



OFFICE OF  
THE SENIOR SUPERINTENDENT OF POLICE  
TANDO ALLAHYAR  
& CHAIRMAN PROCUREMENT COMMITTEE

NO.Estt/ 1848-51 /T.A Yar  
Dated 05.04.2018

To : The Director Advertisement,  
Block -95/96,  
Information Sindh Secretariat Karachi.

SUBJECT:- TENDER PUBLICATION FOR REPAIR/RENOVATION OF CRO ROOM / IT LAB AT POLICE STATION A-SECTION TANDO ALLAHYAR F.Y 2017-2018.

Please find enclose a Tender Notice for publication in certified newspaper atleast three viz English, Sindhi and Urdu for repair/renovation of CRO Room & IT Lab Police Station A-Section at District **Tando Allahyar.**

  
SENIOR SUPERINTENDENT OF POLICE  
TANDO ALLAHYAR  
& CHAIRMAN PROCUREMENT COMMITTEE

Copy to.

1. The Deputy Inspector General of Police Hyderabad Range for information.
- ✓ 2. The Manager (Assessment) Sindh Public Procurement Regulatory Authority, Barrack No. 8, Sindh Secretariat No. 4-A Court Road Karachi, along with original bank Draft of Rs.2000/- No 01847625 dated 5-4-2018 of Branch NBP Tando Allahyar Bid document, procurement plan, PC, CRC, committee and CD w/r to publish advertisement on SPPRA website.
3. The Director IT Department, CPO Sindh Karachi, with request to publish tender on Sindh Police Website.

SPPRA  
7867  
DATED 09-04-2018



**OFFICE OF THE  
SENIOR SUPERINTENDENT OF POLICE  
TANDO ALLAHYAR  
& CHAIRMAN PROCUREMENT COMMITTEE  
Tel No. 022-3414121-22  
NOTICE INVITING TENDER**

Tender is invited under sealed cover from contractors/firms/enterprises registered with Income Tax & SRB for repair & renovation work of following offices of **SSP TANDO ALLAHYAR** during current financial year 2017-2018.

S.No	Name of Article	Estd. Cost in millions	Earnest Money	Tender Fee	Time for completion
1	Repair / Renovation CRO Room at Police Station A-Section Tando Allahyar.	Rs.1.00	2%	500/-	1 Month
1	Repair / Renovation IT Lab at Police Station A-Section Tando Allahyar.	Rs.1.00	2%	500/-	1 Month

**Note:-**

Specifications are mentioned in the tender documents. Prescribed tender proforma along with terms & conditions which can be downloaded from SPPRA website i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) and [www.sindhpolice.gov.pk](http://www.sindhpolice.gov.pk) or collected from the Office of SSP Tando Allahyar on payment of Rs.500/= (Rupees five hundred only) with tender form within Due Date..

- The bidding shall be on single stage one envelope procedure along with security deposit 2% of offered rate in favour of **SSP Tando Allahyar** in the shape of pay order/demand draft/Call Deposit is refundable to un-successful bidders.
- The bid documents will be issued from the date of publication to **28.04.2018** upto 11.00 Noon. The bid documents will be received back in the office of SSP Tando Allahyar on **28.04.2018** at 12.30 p.m and opened on same day at SSP Tando Allahyar at 1.00 pm before the procurement committee.
- The bids shall be opened in the presence of bidder or their nominated representative, who wish to attend.
- The Committee may cancel / reject any item or decrease or increase quantity as per SPPRA Rules.
- Tender who do not fulfill the terms and conditions will not be entertained.
- The procuring agency may reject all or any bids subject to the relevant provisions of SPPRA Rules.
- Affidavit that the bidder/firms /suppliers has not been black listed by any Government / semi Government / Autonomous body should be attached.

**SENIOR SUPERINTENDENT OF POLICE  
TANDO ALLAHYAR/CHAIRMAN  
PROCUREMENT COMMITTEE**



**OFFICE OF THE  
SR.SUPERINTENDENT OF POLICE  
TANDO ALLAHYAR**

PH# 022-3414121  
Fax # 022-3414123.

To:-  
The Deputy Inspector General of Police,  
Hyderabad Range.

NO.Estt/ 1847 /2018, Tando Allahyar, Dated: 05.04.2018.

Subject:- CONSTITUTION OF PROCUREMENT COMMITTEE COMPLAINT  
REDRESSAL COMMITTEE AND PHYSICAL INSPECTION  
COMMITTEE FOR REPAIR / RENOVATION OF CRO ROOM AND IT  
LAB AT POLICE STATION A-SECTION TANDO ALLAHYAR.

Kindly refer to your office letter No. B-II/F.W/ 5156 dated. 22.12.2017 regarding for repair /renovation / establishment of CRO Room & IT Lab at Police Station A-Section Tando Allahyar.

2/- The Following bellow committee have been suggested and nomination of Chairmen and member for procurement process in the light of para No. 07 & 31of SPPRA Rules 2010 (Amended 2017) for onward transmission to IGP Sindh Karachi (Attention: AIGP/Logistics) for approval and publication on NIT, please.

