

TENDER DOCUMENTS

Tender for: - REVITALIZATION OF NATIONAL ART GALLERY, PNCA

Procuring Agency: - Pakistan National Council of the Arts.

INSTRUCTIONS TO BIDDERS

Pakistan National Council of the Arts (PNCA) is a national level institute which organizes various cultural events, exhibitions, musical shows, stage plays, seminars, film screenings etc. Therefore, PNCA aims to **revitalize its building**. The following documents form are integral part of Tender Notice:

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|-------------------------------|--------------|
| 1. General Terms & Conditions | Annexure I |
| 2. Technical Bid | Annexure II |
| 3. Financial Bid | Annexure III |

2. Only reputed Firms/Companies will be eligible who have similar experience in **revitalizing of national building/infrastructure** and or providing specific services to the similar structures/facilities based in Islamabad/Rawalpindi.

3. The following documents should be furnished with the bid: -

- i. Detailed profile including name, registered address, telephone /fax number (s), e-mail address and years of establishment, type of ownership, name, address and contact numbers of the owners/partners etc.
- ii. Copies of the National Tax/Sales Tax registration certificates
- iii. Details of the similar services provided by the firm to the government organizations and provide the work order of similar works as well.
- iv. Undertaking on the letter head of the firm that the firm is not blacklisted by any firm or Govt. Department.
- v. Proof of financial stability, details of annual turnover for the last three years, copies of the bank statements and annual tax returns.
- vi. Bid Security 5 % in form of Deposit at Call or Pay Order issued in favour of Pakistan National Council of the Arts.
- vii. PNCA reserves the right to accept or reject any or all the tenders as per Rule 33 of Public Procurement Rules 2004.

4. Interested firms are required to submit their bids on EPADS following one stage two envelope procedure in terms of Rule 36(a) of Public Procurement Rules, 2004.

5. The Bid shall contain Instructions to Bidders, Annex I, II & III duly filled in and signed for having accepted the terms and conditions. The bid & **Bid Security deposit** must be submitted to the Council before opening the bids. The bids received through EPADS shall be considered

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and opened accordingly. The time for submission of bids through EPADS on 4th June, 2026 at 2:00 pm which will be opened on same day at 11:30 a.m at PNCA Building, Plot 5, F-5/1 Islamabad.

General Terms & Conditions

1. Scope of work

Revitalization of National Art Gallery, PNCA

2. Description of work

- i. Revitalization of National Art Gallery, PNCA.
- ii. The Tender published through Print Media, PPRA website and EPADS.
- iii. Last date for submission of bids and its opening mentioned at EPADS.
- iv. Award of contract, LOI, and evaluations of the received bids will be processed through EPADS.
- v. Payment will be done after satisfactory completion of work.

3.

- 3.1 The bidder shall have minimum turnover of Rs. 4.00 million for FY 2022-23, 2023-24 & 2024-25.
- 3.2 The tenderer should be an established Agency / Firm dealing with the categories of works published in the Tender Notice or having infrastructural facilities including manpower in case of Service Provider. The agency must have main in Islamabad/ Rawalpindi.
- 3.3 The bidder shall give the official mailing address, phone, fax number, email address to which all correspondence shall be made by PNCA. Also, in case of change of address, the same shall have to be intimated immediately to PNCA.
- 3.4 The incomplete or conditional bids would not be accepted and are liable to be rejected.
- 3.5 The manual Bids shall not be received and entertained by the PNCA.
- 3.6 Tender without Bid Security will not be accepted and is liable to be rejected.
- 3.7 Tenders not conforming to the requirements mentioned in the Tender Form will be rejected and no correspondence shall be entertained in this regard.
- 3.8 The tender form should be clearly filled in. The bidder should quote the number, rates and amount tendered by him / them in figures as well as in words. Alterations, if any in the tender should be attested properly by the respective bidder failing which the tender is liable to be rejected.
- 3.9 Attested copies of the Registration Number for the firm along with NTN and GST Registration certificates shall be attached.
- 3.10 Satisfactory Performance Certificate issued by at least three concerned agency(s) organizations where such type of works/jobs have been performed by the tenderer shall also be enclosed with the technical bid.
- 3.11 The bidder should take care that the rate and amount should be written in such a way the interpolation is not possible. No column should be left blank which would otherwise make the tender liable for rejection.
- 3.12 False information / documents provided for consideration would result in disqualification of the bidder.
- 3.14 Forwarding letter should clearly indicate the list of enclosures. Every paper of the tender should be signed by the tenderer with seal of Agency / Firm.
- 3.15 PNCA will deduct from the bills of the Tenderer Income Tax & all other government taxes at source as specified by the government from time to time.

