



E.D.SO(Admn)/Tender/No. 01/2014
GOVERNMENT OF SINDH
ENERGY DEPARTMENT

Karachi, dated 27th March, 2014.

INVITATION OF BIDS

Energy Department Government of Sindh having its present Office at 7th Floor Lakson Square Building No. 3, near Karachi Press Club intends to shift and establish an office as per strength and organogram of the Department for bringing up its scattered offices at one place for operation. Invitation of bids are invited from the interested firms/ parties / contractors to take up works interior designing of office space on **turnkey** basis.

Scope of Work

A firm / contractor / company having experience in the areas of interior designing, interior decoration, civil & finishing, plumbing, electrical, air-conditioning, furniture/fixture and other allied works related to the office measuring 16,000 sq. ft., located at 3rd floor, State life Insurance Corporation Building No. 3, Dr. Ziauddin Ahmed Road, Karachi alongwith shifting of all moveable material/articles from existing Office/building space measuring 9500 Square feet for re-installing / adjusting in newly hired space / building.

Eligibility of Firm for participation:

The interested firms / contractors / companies are required to submit their applications alongwith the following documents/ information:

- a. Name of the firm, / contractor / company / address and telephone No., Fax No. and name of the key personal.
- b. Proof of valid registration with Pakistan Engineering Council.
- c. Details of similar works and cost, completed during the last 05 years with completion certificates.
- d. Details of similar works and cost, in hand with proof (commencement order must be provided).
- e. List of tools, plants, equipments, machineries etc.
- f. List of qualified technical and non-technical personnel with their bio-data /C.V.
- g. Financial status with proof of last one year, Bank statement and last three year Tax Assessment/ Balance Sheet from registered Chartered Accountants.
- h. National Tax No, GST Number, Registration number with SRB (Sindh Revenue Board).
- i. Certificate to the effect that the firm / contractor / company is not involved in litigation with any Department (Government/ Semi- Government Autonomous or other Clients).
- j. An undertaking on stamp paper by the firm / contractor to the effect that "Neither the firm/contractor nor its Directors/ stakeholders as a whole or as a part of the company/ organization", have ever been blacklisted/ defaulted with any Government Agency/ Department/ Organization and also that the information supplied by the firm/ contractor is correct.



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Procedure of Procurement

The Bid shall comprise a single package containing two separate envelopes on following Two Stage – Two Envelope Bidding procedure, under Rule 46(4) of SPPR-2010.

a) First Stage:-

- (i) Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid any confusion;
- (iii) Initially, only the envelope marked as “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of Energy Department without being opened;
- (v) The technical proposal shall be discussed with all the Bidders or their Representatives present together with reference to Energy Department’s technical requirements;
- (vi) The Bidders, if willing to meet the requirements of Energy Department, shall be allowed to revise their technical proposals following these discussion; and
- (vii) The Bidders, if not willing to conform their technical proposal to the revised requirements of Energy Department, shall be allowed to withdraw their respective bids without forfeiture of their Bid security.

b) Second Stage:-

- (i) The Bidders who are willing to confirm to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal according to the revised technical requirement;
- (ii) The revised technical proposal alongwith original and supplementary financial proposals shall be opened, after allowing sufficient time to Bidders to incorporate the agreed upon changes, at a date, time and venue announced by the Energy Department; and
- (iii) The Energy Department shall evaluate the whole proposal in accordance with the evaluation criteria and if the Bid found to be the lowest evaluated Bid the same shall be accepted.

Bid Document:

Interested bidders are advised to obtain the bidding document, containing bill of quantities evaluation criteria, from the address mentioned below during office hours by or before the deadline for submission of the bids on payment of Rs. 3,000/- in the shape of pay order in favor of Drawing & Disbursing Officer, Energy Department, Govt. of Sindh (Non-refundable) i.e. 11-04-2014.

Earnest Money

Interested firms/ parties / contractors must submit 5% of quoted bid in the shape of Pay Order in favour of Drawing & Disbursing Officer, Energy Department, Govt. of Sindh (Refundable).



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Deadline for Submission:

Interested firm / parties / contractors can apply in accordance with Sindh Public Procurement Rules, 2010 after obtaining bid documents, submit their offers / proposals duly completed in all respects according to the SPRA, Rules, 2010 at following address latest by **11-04-2014 at 4.00 pm**. Presentations on the proposal would be required from the firms / parties / contractors at any time after 7 days of the closing date.

Place & Schedule

The bids shall be opened in the Committee Room of Energy Department at 7th Floor, Lakson Square Building No.3, near Karachi Press Club Karachi on **11-04-2014 at 5.00 pm** (after one hour of deadline time), in presence of representatives of the firms participated in bidding process .

Incomplete applications will not be entertained. Procuring Agency may reject any or all bids subject to the relevant provisions of Sindh Public Procurement Rules 2010. If at any stage concealment/distortion of facts is detected, it would be sufficient cause to reject the bid(s).

For site visit of (both sites) or for any convenience or facilitation required to visit the premises, please contact to the Deputy Secretary (Admn), Energy Department, Govt. of Sindh, at 7th Floor Lakson Square Building No. 3, near Karachi Press Club, Karachi, Telephone: 99204272-99204273, Fax: 99206276, Mailing Address: energy@sindhenergy.gov.pk



**SECRETARY TO GOVT. OF SINDH
ENERGY DEPARTMENT**