



OFFICE OF THE EXECUTIVE ENGINEER EDUCATION WORKS DIVISION MATIARI

No: XEN/TC/G-55/ 903 of, 2017-18 Dated: 1.8/2017

Phone & Fax #
022-2760283

Notice Inviting Tenders

Sealed Bids for the works mentioned below are invited from the interested Bidders / Firms on Standard Bidding Documents of SPPRA under Sindh Public Procurement Regulatory Authority, Rules 2010 (amended to date) :-

2. The bidding documents will be issued to all the interested Bidders on written request to the undersigned on firm's original letterhead and payment of bidding documents fee (non refundable) in cash as shown against each.

Programme for issuance / submission and opening of Bids

S. No.	Particulars	1 st Attempt	In case of un-responded works 2 nd Attempt
A	Date of issuance of bidding documents	From the date of publication in press and hoisted on website of SPPRA at or before 2.00pm on 28.08.2017	29.08.2017 to 13.09.2017
B	Dead line for submission of bids	On 28.08.2017 upto 2.00pm in the office of the undersigned	On 13.09.2017 upto 2.00pm in the office of the undersigned
C	Venue, time and date of bids opening	On 28.08.2017 at 3.00pm in the office of the undersigned	On 13.09.2017 at 3.00pm in the office of the undersigned

- Bidding is open to all interested bidders.
- Method of procurement i.e Single Stage – Single Envelope.
- Bid Validity Period is (90) Ninety days.

List of Works

Sr. No	Name of Scheme / Work	Taluka	Estimated Cost in millions	Bid Security	Completion Period	Bidding Documents Fee
(Provincial ADP No: 512 of 2017-18) Construction of Building for Existing Degree College @ Mansoorah District Matiari (01 Unit)						
1	Construction of 1 st Floor on Under constructing existing main building.	S'abad	25.000	5% of Bid Amount	12 Months	3000/-

6. Bidders Qualification / Eligibility Criteria

Bidding documents will be issued only to the bidders who shall strictly qualify the eligibility criteria as under: -

- Registration with Pakistan Engineering Council in the relevant category or above discipline bid costs.
- For Electrical works valid licence issued from Inspectorate of Electrical Licence, Government of Sindh of the similar Region with respect to works shown above will be considered.
- List of works or buildings either constructed or in hand having 3000 ft or above plinth area in last 3 years (Proof in the shape of work order and completion certificate is mandatory).

- d. Turn over of last 3 years in the shape of bank statement equivalent to bid cost and having 30% amount available as the balance in the bank accounts with respect to bid cost.
- e. Valid Registration with Federal Board of Revenue (FBR) for Income Tax (N.T.N).
- f. Valid Registration with the Sindh Revenue Board (SRB).
- g. The bid security 5% (five percent) in the shape of call deposit / pay order issued from any schedule bank of Pakistan in favour of undersigned shall be submitted at the time of submission of bidding documents.
- h. Full Name, Complete Address, Telephone Number, Fax Number, E-Mail & Organization of Structure.
- i. Copy of C.N.I.C of proprietor / partners (if any).
- j. Undertaking on stamp paper of Rs:200/- that firm is not involved in any litigation, Departmental rift, or has left the previous work awarded or un-necessary delay in completion of any work in the Education Works Department or in other Departments
- k. Undertaking on stamp paper regarding Non-Black Listing of Firm previously by Government's, Semi Government's Autonomous Bodies.
- l. Affidavit regarding list of Partners / Partnership Deed with Director / Proprietor etc with Complete Information along with Power of Attorney / Sole Proprietor.
- m. Undertaking on stamp paper that information submitted by Bidder / Firms is correct and if found misleading at any stage the work awarded will be cancelled.
- n. In case of holiday and unforeseen circumstances on opening date, the bids shall be submitted and opened on the next working day. Other terms and conditions shall remain same.
- o. Incomplete / Conditional bids will not be entertained and will be rejected out rightly.

7. Procuring agency reserve right to annul the bidding process and reject all bids or proposals as per SPP Rules 2010 (amended to-date).


(ALI GOHAR ABRO)
Executive Engineer
Education Works Division Matiari



NOTIFICATION

NO.SO(G) EDU/E&A/PRO-EW/14-15: In pursuance of Rule - 7 of the Sindh Public Procurement Rules, 2010, a Departmental Procurement Committee comprising of following Officers for procurement of works for various Educational Institutes / Offices / Line Departments working under Administrative Control of Education & Literacy Department to be procured under ADP / Regular Budget / SNE of Education Department is constituted as under:-

- | | | |
|----|--|----------|
| 1. | Executive Engineer (Education Works)
Concerned Education Works Division
Education & Literacy Department | Chairman |
| 2. | Assistant Engineer
Local Government Public Health Engineering Department | Member |
| 3. | Assistant Engineer (Education Works) of Headquarter
Concerned Education Works sub Division
Education & Literacy Department | Member |

ToRs

- Preparing bidding documents;
- Carrying out technical as well as financial evaluation of the bids;
- Preparing evaluation report as provided in Rule 45 of SPPRA 2010;
- Making recommendations for the award of contract to the competent authority; and
- Perform any other function ancillary and incidental to the above.

