

**DR. PANJWANI CENTER FOR MOLECULAR
MEDICINE AND DRUG RESEARCH**

**International Center for Chemical and Biological Sciences
University of Karachi, Karachi-75270, Pakistan**



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Ref:PCMD/ICCBS/NIT-291116

To,

November 01, 2016

SPPRA , Govt. of Sindh
Karachi .

Respected Sir,

I am sending you the NIT PCMD-ICCBS-HVAC-291116 for uploading it on the Sindh Public Procurement Authority along with tender fee (i.e. Cheque # 23932359). Kindly acknowledge.

With Best Regards


Store Incharge
Dr. Panjwani Center

SPPRA INVITATION DIARY
NO: 1753
DATED: 02-11-16

**DR. PANJWANI CENTER FOR MOLECULAR MEDICINE AND DRUG RESEARCH
INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES
UNIVERSITY OF KARACHI
KARACHI-75270**

TENDER NOTICE NO. : PCMD-ICCBS-HVAC-291116

Sealed tenders are invited from suppliers registered with Sindh Revenue Board and income tax department (where applicable) from reputed air conditioning Contractor who has at least ten years of experience for operation, maintaining and servicing of Air Cooled Center System . Interested contractor can acquire detail scope of work along with Bill of Quantity from Purchase Office of the Center, on any working day between 9.00 a.m. to 12.30 p.m., from **04-11-2016** or its publication in the daily newspapers on payment of Rs. 300/- (non-refundable), in shape of a pay order (Demand Draft by the out of Karachi suppliers), in favor of the Director, P.C.M.D., or downloaded from the websites www.iccs.edu, www.pprasindh.gov.pk. The last date of issuing the bid documents is **28-11-2016** The tenders can be submitted with 2% of the bid value as earnest money in shape of a pay order in favor of the Director, P.C.M.D., latest by 2.30 p.m. on **29-11-2016**. **Alternate Bid / Option should accompany separate earnest money pay order and bidding documents pay order.** The tenders will be opened in meeting room of the Center at 3.00 p.m. on the same day in presence of the bidders or their representatives. The Procuring Agency may reject all or any bid subject to the relevant provision of SPP Rules.

For details or any information

Contact:

UAN: 111-222-292 (320)



DIRECTOR

**DR. PANJWANI CENTER FOR MOLECULAR MEDICINE AND DRUG RESEARCH
INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES
UNIVERSITY OF KARACHI
KARACHI-75270**

**OPERATION AND MAINTAINANCE OF CENTRALIZED AIRCONDITIONING
SYSTEM INSTALLED AT PCMD BUILDING**

**TENDER DOCUMENTS
BIDDING DATA
CONDITIONS OF CONTRACT
BILL OF QUANTITY**

**DR. PANJWANI CENTER FOR MOLECULAR MEDICINE AND DRUG RESEARCH
INTERNATIONAL CENTER FOR CHEMICAL & BIOLOGICAL SCIENCES
UNIVERSITY OF KARACHI**

**OPERATION AND MAINTAINANCE OF CENTRALIZED AIRCONDITIONING
SYSTEM INSTALLED AT PCMD BUILDING**

TENDER

ISSUED TO:

ADDRESS:

ON:

TIME:

SIGNED FOR

**DR. PANJWANI CENTER FOR MOLECULAR MEDICINE AND DRUG RESEARCH
INTERNATIONAL CENTER FOR CHEMICAL & BIOLOGICAL SCIENCES**

Terms & Conditions for tender of operation /servicing and repairing of central air conditioning system installed at P.C.M.D., building of I.C.C.B.S.

1. Offers are required for work on monthly basis.
2. Initially the contract will be for Six months, after completion of this period the institute will decide to extend the contract .The contract will be renewable on yearly basis.
3. Installed Air conditioner system include air cooled chiller with fan coil units and of total capacity about 120 tons.
4. Quoted monthly rates will be fixed for initially two years (in case the contract is extended) after two years the increment of rate will not exceed 5% each year.
5. The contractor must depute permanent staff at P.C.M.D., building of I.C.C.B.S. and submit details of staff in the offer. It will applicable for Monday to Saturday and 7:00 A.M to 7:00 P.M.
6. Schedule of compulsory preventive services (apart from the service done during attending the fault) of each individual unit is required.
7. Detail of work included in preventing service is required.
8. Commitment of attending all complain on urgent basis is required.
9. The contractor will be responsible for purchasing /installation of any spares needed to be replaced. The bill will of supplying the spares will submit with monthly bill. The faulty spares will be deposit in the store.
10. The bidder will submit rate list of normal spares, which can be required to remove the faults. This rate list will be valid for at least one year.
11. The bidder can submit the offer with the service charge including the parts (with details of spares committed).

