

OFFICE OF THE EXECUTIVE ENGINEER HIGHWAY DIVISION GHOTKI.

Cell# 0723-682036
Fax # 0723-682036
Email ID: xenhighwayghotki36@gmail.com

No. T.C/ G-55/ 1095/of 2017,
Ghotki Dated: -17/05 / 2017.

NOTICE INVITING TENDERS

Sealed bids are invited from all the interested Bidders on standard bidding documents as per (Sindh Public Procurement rules 2010) for the works list attached.

The intending participants can purchase the tenders on payment of tender fee for each work as shown on the list up to **5/06/2017** upto **01:00 PM**.

1. The tenders will be received back and opened @ **2:00 Pm** on the same date i.e **05/06/2017** by the procurement / evolution committee in presence of Bidders or their authorized representative who wish to be present.

2. If any work remains un-responded, the same will be re-issued and opened on below mentioned dates.

Date of issue from **06/06/2017** to **21/06/2017** (01:00 PM) and will be received Back and Opened on the same date i-e **21/06/2017** at (02:00 PM).

3. Eligibility conditions for intending participants are as under:

i) Registration with Pakistan Engineering Council in the relevant field of specialization of work and to the extent of tender amount of each work, having a license PEC with code CE01.

ii) Bio Data of Engineering and technical staff working with the Firms.

iii) Documentary evidence of executed / works in progress and certificate of satisfactory completion of works by the employers.

iv) List of works in progress equipment available with documentary evidence of its ownership certificate of Bank showing credit worthiness along with Banks statement.

4. In case of non production of documents as required in para-3 the name of bidder / firm will not be included in the eligibility list.

5. Registration with income Tax Department (NTN) Certificate and copy of N.I.C.

6. Undertaking on affidavit that firms are not involved in any litigation or have abandoned any work in the department.

7. The Bidders should submit earnest money at the rate of **5%** of the amount shown against each work in shape of call deposit in favour of the undersigned, at the time of submission of tender documents dully filled.

8. Affidavit to the effect that the firm / contractor have not been black listed previously by any executing agency.

9. Affidavit to the effect that all documents / particulars / information furnished are true & correct.


10. In case of firm, list of partners / partnership deed, giving full particulars of directors / proprietors or other connected along with power of Attorney.

11. The condition shown at serial No: 3 will not be applicable in case of works costing below Rs.4.000(M).

12. The Competent Authority reserve the right to reject any one or all the bids as per relevant provision of SPPRA rules.

13. Contractors should be registered with Sindh revenue board in terms of Rule-46(1) (iii) of SPP rules, 2010 (Amended).

D A
As above


**EXECUTIVE ENGINEER
HIGHWAY DIVISION
GHOTKI**

Continued on Page No: (2)

A copy is forwarded with compliments to :-

- 1) P.S to Minister Works and Services Department Karachi.
- 2) The Deputy Commissioner Ghotki @ Mirpur Mathelo for his kind information.
- 3) The Director (A&F) SPPRA/3-15/ Government of Sindh, Sindh Public Procurement Regularity Authority (SPPRA) Barrack No.8, Sindh Secretariat No.4-A Court Road Karachi for favour of information and placing on the **website.**
- 4) The Director Information (Advertisement) Public Relation Department Government of Sindh blocks No: 96 Karachi along with 6 extra copies for insertion. He is requested to get the advertisement published in leading newspapers also it is requested to publish in daily wisdom newspapers.
- 5) The Superintending Engineer Works & Services Department Ghotki @ Mirpur Mathelo.
- 6) The Assistant Engineer Highway Sub-Division (All).
- 7) The Divisional Accounts officer / D.B / H.C. (Local)
- 8) Copy to notice Board.