- 3.16 The successful bidder shall provide a non-judicial stamp paper of Rs.100/- for preparing a Contract Agreement which shall have to be signed, on acceptance of LOI, within 15 days. The terms and conditions in this Tender Notice shall be part of the contract.
- 3.17 PNCA reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory execution of the work. The decision of the DG PNCA and head of concern section will be final in this regard.

4. Specific Terms & Conditions

- 4.1 The tenderer must have proven expertise in Revitalization of national buildings. The firms which do not have the similar expertise/experience and background of the project will not be eligible for participation in the instant tendering process.
- 4.2 The firm should have the required infrastructure, handling equipment, etc exclusively for revitalization works i.e upgradation, Repair and Maintenance works and is required to furnish the details of the same along with the bid. The firm will carry out fabrication of this project and refurbishing of the existing projects as per specifications provided by the Employer in writing.
- 4.3 The bidder should have minimum 05 years of experience in the relevant field and should have an annual turnover of at least Rs. 4 million or above for the last 03 years. This should be supported by copies of the accounts duly audited by the qualified Chartered Accountants.
- 4.4 Once the contract is awarded, the bidder shall be bound to execute the contractual services at the quoted rate(s).

5. TENDER PRICE QUOTE

- 5.1 Provision for all taxes, rates or for any other cause, etc shall be included in tender price given in Pak Rupees.
- 5.2 Rate should be quoted in Pak rupees.
- 5.3 The bidders shall bear all costs associated with the preparation and submission of their bids.

6. TENDER SECURITY

The bid securities of un-successful bidders will be returned as promptly as possible, upon signing of contract with successful bidder.

- 6.2 The bid security of the successful bidder will be returned when the bidder has signed the contract agreement and completed job work.
- 6.3 The bid security of the successful bidder will be forfeited in case of failure to sign the contract agreement within specified time limit and completion of work / job.

7. SUBMISSION OF TENDERS

- 7.1 The bidder shall submit bid through EPAD System only.

8. TENDER OPEN AND EVALUATION

- 8.1 The PNCA will process the bids through EPAD system as per EPADS on the given time by EPADS at PNCA, F-5/1, Islamabad.
- 8.2 Financial and technical bids of qualified bidders will also be processed at EPADS system.
- 8.3 The bidder must fulfil the required experience and after that PPRA rules will be considered.

9. TENDER VALIDITY

- 9.1 Tender shall remain valid and open for acceptance as per EPAD system.

10. FORMAT AND SINGING OF THE TENDERS

- 10.1 The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or as necessary to correct errors made by the tenderer, in which case such correction shall be initialed by the person or persons signing the contract.
- 10.2 Each page of tender documents shall be duly signed and stamped by the tender before making submissions.
- 10.3 Each tenderer may submit only one tender.
- 10.4 No tenderer shall participate in the tender of another for the same contract in any relationship whatsoever.
- 10.5 Bidders shall indicate all information required in technical and financial proposals vide Annexure II & III.

11. MODE OF PAYMENT

- 11.1 Payment will be made within one month after the receipt of invoices.
- 11.2 No advance payment will be made to the successful Tenderer for carrying out any work order under any circumstances. Any extra expenditure incurred for getting the work done from open market due to failure of the tenderer to complete the job within the scheduled times as mentioned in the work order will be recovered from the tenderer along with administrative charges.

12. AWARD OF CONTRACT

- 12.1 The employer may award the contract to the tenderer whose tender has been found the most advantageous.

13. EMPLOYERS' RIGHT TO ACCEPT OR REJECT ANY OR ALL TENDERS

- 13.1 The employer reserves the right to accept or reject any tender, and to annul the tender prices and reject all tenders, at any time prior to award of contract as per PPRA Rules, 2004 without hereby incurring any liabilities to the effected tenderer(s) on the ground of employer's action.

14. LETTER OF INTENT

- 14.1 The letter of intent will be sent through EPADS.
- 14.2 After acceptance of letter of intent the award of contract will be sent through EPADS as well.

15. SIGNING OF AGREEMENT

- 15.1 At the same time that he notifies the successful tenderer that his tender has been accepted, the employer will send the tenderer the form of agreement provided in the tender documents, incorporating all agreements between the parties.
- 15.2 Within 3 days of receipt of the form of agreement, the successful tender shall sign the form and return it to the employer. The tenderer shall bear all expenses incurred on the purchase of stamp papers, preparation of legal documents and any other prerequisite for signing of the said agreement.