- DR. FAZLULLAH PECHUHO -

NO.SO(G) EDU/E&A/PRO-EW/14-15:

Karachi, date the 28th May, 2015

A copy is forwarded for information & necessary action to:-

1. All Members of the Committee.
2. The P.S. to Senior Minister, Education & Literacy Department, Govt. of Sindh, Karachi.
3. The P.S. to Secretary, Education & Literacy Department.
4. The P.S. to Secretary, Local Government Public Health Engineering Department.
5. Office Order File



SINDH EDUCATION &
LITERACY DEPARTMENT



DEPUTY SECRETARY (CA) 28/04/15

**OFFICE OF THE EXECUTIVE ENGINEER
EDUCATION WORKS DIVISION MATIARI**

No: XEN/TC/G-55/ 763 Dated: 7/8 /2015

Phone & Fax #
2760283

OFFICE ORDER

Subject: **CONSTITUTION OF COMPLAINT REDRESSAL COMMITTEE**

The Constitution of Complaint Redressal Committee is as under:-

- | | | |
|----|--|----------|
| 1. | Superintending Engineer
Education Works Circle
Hyderabad | Chairman |
| 2. | The Executive Engineer,
Buildings Division,
Matiari | Member |
| 3. | District Accounts Officer
Matiari | Member |

As provided for under Rule 31(4), the Redressal committee will be competent to consider and dispose of complaints(s), as and when received from the aggrieved bidders(s) as per prescribed in the Rules.

(Ali Gohar Abro)
Executive Engineer
Education Works Division
Matiari

f.w.c's to:-

1. The Director, SPPRA, Karachi
2. The Superintending Engineer, Education Works Circle, Hyderabad.
3. The Executive Engineer, Buildings Division, Matiari.
4. The District Accounts Officer, Matiari.
5. Office Order

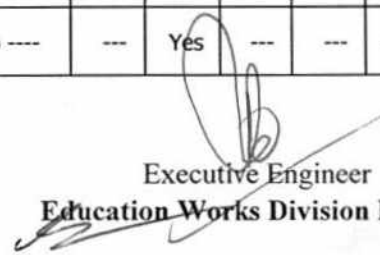
Executive Engineer
Education Works Division
Matiari

ANNUAL PROCUREMENT PLAN
(WORKS, GOODS & SERVICES)
(FINANCIAL YEAR 2017-2018)

OFFICE OF THE EXECUTIVE ENGINEER EDUCATION WORKS DIVISION MATIARI

Sr. 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 Procurement				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	(Provincial ADP No: 167 of 2017-18) Rehabilitation, Improvement / Renovation & Provision for Missing Facilities in Existing Primary / Elementary School @ District Level in District Matiari (04 Units) @ GBPS Mudho Kaka	---	---	0.300	24.263	Provincial ADP	National Competitive Bidding Method	Yes	---	---	---	Subject to release of funds
2	(Provincial ADP No: 167 of 2017-18) Rehabilitation, Improvement / Renovation & Provision for Missing Facilities in Existing Primary / Elementary School @ District Level in District Matiari (04 Units) @ GBPS Mochi Mohallah	---	---	0.400		Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
3	(Provincial ADP No: 167 of 2017-18) Rehabilitation, Improvement / Renovation & Provision for Missing Facilities in Existing Primary / Elementary School @ District Level in District Matiari (04 Units) @ GBPS Urdu Saadabad	---	---	0.500		Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
4	(Provincial ADP No: 167 of 2017-18) Rehabilitation, Improvement / Renovation & Provision for Missing Facilities in Existing Primary / Elementary School @ District Level in District Matiari (04 Units) @ GGPS Amin Lakho (F.I. Work)	---	---	0.300		Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
5	(Provincial ADP No: 196 of 2017-18) Construction of Building for Shelterless Primary School District Matiari (06 Units) @ GBPS Siddique Chohan (E.I. Work)	---	---	0.200	23.117	Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
6	(Provincial ADP No: 196 of 2017-18) Construction of Building for Shelterless Primary School District Matiari (06 Units) @ GBPS Mehmood Arain (E.I. Work)	---	---	0.200		Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
7	(Provincial ADP No: 196 of 2017-18) Construction of Building for Shelterless Primary School District Matiari (06 Units) @ GBPS Ajaz Unar (E.I. Work)	---	---	0.200		Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
8	(Provincial ADP No: 196 of 2017-18) Construction of Building for Shelterless Primary School District Matiari (06 Units) @ GBPS Mir Khan Jamali (E.I. Work)	---	---	0.200		Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
9	(Provincial ADP No: 196 of 2017-18) Construction of Building for Shelterless Primary School District Matiari (06 Units) @ GBPS Syed Shamsuddin Shah (E.I. Work)	---	---	0.200		Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
10	(Provincial ADP No: 196 of 2017-18) Construction of Building for Shelterless Primary School District Matiari (06 Units) @ GBPS Bachal Goth (E.I. Work)	---	---	0.200		Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
11	(Provincial ADP No: 219 of 2017-18) Up-Gradation of Primary Schools to Middle Schools @ Hyderabad Division @ District Matiari (01 Unit) @ GBPS Tavah Dahri (E.I. Work)	---	---	0.600	7.310	Provincial ADP	---- do ----	Yes	---	---	---	---- do ----