T.M.
**EXECUTIVE ENGINEER
HIGHWAY DIVISION
GHOTKI**

LIST OF WORK

Sr. No:	Name of Scheme	Estimated Cost in (M)	Earnest Money	Tender Fee	Timed allowed for Completion
1	Construction of road from village Sache Dino Kalwar Abbasi Muhallah UC Beriri (Ali Kalwar street) mile 0/0-0/0+354ft (0.11 km)	0.850	0.0425	3000/-	12 Months
2	Construction of C.C paver Street Malik Mohallah Khangarh Sharif mile 0/0-0/0+280 Rft (0.08 km)	0.900	0.0450	3000/-	12 Months


**EXECUTIVE ENGINEER
HIGHWAY DIVISION
GHOTKI**



**GOVERNMENT OF SINDH
WORKS & SERVICES DEPARTMENT**

Karachi dated the November, 2013.

NOTIFICATION

No. E&A(W&S)3-9/91/2013(Vol-VIII): With the approval of competent authority, a Procurement Committee with the following composition, in terms of Rule-7 of Sindh Public Procurement Rules-2010, is hereby constituted for procurement of "Goods & Works" in the office of Executive Engineer, Highways Division, Ghotki, excluding procurement involving foreign exchange with the following composition:-

- | | | |
|------|---|----------|
| i) | Executive Engineer,
Highways Division,
Ghotki. | Chairman |
| ii) | Assistant Engineer,
Public Health Engineering Sub-Division,
Ghotki. | Member |
| iii) | Assistant Engineer,
Highways Sub-Division,
Ghotki. | Member |

2. The Functions & Responsibilities of the Committee, in term of Rule-7 of SPPRA-2010, shall be as under:

- Preparing of bidding documents.
- Carrying out Technical as well as Financial Evaluation of the bids.
- Preparing Evaluation report as provided in Rule-45;
- Making recommendation for the award of contract to the competent authority; and
- Perform any other function ancillary and incidental to the above.


**QAZI SHAHID PERVEZ
SECRETARY TO GOVT. OF SINDH**

No. E&A(W&S)3-9/91-2013(Vol-VIII)

Karachi dated the 19 November, 2013.

A copy is forwarded for information to:-

- The Accountant General, Sindh, Karachi.
- The Secretary to Govt. of Sindh, Public Health Engg. Department, Karachi.
- The Managing Director, SPPRA, Karachi.
- The Chief Engineer (Buildings), Highways, Hyderabad/ Sukkur,
- The Deputy Commissioner, Ghotki @ Mirpur Mathelo.
- The Chairman / Members of the Committee.
- PS to Minister Works & Services Department.
- PS to Secretary Works & Services Department.
- PA to Additional Secretary (Tech), Works & Services Department.
- The Deputy Secretary (Tech) Works & Services Department.
- The Deputy Secretary (Admn), W&SD.
- The Deputy Secretary Staff to Chief Secretary Sindh,
- The Deputy Director, PM&E Cell, W&SD.
- District Account Officer, Ghotki.
- Notification file.


**(MUHAMMAD ZAKIR)
SECTION OFFICER (GENERAL)
FOR SECRETARY TO GOVT. OF SINDH**



OFFICE OF THE
DEPUTY COMMISSIONER
GHOTKI AT MIRPUR MATHELO

Tel No. 0723-652016
Fax No. 0723-651424

No. 0-03(W&S)/ 198 /2014
Dated / 04 / 04/2014

ORDER

In pursuance of Rule 31 of Sindh Public Procurement Regulatory Authority Rules 2010, the "Redresal of Grievances and settlement of Dispute Committee" is hereby constituted in the Works & Services Department Ghotki at Mirpur Mathelo (Projects of District Development Portfolios) with following composition.