12. In case of any requirement of spares which is not included in the offer, a prior approval of cost will be necessary.
13. The contractor must arrange all the tools and gadgets (Including trolleys, Ladders etc) required for servicing /repairing.
14. The center will provide suitable place for placing the contractor's material, however arrangement of securing the material and cleaning of that area will be responsible of the contractor.
15. The contractor will maintain the complain document related to service repair of each unit.
16. Utilities such as electricity and water etc will be the responsibility of the I.C.C.B.S.
Instruction to Bidders

TOTAL ESTIMATED COST IN PKR: BELOW 1 MILLION

Instructions to Bidders

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

Matter governing the performance of the contract or payment 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.

The Instruction to bidders will not be part of the contract and will cease to have effect once the contract is signed.

1. All work proposed to be executed by contract shall be notified in a form of Notice Inviting Tender (NIT) Invitation for BID (IFB) hoist on website of Authority and Employer and also in printed media where ever required as per rules NIT must state the description of the works, dates , times and place of issuing ,submission ,opening of bids ,completion time ,cost of bidding document and bid security either in lump sum or percentage of Estimated cost /Bid Cost. The interested bidder must have valid NTN also.

2. Content of Bidding Document must include but not limited to:

Condition of contract , Contract Data ,specification or its reference ,Bill of Quantities containing description of items with scheduled /item rates with premium to be filled in from of percentage above /below or on item rates to be quoted ,Form of Agreement and drawings.

3. Fixed Prices Contracts

The Bid prices and rates are fixed during currency of contract and under no circumstances shall any contractor be entitled to claim enhanced rates for any items in this contract.

4. The Employer shall have right of rejecting all or any of the tender as per provisions of SPP Rules 2010.
5. Condition offer any person who submits a tender shall fill up the usual printed form stating. At what percentage above or below on the rates specified in the bill of quantities for items of the work to be carried out, he is willing to undertake the work and also quote the rates for those items which are based on market rates. Only one rate on such percentage, on all the scheduled Rates shall be formed. Tenders, which propose any alternative in the works specified in the said form of invitation to tender or in the time allowed for carrying out the work, or which contain any other conditions will be liable to rejection. No printed form of tender shall include a tender for more than one work, but if contractor wish to tender for two or more works, they shall submit a separate tender for each. The envelope containing the tender document shall refer the name and number of the work.
6. All works shall be measured by standard instrument according to the rules.
7. Bidders shall provide evidence of their eligibility as and when requested by the Employer.
8. Any bid received by the agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.
9. Prior to the detailed evaluation of bids, the employer will determine whether the bidder fulfills all codal requirement of eligibility criteria given in the tender notice such as registration with tax authorities, registration with PEC (where applicable), turnover statement, experience statement and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.
10. Bid without bid security of required amount and prescribed form shall be rejected.
11. Bid determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical error shall be rectified on the following basis.
 - A. In case of schedule rates the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.

- B. In case of item rates If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate be corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
- C. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

Preparation of Bids

1. **Scope of Work** Purchase of Computer Server for Dr. Panjwani Center for Molecular Medicine and Drug Research I.C.C.B.S.
2. **Method and procedure of Procurement** National Competitive Bidding **Single Stage One Envelope Procedure** as per SPP Rules 2010 (updated 2013)
2. **Language of Bid** 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
3. **Documents Comprising the Bid** The bid prepared by the Bidder shall comprise the following components:
 - (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
 - (b) Bid security furnished in accordance with ITB Clause 9.
4. **Bid Prices**
 - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the equipment it proposes to supply under the contract.
 - 4.2 the prices shall be quoted on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
 - 4.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
 - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet. The conversion of the foreign currency in Pak rupees should be mentioned in case of C&F prices.
5. **Bid Form** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating chemicals to be

supplied, description of the chemicals and prices.