Sr. 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 Procurement				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
12	(Provincial ADP No: 296 of 2017-18) Establishment of Public Schools in Sindh @ Tando Allahyar, Matiari, Sanghar (T.ADAM), Tando Muhammad Khan & Ghotki (05 Units) 2008-09 Program @ UC Bhitshah Taluka Hala District Matiari (01 Unit) Student Hostel (Face Lifting & Ext. Dev.)	---	---	4.000	30.000	Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
13	(Provincial ADP No: 296 of 2017-18) Establishment of Public Schools in Sindh @ Tando Allahyar, Matiari, Sanghar (T.ADAM), Tando Muhammad Khan & Ghotki (05 Units) 2008-09 Program @ UC Bhitshah Taluka Hala District Matiari (01 Unit) Dining Hall (F.I. Work)	---	---	0.600		Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
14	(Provincial ADP No: 297 of 2017-18) Up-Gradation of Middle School to High Schools in Sindh (115 Units) 2008-09 Programme in District Matiari (05 Units) @ GGMS Sahib Samoo (Face Lifting & Ext. Dev.)	---	---	4.000	4.500	Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
15	(Provincial ADP No: 300 b) of 2017-18) Up-Gradation of High School to Higher Secondary School in Sindh 2007-08 Programme in District Matiari (03 Units) @ GBHS Khvher (External Development)	---	---	1.200	8.000	Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
16	(Provincial ADP No: 345 of 2017-18) Rehabilitation, Improvement / Renovation & Provision for Missing Facilities in Existing Secondary / Higher Secondary Schools @ District Level in District Matiari (01 Unit) @ GBHS New Saadabad (F.I. Work)	---	---	0.800	16.740	Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
17	(Provincial ADP No: 512 of 2017-18) Construction of Building for Existing Degree College @ Mansoorah District Matiari (01 Unit) Construction of Existing Main Building (1st Floor)	---	---	25.000	10.000	Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
18	(Provincial ADP No: 512 of 2017-18) Construction of Building for Existing Degree College @ Mansoorah District Matiari (01 Unit) Main Building (E.I. Work)	---	---	3.500		Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
19	(Provincial ADP No: 513 of 2017-18) Rehabilitation & Provision of Missing Facilities in Existing Colleges in Hyderabad Division (Hyderabad, Matiari, Jamshoro, T.M. Khan, Badin, Dadu, Thatta, Sujawal & T.Allahyar) in District Matiari (01 Unit) @ GGDC Hala (F.I. Work)	---	---	0.800	1.500	Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
20	(Provincial ADP No: 519 of 2017-18) Construction of Auditorium Hall in Existing Girls Degree College Hala (01 Unit) Electrification Work	---	---	1.000	5.000	Provincial ADP	---- do ----	Yes	---	---	---	---- do ----
21	(District ADP No: 11/137 b) of 2017-18) Construction / Re-Construction of Dangerous High Schools (02 Units) in Taluka Hala & Matiari District Matiari @ GGHS Hala New (Balance Work)	---	---	3.000	2.500	District ADP	---- do ----	---	Yes	---	---	---- do ----
22	(District ADP No: 11/137 b) of 2017-18) Construction / Re-Construction of Dangerous High Schools (02 Units) in Taluka Hala & Matiari District Matiari @ GGHS Hala New (F.I. Work)	---	---	0.300		District ADP	---- do ----	---	Yes	---	---	---- do ----


 Executive Engineer
 Education Works Division Matiari

SPPRA BIDDING DOCUMENT



Sr. No: 01

Name of Work: (New Provincial ADP No: 512 of 2017-18) (Provincial ADP No: 512 of 2017-18) Construction of Building for Existing Degree College @ Mansoorah District Matiari (01 Unit) Construction of Existing Main Building (1st Floor)

STANDARD FORM OF BIDDING DOCUMENT FOR PROCUREMENT OF WORKS

(For Contracts (Small) amounting between Rs.2.5 million to Rs.50 million)

No: XEN/TC/G-55/ , dated: .

Issued to M/s / Mr. _____

Deposit Receipt No: _____ Date: _____

Amount Rs. _____/- Rupees (_____) Only

Executive Engineer
Education Works Division Matiari

**OFFICE OF THE EXECUTIVE ENGINEER
EDUCATION WORKS DIVISION MATIARI**

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.
3. The sum insured for different insurances including minimum amount of third party insurance should be assessed by the Engineer/Procuring Agency and entered in Contract Data. Such insurance cover shall be carried out with Insurance Company having at least AA rating from PACRA / JCR in the favour of the procuring agency.
4. The time for completion of the whole of the works should be assessed by the Engineer/Procuring Agency and entered in the Contract Data.
5. The Conditions of Contract contain no overall limit on the Contractor's liability. The amount of **liquidated damages** per day of delay shall be entered by the Engineer/Procuring Agency in Contract Data. Usually the liquidated damages are set between **0.05 percent and 0.10 percent per day and the maximum limit as 10 percent of contract price stated in the Letter of Acceptance.**
6. Any amendment and/or additions to the Conditions of the Contract that are specific to a given Bid/Contract should be included by the Procuring agency. This may include but not be limited to the provisions regarding the following:
 - a) Terms of Payment should be prepared and incorporated in Contract Data by the Engineer/Procuring Agency.
 - b) The Engineer/Procuring Agency to make sure that all taxes and duties are included by the Bidders/Contractors in their prices.

I. Specifications

To be prepared and incorporated by the Engineer/Procuring Agency

J. Drawings

To be prepared and incorporated by the Engineer/Procuring Agency, if required.

SUMMARY OF CONTENTS

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INVITATION FOR BIDS

Date: _____

Bid Reference No.: _____

1. The Procuring Agency, _____ [enter name of the procuring agency], invites sealed bids from interested firms or persons licensed by the Pakistan Engineering Council in the *appropriate* category(*not required for works costing Rs 2.5 million or less*) and/or *duly* pre-qualified(*if pre-qualification is done for specific scheme/project*) with the Procuring Agency for the Works, _____[enter title, type and financial volume of work], which will be completed in _____ [enter appropriate time period] days.
2. A complete set of Bidding Documents may be purchased by an interested eligible bidder on submission of a written application to the office given below and upon payment of a non-refundable fee of Rupees _____ (*Insert Amount*). Bidders may acquire the Bidding Documents from the Office of the Procuring Agency, at _____ (Mailing Address).
3. All bids must be accompanied by a Bid Security in the amount of Rs. _____ (Rupees _____) or _____ percentage of bid price in the form of (*pay order / demand draft / bank guarantee*) and must be delivered to _____ (*Indicate Address and Exact Location*) at or before _____ hours, on _____ (Date). Bids will be opened at _____ hours on the same day in the presence of bidders' representatives who choose to attend, at the same address [*indicate the address if it differs*].