S.No	Designation	Position held
1	Superintending Engineer Works & Services Ghotki at Mirpur Mathelo	Chairman
2	District Accounts Officer Ghotki at Mirpur Mathelo	Members
3	Additional Deputy Commissioner-II of Deputy Commissioner Ghotki at Mirpur Mathelo	Members
4	Executive Engineer Buildings Division Ghotki at Mirpur Mathelo	Members
5	Executive Engineer Highway Division concerned	Members

Terms of reference

- i) The committee will hear the complaints of bidders against the decisions of procuring agency
- ii) Prohibit the procurement committee from acting or deciding in manner, inconsistent with these rules and regulations
- iii) Annual in whole or in part any unauthorized act or decision of the procurement committee and
- iv) Recommend to the Head of Department that the case be declared a mis-procurement if material violation of Act, Rules, Regulations, orders instructions or any other law relating to public procurement, has been established.
- v) Reverse any decision of the Procurement Committee or substitute its own decision for such a decision provided that the complaint redresal committee shall not make and decision to award the contract.
- vi) The complaint redresal committee shall announce its decision within seven days and intimate the same to the bidder and the authority within three working days


(Ahmed Ali Qureshi)
DEPUTY COMMISSIONER

C.C to:-

1. The Superintending Engineer (W&S) Ghotki at Mirpur Mathelo
2. The District Accounts Officer Ghotki at Mirpur Mathelo
3. The Additional Deputy Commissioner-II Ghotki at Mirpur Mathelo
4. The Executive Engineer Highway Division / Buildings Division / Public Health Division Ghotki at Mirpur Mathelo
5. Office copy

DEPUTY COMMISSIONER
GHOTKI AT MIRPUR MATHELO

Bid No: (01)

Issue of Mr. _____

Tender Fee. _____ D.R. No. _____

Dated: _____

BIDDING DATA

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

**Instruction to Bidders
Clause Reference**

1.1 Name of Procuring Agency:	EXECUTIVE ENGINEER HIGHWAY DIVISION GHOTKI
(Insert name of the Procuring Agency)	
Brief Description of Works:-	Construction of road from village Sache Dino Kalwar Abbasi Muhallah UC Beriri (Ali Kalwar street) mile 0/0-0/0+354ft (0.11 km)
5.1 (a) Procuring Agency's address:-	Station Road Ghotki
(insert Address of the procuring Agency with telex/ fax)	Telephone & Fax No: 0723-682036 Email ID: xenhighwayghotki36@gmail.com
(b) Engineer's address	Near Circuit House Ghotki

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)

- (i) Financial Capacity: (must have turnover of **Rs. 0.8500 (Million)**)
- (ii) Technical capacity: (mention the appropriate category of registration with PEC and qualification and experience of the staff.)
- (iii) Construction of Capacity: (mention the names and number of equipments required for the work)

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12.1 (a) A detailed description of the works essential technical and performance classification

(b) Complete set of technical information, description, data, literature and drawing as required in accordance with Schedule B to Bid, Specific works Data. This will include but not limited to a sufficient number of drawing Photo graphs 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.

12.1 Amount of Bid Security (Fill in lump sum amount or in %age of bid / estimated cost, but not below 1 % and not exceeding 5 %)	5 %
14.1 Period of Bid Validity (Fill in number of days not exceeding 90)	60 days
14.4 Number of Copies of the Bid to be submitted One original Plus <u>01</u> copy.	01 copy.
14.6 Procuring Agency's Address for the purpose of Bid submission	EXECUTIVE ENGINEER HIGHWAY DIVISION GHOTKI NEAR CIRCUIT HOUSE GHOTKI
(Insert Postal address of location of bid box or delivery by hand)	
15.1 Deadline for submission of bids	Dated. 5 -06-2017 Time 01:00 PM
16.1 Venue, Time , and Date of Bid Opening	EXECUTIVE ENGINEER HIGHWAYS DIVISION GHOTKI Dated5 -06-2017 Time 02:00 PM
16.4 Responsiveness of Bids	

(I) Bid is valid till required period

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- (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 possession the requisite experience, capacity and qualification.
(v) Bid does not deviate from basic technical requirement and
(vi) Bid are generally in order etc

* Procuring agency can adopt wither of two options (select either of them)

- (a) **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.
(b) **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.