**PROCUREMENT COMMITTEE**

- |                        |                                     |          |
|------------------------|-------------------------------------|----------|
| 1. SSP Tando Allahyar  |                                     | Chairmen |
| 2. DSP/SDPO Chamber    |                                     | Member   |
| 3. Assistant Engineer, | Provincial Buildings (EL) Hyderabad | Member   |

**COMPLAINT REDRESSAL COMMITTEE**

- |                              |                                |          |
|------------------------------|--------------------------------|----------|
| 1. DIGP Hyderabad Range      |                                | Chairmen |
| 2. Executive Engineer        | Provincial Buildings Hyderabad | Member   |
| 3. District Accounts Officer |                                | Member   |

**PHYSICAL INSPECTION COMMITTEE**

- |                            |                                |          |
|----------------------------|--------------------------------|----------|
| 1. DIGP Hyderabad Range    |                                | Chairmen |
| 2. Superintendent Engineer | Provincial Buildings Hyderabad | Member   |
| 3. SSP Jamshoro            |                                | Member   |

  
(ALI BUX @ AFTAB NIZAMANI)  
SR. SUPERINTENDENT OF POLICE  
TANDO ALLAHYAR



OFFICE OF THE SENIOR SUPERINTENDENT OF POLICE, TANDO ALLAHYAR

**ANNUAL PROCUREMENT PLAN**  
(WORKS GOOD & SERVICES)  
Financial Year 2017-2018

S.No.	Description of Procurement	Quantity (where applicable)	Estimated Cost in mins	Funds Allocated in mins.	Source of funds (ADP/Non ADP)	Proposed Procurement Method	Timing of Procurements				Remarks
							1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Repair / Renovation of IT LAB at SSP Office Tando Allahyar		Rs.1.00	Rs.1.00 mln	NON ADP : Fund Provided by IGP Sindh Karachi	Domestic/ Local through Newspaper, Department Website, SPPRA website: Single Stage one envelop.					
1	Repair / Renovation of CRO Room at SSP Office Tando Allahyar		Rs.1.00	Rs.1.00 mln	NON ADP : Fund Provided by IGP Sindh Karachi	Domestic/ Local through Newspaper, Department Website, SPPRA website: Single Stage one envelop.					