6. Bid Currencies

Prices Shall be quoted in Pak Rupees or equivalent to Pak rupees in case when the prices are being quoted on C&F basis

**7. Documents
Establishing
Bidder's
Eligibility and
Qualification**

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.

- (a) that the Bidder has the financial and technical capability necessary to perform the contract;
- (b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

**8. Documents'
Eligibility and
Conformity to
Bidding
Documents**

The documentary evidence of conformity of the chemicals to the bidding documents may be in the form of cat number, part number etc., and shall consist a detailed description of the essential technical and performance characteristics of the system.

9. Bid Security

9.1 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct, which would warrant the security's forfeiture

The bid security shall be denominated in the currency of the bid:

- (a) at the Bidder's option, be in the form of either demand draft/call deposit or an unconditional bank guarantee from a reputable Bank ;
- (b) be submitted in its original form; copies will not be accepted;
- (c) remain valid for a period of at least 14 days beyond the original validity period of bids, or at least 14 days beyond any extended period of bid validity

9.2 bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.

9.3 The successful Bidder's bid security shall be discharged upon the Bidder signing the contract, and furnishing the performance security.

9.4 The bid security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity or
- (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance or
 - (ii) to furnish performance security

**10. Period of
Validity of
Bids**

- 10.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid submission prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non responsive.
- 10.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended as per Rule-38 of SPP Rules, 2010 (updated 2013). A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

**11. Format and
Signing of Bid**

- 11.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 11.2 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 bind the Bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.
- 11.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Submission of Bids

12. Sealing and Marking of Bids

- 12.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL BID" and ONE COPY. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to the Procuring agency at the address given in the BDS, and carry statement "DO NOT OPEN BEFORE 3.00 P.M. on 29-11-2016.
- 12.2 If the outer envelope is not sealed and marked as required, the Procuring agency shall assume no responsibility for the bid's misplacement or premature opening.

13. Deadline for Submission of Bids

- 13.1 Bids must be received by the Procuring agency at the address specified in BDS, not later than the time and date specified in the Bid Data Sheet.
- 13.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents. In such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

14. Late Bids

Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency shall be rejected and returned unopened to the Bidder.

15. Modification and Withdrawal of Bids

- 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 15.2 No bid may be modified after the deadline for submission of bids.
- 15.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Opening and Evaluation of Bids

- 16. Opening of Bids by the Procuring agency**
- 16.1 The Procuring agency shall open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.
- 16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency may consider appropriate, will be announced at the opening.
- 17. Clarification of Bids**
- During evaluation of the bids, the Procuring agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 18. Preliminary Examination**
- 18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price 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. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 19. Evaluation and Comparison of Bids**
- 19.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.

19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location.

20. Contacting the Procuring agency

20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

Award of Contract

21. Post-qualification

21.1 In the absence of prequalification, the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.

21.3 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 lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

22. Award Criteria

The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

- 23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 23.1 Subject to relevant provisions of SPP Rules 2010 (updated 2013), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.
- 23.2. Pursuant to Rule 45 of SPP Rules 2010 (updated 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.
- 24. Notification of Award**
- 24.1 Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.
- 24.2 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 26, the Procuring agency will promptly notify each unsuccessful Bidder and will release their bid security.
- 25. Signing of Contract**
- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
- 26. Performance Security**
- 26.1 Within the period specified in BDS, of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.
- 26.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 25 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 lowest evaluated Bidder or call for new bids.
- 27. Corrupt or Fraudulent Practices**
- 27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts,

observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

(a) **“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;

(i) **“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

(ii) **“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

(iii) **“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

(iv) **“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(b) **“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

Conditions of Contract

Clause – 1: Commencement & Completion Dates of work.

The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Engineer-in-charge or of in subordinate-in-charge of the work. Failing such authority the contractor shall have no claim to ask for measurements of or payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the work, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorate basis.

Clause – 2: Liquidated Damages.