[Note: 1

1. *Procuring Agency to enter the requisite information in blank spaces.*
2. *The bid shall be opened within one hour after the deadline for submission of bids.*

**INSTRUCTIONS
TO BIDDERS
&
BIDDING DATA**

Notes on the Instructions to Bidders

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

Matters governing the performance of the Contract or payments under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are not normally included in this Section, but rather in the appropriate sections of the *Conditions of Contract* and/or *Contract Data*.

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INSTRUCTIONS TO BIDDERS

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

A. GENERAL

IB.1 Scope of Bid & Source of Funds

1.1 Scope of Bid

The Procuring Agency as defined in the Bidding Data (hereinafter called —the Procuring Agency) wishes to receive Bids for the Works summarized in the Bidding Data (hereinafter referred to as —the Works). Bidders must quote for the complete scope of work. Any Bid covering partial scope of work will be rejected as non-responsive.

1.2 Source of Funds

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

IB.2 Eligible Bidders

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

- a) Duly licensed by the Pakistan Engineering Council (PEC) in the appropriate category for value of works. Provided that the works costing Rs. 2.5 million or less shall not require any registration with PEC .
- b) Duly pre-qualified with the Procuring Agency. (*Where required*). In the event that prequalification of potential bidders has been undertaken, only bids from prequalified bidders will be considered for award of Contract.
- c) If prequalification has not undertaken , the procuring agency may ask information and documents not limited to following:-
 - (i) Company profile;
 - (ii) Works of similar nature and size for each performed in last 3/5 years;
 - (iii) Construction equipment's
 - (iv) Qualification and experience of technical personnel and key site management;
 - (v) Financial statement of last 3 years;
 - (vi) Information regarding litigations and abandoned works if any.

IB.3 Cost of Bidding

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

B. BIDDING DOCUMENTS

IB.4 Contents of Bidding Documents

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

1. Instructions to Bidders & Bidding Data
2. Form of Bid, Qualification Information & Schedules to Bid Schedules to Bid comprise the following:
 - (i) Schedule A: Schedule of Prices/ Bill of Quantities (BOQ).
 - (ii) Schedule B: Specific Works Data
 - (iii) Schedule C: Works to be Performed by Subcontractors
 - (iv) Schedule D: Proposed Programme of Works
 - (v) Schedule E: Method of Performing Works
 - (vi) Schedule F: Integrity Pact (works costing Rs 10 million and above)
3. Conditions of Contract & Contract Data
4. Standard Forms:
 - (i) Form of Bid Security,
 - (ii) Form of Performance Security;
 - (iii) Form of Contract Agreement;
 - (iv) Form of Bank Guarantee for Advance Payment.

5. Specifications

6. Drawings, if any

IB.5 Clarification of Bidding Documents

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

5.2 An interested bidder, who has obtained bidding documents, may request for clarification of contents of bidding documents in writing and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid (SPP Rule 23-1).

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

6.1 At any time prior to the deadline for submission of Bids, the Procuring Agency may, for any reason, whether at his own initiative or in response to a clarification requested by a interested bidder, modify the Bidding Documents by issuing addendum.

6.2 Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub- Clause 6.1 hereof, and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the Procuring Agency.

6.3 To afford interested bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency may at its discretion extend the deadline for submission of Bids.

C. PREPARATION OF BIDS

IB.7 Language of Bid

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

IB.8 Documents Comprising the Bid

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

- (a) Offer /Covering Letter
- (b) Form of Bid duly filled, signed and sealed, in accordance with IB.14.3.
- (c) Schedules (A to F) to Bid duly filled and initialed, in accordance with the instructions contained therein & in accordance with IB.14.3.
- (d) Bid Security furnished in accordance with IB.13.
- (e) Power of Attorney in accordance with IB 14.5.
- (f) Documentary evidence in accordance with IB.2(c) & IB.11
- (g) Documentary evidence in accordance with IB.12.

IB.9 Sufficiency of Bid

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

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

IB.10 Bid Prices, Currency of Bid and Payment

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

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

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

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

IB.11 Documents Establishing Bidder's Eligibility and Qualifications

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

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

IB.12 Documents Establishing Works' Conformity to Bidding Documents

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

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

IB.13 Bid Security

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

13.2 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Procuring Agency as non-responsive.

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

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

13.5 The Bid Security may be forfeited:

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

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

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

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

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

14.4 No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.

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

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

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

D. SUBMISSION OF BID

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

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

15.2 The inner and outer envelopes shall

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

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

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

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

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

E. BID OPENING AND EVALUATION

IB.16 Bid Opening, Clarification and Evaluation (SPP Rules 41, 42 & 43)

16.1 The Procuring Agency will open the bids, in the presence of bidders' representatives who choose to attend, at the time, date and in the place specified in the Bidding Data.

16.2 The bidder's name, Bid Prices, any discount, the presence or absence of Bid Security, and such other details as the Procuring Agency at its discretion may consider appropriate, will be announced by the Procuring Agency at the bid opening. The Procuring Agency will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.

Any Bid Price or discount which is not read out and recorded at bid opening will not be taken into account in the evaluation of bid.

16.3 To assist in the examination, evaluation and comparison of Bids the Engineer/Procuring Agency may, at its discretion, 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 price or substance of the Bid shall be sought, offered or permitted (SPP Rule 43).

16.4 (a) Prior to the detailed evaluation, pursuant to IB.16.7 to 16.9, the Engineer/Procuring Agency will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these instructions, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include determining the requirements listed in Bidding Data.

(b) Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and 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 there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the Total Bid price entered in Form of Bid and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Procuring Agency in accordance with the Corrected Schedule of Prices.

If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and his Bid Security forfeited.