*[Signature]*  
Senior Superintendent of Police  
TANDO ALLAHYAR



**OFFICE OF THE  
SENIOR SUPERINTENDENT OF POLICE  
TANDO ALLAHYAR**

Tel No. 022-3414121

**BIDDING DOCUMENT**

**REPAIR/RENOVATION  
OF  
CRO ROOM  
AT POLICE STATION A-SECTION  
TANDO ALLAHYAR**

issued to

**M/s** \_\_\_\_\_

**STANDARD BIDDING DOCUMENTS TERMS & CONDITIONS (PART-A)**

**For**

**Repair/Renovation of CRO Room**

**at Police Station A-Section**

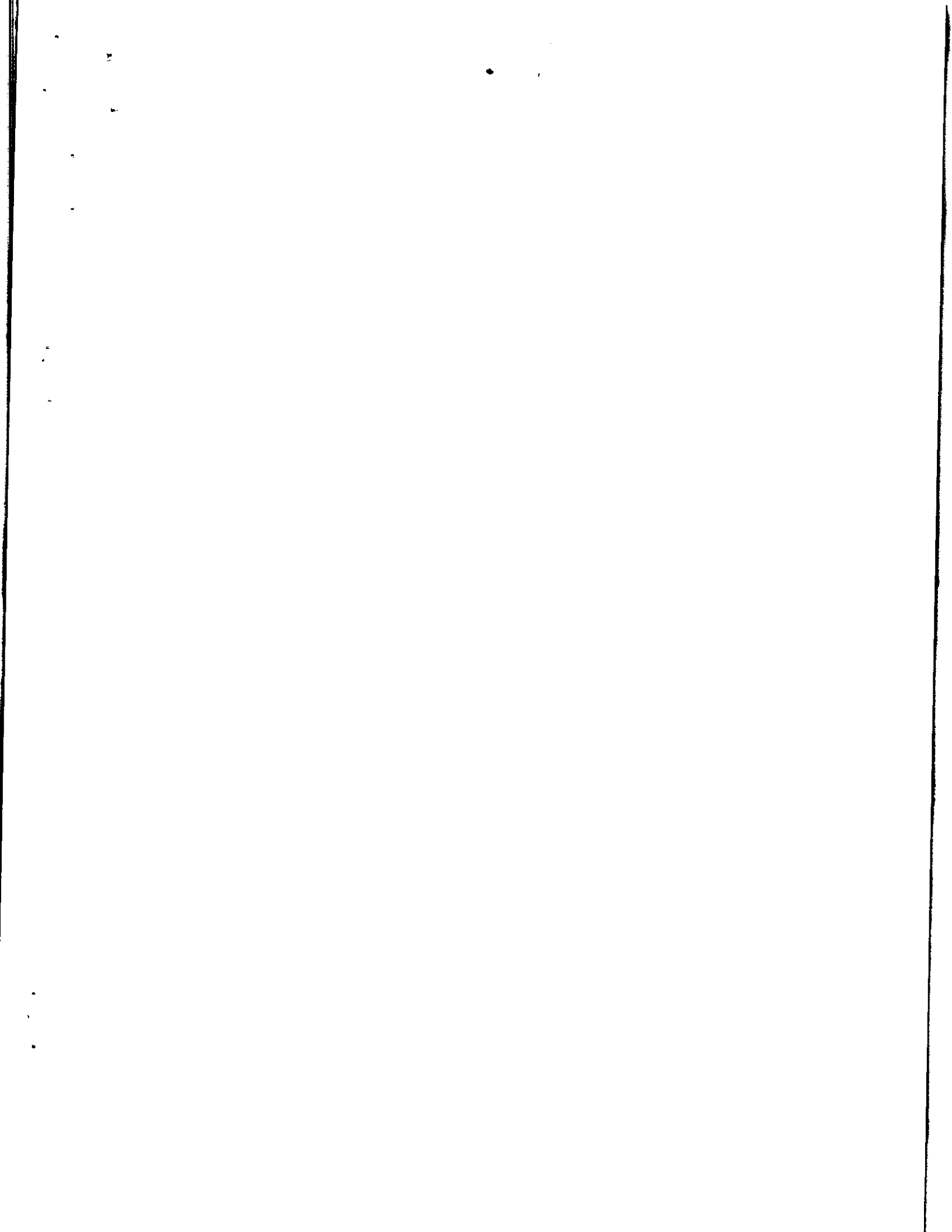
**TANDO ALLAHYAR**

**(Contract Cost Estimate upto to approx. Rs.1.00 million)**

**Through**

**NATIONAL COMPETITIVE BIDDING (NCB)**

**(NEWS PAPERS, SPPRA/POLICE DEPARTMENT WEBSITE)**



## 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

- (a). Name of Procuring Agency : Sr. Superintendent of Police  
Tando Allahyar
- (b). Brief Description of Works      Repair/Renovation of CRO Room at Police Station  
A-Section Tando Allahyar.
- (c).Procuring Agency's address:- SSP Office  
Tando Allahyar
- (e). Amount of Bid Security:-      2% of estd. Cost (Fill in lump sum amount  
or in 1% of bid amount /estimated cost, but not exceeding 5%)
- (f).Period of Bid Validity (days):- 90 (Not more than ninety days).
- (g).Security Deposit:-(including bidsecurity):- 2% will be submit through Call  
deposit/ Payorder at time of billing  
(in % age of bid amount /estimated cost equal to 10%)
- (h). Percentage, if any, to be deducted from bills :- 3% security as per para (g)
- (i). Deadline for Submission of Bids along with time :- 28.04.2018
- (j). Venue, Time, and Date of Bid Submission/Opening:- .  
Submission      : SSP office T. Allahyar 28.04.2018 12.30 pm  
Opening         : SSP office T. Allahyar 28.04.2018 1.00 pm
- (k). Time for Completion from written order of commence: -      Two Months
- (L).Liquidity damages:-   0.05%   (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)

### 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 prorated 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 confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Engineer-in-charge and lodge in his office and to which the contractor shall be entitled to have access at such office or on the site of work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications, and of all such designs, drawings, and instructions as aforesaid.

**Clause – 7: Payments.**

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

The Engineer /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 contact work.
- (E) In case of quantities of work executed result the Initial Contract Price to be xceeded by more than 15%, and then Engineer can adjust the rates for those quantities causing excess the cost of contract beyond 15% after approval of Superintending Engineer.
- (F) **Repeat Order:** Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

**Clause-10: Quality Control.**

- (A) **Identifying Defects:** If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data, the Engineer-in-charge or his subordinate-in-charge of the work may instruct the contractor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.
- (B) **Correction of Defects:** The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.
- (C) **Uncorrected Defects:**
  - (i) In the case of any such failure, the Engineer-in-charge shall give the contractor at least 14 days notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.

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

**Clause – 11:**

- (A) **Inspection of Operations.** The Engineer and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.
- (B) **Dates for Inspection and Testing.** The Engineer shall give the contractor reasonable notice of the intention of the Engineer-in-charge or his subordinate to visit the work shall have been given to the contractor, then he either himself be present to receive orders and instructions, or have a responsible agent duly accredited in writing present for that purpose, orders given to the contractor's duly authorized agent shall be considered to have the same force an effect as if they had been given to the contractor himself.

**Clause – 12: Examination of work before covering up.**

- (A) No part of the works shall be covered up or put out of view/beyond the reach without giving notice of not less than five days to the Engineer whenever any such part of the works or foundations is or are ready or about to be ready for examination and the Engineer shall, without delay, unless he considers it unnecessary and advises the contractor accordingly, attend for the purpose of examining and measuring such part of the works or of examining such foundations;
- (B) If any work is covered up or placed beyond the reach of measurement without such notice having been given, the same shall be uncovered at the contractor's expense, and in default thereof no payment or allowance shall be made for such work, or for the materials with which the same was executed.

**Clause – 13: Risks.** The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense, or in default the Engineer may cause the same to be made good by other workmen. and deduct the expenses from retention money lying with the Engineer.