16. PERFORMANCE SECURITY

- 16.1 The successful bidders shall furnish performance security in form of bank guarantee amount as per EPAD system issued from a scheduled bank in favour of Pakistan National Council of the Arts within 14 days of the receipt of letter of award or the contractor's bid money already deposited by him shall be treated as performance security.

17. GENERAL PERFORMANCE OF THE TENDERS

- 17.1 The employer reserves the right to obtain information regarding performance of the bidder on their previously award contracts/services. The employer may in case of consistent poor performance of the bidder as reported by the employer of previously awarded contracts interlaid, reject this tender or take such action as may be deemed appropriate under the circumstances of the case including blacklisting of such firm and debarring him from participation in future bidding for similar work.

18. SUBLETTING

- 18.1 The contractor shall not sublet the contract.

19. SUSPENSION AND TERMINATION

- 19.1 The agency will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed terms and agree with employer for any suitable course of action.
- 19.2 The employer may suspend the performance of any or all of the agreed terms and conditions by giving seven days' notice in writing to the firm/company.
- 19.3 The firm/company's appointment may be terminated by either party on 07 days' notice.
- 19.4 Upon serving seven days' notice for suspension of service, the previous payment, if any will be regarded as payment towards final settlement of accounts with the contractor.
- 19.5 In case of any dispute, the decision of the DG PNCA and head of concern section shall be final.
- 19.6 The application of these conditions shall be governed by the laws of Pakistan.

Technical Bid

Details of the firms

Sr.	Details of the Company/ Contractor	
1	Name of the Contractor/Company	
2	Address	
3	Date of incorporation / Establishment of the Contractor/Company	
4	Telephone Nos/Mobile phone Nos.	
5	Fax No. if any	
6	E-mail address	
7	Name of contact person	
8	Contact No.	
9	Type of business (sole proprietorship/ partnership, private limited, etc.)	
10	Details of owners/partners/ directors as the case may be	
11	NTN alongwith a copy of certificate	
12	GST alongwith a copy of certificate	
13	PEC Registration	
14	Registration with registrar of companies or SECP as the case may be	
15	Profile of the Contractor	
16	List of equipment available (Attach separate sheet)	
17	Manpower details (Attach organization chart)	
18	Attach appreciation/ satisfactory performance letters issued by the concerned organizations.	
19	Bid Security in form of deposit at call issued from a scheduled bank	
20	Banker's name and addresses	
21	Total turnover of the last three years	
22	Income Tax Returns for the last three years	

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Previous experience in offering services to government organizations, if any please give details in table

S.No.	Sector/Department	Period	
		From	To
A	Govt Depts./Ministries/ Public Sector		
B	Private Sector		
C	Multi-National companies		
D	Any other		

Details of turnover of the company for the last three financial years alongwith copy of audited accounts.

Year	Total Amount (Rupees)
2022-23	
2023-24	
2024-25	

Undertaking:

I hereby certify that the information furnished above are true to the best of my knowledge and belief. I have no objection to PNCA verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that; I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Authorized signatory of the agency

Official seal/stamp

Date

Place

CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement” made on the _____ day of _____ (month), 2025 between Pakistan National Council of the Arts having the Registered office at Plot No. 5, F-5/1, Islamabad hereinafter called as “the Employer” (which expression shall unless repugnant to the context shall mean and include their successor, in interest and assigns) of the one part AND M/s _____ hereinafter called “Contractor” (which expression shall unless repugnant to the context shall mean and include their successor, in interest and assigns) of other part.

WITNESSETH THAT

Whereas, Tender have been received by the Employer for the _____ and the Tender of the Contractor for the said services has been accepted by the Employer.

NOW this Agreement witnesseth as follows:

1. The following documents after incorporating addenda, if any except to those parts relating to Instructions to Bidders shall be deemed to form, and be read and construed as part of this Agreement.
 - a) Tender notice and Instructions to Bidders
 - b) The letter of Award and all relevant correspondence mentioned therein;
 - c) The completed Form of Bidding along with Annexures to Bid;
 - d) General Terms & Conditions of Contract & Contract Data;
 - e) Technical Proposal
 - f) Financial proposal
 - g) Addendum(s) if any
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and provide services in conformity and in all respects within provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the services as per provisions of the Contract, the Contract Price or such other sum as may become payable, under the provisions of Contract at the times and in the manner prescribed by the Contract.
4. The contractor shall provide the said services as and when required by the Employer in the manner as prescribed by the Contract.
5. The Contract Documents form an integral part of this Contract and shall bind all parties to this instrument as if the provisions of the Contract Documents were laid down in this Contract.
6. This Contract shall be executed in three counterparts, two copies to be filed in the office of the Employer, one with the Contractor.