Call Deposit No. _____ dated: _____ Name of Bank _____

Rs. _____

(Executive Engineer Highways Division Ghotki/Authority issuing bidding documents)

Contractor

EXECUTIVE ENGINEER / PROCURING AGENCY
HIGHWAYS DIVISION
GHOTKI.

NAME OF WORK :- **CONSTRUCTION OF ROAD FROM VILLAGE SACHE DINO KALWAR ABBASI MUHALLAH UC BERIRI (ALI KALWAR STREET) MILE 0/0-0/0+354FT (0.11 KM)**

SCHEDULE - "B"**PART- (A) Road**

Qty	Itme of Work	Rate	Unit	Amount
26205 Sft	1 Earth work for road embankment by bulldozers including plugging mixing cold breaking dressing and compacting with optimum moisture content lead up to 100'ft and lift up to 5ft in all types of soil accept rock.	@Rs: 7723.95	% Sft	Rs: 202406.00
2186.0 Cft	2 Prepaering sub base course by supplying and spreading stone metal 1 1/2"- 2" guage of approved quality from approved quarry in required thickness of 6" in 2 layers to proper camber and grade including hand packing filling voids with 10 cft: screening and non plastic quarry fines of approved auality and gauge from approved source, watering and compacting to achive 98-100% denesiy as per modified AASHO specification. (Rate includes all cost of material labour, T&P and carriage upto site of work	@Rs: 7378.48	%Cft	Rs: 161294.00
729 Rft	3 Laying brick on end ending i/c supplying of 9"x4-1/2"x3 first class brick, excavation for laying with small side parallel to the road (Rates i /cs all cost of material labour T&P carriage site of work).	@Rs: 2771.64	%Rft	Rs: 20205.00
1093 Cft	4 Preparing Base Course i/c supplying and spreading stone metal of approved quality form approved quarry graded to maximum size 1 1/2" and required thickness to proper camber and grade i/c supplying and spreading 15 cft screening and non plastic quarry fires filling depression with stone metal after initial rolling i/c watering and compaction the same so as to achieve 100% density as per modified AASHo specified (This i/cs providing and using templates camber plats, screen forms as directed (Rate i/cs all cost of material T&P and carriage up to site of work.	@Rs: 8376.68	P% Cft	Rs: 91557.00
4372 Sft	5 Providing surface dressing 1st coat on new or existing surface with 30 lbs bitumen and 4.0 cft" bajri of required size including cleaning the road surface rolling etc, (Rate i/c all cost of materials T&P and carriage up to site of work).work.	@Rs: 1641.06	P%Sft	Rs: 71747.00
4372 Sft	6 Providing 1 1/2 " thick (consolidated) premix carpet in proper camber and grade including supplying 15 Cft bajri, 5cft : hill snad (of approved and grade bitumen 93lbs including mixing in mechanical mixer in required proportion including heating the materials and cleaning the road surface. (hill sand 3 cft : for mixing and 2.0 cft for dusting) (Rate includes all cost of materials T&P and carrige upto 3 chains)	@Rs: 6390.38	P%Sft	Rs: 279387.00

Total Rs: 826596

Premium above/ below _____

CONTRACTOR

**EXECUTIVE ENGINEER
HIGHWAY DIVISION
GHOTKI**

Bid No: (02)

Issue of Mr. _____

Tender Fee. _____ D.R. No. _____

Dated: _____

BIDDING DATA

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

Instruction to Bidders Clause Reference

1.1 Name of Procuring Agency:	EXECUTIVE ENGINEER HIGHWAY DIVISION GHOTKI
(Insert name of the Procuring Agency)	
Brief Description of Works:-	Construction of C.C paver Street Malik Mohallah Khangarh Sharif mile 0/0-0/0+280 Rft (0.08 km)
5.1 (a) Procuring Agency's address:-	Station Road Ghotki
(insert Address of the procuring Agency with telex/ fax)	Telephone & Fax No: 0723-682036 Email ID: xenhighwayghotki36@gmail.com
(b) Engineer's address	Near Circuit House Ghotki