The contractor shall pay liquidated damages to the Employer at the rate per day stated in the bidding data for each day that the completion date is later than the Intended completion date; the amount of liquidated damage paid by the contractor to the Agency shall not exceed 10 per cent of the contract price. Agency may deduct liquidated damages from payments due to the contractor. Payment of liquidated damages does not affect the contractor's liabilities.

Clause – 3: Termination of the Contract.

(A) Employer/Executive Engineer may terminate the contract if either of the following conditions exists:-

- (i) Contractor causes a breach of any clause of the Contract;
- (ii) the progress of any particular portion of the work is unsatisfactory and notice of 10 days has expired;
- (iii) in the case of abandonment of the work owing to the serious illness or death of the contractor or any other cause.
- (iv) contractor can also request for termination of contract if a payment certified by the Engineer is not paid to the contractor within 60 days of the date of the submission of the bill;

(B) The Executive Engineer/Employer has power to adopt any of the following courses as may deem fit:-

- (i) to forfeit the security deposit available except conditions mentioned at A (iii) and (iv) above;
- (ii) to finalize the work by measuring the work done by the contractor.

(C) In the event of any of the above courses being adopted by the Executive Engineer/Employer, the contractor shall have:-

(i) no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements, or made any advances on account of, or with a view to the execution of the work or the performance of the contract,

(ii) However, the contractor can claim for the work done at site duly certified by the executive engineer in writing regarding the performance of such work and has not been paid, Employer/Engineer may invite fresh bids for remaining work.

Clause 4: Possession of the site and claims for compensation for delay.

The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

Clause -5: Extension of Intended Completion Date.

The Employer either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Executive Engineer in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement.

When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

Clause -6: Specifications.

The contractor shall execute the whole and every part of the work in the most substantial and workman-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Executive Engineer and initialed by the parties, the said specification being a part of the contract. The contractor shall also confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Engineer-in-charge and lodge in his office and to which the contractor shall be entitled to have access at such office or on the site of work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications, and of all such designs, drawings, and instructions as aforesaid.

Clause - 7: Payments.

(A) Interim/Running Bill.

A bill shall be submitted by the contractor as frequently as the progress of the work may justify for all work executed and not included in any previous bill at least once in a month and the Engineer-in-charge shall take or cause to be taken the requisite measurements for the purpose of having the same verified and the claim, as far as admissible, adjusted, if possible before the expiry of ten days from the presentation of the bill, at any time depute a subordinate to measure up the said work in the presence of the contractor or his authorized agent, whose countersignature to the measurement list will be sufficient to warrant and the Engineer-in-charge may prepare a bill from such list which shall be binding on the contractor in all respects.

The Engineer /Employer shall pass/certify the amount to be paid to the contractor, which he considers due and payable in respect thereof, subject to deduction of security deposit, advance payment if any made to him and taxes. All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the Engineer-in-charge from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period.

(B) The Final Bill.

A bill shall be submitted by the contractor within one month of the date fixed for the completion of the work otherwise Engineer-in-charge's certificate of the measurements and of the total amount payable for the works shall be final and binding on all parties.

Clause - 8: Reduced Rates.

In cases where the items of work are not accepted as so completed, the Engineer-in-charge may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

Clause - 9: Issuance of Variation and Repeat Orders.

(A) Employer may issue a Variation Order for procurement of works, physical services from the original contractor to cover any increase or decrease in quantities, including the introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.

(B) Contractor shall not perform a variation until the Employer has authorized the variation in writing subject to the limit not exceeding the contract cost by of $\pm 15\%$ on the same conditions in all respects on which he agreed to do them in the work, and at the same rates, as are specified in the tender for the main work. The contractor has no right to claim for compensation by reason of alterations or curtailment of the work.

(C) In case the nature of the work in the variation does not correspond with items in the Bill of Quantities, the quotation by the contractor is to be in the form of new rates for the relevant items of work, and if the Engineer-in-charge is satisfied that the rate quoted is within the rate worked out by him on detailed rate analysis, and then only he shall allow him that rate after approval from higher authority.

(D) The time for the completion of the work shall be extended in the proportion that the additional work bear to the original contract work.