**Clause-14: Measures for prevention of fire and safety measures.** The contractor shall not set fire to any standing jungle, trees, bush-wood or grass without a written permit from the Executive Engineer. When such permit is given, and also in all cases when destroying, cutting or uprooting trees, bush-wood, grass, etc by fire, the contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him.

**Clause-15:Sub-contracting.** The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Engineer. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

**Clause – 16: Disputes.** All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, , the decision of the Superintending Engineer of the circle/officer/one grade higher to awarding authority shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs drawings, and instructions, hereinbefore mentioned and as to the quality of workmanship, or materials used on the work or as to any other questions, claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

**Clause –17: Site Clearance.** On completion of the work, the contractor shall be furnished with a certificate by the Executive Engineer (hereinafter called the Engineer in-charge) of such completion, but neither such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed all temporary structures and materials brought at site either for use or for operation facilities including cleaning debris and dirt at the site. If the contractor fails to comply with the requirements of this clause then Engineer-in-charge, may at the expense of the contractor remove and dispose of the same as he thinks fit and shall deduct the amount of all expenses so incurred from the contractor's retention money. The contractor shall have no claim in respect of any surplus materials as aforesaid except for any sum actually realized by the sale thereof.



**Clause -18: Financial Assistance /Advance Payment.**

- (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.

Contractor \_\_\_\_\_



**RETURN TO:**

The SSP  
TANDO ALLAHYAR

Telephone No.

Please complete the following:

- 1. a) Submitted by \_\_\_\_\_
- b) Registered Address \_\_\_\_\_  
\_\_\_\_\_

**2. COMPANY INFORMATION:**

- a) Full name of the Company/Firm \_\_\_\_\_  
\_\_\_\_\_
- b) Registered Office Address: \_\_\_\_\_  
\_\_\_\_\_
- c) Description of Company/Firm \_\_\_\_\_  
(Provide copy of Memorandum and article of  
Association or Proprietorship/Partnership Deed or  
Affidavit for Proprietorship)
- d) Telephone Numbers: \_\_\_\_\_
- e) E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_
- f) Contractor's Name (Title) \_\_\_\_\_
- g) Name of Proprietor/Partners and \_\_\_\_\_  
Their position in the company,  
With Bio-Data \_\_\_\_\_  
\_\_\_\_\_

3. **CONTRACTOR'S LICENSES CURRENTLY VALID**

- a) Type of license \_\_\_\_\_ Location \_\_\_\_\_
- b) Are you registered with;
  - i) Income Tax Deptt for Income Tax Yes \_\_\_\_\_ No. \_\_\_\_\_
  - ii) SRB Yes \_\_\_\_\_ No. \_\_\_\_\_

4. **ORGANIZATION AND FINANCIAL DATA:**

- a) Type of business Organization (Corporation, Joint Venture, Partnership etc.)  
\_\_\_\_\_
- b) If Joint Venture, Names of the Joint venture Partners with name of the Leading partner.  
\_\_\_\_\_  
\_\_\_\_\_
- c) If Partnership, Names of the Partners with position held by each Partner.  
\_\_\_\_\_  
\_\_\_\_\_
- d) If Corporation, provide the Name and the title of Principals.  
(President, Vice President, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
When incorporated \_\_\_\_\_ where \_\_\_\_\_ (Country/State)  
\_\_\_\_\_  
\_\_\_\_\_
- e) Date Business Founded: \_\_\_\_\_
- f) Under Presence Management since: \_\_\_\_\_
- g) Net Worth: \_\_\_\_\_

5. **PERFORMANCE RECORD:**

- a) Please provide a brief resume of works completed by your firm in the last two years
- b) List of projects currently in progress .

6. **ORGANIZATION:**

- a) What is the size of your permanent, full time work force?
- b) Detail of key technical staff with their qualification and experience including of those who would be deputed for the proposed project.
- c) Detail of execution equipment, plants machinery and tools owned by the organization and to be utilized on the project (please see attached Form 3).

7. **LITIGATION ETC:**

An affidavit regarding non-involvement in the litigation/arbitration and never black listed.

8. **LIST OF REFERENCES:**

- a) Attach certificates for satisfactory performance from Clients or Consultants.
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_

9. **EARNEST MONEY** (Attach copy of Pay Order in proof of payment of Earnest Money).

10. **CERTIFICATION – SIGNATURE:**

I hereby certify to the best of my knowledge that the information hereby submitted in this document is correct and true.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Seal: \_\_\_\_\_

## EVALUATION CRITERIA SHEET

### Mandatory Requirement:

1. Method of Procurement           Single Stage – One Envelop Procedure
2. Copy of CNIC of Proprietor
3. Copy of Proprietorship/Partnership/Incorporation or Affidavit for proprietorship;
4. Copy of NTN Certificate
5. Copy of SRB Certificate;
6. Minimum two years experience in relevant work (photocopy as proof);
7. Financial turn over minimum Rs.1.0 mIn (Bank Statement or Bank Certificate);
8. Undertaking/affidavit on stamp paper that the firm is not involved in any litigation / arbitration or has not abandoned any work or has never been black-listed in any department;
9. Bid validity period of 90 days;
10. Submission of required amount of earnest money/bid security;

