SINDH KATCHI ABADIS AUTHORITY

GOVERNMENT OF SINDH



STANDARD BIDDING DOCUMENTS

(VOLUME-I)

(As per PEC & SPPRA Guidelines / Directives)

In Compliance of PEC & SPPRA Rules 2010

**SINDH KATCHI ABADIS AUTHORITY**

**GOVERNMENT OF SINDH**

**INSTRUCTIONS TO BIDDERS & BIDDING DATA**

**Notes on the Instructions to Bidders**

This section of the bidding documents should provide the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Agency. It should also give information on bid submission, opening and evaluation, and on the award of contract.

Matters governing the performance of the Contract or payments under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are included as Conditions of Contract and *Contract Data*.

**INSTRUCTIONS TO BIDDERS**

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

1. **GENERAL**

IB.1 Scope of Bid & Source of Funds

* 1. **Scope of Bid**

The Procuring Agency as defined in the Bidding Data (hereinafter called ―the Procuring Agency‖) wishes to receive Bids for the Works summarized in the Bidding Data (hereinafter referred to as ―the Works‖).

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

1.2 Source of Funds

The Procuring Agency has arranged funds from its own sources or *Federal/ Provincial /Donor agency or any other source,* which may be indicated accordingly in bidding data towards the cost of the project/scheme.

IB.2 Eligible Bidders

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

1. duly licensed by the Pakistan Engineering Council (PEC) in the appropriate category for value of works.

Provided that the works costing Rs. 2.5 million or less shall not require any registration

with PEC .

1. duly pre-qualified with the Procuring Agency. (*Where required*).

In the event that prequalification of potential bidders has been undertaken, only bids from

prequalified bidders will be considered for award of Contract.

1. if prequalification has not undertaken , the procuring agency may ask information and documents not limited to following:-
2. company profile;
3. works of similar nature and size for each performed in last *3/5* years;
4. construction equipments;
5. qualification and experience of technical personnel and key site managements
6. financial statement of last 3 years;
7. information regarding litigations and abandoned works if any.

**IB.3 Cost of Bidding**

3.1 The bidder shall bear all costs associated with the preparation and submission of its bid and the Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process (SPP Rules 24 & 25).

**B. BIDDING DOCUMENTS**

**IB.4 Contents of Bidding Documents**

4.1 In addition to Invitation for Bids, the Bidding Documents are those stated below, and should be read in conjunction with any Addendum issued in accordance with Sub-Clause IB.6.1.

1. Instructions to Bidders & Bidding Data
2. Form of Bid, Qualification Information & Schedules to Bid

Schedules to Bid comprise the following:

1. Schedule A: Schedule of Prices/ Bill of Quantities (BoQ).
2. Schedule B: Specific Works Data
3. Schedule C: Works to be Performed by Subcontractors
4. Schedule D: Proposed Programme of Works
5. Schedule E: Method of Performing Works
6. Schedule F: Integrity Pact (works costing Rs 10 million and above)
7. Conditions of Contract & Contract Data
8. Standard Forms:
9. Form of Bid Security,
10. Form of Performance Security;
11. Form of Contract Agreement;
12. Form of Bank Guarantee for Advance Payment.
13. Specifications
14. Drawings, if any

**IB.5 Clarification of Bidding Documents**

5.1 A prospective bidder requiring any clarification(s) in respect of the Bidding Documents may notify the Engineer/Procuring Agency at the Engineer‘s/ Procuring Agency‘s address indicated in the Bidding Data.

5.2 An interested bidder, who has obtained bidding documents, may request for clarification

of contents of bidding documents in writing and procuring agency shall respond to such quarries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid (SPP Rule 23-1).

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**IB.6 Amendment of Bidding Documents (SPP Rules 22(2) & 22).**

* 1. At any time prior to the deadline for submission of Bids, the Procuring Agency may, for any reason, whether at his own initiative or in response to a clarification requested by a interested bidder, modify the Bidding Documents by issuing addendum.
  2. Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub-Clause 6.1 hereof, and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the Procuring Agency.
  3. To afford interested bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency may at its discretion extend the deadline for submission of Bids.