(E) In case of quantities of work executed result the Initial Contract Price to be exceeded by more than 15%, and then Engineer can adjust the rates for those quantities causing excess the cost of contract beyond 15% after approval of Superintending Engineer.

(F) Repeat Order:

Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

Clause-10: Quality Control.

(A) Identifying Defects:

If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data, the Engineer-in-charge or his subordinate-in-charge of the work may instruct the contractor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.

(B) Correction of Defects:

The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.

(C) Uncorrected Defects:

(i) In the case of any such failure, the Engineer-in-charge shall give the contractor at least 14 days notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.

(ii) If the Engineer considers that rectification/correction of a defect is not essential and it may be accepted or made use of; it shall be within his discretion to accept the same at such reduced rates as he may fix therefore.

Clause - 11:

(A) Inspection of Operations.

The Engineer and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.

(B) Dates for Inspection and Testing.

The Engineer shall give the contractor reasonable notice of the intention of the Engineer-in-charge or his subordinate to visit the work shall have been given to the contractor, then he either himself be present to receive orders and instructions, or have a responsible agent duly accredited in writing present for that purpose, orders given to the contractor's duly authorized agent shall be considered to have the same force an effect as if they had been given to the contractor himself.

Clause - 12: Examination of work before covering up.

(A) No part of the works shall be covered up or put out of view/beyond the reach without giving notice of not less than five days to the Engineer whenever any such part of the works or foundations is or are ready or about to be ready for examination and the Engineer shall, without delay, unless he considers it unnecessary and advises the contractor accordingly, attend for the purpose of examining and measuring such part of the works or of examining such foundations;

(B) If any work is covered up or placed beyond the reach of measurement without such notice having been given, the same shall be uncovered at the contractor's expense, and in default thereof no payment or allowance shall be made for such work, or for the materials with which the same was executed.

Clause - 13: Risks

The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract. If any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense, or in default the Engineer may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Engineer.

Clause-14: Measures for prevention of fire and safety measures.

The contractor shall not set fire to any standing jungle, trees, bush-wood or grass without a written permit from the Executive Engineer. When such permit is given, and also in all cases when destroying, cutting or uprooting trees, bush-wood, grass, etc by fire, the contractor shall take

necessary measures to prevent such fire spreading to or otherwise damaging surrounding property. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him.

Clause-15: Sub-contracting

The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Engineer. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

Clause – 16: Disputes.

All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, , the decision of the Superintending Engineer of the circle/officer/one grade higher to awarding authority shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs drawings, and instructions, hereinbefore mentioned and as to the quality of workmanship, or materials used on the work or as to any other questions, claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

Clause – 17: Site Clearance.

On completion of the work, the contractor shall be furnished with a certificate by the Executive Engineer (hereinafter called the Engineer in-charge) of such completion, but neither such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed all temporary structures and materials brought at site either for use or for operation facilities including cleaning debris and dirt at the site. If the contractor fails to comply with the requirements of this clause then Engineer-in-charge, may at the expense of the contractor remove and dispose of the same as he thinks fit and shall deduct the amount of all expenses so incurred from the contractor's retention money. The contractor shall have no claim in respect of any surplus materials as aforesaid except for any sum actually realized by the sale thereof.

Clause –18: Financial Assistance /Advance Payment.

Mobilization advance is not allowed.

Clause -19: Recovery as arrears of Land Revenue

Any sum due to the Government by the contractor shall be liable for recovery as arrears of Land Revenue.

Clause -20: Refund of Security Deposit/Retention Money.

On completion of the whole of the works (a work should be considered as complete for the purpose of refund of security deposit to a contractor from the last date on which its final measurements are checked by a competent authority, if such check is necessary otherwise from the last date of recording the final measurements), the defects notice period has also passed and the Engineer has certified that all defects notified to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor (in cash or recovered in installments from his bills) shall be refunded to him after the expiry of three months from the date on which the work is completed

BIDDING DATA

1) Name of Employer:

DR. PANJWANI CENTER FOR MOLECULAR MEDICINE AND DRUG RESEARCH, INTERNATIONAL CENTER FOR CHEMICAL & BIOLOGICAL SCIENCES, UNIVERSITY OF KARACHI

2) Brief Description of Works:

OPERATION AND MAINTAINANCE OF CENTRALIZED AIRCONDITIONING SYSTEM INSTALLED AT PCMD BUILDING

3) Employer's Address:

Director, International Center for Chemical and Biological Sciences
University of Karachi.
Karachi -75270
Telephone : (92)21-34819016
Telefax: (92)21-34819018-19
UAN: 111-222-292

4) Period of Bid Validity (Days)

90 DAYS

5) Deadline for submission of Bids along with time:

November 29, 2016 at 2:30 P.M.