Repair & Renovation / Establishment of CRO SSp Office Tando Allahyar

BOQ

S.No.	Name of Item.	Quantity	Rate	Unit	Amount.
Part-A Schedule Item (Civil Work)					
1	Reinforcement concrete work including 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 includes all kind of forms, moulds, lifting shuttering, curing, rendering and finishing the exposed surface (including Screening and washing of shingle) R.C.C work in roof slab beams columns rafts lintels staircases and other structural members laid in situ or pre-cast laid in position complete in all respects, ratio 1:2:4 90 lbs. Cement 2 Cft sand 4cft shingle 1/8" to 1/4" gauge (S.I.No. 6-a P-17)	408	337.00	P.Cft	137,496
2	Fabrication of mild steel reinforcement for cement concrete i/c cutting bending lying in position making joints and fastings i/c cost of biding wire also i/c removal of rust from for bars (S.I.No. 7 (b) P-17)	21.86	5001.70	P.Cwt	109,323
3	Cement concert brick or stone ballast 1-1/2" to 2" gauge ratio 1:4:8 (SINO. 4( b ) P-15)	120	9416.28	% Cft	11,300
4	Pacca Brick work in Ground Floor in cement sand mortar ratio 1:6 (S.I.No.5 i-c P-20)	318	12674.36	%Cft	40,304
5	Cement plaster 1:6 upto 20' height (b) 1/2" thick. (S.I.No. 13(b) P-51 )	1238	2206.60	% Sft	27,318
6	Cement plaster 1:4 upto 20' height (a) 3/8" thick. (S.I.No. 11(a) P-51 )	318	2197.52	% Sft	6,988
7	P/F G.I. Frame / Chowkats of size 7"x2" or 4-1/2"x3" for Door using 20 gaguc G.I.sheet including welded hinges and fixing at site with necessary holds fasts filling with cement sand slurry or ratio 1:6 and repairing the jambs the cost also including all carriage tolls and plants used in making and fixing . (S.I.No. 29 P-93)	17	228.90	P.Rft	3,891
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 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 also i/c all carriage , tools and plants used in making and fixing. (S.I.No. 28 P-93)	32	240.50	P.Rft	7,696

9	P/F in position Doors Windows and ventilators of first class deodar wood frames and 1 3/4' thick commercial, ply veneer shutters of first class deodar skeleton (Hollow) and commercail (3 ply) on both sides (S.I.No. 9 P-58).	85	856.53	P.Sft	72,805
10	Painting New surface and painting of door and windows any type 3 coats coat (SINO.5(c) P-77)	106	2116.41	% Sft	2,243
11	Preparing the surface & painting with matt finish i/c rubbing the surface with Bathy (Silicon carbide rubbing brick) filling the voids with Zink / chalk/plaster of paris mixture, applying first coat premix making the surface smooth and then painting 3 coats with matt finish of approved make etc: complete (new surface)(S.I.No.36 P-55)	743	3444.38	%Sft	25,585
12	Preparing the surface and painting with weather coat i/c rubbing the surface with rubbing brick / sand paper filling the voids with chalk/plaster of pairs and then painting with weather of approved make. (SINO.38 P-61)	743	2567.95	% Sft	19,075
13	P/L 1-1/2" thick topping c.c. 1:2:4 including surface finishing and dividing into panels. (SINO.16(c) P-42) Add Extra Labour	143	2775.17	% Sft	3,968
14	Providing and laying tiles glazed 6" x 6" x 1/4" on floor or wall facing in required colour and apttern of STILE specification jointed in white cement and pigment over a base of 1:2 grey cement mortar 3/4" thick including washing and filling of joints with slaurry of white cement and pigment in desired shape with finishing, clearing and cost of wax polish etc. complete including cutting tiles to proper profile.(SINO.60 P-47)	512	30509.77	% Sft	156,210
15	S/F false ceiling of plaster of paris, in pannels i/c making frame, work of deodar wood i/c painting with soligia paint. (S.I.No.52 P-64).	232	25293.42	%Sft	58,681

<b>Total</b>	<b>Rs:</b>	<b>682,883</b>
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Add 10% Above Except Item No.14 & 15

<b>Rs:</b>	<b>46,799</b>
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Add 15% Above on Item No.2

<b>Rs:</b>	<b>16,398</b>
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<b>Total</b>	<b>Rs:</b>	<b>746,081</b>
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Part – “B” Schedule Item (E.I Work)