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)

- (i) Financial Capacity: (must have turnover of **Rs.0.9000 (Million)**)
- (ii) Technical capacity: (mention the appropriate category of registration with PEC and qualification and experience of the staff.)
- (iii) Construction of Capacity: (mention the names and number of equipments required for the work)

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12.1 (a) A detailed description of the works essential technical and performance classification

(b) Complete set of technical information, description, data, literature and drawing as required in accordance with Schedule B to Bid, Specific works Data. This will include but not limited to a sufficient number of drawing Photo graphs 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.

12.1 Amount of Bid Security	5 %
(Fill in lump sum amount or in %age of bid / estimated cost, but not below 1 % and not exceeding 5 %)	
14.1 Period of Bid Validity (Fill in number of days not exceeding 90)	60 days
14.4 Number of Copies of the Bid to be submitted One original Plus <u>01</u> copy.	01 copy.
14.6 Procuring Agency's Address for the purpose of Bid submission	EXECUTIVE ENGINEER HIGHWAY DIVISION GHOTKI NEAR CIRCUIT HOUSE GHOTKI
(Insert Postal address of location of bid box or delivery by hand)	
15.1 Deadline for submission of bids	Dated. 5 -06-2017 Time 01:00 PM
16.1 Venue, Time , and Date of Bid Opening	EXECUTIVE ENGINEER HIGHWAYS DIVISION GHOTKI Dated5 -06-2017 Time 02:00 PM
16.4 Responsiveness of Bids	

(I) Bid is valid till required period

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(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 possession the requisite experience, capacity and qualification.

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

(vi) Bid are generally in order etc

* Procuring agency can adopt wither of two options (select either of them)

(a) **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.

(b) **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.

Call Deposit No. _____ dated: _____ Name of Bank _____

Rs. _____

(Executive Engineer Highways Division Ghotki/Authority issuing bidding documents)

Contractor

EXECUTIVE ENGINEER / PROCURING AGENCY
HIGHWAYS DIVISION
GHOTKI.

NAME OF WORK :- **CONSTRUCTION OF C.C PAVER STREET MALIK MOHALLAH KHANGARH SHARIF MILE 0/0-0/0+280 RFT (0.08 KM)**

SCHEDULE - "B"

PART- (A) Road

Qty	Itme of Work	Rate	Unit	Amount
1730.0 Cft	1 Prepaering sub base course by supplying and spreading stone metal 1 1/2"- 2" guage of approved quality from approved quarry in required thickness of 6" in 2 layers to proper camber and grade including hand packing filling voids with 10 cft: screening and non plastic quarry fines of approved auality and gauge from approved source, watering and compacting to achive 98-100% denesiy as per modified AASHO specification. (Rate includes all cost of material labour, T&P and carriage upto site of work	@Rs: 6227.64	%Cft	Rs: 107738.00
588 Cft	2 Suplying spreading hard moram /fine powder from approved quality to site of work i/c loading unloading dressing asper dressing etc complete(market rate included cartage)	@Rs: 4037.16	%cft	Rs: 23739.00
324 Cft	3 Cement concrete plain i/c placing compacting finishing and complete i/c screening and washing of stone aggrgate with out shuttering ratio 1:2:4	@Rs: 14429.25	%cft	Rs: 46751.00
3461 Sft	4 Provinding /Fixing cement paving block flooring having size of 197 x 97 x 60 (mm) of city /Quadra/ cobble shape with natural colors having strength b/w 5000 psi to 8500 psi i/c filling the joints with hill sand and laying specified manner / patter design etc complete	@Rs: 199.77	P Sft	Rs: 691404.00