6) Venue, Time and Date of Bid Opening :

Meeting Hall, H.E.J. Research Institute of Chemistry, ICCBS, University of Karachi,
on November 29, 2016 at 3:00 P.M.

7) Pre Bid Meeting

Per bidding meeting may be arrange as per request of bidders, however request should be launched 10 days prior of the opening of bid.

8) Qualification Requirements:

Complete Company profile
Valid Registration with tax authorities is required
Minimum of Rs 100,000 annual turnover for last 03 years
Ten years of relevant Experience

9) Amount of bid security.

2 % of Bid

10) Performance Guarantee

5% of the P.O. Value

11) Number of copies.

One original One copy

12) Bid Evaluation:

Lowest evaluated bid

13) Under following conditions, Bid will be rejected:

Conditional and Telegraphic tenders/bids;

Bids not accompanied by bid security (Earnest Money);

Bids received after specified date and time;

Bidder submitting any false information;

Black Listed Firms by Sindh Government or any Entity of it

BILL OF QUANTITIES

BILL OF QUANTITIES

A. Rate required for operation/service/maintenance of complete system per month

Month = _____

B. Rates of Spare parts valid for one year =

1)

2)

3)

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Summary Sheet

Serial No.	Bid Value	Price in PKR	

Total Bid Value in PKR		
Earnest Money @ ____ % in PKR		
Pay Order/Demand Draft No:		Date:

SCHEDULE OF REQUIREMENTS

S.No.	Description of service / goods	Quantity	Location
1	OPERATION AND MAINTAINANCE OF CENTRALIZED AIRCONDITIONING SYSTEM INSTALLED AT PCMD BUILDING	As per tender document	P.C.M.D., I.C.C.B.S., Karachi

Sample Forms

Date: _____

To:

Dr. Panjwani Center for Molecular Medicine & Drug Research
International Center for Chemical and Biological Sciences
University of Karachi,
Karachi-75270.

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to develop and deliver the required system in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to develop the system in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **Five (5) percent** of the Contract Price/Pay order for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening under Clause 16 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2014 _____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 2014 to deploy *[description of goods and services]* (hereinafter called "the Contract").

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, 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 Supplier 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 _____ day of _____ 2014 _____.

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

**H.E.J. RESEARCH INSTITUTE OF CHEMISTRY
THIRD WORLD CENTER FOR CHEMICAL SCIENCES
DR. PANJWANI CENTER FOR MOELCULAR MEDICINE AND DRUG RESEARCH
(INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES)
UNIVERSITY OF KARACHI**

NOTICE

This is for the information of all concerned that the composition of the ICCBS "Procurement Committee" is being reconstituted due to unavailability of one of the Internal Members. Members of the reconstituted committee are as follows:

Internal (International Center for Chemical and Biological Sciences)

1. Prof. Dr. M. Shaiq Ali, Professor (Chairman)
2. Dr. Asmat Salim, Associate Professor (Member)
3. Dr. Hafizur Rehman, Assistant Professor (Member)

External

1. Syed Jehnazeb, Assistant Manager Finance (Institute of Business Administration)
2. Dr. Shaista Perveen, Associate Professor (Department of Chemistry, University of Karachi)



PROF. DR. M. IQBAL CHOUDHARY, H.I., S.I., T.I.
Director

COPY TO:-


1. Prof. Dr. M. Shaiq Ali
2. Dr. Asmat Salim
3. Dr. Hafizur Rehman
4. Dr. Shakeel Ahmed (IAC)
5. Mr. Javaid Riaz
6. Accounts Section
7. Mr. Haris Qureshi
8. Mr. Umair Waqar
9. Ms. Sadia Jabeen Asim
10. Mr. Anis Ur Rab Siddiqui
11. Mr. Rizwan Ishaq
12. ICCBS Library In-charge

INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES
UNIVERSITY OF KARACHI

NOTIFICATION FOR COMPLAINT REDRESSAL COMMITTEE

In compliance of the Rule#31 of prevailing Sindh Public Procurement Rules 2010 (Amended 2013), the International Center for Chemical and Biological Sciences (University of Karachi) constitutes the Institutional "Complaint Redressal Committee" to address the complaints of bidders that may occur during the procurement proceedings. The composition of the said Committee is given as under:

- Sr. Prof. Dr. Khalid M. Khan (Convener)
- Representative of Accountant General Sindh (Member)
- An independent professional)(Member)
- End User (by invitation, non signatory)
- SPPRA/Audit Advisor (by invitation, non signatory)


PROF. DR. M. IQBAL CHOUDHARY
Director

11/8/AM
7269
12/10

International Center for Chemical and Biological Sciences
THIRD WORLD CENTER FOR CHEMICAL SCIENCES
(H.E.J. Research Institute of Chemistry and Dr. Panjwani Center for Molecular
Medicine and Drug Research)
University of Karachi

7th August, 2014

NOTICE


SUBJECT : REQUEST FOR RE-CONSTITUTION OF PROCUREMENT
COMMITTEE IN ICCBS INSTITUTIONS


In compliance of Rule # 7 of the Sindh Public Procurement (SPP), Rules 2010 (governing rules that are required to be followed for all procurements for entities that fall under the provincial domain of Govt. of Sindh). The ICCBS Procurement Committee is proposed to be reconstituted due to the non-availability of one of the members. The composition of the reconstituted Committee is as follows :

- (1) Prof. Dr. M. Shaiq Ali (Convenor)
- (2) Dr. Abdul Jabbar, Assistant Professor (Member)
- (3) Dr. Sonia Siddiqui, Assistant Professor (Member)
- (4) Dr. Shaista Perveen, Department of Chemistry (University of Karachi)
- (5) Mr. Syed Jehanzaib, Assistant Manager Finance-Project (IBA)

Permission may kindly be granted for the above mentioned proposed committee (ICCBS).

Submitted for approval please :


The Vice-Chancellor and
Chairman, Executive Board


PROF. DR. M. IQBAL CHOUDHARY
DIRECTOR

DIRECTOR
H.E.J. Research Institute of Chemistry
International Center for Chemical and Biological Sciences
University of Karachi

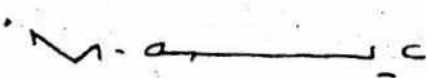
H.E.J. RESEARCH INSTITUTE OF CHEMISTRY
THIRD WORLD CENTER FOR CHEMICAL SCIENCES
DR. PANJWANI CENTER FOR MOELCULAR MEDICINE AND DRUG RESEARCH
(INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES)
UNIVERSITY OF KARACHI

Dated: 3rd Dec, 2014

NOTICE

This is for the information of all concerned that the composition of the Purchase Committee is being changed due to unavailability of two of its Internal Members:

- Dr. Rizwana S. Waraich will be signing Purchase Documents in place of Dr. Sonia Siddiqui as an Internal Member of "ICCBS Procurement Committee" during the absence of the latter.
- Dr. Farzana Shaheen will replace Dr. Abdul Jabbar as an Internal Member of "ICCBS Procurement Committee", since the latter has left the Institute.


PROF. DR. M. IQBAL CHOUDHARY
Director

COPY TO:-

1. Prof. Dr. M. Shaiq Ali
2. Dr. Farzana Shaheen
3. Dr. Rizwana S. Waraich
4. Dr. Shakeel Ahmed (IAC)
5. Mr. Haris Qureshi
6. Mr. Umair Waqar
7. Ms. Sadia Jabeen Asim
8. Mr. Javaid Riaz
9. Mr. Anis Ur Rab
10. Mr. Rizwan Ishaq
11. All concerned

**INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES
UNIVERSITY OF KARACHI
KARACHI-75270**

ANNUAL PROCUREMENT PLAN

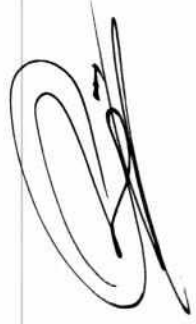
(WORKS, GOODS & SERVICES)