1	Providing & laying (MAIN or SUB MAIN) PVC insulated with size 2-7/.029 copper conductor in ¾” dia PVC conduit recessed in the wall or column as required (S.I.No.10 P-2)	120	222	P.MTR	26640
2	Wiring for Call bell point with 3/.029 PVC insulated wire in 20mm (¾”) PVC conduit recessed in the wall or column as required (S.I. No. 128/P-15)	3	1764	Each	5292
3	Providing & laying (MAIN or SUB MAIN)PVC insulated with size 2-7/.044 (6mm <sup>2</sup> ) copper conductor in ¾” dia PVC conduit recessed in the wall or column as required. (S.I.No.12 P-2)	80	341	P.MTR	27280
4	P/F brass battern holder (SI No. 232, P-32)	12	70	Each	840
5	P/F Bakelite ceiling Rose (SI No. 228, P-33)	12	72	Each	864
6	P/F Circuit breaker 6,10,15,20,30,40,50, & 63 amp SP (TB-5S) on a prepared board as required. (Si-203, P-31)	6	916	Each	5496
7	Providing & fixing circuit breaker 6,10,15,20,30,40,50 & 63amp DP (TB-5S) on prepared board as required.. (Si-204, P-31)	1	2456	Each	2456
8	Providing & fixing ammeters size 96/96mm Direct 15A, 30A, 50A, 60A & 100A as required & as per instruction of EI (S.I.No.284 P-41)	1	1054	Each	1054
9	Providing & fixing voltmeter size 96/96mm 500volt as required & as per instruction of EI (S.I.No.285 P-41)	1	999	Each	999

Total =	70,921
Grand Total=	

Part – “C” Non – Schedule Item

1	S/F Mix Metallic sheet frame with P.V.C Board 1,2,3,4,5,6,7,8 hole superior quality.	6		Each	0
2	S/F Mix metallic Switch/ Socket 5 to 10amp superior Quality.	50		Each	0
3	S/F Mix Metallic Fancy Universal socket Multi Purpose 5 to 10 amp.	3		Each	0
4	S/F LED Ceiling Light (15 to 18 watt) Superior Quality One Year Warranty.	18		Each	0



5	P/F Distribution panel board double shutter to accommodate for circuit breaker i/c cutting in recessed the wall and fixing DB board and finishing the same and painting with enameled paint etc required.	6	P.Sft	0
6	S/F Mix metallic fancy fan dimmer.	3	Each	0
7	S/F Fancy Capsule Light complete with base etc as required.	3	Each	0
8	S/F LED Search Light with metallic body (100 watt) with one year warranty Superior Quality.	4	Each	0
9	S/F Energy Saver Bulb 18 to 24 watt (Sogo) one year warranty as required.	10	Each	0
10	Supplying & Fixing Pilot lamp for Panel Board.	3	Each	0
11	S/F A.C Ceiling fan 56" sweep complete with conopy, block etc superior quality.	3	Each	0
11	S/F Power Plug .	3	Each	0
12	S/F LED Tube Light 18 watt	4	Each	0

Total =	0
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**General Abstract**

Part – "A" Schedule Item	746,081
Part – "B" Schedule Item	0
Part – "C" Non – Schedule Item	
Grand Total	