16.5 A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

16.6 Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation (**major deviation**) may be waived by Procuring Agency, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

(A). Major (material) Deviations include:-

- (i) has been not properly signed;
- (ii) is not accompanied by the bid security of required amount and manner;
- (iii) stipulating price adjustment when fixed price bids were called for;
- (iv) failing to respond to specifications;
- (v) failing to comply with Mile-stones/Critical dates provided in Bidding Documents;
- (vi) sub-contracting contrary to the Conditions of Contract specified in Bidding Documents;
- (vii) refusing to bear important responsibilities and liabilities allocated in the Bidding Documents, such as performance guarantees and insurance coverage;
- (viii) taking exception to critical provisions such as applicable law, taxes and duties and dispute resolution procedures;
- (ix) a material deviation or reservation is one :

- (a) which affect in any substantial way the scope, quality or performance of the works;
- (b) adoption/rectification whereof would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

(B) Minor Deviations

Bids that offer deviations acceptable to the Procuring Agency and which can be assigned a monetary value may be considered substantially responsive at least as to the issue of fairness. This value would however be added as an adjustment for evaluation purposes only during the detailed evaluation process.

16.7 The Engineer/Procuring Agency will evaluate and compare only the bids previously determined to be substantially responsive pursuant to IB.16.4 to 16.6 as per requirements given hereunder. Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to IB.16.8 herein below.

Technical Evaluation: It will be examined in detail whether the works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid in Schedule B to Bid will be compared with technical features/criteria of the works detailed in the Technical Provisions. Other technical information submitted with the bid regarding the Scope of Work will also be reviewed.

16.8 Evaluated Bid Price

In evaluating the bids, the Engineer/Procuring Agency will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:

- (i) making any correction for arithmetic errors pursuant to IB.16.4 hereof.
- (ii) discount, if any, offered by the bidders as also read out and recorded at the time of bid opening.
- (iii) excluding **provisional sums** and the provisions for **contingencies** in the Bill of Quantities **if any**, but including **Day work**, where priced competitively.

IB.17 Process to be Confidential

17.1 Subject to IB.16.3 heretofore, no bidder shall contact Engineer/Procuring Agency on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation result is announced by the Procuring Agency. The evaluation result shall be announced at least seven (07) days prior to award of Contract (SPP Rule 45). The announcement to all bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the bids evaluated.

17.2 Any effort by a bidder to influence Engineer/Procuring Agency in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas any bidder feeling aggrieved, may lodge a written complaint to Complaint Redressal Committee as per terms and conditions mentioned in SPP Rules 31 & 32. However, mere fact of lodging a complaint shall not warrant suspension of procurement process.

17.3 Bidders may be excluded if involved in "**Corrupt and Fraudulent Practices**" means either one or any combination of the practices given below SPP Rule2(q);

- (i) —**Coercive Practicel** 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;
- (v) “**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.

F. AWARD OF CONTRACT

IB.18. Post Qualification

18.1 The Procuring Agency, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in contractor's capacities, may require the contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided, that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report.

18.2 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 bidders' qualifications submitted under B.11, as well as such other information required in the Bidding Documents.

IB.19 Award Criteria & Procuring Agency's Right

19.1 Subject to IB.19.2, the Procuring Agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactorily perform the Contract in accordance with the provisions of the IB.18.

19.2 Notwithstanding IB.19.1, 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 award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders (SPP Rule 25).

IB.20 Notification of Award & Signing of Contract Agreement

20.1 Prior to expiration of the period of bid validity prescribed by the Procuring Agency, the Procuring Agency will notify the successful bidder in writing (—Letter of Acceptance) that his bid has been accepted (SPP Rule 49).

20.2 Within seven (07) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Procuring Agency will send the successful bidder the Form of Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.

20.3 The formal Agreement between the Procuring Agency and the successful bidder duly stamped at rate of ----% of bid price (updated from time to time) stated in Letter of Acceptance shall be executed within seven (07) days of the receipt of Form of Contract Agreement by the successful bidder from the Procuring Agency.

IB.21 Performance Security

21.1 The successful bidder shall furnish to the Procuring Agency a Performance Security in the form and the amount stipulated in the Conditions of Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance (SPP 39).

21.2 Failure of the successful bidder to comply with the requirements of Sub-Clauses IB.20.2 & 20.3 or 21.1 or Clause IB.22 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

21.3 Publication of Award of Contract: within seven days of the award of contract, the procuring shall publish on the website of the authority and on its own website, if such a website exists, the results of the bidding process, identifying the bid through procurement identifying Number if any and the following information:

- (1) Evaluation Report;
- (2) Form of Contract and letter of Award;
- (3) Bill of Quantities or Schedule of Requirements. (SPP Rule 50)

IB.22 Integrity Pact The Bidder shall sign and stamp the Form of Integrity Pact provided at Schedule-F to Bid in the Bidding Document for all Sindh Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid nonresponsive (SPP Rule 89).

BIDDING DATA

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

Instructions to Bidders Clause Reference

1.1 Name of Procuring Agency

Mr. Ali Gohar Abro, Executive Engineer, Education Works Division, Matiari
(Insert name of the Procuring Agency)

Brief Description of Works

(New Provincial ADP No: 512 of 2017-18) (Provincial ADP No: 512 of 2017-18) Construction of Building for Existing Degree College @ Mansoorah District Matiari (01 Unit) Construction of Existing Main Building (1st Floor)

5.1 (a) Procuring Agency's address:

@ Government Degree College Matiari
022-2760283
(Insert address of the Procuring Agency with telex/fax)

(b) Engineer's address:

Phase-I Qasimabad Hyderabad Cell # 0300-3179773
(Insert name and address of the Engineer, if any, with telex/fax.)

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-----Million);
- ii. Technical capacity: (mention the appropriate category of registration with PEC and qualification and experience of the staff);
- iii. Construction Capacity: (mention the names and number of equipment's required for the work).