Total Rs: 869632

Premium above/ below _____


CONTRACTOR

**EXECUTIVE ENGINEER
HIGHWAY DIVISION**

GHGTKI

EXECUTIVE ENGINEER HIGHWAYS DIVISION GHOTKI
ANNUAL PROCUREMENT PLAN (WORKS & SERVICES) FINANCIAL YEAR 2016-17

S.NO	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (Where applicable Million)	Funds allocated in Million	Source of funds (ADPs Non ADPs)	Timing of Procurements			
						1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	2	3	4	5	6	7	8	9	10
1	Construction of road from village Sache Dino Kalwar Abbasi Muhallah UC Beriri (Ali Kalwar street) mile 0/0-0/0+354ft (0.11 km)	Road Work	0.8500	0.2125	ADP	0.2125			
2	Construction of C.C paver Street Malik Mohallah Khangarh Sharif mile 0/0-0/0+280 Rft (0.08 km)	Road Work	0.9000	0.9000	MDG'S	0.9000			
		Total:-	1.750	1.113					


 EXECUTIVE ENGINEER
 HIGHWAYS DIVISION
 GHOTKI

**OFFICE OF THE
EXECUTIVE ENGINEER HIGHWAY
DIVISION GHOTKI**

Issue to _____

Vide D.R No & Date. _____

For Rs. _____

EXECUTIVE ENGINEER
HIGHWAY DIVISION
GHOTKI

STANDARD FORM OF BIDDING DOCUMENT

FOR

Construction of road _____

INSTRUCTIONS TO PROCURING AGENCIES

INSTRUCTIONS TO PROCURING AGENCIES
(Not to be included in Bidding Documents)

A. Basis of Documents

These Documents have been prepared as a global document intended to be used by different agencies/users according to their requirements. This document is envisaged for National Competitive Bidding (NCB), meant for use for Works costing not more than Rs. 25 Million. These documents may be tailored according to the scope of works as well as in case of contracts on International Competitive Bidding (ICB) basis, funded by international financial institutions/donors, with payments in foreign currencies. Procuring agencies are then to tailor the relevant clauses to suit their requirements including appropriate modifications in the relevant sections of the documents in the light of SPPRA Bidding Documents for Large Works.

The Procuring Agency is expected to manage the Contract itself. The role of Engineer may be added by the Procuring Agency, if the Procuring Agency wishes to engage a consultant. The role of the Engineer with specific delegated powers under various clauses of Instructions to Bidders such as clarifications of Bid Documents, Amendment of Bid Documents, evaluation of Bids etc. and to administer the Contract under various clauses of Conditions of Contract should have been specified. The Procuring Agency will be required to set out in the specifications and drawings the full scope of work including the extent of design to be done by the Contractor, if any.

B. Contents of Documents

As stated in Clause IB.4 of Instructions to Bidders, the complete Bidding Documents in addition to Invitation for Bids shall comprise items listed therein including any addendum to Bidding Documents issued in accordance with IB.6. The Standard Form of Bidding Documents (for Small Contracts) includes the following:

1. Instructions to Bidders & Bidding Data
2. Form of Bid & Schedules to Bid
3. Conditions of Contract & Contract Data
4. Standard Forms
5. Specifications
6. Drawings, if any

In addition, Instructions to procuring agencies are also provided at various locations of this document within parenthesis or as a Note(s). Procuring agencies are expected to edit or finalise this document accordingly, by filling in all the relevant blank spaces and forms as per the scope of the work, deleting all notes and instructions intended to help the bidders.

The procuring agency is required to prepare the following for completion of the Bidding Documents:

- (i) Invitation for Bids

- (ii) Bidding Data
- (iii) Schedules to Bid (Samples)
- (iv) Schedule of Prices (Format)
- (v) Contract Data
- (vi) Specifications
- (vii) Drawings, if any

The Procuring agency's attention is drawn to the following while finalizing the Bidding Documents.

C. Notice Inviting Tender/ Invitation for Bids/ Request for Expression of Interest

The —Notice Inviting Tender is meant for publication of tenders for calling bids in the newspapers and SPPRA Website.