**OFFICE OF THE  
SENIOR SUPERINTENDENT OF POLICE  
TANDO ALLAHYAR**

Tel No. 022-3414121

**BIDDING DOCUMENT**

**REPAIR/RENOVATION  
OF  
IT LAB  
AT POLICE STATION A-SECTION  
TANDO ALLAHYAR**

issued to

**M/s** \_\_\_\_\_

**STANDARD BIDDING DOCUMENTS TERMS & CONDITIONS (PART-A)**

**For**

**Repair/Renovation of IT LAB**

**at Police Station A-Section**

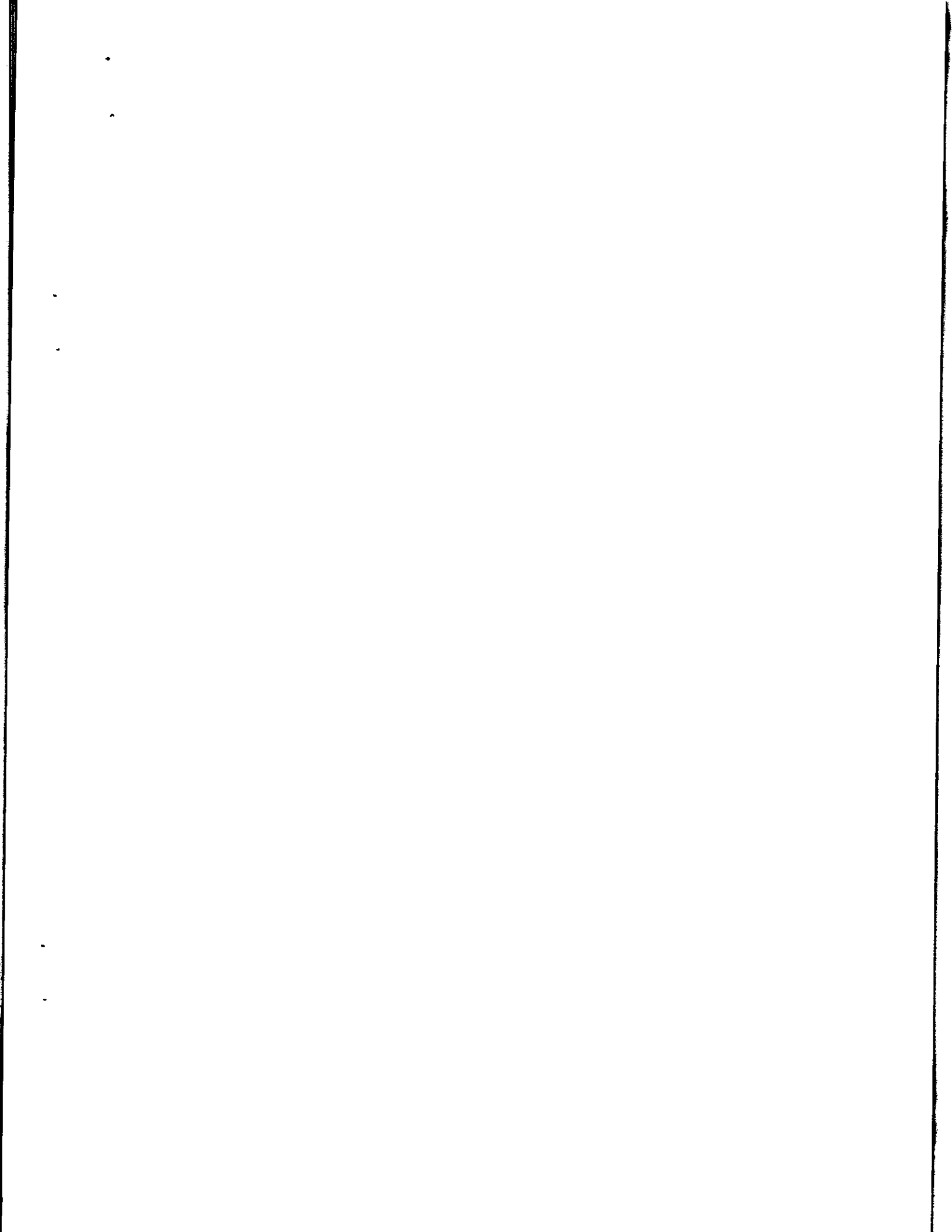
**TANDO ALLAHYAR**

**(Contract Cost Estimate upto to approx. Rs.1.00 million)**

**Through**

**NATIONAL COMPETITIVE BIDDING (NCB)**

**(NEWS PAPERS, SPPRA/POLICE DEPARTMENT WEBSITE)**



## **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

- (a). Name of Procuring Agency : Sr. Superintendent of Police  
Tando Allahyar
- (b). Brief Description of Works      Repair/Renovation of IT LAB at Police Station  
A-Section Tando Allahyar.
- (c).Procuring Agency's address:- SSP Office  
Tando Allahyar
- (e). Amount of Bid Security:-      2% of estd. Cost (Fill in lump sum amount  
or in 1% of bid amount /estimated cost, but not exceeding 5%)
- (f).Period of Bid Validity (days):- 90 (Not more than ninety days).
- (g).Security Deposit:-(including bidsecurity):- 2% will be submit through Call  
deposit/ Payorder at time of billing  
(in % age of bid amount /estimated cost equal to 10%)
- (h). Percentage, if any, to be deducted from bills :- 3% security as per para (g)
- (i). Deadline for Submission of Bids along with time :- 28.04.2018
- (j). Venue, Time, and Date of Bid Submission/Opening:- .  
Submission      : SSP office T. Allahyar 28.04.2018      12.30 pm  
Opening          : SSP office T. Allahyar 28.04.2018      1.00 pm
- (k). Time for Completion from written order of commence: -      Two Months
- (L).Liquidity damages:-     0.05%    (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)

### 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 wok, 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 exits:-

- (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 confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Engineer-in-charge and lodge in his office and to which the contractor shall be entitled to have access at such office or on the site of work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications, and of all such designs, drawings, and instructions as aforesaid.

**Clause – 7: Payments.**

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

The Engineer /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 contact work.
- (E) In case of quantities of work executed result the Initial Contract Price to be xceeded by more than 15%, and then Engineer can adjust the rates for those quantities causing excess the cost of contract beyond 15% after approval of Superintending Engineer.
- (F) **Repeat Order:** Any cumulative variation, beyond the 15% of initial contract amount. shall be subject of another contract to be tendered out if the works are separable from the original contract.

**Clause-10: Quality Control.**

- (A) **Identifying Defects:** If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data, the Engineer-in-charge or his subordinate-in-charge of the work may instruct the contractor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.
- (B) **Correction of Defects:** The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.
- (C) **Uncorrected Defects:**
  - (i) In the case of any such failure, the Engineer-in-charge shall give the contractor at least 14 days notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.



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

**Clause – 11:**

- (A) **Inspection of Operations.** The Engineer and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.
- (B) **Dates for Inspection and Testing.** The Engineer shall give the contractor reasonable notice of the intention of the Engineer-in-charge or his subordinate to visit the work shall have been given to the contractor, then he either himself be present to receive orders and instructions, or have a responsible agent duly accredited in writing present for that purpose, orders given to the contractor's duly authorized agent shall be considered to have the same force an effect as if they had been given to the contractor himself.

