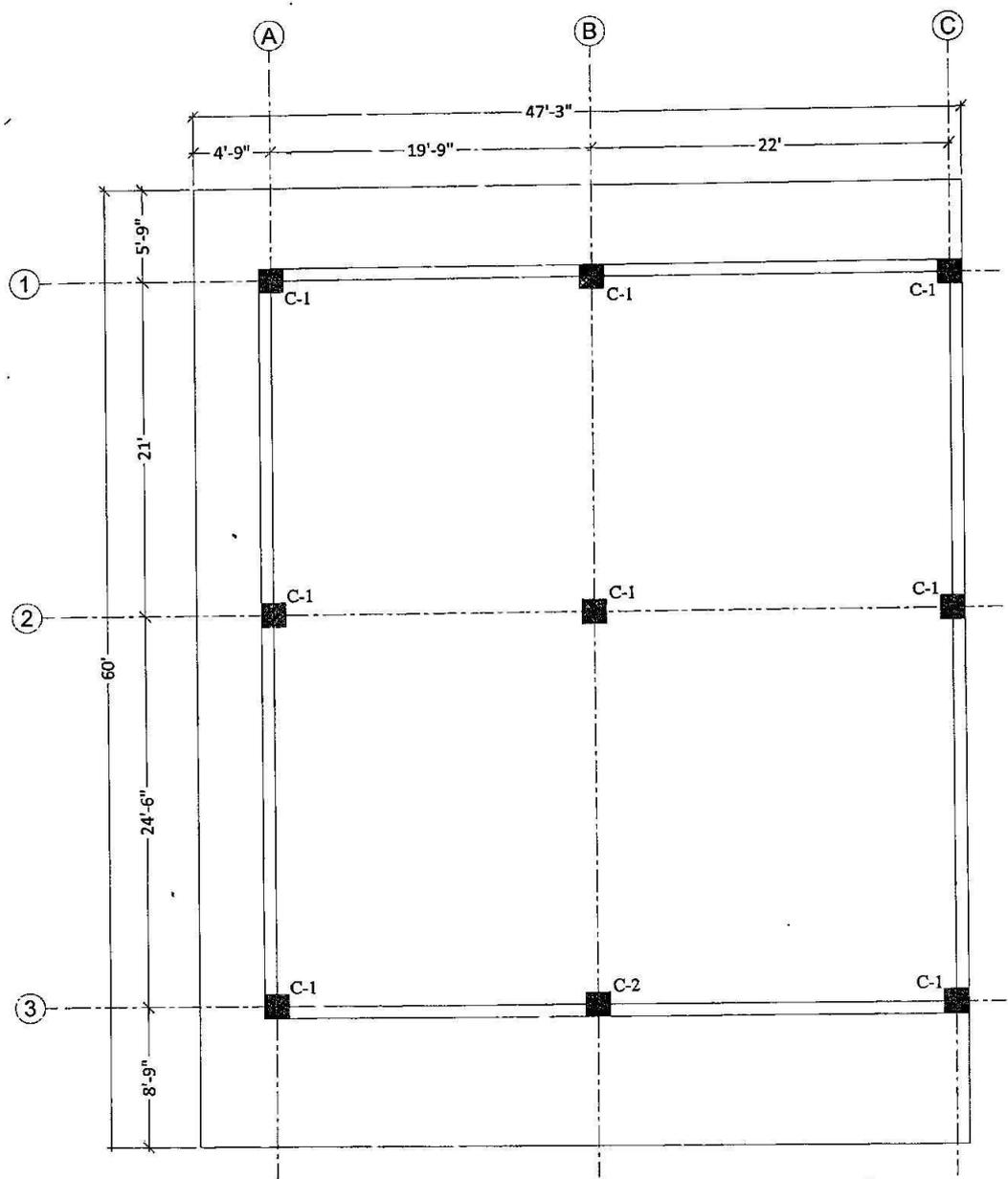
Typical Lintel Detail in 4 1/2" Th. Wall