The blank spaces wherever shown are required to be filled by the Procuring Agency before issuance of Bidding Documents.

The Procuring Agency may modify para 1 of Notice Inviting Tender as per its requirements. The notice should be published so as to give the interested bidders sufficient working period for preparation and submission of bids – not less than 15 days for National Competitive Bidding and 45 days for International Competitive Bidding (SPP Rule 18).

1. The eligible bidders are defined in IB.2; the text can be amended by the Procuring Agency as deemed appropriate.
2. The non-refundable fee for the sale of Bidding Documents should be nominal so as to cover printing/reproduction and mailing costs and to ensure that only bona-fide bidders shall apply (SPP Rule 20).
3. The amount of Bid Security should be a lump sum figure or a percentage, but not less than 1% and more than 5% of bid price and should be in accordance with IB.13.1 (SPP Rule 37).
4. If the venue of receipt of bids and the opening of bids is the same, the times for receipt and opening of bids are to be entered in last Para of the Notice Inviting Tender, otherwise indicate the name, address and exact location for the opening of bids. However the date for the receipt and the opening of bids shall be same (SPP Rule 41).

D. Instructions to Bidders

These Instructions to Bidders will not be part of Contract and will cease to have effect once the Contract is signed along with Bidding Data.

The Instructions to Bidders can be used as given. Procuring agency may have to make changes under Bidding Data.

The Procuring Agency's or Engineer's Representative, if any, shall exercise powers of the Engineer/Procuring Agency under and in connection with Clauses IB.5, IB.6, IB.16, etc. In

case an Engineer has been appointed by the Procuring Agency, the aforesaid clauses may be modified accordingly to specify the role of the Engineer by the Procuring Agency, otherwise the Engineer's reference wherever exist, except Sub-Clause 1.1.20 & Clause 15 of Conditions of Contract and Item 1.1.20 of Contract Data, shall be deleted.

E. Bidding Data

The blank spaces wherever shown in Bidding Data are required to be filled by the Engineer/Procuring Agency before issuance of Bidding Documents.

1. Contents of IB.10.3 may be retained or modified by the Procuring Agency.
2. Procuring Agency should insert required experience in IB.11.2.
3. Referring to IB.14.1, the period of bid validity may range from 30 to 90 days depending upon the size and nature of the works. Number of days shall be filled in as per Procuring Agency's requirements.
4. Contents of IB.16.3 to IB.16.8 may be retained or modified by the Procuring Agency in accordance with its requirements.

F. Schedules to Bid

Specimen of Schedules to Bid including format of Schedule of Prices are provided in this document. The Procuring Agency may add/delete/modify as per its requirement.

The blank spaces wherever shown are required to be filled by the Engineer/Procuring Agency before issuance of Bidding Documents except those required to be provided by the Contractor.

G. Conditions of Contract

The procuring agency while preparing Contract Data, shall ensure that no Clause of Conditions of Contract is deleted and that the changes included in Contract Data shall be such as not to change the spirit of the document. Any adjustment or change in clauses of Conditions of Contract to meet specific project features shall be made with care and incorporated in Contract Data.

H. Contract Data

The blank spaces wherever shown are required to be filled by the Engineer/Procuring Agency before issuance of Bidding Documents.

1. Referring to Sub-Clause 1.1.1 of Conditions of Contract, the Engineer/Procuring Agency may add, in order of priority, such other documents as to form part of the Contract, in Sub-Clause 1.3 of the Contract Data.
2. The Procuring Agency's Representative, if any, shall exercise powers of the Procuring Agency under and in connection with Sub-Clauses 1.3, 2.3, 4.2, 4.3, 5.1, 7.3, 8.2, 9.1, 9.2, 10.1, 10.2, 10.5, 11.1, 11.5, 12.1, 13.2 and 14.1 of the Conditions of Contract. In case an Engineer has been appointed by the Procuring Agency, the aforesaid clauses may be modified accordingly by the Procuring Agency.