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

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

SCHEDULE ---"B"

Name of Work :-

ADP - 427 / 512, CONSTRUCTION OF BUILDING FOR EXISTING DEGREE COLLEGE @ MANSOORA (MAIN BUILDING) (F.FLOOR) TALUKA SAEEDABAD DISTRICT MATIARI

S.	DESCRIPTION	QNTY	RATE	UNIT	AMOUNT
1	Excavation in foundation of building, bridges & other structures I/c degbelling, dressing, refilling around structure with excavated earth watering & ramming lead up to 5 feet. (b) In ordinary soil. (S.I.No:18(b)/P-4)	1165.00	@ 3176.25	% Cft	Rs 3,700
2	Cement concrete brick or stone ballast 1-1/2" to 2" gauge ratio 1:4:8 (S.I.NO:4/P-1)	8129.00	@ 9416.28	% Cft	Rs 765,449
3	Pacca brick work in foundation & plinth in cement sand mortar ratio 1:6 (S.I.NO: 4/P-	1000.00	@ 11948.36	% Cft	Rs 119,484
4	Pacca brick work in G.FLOOR i/c striking of joints in cement sand mortar ratio 1:6. (S.I.NO:5/P-21)				
a)	<u>F.Floor</u>	7650.00	@ 12674.36	% Cft	Rs 969,589
b)	<u>2nd:Floor</u>	1501.00	@ 13687.74	% Cft	Rs 205,453
5	R.C.C work i/c all labour and material except the cost of steel reinforcement and its labour for bending and binding which will be paid separately .This rate also i/c all kinds of forms moulds; lifting shuttering curing rendering and finishing the exposed surface (a) R.C. work in roof slab, beams, columns, rafts, lintels & other structural members laid in situ or precast laid in position complete in all respects. ratio 1:2:4.(S.I.NO: 6/P-16)				
a)	<u>F.Floor</u>	10269.00	@ 349.10	P.Cft	Rs 3,584,908
b)	<u>2nd:Floor</u>	793.00	@ 361.20	P.Cft	Rs 286,432
6	Fabrication of mild steel reinforcement for cement concrete including cutting, bending laying in position making joints & fastening i/c cost of binding wire & also i/c removal of rust from bars. (S.I.NO.8/P-17)	592.61	@ 5001.70	P.Cwt	Rs 2,964,057
7	Providing and fixing G.I frames /Choukhats of size 7" x 2" or 4-1/2" x 3" for DOORS using 20 gauge G.I sheet I/c welded hinges and fixing at site with necessary hold fasts, filling with cement sand slurry of ratio 1:6 and repairing the jambs. The cost all i/c all carriage , tools and plants used in making and fixing.(S.I.NO:29/P-93).	581.00	@ 228.90	P.Rft	Rs 132,991

S.	DESCRIPTION	QNTY	RATE	UNIT	AMOUNT	
8	Providing and fixing G.I frames /Choukhats of size 7" x 2" or 4-1/2" x 3" for WINDOWS using 20 gauge G.I sheet l/c welded hinges and fixing at site with necessary hold fasts, filling with cement sand slurry of ratio 1:6 and repairing the jambs. The cost also i/c all carriage , tools and plants used in making and fixing.(S.I.NO:28/P-93).	1160.00	Rft	@ 240.50	P.Rft	Rs 278,980
9	P/fixing iron steel grill solid square bars of size 1/2" x 1/2" placed at 4" l/c and frame of flate iron patti of 3/4" x 3/4" l/c circle shape at 1-0 apart equivalent fitted with screws and pins l/c painting 3-coats with 1st coat of red oxide paint etc. (S.I.NO: 30/P-94),	1669.00	Sft	@ 194.16	P.Stt	Rs 324,053
10	First class deodar wood wrought joinery in doors & windows etc fixed in position i/c chowkhat, holds fasts, hinges, iron tower bolts, chocks, cleats, handles and cords with hooks etc. Deodar panelled or panelled glazed or fully glazed 1-3/4" thick.(S.I.NO:7(b)/P-58					
	<u>ONLY SHUTTER</u>	1294.00	Sft	@ 902.93	P.Sft	Rs 1,168,391
11	Cement plaster 1: 6 up to 12' height, 1/2" thick (S.I No.13 /P-52)					
a)	<u>G.Floor</u>	1036.00	Sft	@ 2206.60	% Sft	Rs 22,860
b)	<u>F.Floor</u>	27675.00	Sft	@ 2347.57	% Sft	Rs 649,690
12	Cement Plaster 1:4 up to 12' height, 3/8" thick (S.I No.11 /P-52)					
a)	<u>G.Floor</u>	1036.00	Sft	@ 2197.52	% Sft	Rs 22,766
b)	<u>F.Floor</u>	27675.00	Sft	@ 2338.50	% Sft	Rs 647,180
13	Providing and laying 1" thick TOPPING cement concrete (1:2:4) i/c surface finishing & dividing into panels.(S.I.NO: 16 /P-42)					
a)	<u>2" Thick (F.F)</u>	11153.00	Sft	@ 3502.38	% Sft	Rs 390,620
b)	<u>3" Thick</u>	15481.00	Sft	@ 4411.82	% Sft	Rs 682,994
14	Two coat of bitumen laid hot using 34 Lbs for % Sft over roof and blinded with cement sand @ one Cft Per % Sft (S.I No. 13/P- 35)					
		11153.00	Sft	@ 1887.40	% Sft	Rs 210,502
15	Cement concrete plain 1:3:6 i/c placing compacting, finishing and curing complete (i/c screening and washing of stone aggregate without shuttering. (S.I No. 5/P-16)					
a)	<u>G.Floor</u>	1487.00	Cft	@ 12595.00	% Cft	Rs 187,288
b)	<u>F.FLOOR</u>	1487.00	Cft	@ 13805.00	% Cft	Rs 205,280