**C. PREPARATION OF BIDS**

**IB.7 Language of Bid**

7.1 All documents relating to the Bid shall be in the language specified in the Contract Data.

**IB.8 Documents Comprising the Bid**

8.1 The Bid submitted by the bidder shall comprise the following:

1. Offer /Covering Letter
2. Form of Bid duly filled, signed and sealed, in accordance with IB.14.3.
3. Schedules (A to F) to Bid duly filled and initialed, in accordance with the instructions contained therein & in accordance with IB.14.3.
4. Bid Security furnished in accordance with IB.13.
5. Power of Attorney in accordance with IB 14.5.
6. Documentary evidence in accordance with IB.2(c) & IB.11
7. Documentary evidence in accordance with IB.12.

**IB.9 Sufficiency of Bid**

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

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

**IB.10 Bid Prices, Currency of Bid and Payment**

10.1 The bidder shall fill up the Schedule of Prices (Schedule A to Bid) indicating the percentage above or below the Composite Schedule of Rates/unit rates and prices of the Works to be performed under the Contract. Prices in the Schedule of Prices/Bill of Quantities shall be quoted entirely in Pak Rupees keeping in view the instructions contained in the Preamble to Schedule of Prices.

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

10.3 The unit rates and prices in the Schedule of Prices or percentage above or below on the composite schedule of rates shall be quoted by the bidder in the currency as stipulated in Bidding Data

10.4 Items for which no rate or price is entered by the Bidder will not be paid for by the Procuring Agency when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities.

**IB.11 Documents Establishing Bidder’s Eligibility and Qualifications**

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

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

**IB.12 Documents Establishing Works’ Conformity to Bidding Documents**

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

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

**IB.13 Bid Security**

13.1 Each bidder shall furnish, as part of his bid, at the option of the bidder, a Bid Security as percentage of bid price/estimated cost or in the amount stipulated in Bidding Data in Pak. Rupees in the form of *Deposit at Call/ Payee’s Order or a Bank Guarantee* issued by a Scheduled Bank in Pakistan in favour of the Procuring Agency valid for a period up to twenty eight (28) days beyond the bid validity date (*Bid security should not be below 1%.and not exceeding 5% of bid price/estimated cost SPP Rule 37*).

13.2 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Procuring

Agency as non-responsive.

13.3 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.

13.4 The Bid Security of the successful bidder will be returned when the bidder has furnished the required Performance Security, and signed the Contract Agreement (SPP Rule 37).

13.5 The Bid Security may be forfeited:

1. if a bidder withdraws his bid during the period of bid validity; or
2. if a bidder does not accept the correction of his Bid Price, pursuant to Sub-Clause 16.4 (b) hereof; or
3. in the case of a successful bidder, if he fails within the specified time limit to:
4. furnish the required Performance Security or
5. sign the Contract Agreement.

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

14.1 Bids shall remain valid for the period stipulated in the Bidding Data after the date of bid opening.

14.2 In exceptional circumstances, Procuring Agency may request the bidders to extend the period of validity for a additional period but not exceeding 1/3 of the original period. The request and the bidders‘ responses shall be made in writing or by cable. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will be required to extend the validity of Bid Security for the period of the extension, and in compliance with IB.13 in all respects (SPP Rule 38).

14.3 All Schedules to Bid are to be properly completed and signed.

14.4 No alteration is to be made in the Form of Bid except in filling up the blanks as directed.

If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.

14.5 Each bidder shall prepare Original and number of copies specified in the Bidding Data of the documents comprising the bid as described in IB.8 and clearly mark them ―ORIGINAL‖ and ―COPY‖ as appropriate. In the event of discrepancy between them, the original shall prevail.

14.6 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign (in the case of copies, Photostats are also acceptable). This shall be indicated by submitting a written Power of Attorney authorising the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be initialed and official seal be affixed by the person or persons signing the bid.

14.7 The Bid shall be delivered in person or sent by registered mail at the address to Procuring Agency as given in Bidding Data.

**D. SUBMISSION OF BID**

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

15.1 Bids must be received by the Procuring Agency at the address/provided in Bidding Data not later than the time and date stipulated therein.

15.2 The inner and outer envelopes shall

1. be addressed to the Procuring Agency at the address provided in the Bidding Data;
2. bear the name and identification number of the Contract as defined in the Bidding and Contract Data; and
3. provide a warning not to open before the specified time and date for Bid opening as defined in the Bidding Data.
4. in addition to the identification required in 15.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late.
5. If the outer envelope is not sealed and marked as above, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the Bid.

15.3 Bids submitted through telegraph, telex, fax or e-mail shall not be considered.

15.4 Any bid received by the Procuring Agency after the deadline for submission prescribed in Bidding Data will be returned unopened to such bidder.