Financial Year 2016-17

S.No.	Description of procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated total cost	Funds allocated	Source of funds (ADP/Non ADP)	Proposed procurement method	Timing of procurements			
								1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
1.	Purchase of Equipments and Chemicals (ICCBS-HEJ-CTP(SGP)-190716 (2 nd time)	Multiple items	Rs. 10.6 million	Rs. 10.6 million	Rs. 10.6 million	HEJ (Sindh Govtt)	Single-stage single envelope (news paper/website)	/			
2.	Purchase/import of Gel Documentation System	1 No.	Above Rs 1 million	Above Rs 1 million	Above Rs 1 million	HEJ	Single-stage single envelope (news paper/website)	/			
3.	Manufacture, supply and installation of F/F for ILTPNTI-Service building	1 No.	Above Rs 1 million	Above Rs 1 million	Above Rs 1 million	HEJ	Single-stage single envelope (news paper/website)	/			
4.	Supply of Floor Washing Machine ICCBS/HEJ/PRF-	1 No.	Below Rs 1 million	Below Rs 1 million	Below Rs 1 million	HEJ	Single-stage single envelope	/			



	(4 th time)	1 No.	Above Rs 1 million	Above Rs 1 million	Above Rs 1 million	Above Rs 1 million	HEJ	Single-stage single envelope (news paper/website)	/			
11.	Landscaping and walkway work	1 No.	Above Rs 1 million	Above Rs 1 million	Above Rs 1 million	Above Rs 1 million	HEJ	Single-stage single envelope (news paper/website)	/			
12.	Supply and Installation of CCTV Security Camera System and Laying of Fiber Optic Cable	17 Nos.	5 million	5 million	5 million	5 million	HEJ	Single-stage single envelope (news paper/website)	/			
13.	Supply of Chemicals	69 Nos.	5.2 million	5.2 million	5.2 million	5.2 million	HEJ	Single-stage single envelope (news paper/website)	/			
14.	Purchase/import of Machinery/Equipment	3 Nos.	Above Rs 1 million	Above Rs 1 million	Above Rs 1 million	Above Rs 1 million	HEJ	Single-stage single envelope (news paper/website)	/			
15.	Purchase of Computer Accessories (ICCBS-HEJ/PRF-2864/CMP-200916)	2 Nos.	Rs. 930,000/-	Rs. 930,000/-	Rs. 930,000/-	Rs. 930,000/-	HEJ	Single-stage single envelope (website)	/			



16.	Purchase / Import Equipments (ICCBS/HEJ/EQPT-270916)	3 Nos.	Above one million	Above one million	Above one million	Above one million	HEJ	Single-stage single envelope (news paper/website)	/	
17.	Purchase of Server and other Computer accessories (ICCBS-HEJ-ILTP-CMP-041016 (5 th time)	2 Nos.	Rs. 513,000/-	Rs. 513,000/-	Rs. 513,000/-	Rs. 513,000/-	HEJ	Single-stage single envelope (website)	/	
18.	Supply of Furniture (ICCBS/HEJ/PRF-05828/FURNT-041016)	2 Nos.	Rs. 450,000/-	Rs. 450,000/-	Rs. 450,000/-	Rs. 450,000/-	HEJ	Single-stage single envelope (website)	/	
19.	Supply of Furniture/Fixture (ICCBS/HEJ/PRF-05828/FURNT-041016)	2 Nos.	Rs. 450,000/-	Rs. 450,000/-	Rs. 450,000/-	Rs. 450,000/-	HEJ	Single-stage single envelope (website)	/	
20.	Manufacture / Supply & Installation of Furniture/Fixture	23 Nos.	Rs. 6 million	Rs. 6 million	Rs. 6 million	Rs. 6 million	TWC	Single-stage single envelope (news paper/website)	/	
21.	Supply and Installation of Inverter Type Split AC	20 Nos.	Above 1 million Rs.	Above 1 million Rs.	Above 1 million Rs.	Above 1 million Rs.	TWC	Single-stage single envelope (news paper/website)	/	