S.	DESCRIPTION	QNTY	RATE	UNIT	AMOUNT
16	P/laying tiles glazed 6"x 6"x 1/4" on floor or wall facing in required color & pattern of STILE specification jointed in white cement & pigment over a base of 1:2 grey cement mortar 3/4" thick I/c washing & filling of joints with slurry of white cement and pigment in desired shape with finishing, cleaning and cost of wax polish etc complete i/c cutting tiles to proper profile (S.I No:60/P-47)	1512.00	Sft	@ 30509.77	% Sft Rs 461,308
17	P/laying "HALA" or pattern tiles glazed 6" x 6" x 1/4" on floor or wall facing in required color pattern of STILE specification jointed in white cement & pigment over a base of 1:2 grey cement mortar 3/4" thick I/c washing & filling of joints with slurry of white cement and pigment in desired shape with finishing, cleaning and cost of wax polish etc. complete i/c cutting tiles to proper profile (S.I No.61/P-47)	1688.00	Sft	@ 47651.56	% Sft Rs 804,358
18	Notice board made with cement. (S.I. No: 01/P-94)	464.00	Sft	@ 58.11	P.Sft Rs 26,963
19	Supplying and filling sand under floor & plugging in walls. (S.I.NO:29/P-26)	67387.00	Cft	@ 1141.25	% Cft Rs 769,054
20	Primary coat of chalk under distemper (S.I No. 23 /P- 54)	27675.00	Sft	@ 442.75	% Sft Rs 122,531
21	Distemping 3-Coate etc complete (S.I No: 24/P-54)	27675.00	Sft	@ 1043.90	% Sft Rs 288,899
22	Painting NEW surfaces, painting of Door & Window any type i/c edge. (S.I.NO: 5/P-68)	2588.00	Sft	@ 1489.68	% Sft Rs 38,553
Total Civil Items					Rs 16,334,334

PART -B- (NON SCHEDULE ITEM)

1	Providing & Laying floor of Verona marble tiles of size 12" x 12" x 3/4" fine dressed on the surface without winding set in white cement laid over 3/4" thick bed of 1:2 grey cement mortar setting the tiles with grey cement slurry, jointing and washing the tiles with slurry of white cement and pigment to match the colour of tiles, including curing, grinding, rubbing and polishing etc. complete i/c cutting tiles to proper profile. (R.A)	17935.00	Sft	@ 310.00	P.Sft Rs 5,559,850
a) <u>G.Floor</u>					
Total Non Schedule Items					Rs 5,559,850

13.1 Amount of Bid Security

5%

(Fill in lump sum amount or in % age of bid amount /estimated cost, but not below 1% and not exceeding 5%)

14.1 Period of Bid Validity

90 Days

(Fill in "number of days" not exceeding 90)

14.4 Number of Copies of the Bid to be submitted:

One original plus _____ copies.

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

Office of the Executive Engineer, Education Works Division @ Government Degree College Matiari

(insert postal address or location of bid box for delivery by hand)

15.1 Deadline for Submission of Bids

Time: _____ AM/PM on _____.

16.1 Venue, Time, and Date of Bid Opening

Venue: **O/o Executive Engineer, Education Works Division @ Government Degree College Matiari**

Time: _____ Date: _____

16.4 Responsiveness of Bids

(i) Bid is valid till required period,

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

(iii) Completion period offered is within specified limits,

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

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

(vi) Bids are generally in order, etc.

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

(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.

INDENTURE FOR SECURED ADVANCES.

(For use in cases in which is contract is for finished work and the contractor has entered into an agreement for the execution of a certain specified quantity of work in a given time).

This INDENTURE made the day of -197-
-"- BETWEEN (hereinafter called "the Contractor" which expression shall where the context so admits or implied be deemed to include his heirs, executors, administrators and assigns) of the one part and THE GOVERNOR OF SINDH (hereinafter called "the Government" of the other part).

WHEREAS by an agreement, dated (hereinafter called the said agreement, the contractor has agreed to perform the under-mentioned works (hereinafter referred to as the said work):-
(Here enter (the description of the works).)

AND WHEREAS the contractor has applied to the

— for an advance to him of Rupees

(Rs.) on the security of materials absolutely belonging to him and brought by him to the site of the said works the subject of the said agreement for use in the construction of such of the said works as he has undertaken to execute at rates fixed for the finished work (inclusive of the cost of materials and labour and other charge) AND WHEREAS the Government has agreed to advance to the Contractor the sum of Rupees, (Rs.) on the security of materials the quantities and other particulars of which are detailed in Part II of Running Account Bill (E). the said works signed by the contractor

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on — and on such covenants and conditions as are hereinafter contained and the Government has reserved to itself the option of marking any further advance or advances on the security of other materials brought by the Contractor to the site of the said works.

NOW THIS INDENTURE WTTNESSETH that in pursuance of the said agreement and in consideration of the sum of Rupees (Rs.) on or before the execution of these presents paid to the Contractor by the Government (the receipt whereof the Contractor doth hereby acknowledge) and of such further advances (if any) as may be made to him as aforesaid (all of which advances are hereinafter collectively referred to as the said amount) the Contractor doth hereby assign unto the Government the said materials by way of security for the said amount And doth hereby covenant and agree with the Government and declare ay follow :-

(1) That the said sum of Rupees (RF.) so advanced by the Government to the Contractor as aforesaid and all or any further

sum or sums which may be advanced aforesaid shall be employed by the contractor in or towards expending the execution of the said works and for no other purpose whatsoever.

(2) That the materials detailed in the said Running Account Bill (B) which have been

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Offered to and accepted by (he Government as security for the said amount are absolutely by the Contractors own property free from encumbrances of any kind and the Contractor will not make any application for or receive a further advance on the security of materials which are not absolutely his own property and free from encumbrances of any kind and the contractor hereby agrees, at all times, to indemnify and save harmless the Government against all claims whatsoever to any materials in respect of which an advance has been made to him as aforesaid.