IN WITNESS WHEREOF the parties hereto have executed this Contract in three counterparts as of the day and year herein above set forth.

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Signature of the Contractor

Signature of the Employer

(Seal)

(Seal)

Signed, sealed and delivered in the presence of :

Witness:

Witness:

(Name, Title & Address)

(Name, Title & Address)

FORM OF TENDER

Tender Reference No. _____

To: _____

Gentleman,

Having examined the Tender Documents including instructions to tenderer, Conditions of Contract for **Revitalization of National Art Gallery, PNCA.**

1. We, the undersigned, offer to provide services in conformity with the said Tender Documents, Specifications, Conditions of Contract at the rates given in our Financial Proposal and such other sum in the manner prescribed in the tender documents.
2. WE UNDERSTAND THAT ALL appendices attached hereto form part of this Tender.
3. We undertake, if our Tender is accepted, to provide services at times as required by the Employer in conformity with Tender Documents.
4. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of Rupees _____ (Rs. _____) drawn in your favor or made payable to Pakistan National Council of the Arts and valid for a period of _____ days beginning from the date Bids are opened.
5. If our tender is accepted, we will, if required, obtain the guarantee of a _____ to be jointly and severally bound with us in a sum not exceeding _____ (____percent) of the above-named sum for the due performance of the Contract under the terms of a Bond to be approved by you.
6. We agree to abide by this Tender for the period of _____ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
7. Unless and until a formal Agreement is prepared and executed, this Tender together with your written acceptance thereof shall constitute a binding Contract between us.
8. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 2025

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Signature _____ (Name _____)

NIC _____) in the capacity of _____

Duly authorized to sign tender for and on behalf of _____

_____ (in Block Capital)

Address: _____

Witness: _____

NIC No. _____

Address: _____

Occupation: _____

FORM OF PERFORMANCE SECURITY

(Bank Guarantee)

Guarantee No. _____

Executed on _____

Expiry Date _____

(Letter by the Guarantor to the Procuring Agency)

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

Name of Principal (Contractor) with address: _____

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

Letter of Acceptance No. _____ Dated _____

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

THE CONDITIONS OF THIS OBLIGATION IS SUCH, that whereas the Contractor has accepted the employer's above letter of acceptance for

(Name of Contract) for the _____ (Name of the services).

NOW THEREFORE, if the (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions, thereof that may be granted by the Employer, with or without notice to Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications to the Guarantor being

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hereby waived , then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of the contract, terms and conditions are fulfilled.

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

We, _____(the Guarantor),

waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon Employer’s first written demand without cavil or arguments and without requiring Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer’s written declaration that the Principal has refused or failed to perform the obligations under the Contract, for which payment will be effected by the Guarantor to Employer’s Designated bank and Account No.

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

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

_____ Guarantor (Bank)

Witness:

1. _____ 1. Signature _____

_____ 2. Name _____

Corporate Secretary (Seal)

3. Title _____

2. _____

(Name, Title & Address)

Corporate Guarantor (Seal)

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Annexure-III

FINANCIAL BID

REVITALIZATION OF NATIONAL ART GALLERY, PNCA

Sr.	Description of Work	Qty	Unit Cost (PKR)	Total Amount (PKR)
i.	Upgradation of air conditioning units (lobby area at mezzanine, auditorium, galleries etc.			
ii.	Polish & Paint of Music Academy, Studio, Lobbies 1st, 2nd, 3rd areas adjacent / linked with Galleries			
iii.	Replacement of lights of the Auditorium, Lecture Hall, lobby and galleries with adjacent areas			
iv.	Roof treatment of Auditorium & Lecture Hall, Music academy and adjacent areas			
v.	Upgradation of digital infrastructure including IT related matters (internet, digital governance, training on IT skills, social media enhancement etc.)			
vi.	Digital projection and advertising screens at outer premises of PNCA			
vii.	Extended development lawn and foot path including electrical and plumbing work etc.			

Note: All the interested parties are requested to visit the site before quoting rates.