Instructions to Bidders/ Procuring Agencies.

General Rules and Directions for the Guidance of Contractors.

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*.

The *Instructions 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) hoisted on website of Authority and Procuring Agency and also in printed media where ever required as per rules.

NIT must state the description of the work, dates, time 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 Documents must include but not limited to: Conditions of contract, Contract Data, specifications or its reference, Bill of Quantities containing description of items with scheduled/item rates with premium to be filled in form of percentage above/ below or on item rates to be quoted, Form of Agreement and drawings.

3. Fixed Price Contracts: The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

4. The Procuring Agency shall have right of rejecting all or any of the tenders as per provisions of SPP Rules 2010.

5. Conditional 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 Bill of Quantities for items of 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 of such percentage, on all the Scheduled Rates shall be framed. 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 documents shall refer the name and number of the work

6. All works shall be measured by standard instruments according to the rules.
7. Bidders shall provide evidence of their eligibility as and when requested by the Procuring Agency.
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 Procuring Agency will determine whether the bidder fulfills all codal requirements 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. Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors 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 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.



BIDDING DATA

(This section should be filed in by the Engineer / Procuring Agency before issuance of the Bidding Documents).

- (a) Name of Procuring Agency:- Executive Engineer Highway Division Ghotki.
- (b) Brief Description of Works:-

- (c) Procuring Agency's address:- Executive Engineer Highway Division Ghotki
near Railway Station Ghotki.
- (d) Estimate Cost :- Rs. _____ (Million)
- (e) Amount of Bid Security :- 2 % of Tender Amount
- (f) Period of Bid Validity (days) :- Sixty Days
- (g) Security Deposit
(including bid security) :- _____
(in %age of bid amount / estimated cost equal to 10%)
- (h) Percentage, if any, to be
Deducted from bills :- 6.5% income Tax & 3% Security Deposit
- (i) Dead line for Submission of
Bids along with time :- _____
- (j) Venue, Time, and Date of
Bid Opening, :- Office of the Executive Engineer Highway
Division Ghotki Station Road Ghotki.
@ _____ Date. _____
- (k) Time for completion from
Written order of commence :- (12) Twelve Months
- (l) Liquidity damages :- _____ 0.05 of Estimated Cost or
Bid cost per day of delay, but total not exceeding 10%
- (m) Deposit Receipt No: Date:
Amount:(in words and figures

EXECUTIVE ENGINEER
HIGHWAY DIVISION
GHOTKI

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 Agency 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) Procuring Agency/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/Procuring Agency 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/Procuring Agency, 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.

Procuring Agency/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 Procuring Agency 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 work-man-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 conform 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 /Procuring Agency 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) Agency 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 Procuring Agency has authorized the variation in writing subject to the limit not exceeding the contract cost by of 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 and 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.

- (A) Mobilization advance is not allowed.
- (B) Secured Advance against materials brought at site.
- (i) Secured Advance may be permitted only against imperishable materials/quantities anticipated to be consumed/utilized on the work within a period of three months from the date of issue of secured advance and definitely not for full quantities of materials for the entire work/contract. The sum payable for such materials on site shall not exceed 75% of the market price of materials;
- (ii) Recovery of Secured Advance paid to the contractor under the above provisions shall be affected from the monthly payments on actual consumption basis, but not later than period more than three months (even if unutilized).

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.

DIVISIONAL ACCOUNTS OFFICER

Contractor

Executive Engineer/Procuring Agency

**EXECUTIVE ENGINEER
HIGHWAY DIVISION
GHOTKI**



Summary of Bill Quantities

Cost of Bid.

Amount.

1. (A) Cost based on Composite Schedule of Rates. _____

2. (B) Cost of (Part -B) Schedule of Rates. _____

TOTAL COST OF BID (C) = TOTAL (A) + (B) _____

CONTRACTOR .

EXECUTIVE ENGINEER
HIGHWAY DIVISION
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