(3) That the said materials detailed in the said Running Account Bill (B) and all other

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Materials on the security of which any further advance or advances may hereafter be made as aforesaid (hereinafter called the said materials) shall be used by the Contractor solely in the execution of the said works in accordance with the directions of the Divisional Officer ----- (hereinafter called the Divisional Officer) and in the terms of the said agreement.

(4) That the Contractor shall make at his own cost all necessary and adequate arrangement for the proper watch, safe custody and protection against all risks of the said material and that until used in construction as aforesaid the said materials shall remain at the site of the said works in the Contractor's custody and at his own risk and on his own responsibility and shall at all times be open to inspection by (he Divisional Officer or any officer authorized by him. In the event of the said materials of any part (hereof being stolen, destroyed or damaged or becoming deteriorated in a greater degree than is due to reasonable use and wear thereof Contractor will forthwith replace the same with other materials of like quality or repair and make good the same as required by the Divisional Officer and the materials so brought to replace the said materials so repaired and made good shall also be considered as security for the said amount.

(5) That the said materials shall not on any account be removed from the site of the said works except with the written permission of the Divisional Officer or an officer authorized by him in that behalf

(6) That the said amount shall be payable in full when or before the Contractor receives payment, from the Government of the price payable to him for the said works under the terms and provisions of the said agreement PROVIDED THAT if any intermediate payments are made to the contractor on account of work done then on the occasion of each such payment the Government will be at liberty to make a recovery from the Contractor's Bill for such payment by deducting there from in the value of the said materials (then actually used in the construction and in respect of which recovery has not been made previously the value for this purpose being determined in respect of each description of material at the rates at which the amount of the advances made under these presents were calculated.

(7) That if the Contractor shall at any time make any default in the performance or observation in any respect of any of the terms and provisions of the said agreement or of these presents the total amount of the advance or advances that may still be owing to the Government shall immediately on the happening of such default be repayable by the Contractor to the Government together with interest thereon at twelve percent per annum from the date or respective dates of such advance or advances to the date of repayment and with all costs, charges, damages and expenses incurred by the Government in or for the recovery thereof or the enforcement of this security or otherwise by reason of (he default of the Contractor and any moneys so becoming due and payable shall constitute a debt due from the Contractor to the Government and the Contractor hereby covenants and agrees with the Government to repay and the same respectively to it accordingly.

(8) That the Contractor hereby charges all the said materials with the repayment to the Government of the said sum of Rupees (Rs.) and any further sum or sums which may be advanced as aforesaid and all costs charges damages and expenses payable under these presents PROVIDED ALWAYS and it is hereby agreed and declared that notwithstanding anything in the said agreement and without prejudice to the powers contained therein if and whether the covenant for payment and repayment hereinbefore contained shall become enforceable and the money owing shall not be paid to accordingly.

Once there with the Government may at any time thereafter adopt all or any of following courses as it may deem best :-

(a) Seize and utilize the said materials or any part thereof in the completion of the said works on behalf of the Contractor in accordance with the provisions in that behalf contained in the said agreement debiting the Contractor with the actual cost of effecting such completion the amount due in respect of advances under these presents and crediting the Contractor with the value of work done as he had carried it out in accordance with the said agreement and at the rates thereby provided. If the balance is against the Contractor he is to pay the same to the Government on demand.

(b) Remove and sell by public auction the seized materials or any part thereof and out of the moneys arising from the sale retain all the sums aforesaid repayable to the Government under these presents and pay over the surplus (if any) to the Contractor.

(c) Deduct all or any part of the moneys owing out of the security deposit or any sum due to the Contractor under the said agreement.

(9) That except as is expressly provided by the presents interest on the aid advance shall not be payable.

(10) That in the event of any conflict between the provisions of these presents and the said agreement the provisions of these presents shall prevail and in the event of any dispute or difference arising over the construction or effect of these presents the settlement of which has not been hereinbefore expressly provided for the same shall be referred to the Superintending Engineer Circle whose..... decision shall be final and the provisions of the Indian Arbitration Act for the time being in force so far as they are applicable shall apply to any such reference.

In witnesses whereof the* ---- —_..... on behalf of the Governor of Sindh and the said — - --have hereunto set their respective hands and seals the day and first above written.

Signed, sealed and delivered by* In the presence of

Seal

1st witness

2nd witness

Signed, sealed and delivered by* In the presence of

Seal

1st Witness

2nd witness

SPECIFICATIONS

[Note for Preparing the Specifications]

A set of precise and clear specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the user without qualifying their Bids. The specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, performance of the works. Only if this is done objectives of economy, efficiency, and fairness in procurement will be realized and responsiveness of Bids can be ensured, and the subsequent task of bid evaluation can be facilitated. The specifications should require that materials to be incorporated in the works be new, unused, and of the most recent or current models, and incorporated all recent improvements in design and materials unless provided for otherwise in the contract.

Samples of specifications from similar to previous procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the works and the repetitiveness of the type of procurement, it may be advantageous to standardize the Technical Specifications that should cover all classes of workmanship, materials and equipment although not necessarily to be used in a particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized international standards should be used as much as possible. The specifications shall consider all conditions but not limited to seismic conditions, weather conditions and environmental impact. The specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Specifications to specific standards and codes to be met by Works to be furnished and tested, the provisions of the latest current edition or revision of the relevant shall apply, unless otherwise expressly stated in the Contract. Other authoritative standards that ensure equivalence to the standards and codes specified will be acceptable.]

***DRAWINGS**

** (Note: The Engineer/Procuring Agency may incorporate specific Drawings for Bidding purposes only or may include the detailed drawings in a separate volume, if necessary).*