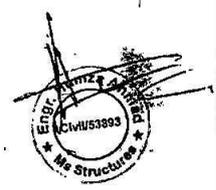
TYPICAL PARAPET WALL DETAIL



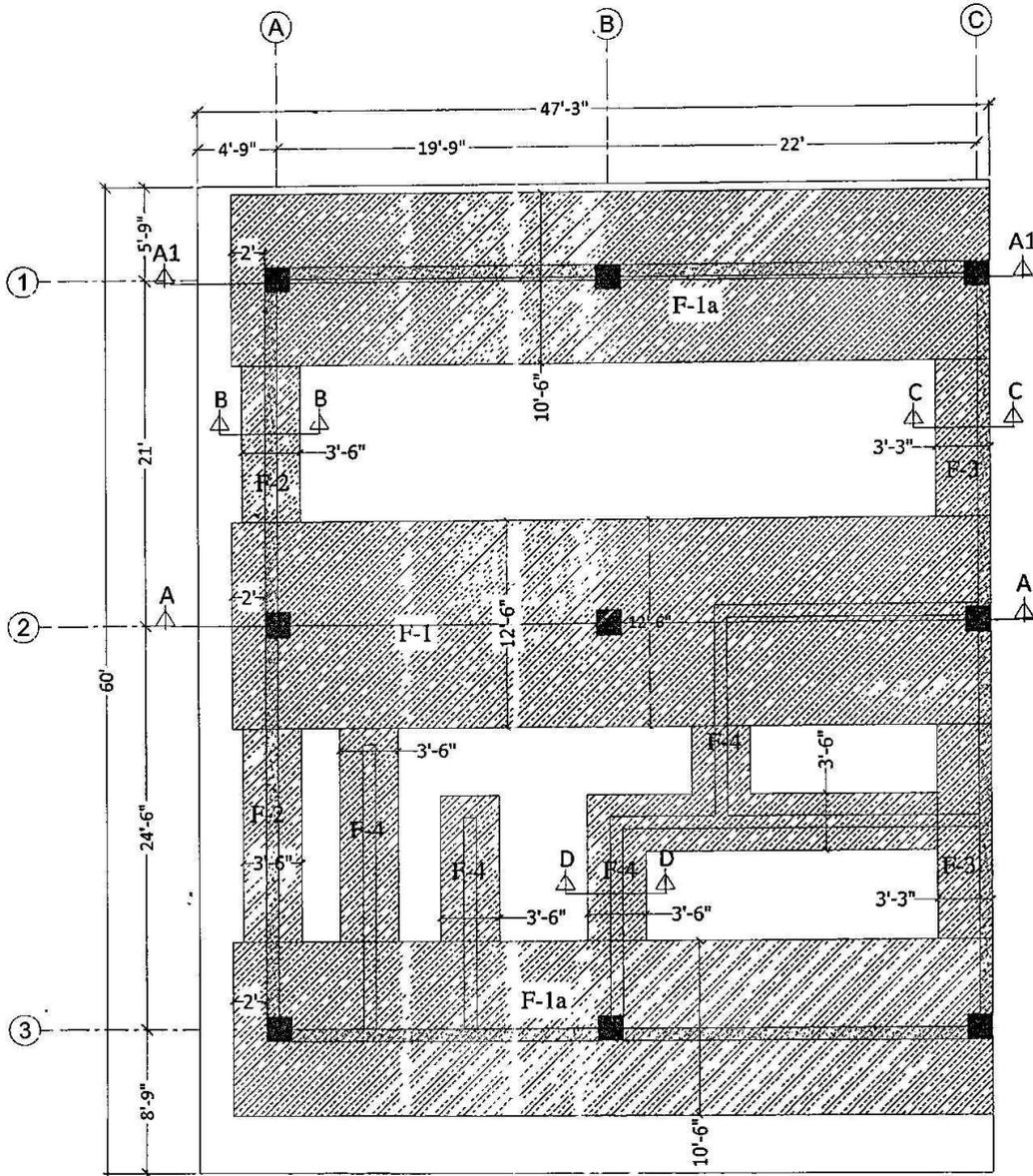
<p>ARCHITECTURE   ENGINEERING  </p> <p>AGC, SOE &amp; JCI Tower, University Road, P.O. Box - Palawan</p> <p>Contact No: +92-313-997701 Email: h2ec@h2ec.com   h2ec@gmail.com</p>	<p>STRUCTURE ENGINEER</p> <p>ENGR. MUNZA AHMAD</p>	<p>DESIGNED</p> <p>ENGR. MUNZA AHMAD</p>	<p>TITLE OF DRAWING</p> <p>DETAIL OF STAIR CASE</p> <p>DETAIL OF LINTEL BEARING PARAPET WALL</p>	<p>DATE</p> <p>NOVEMBER 2014</p>	<p>SCALE</p>	<p>PROJECT NO</p>	<p>DATE NO</p>	<p>REVISION NO</p>	<p>S-05</p>
	<p>CONSTRUCTION DRAWINGS</p>	<p>PROJECT NO</p>	<p>DATE NO</p>	<p>REVISION NO</p>	<p>S-05</p>				



COLUMN LAYOUT PLAN



 ARCHITECTURE   ENGINEERING   800-527-4411, All Towns, University Road, Parkville, PA 19381 Contact No. + 92-313-8807601 Email: humzaahmad1994@gmail.com	STRUCTURE SHEET NO. ENGR. HUMZA AHMAD	CHECKED BY: ENGR. HUMZA AHMAD	TITLE OF DRAWING: COLUMN LAYOUT PLAN	S. NO. DATE DETAIL REVISIONS	CONTRACT NO. _____	REVISION NO. _____
	DRAWN BY: NISAA KHAN	CHECKED & SIGNED BY: _____	DATE: NOVEMBER 18, 2023	TITLE OF PROJECT: PROJECT STRUCTURE DESIGN OF HIGH RISE BUILDING OF PAKISTAN	PROJECT NO. _____	SHEET NO. S-06



FOUNDATION LAYOUT & EXCAVATION PLAN



<p>ARCHITECTURE   ENGINEERING                    1001, B22-A, 10th Floor,                  University Road, Putrajaya-Paloh                  Contact No. +60313-5867801                  Email: h2eg@h2eg.com</p>	STRUCTURE ENGINEER ENGR: HUZAZA AHMAD	CHECKED ENGR: HUZAZA AHMAD	TITLE OF DRAWING FOUNDATION LAYOUT & EXCAVATION PLAN	S. NO.   DATE   DETAILS   REVISIONS	OBSERVATION	REVISION NO.
	DRAWN BY NISAR KILIAN	CHECKED & APPROVED BY DATE NOVEMBER 2012	TITLE OF PROJECT PAKSA BLOK MALINDA PANGKALAN	PROJECT NO.		
CONSTRUCTION DRAWINGS						