15.5 Any bidder may modify or withdraw his bid after bid submission provided that the modification or written notice of withdrawal is received by the Procuring Agency prior to the deadline for submission of bids.

15.6 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security pursuant to IB.13.5 (a)

**INVITATION FOR BIDS**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Bid Reference No.: SKAA/Tender Notice/XEN/**

**2015-16/\_\_\_\_\_\_\_ Dated. \_\_\_\_\_\_\_\_6**

1. The Procuring Agency, **Sindh Katchi Abadis Authority**, invites sealed bids from interested firms or persons licensed by the Pakistan Engineering Council in the *appropriate* category (*not required for works costing Rs 2.5 million or less) and/or duly* pre-qualified (*if pre-qualification is done for specific scheme/project)* with the Procuring Agency for the Works**, Rs. 44.000 Million**, which will be completed in **90 Days**.
2. A complete set of Bidding Documents may be purchased by an interested eligible bidder on submission of a written application to the office given below and upon payment of a non-refundable fee of Rupees **Rs. 3000/-***.* Bidders may acquire the Bidding Documents from the Office of the Procuring Agency, at **PCG Plaza, 3rd Floor, near Press Club, Karachi**.
3. All bids must be accompanied by a Bid Security in the amount of Rs. **Nil** (Rupees **Nil**) or **2.00%** percentage of bid price in the form of (*pay order / demand draft / bank guarantee*) and must be delivered to **PCG Plaza, 3rd Floor, near Press Club, Karachi** at or before **2:00 P.M**, on **\_\_\_\_\_\_\_\_\_**. Bids will be opened at **3:00 P.M** on the same day in the presence of bidders‘ representatives who choose to attend, at the same address

***[Note: 1. Procuring Agency to enter the requisite information in blank spaces.***

***2. The bid shall be opened within one hour after the deadline for submission of bids.]***

***BIDDING DATA***

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

**Instructions to Bidders**

**Clause Reference**

**1.1 Name of Procuring Agency**

**SINDH KATCHI ABADIS AUTHORITY**

**GOVERNMENT OF SINDH**

**Brief Description of Works**

**Providing and Laying CC Topping / CC Drain in Gharibabad, MC Benazirabad**

**5.1 (a) Procuring Agency‘s address:**

**PCG Plaza, 3rd Floor, near Press Club, Karachi**

**(b) Engineer‘s address:**

**PCG Plaza, 3rd Floor, near Press Club, Karachi**

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

11.2 The bidder has the financial, technical and constructional capability necessary to perform the Contract as follows: *(Insert required capabilities and documents)*

1. Financial capacity: (*must have turnover of Rs 1.00 Million);*
2. Technical capacity*:(mention the appropriate category of registration with PEC and qualification and experience of the staff);*
3. Construction Capacity: (*mention the names and number of equipments required for the work).*

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

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

13.1 **Amount of Bid Security**

**Rs. 237,428/- (2.00 % of the Total Cost)**

14.1 **Period of Bid Validity**

**60 Days**

14.4 **Number of Copies of the Bid to be submitted:**

One original plus \_\_\_\_\_\_\_\_\_\_ copies.

14.6 **(a) Procuring Agency's Address for the Purpose of Bid Submission**

**Sindh Katchi Abadis Authority, PCG Plaza, 3rd Floor, near Press Club, Karachi**

15.1 **Deadline for Submission of Bids**

Time: **2.00 P.M** on **\_\_\_\_\_\_\_\_**.

16.1 **Venue, Time, and Date of Bid Opening**

Venue: **Sindh Katchi Abadis Authority, PCG Plaza, 3rd Floor, near Press Club, Karachi**

Time: **3:00 P.M** Date: **\_\_\_\_\_\_\_\_**

16.4 **Responsiveness of Bids**

(i) Bid is valid till required period

(ii) Bid prices are firm during currency of contract/Price adjustment;

(iii) Completion period offered is within specified limits,

(iv) Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.

(v) Bid does not deviate from basic technical requirements and

(vi) Bids are generally in order, etc.

\*Procuring agency can adopt either of two options. (*Select either of them)*

1. **Fixed Price contract:** In these contracts no escalation will be provided during currency of the contract and normally period of completion of these works is upto 12 months.
2. **Price adjustment contract:** In these contracts escalation will be paid only on those items and in the manner as notified by Finance Department, Government of Sindh, after bid opening during currency of the contract