**Clause – 12: Examination of work before covering up.**

- (A) No part of the works shall be covered up or put out of view/beyond the reach without giving notice of not less than five days to the Engineer whenever any such part of the works or foundations is or are ready or about to be ready for examination and the Engineer shall, without delay, unless he considers it unnecessary and advises the contractor accordingly, attend for the purpose of examining and measuring such part of the works or of examining such foundations;
- (B) If any work is covered up or placed beyond the reach of measurement without such notice having been given, the same shall be uncovered at the contractor's expense, and in default thereof no payment or allowance shall be made for such work, or for the materials with which the same was executed.

**Clause – 13: Risks.** The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense, or in default the Engineer may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Engineer.

**Clause-14: Measures for prevention of fire and safety measures.** The contractor shall not set fire to any standing jungle, trees, bush-wood or grass without a written permit from the Executive Engineer. When such permit is given, and also in all cases when destroying, cutting or uprooting trees, bush-wood, grass, etc by fire, the contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him.

**Clause-15:Sub-contracting.** The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Engineer. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

**Clause – 16: Disputes.** All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, , the decision of the Superintending Engineer of the circle/officer/one grade higher to awarding authority shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs drawings, and instructions, hereinbefore mentioned and as to the quality of workmanship, or materials used on the work or as to any other questions. claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

**Clause –17: Site Clearance.** On completion of the work, the contractor shall be furnished with a certificate by the Executive Engineer (hereinafter called the Engineer in-charge) of such completion, but neither such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed all temporary structures and materials brought at site either for use or for operation facilities including cleaning debris and dirt at the site. If the contractor fails to comply with the requirements of this clause then Engineer-in-charge, may at the expense of the contractor remove and dispose of the same as he thinks fit and shall deduct the amount of all expenses so incurred from the contractor's retention money. The contractor shall have no claim in respect of any surplus materials as aforesaid except for any sum actually realized by the sale thereof.

**Clause -18: Financial Assistance /Advance Payment.**

- (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.

Contractor \_\_\_\_\_



**RETURN TO:**

The SSP  
TANDO ALLAHYAR

Telephone No.

Please complete the following:

1. a) Submitted by \_\_\_\_\_
- b) Registered Address \_\_\_\_\_  
\_\_\_\_\_

**2. COMPANY INFORMATION:**

- a) Full name of the Company/Firm \_\_\_\_\_  
\_\_\_\_\_
- b) Registered Office Address: \_\_\_\_\_  
\_\_\_\_\_
- c) Description of Company/Firm \_\_\_\_\_  
(Provide copy of Memorandum and article of  
Association or Proprietorship/Partnership Deed or  
Affidavit for Proprietorship)
- d) Telephone Numbers: \_\_\_\_\_
- e) E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_
- f) Contractor's Name (Title) \_\_\_\_\_
- g) Name of Proprietor/Partners and \_\_\_\_\_  
Their position in the company,  
With Bio-Data \_\_\_\_\_  
\_\_\_\_\_

3. **CONTRACTOR'S LICENSES CURRENTLY VALID**

- a) Type of license \_\_\_\_\_ Location \_\_\_\_\_
- b) Are you registered with;
  - i) Income Tax Deptt for Income Tax Yes \_\_\_\_\_ No. \_\_\_\_\_
  - ii) SRB Yes \_\_\_\_\_ No. \_\_\_\_\_

4. **ORGANIZATION AND FINANCIAL DATA:**

- a) Type of business Organization (Corporation, Joint Venture, Partnership etc.)  
\_\_\_\_\_
- b) If Joint Venture, Names of the Joint venture Partners with name of the Leading partner.  
\_\_\_\_\_  
\_\_\_\_\_
- c) If Partnership, Names of the Partners with position held by each Partner.  
\_\_\_\_\_  
\_\_\_\_\_
- d) If Corporation, provide the Name and the title of Principals.  
(President, Vice President, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
When incorporated \_\_\_\_\_ where \_\_\_\_\_ (Country/State)  
\_\_\_\_\_  
\_\_\_\_\_
- e) Date Business Founded: \_\_\_\_\_
- f) Under Presence Management since: \_\_\_\_\_
- g) Net Worth: \_\_\_\_\_



5. **PERFORMANCE RECORD:**

- a) Please provide a brief resume of works completed by your firm in the last two years
- b) List of projects currently in progress .

6. **ORGANIZATION:**

- a) What is the size of your permanent, full time work force?
- b) Detail of key technical staff with their qualification and experience including of those who would be deputed for the proposed project.
- c) Detail of execution equipment, plants machinery and tools owned by the organization and to be utilized on the project (please see attached Form 3).

7. **LITIGATION ETC:**

An affidavit regarding non-involvement in the litigation/arbitration and never black listed.

8. **LIST OF REFERENCES:**

- a) Attach certificates for satisfactory performance from Clients or Consultants.
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_

9. **EARNEST MONEY** (Attach copy of Pay Order in proof of payment of Earnest Money).

10. **CERTIFICATION – SIGNATURE:**

I hereby certify to the best of my knowledge that the information hereby submitted in this document is correct and true.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Seal: \_\_\_\_\_

## EVALUATION CRITERIA SHEET

### Mandatory Requirement:

1. Method of Procurement            Single Stage – One Envelop Procedure
2. Copy of CNIC of Proprietor
3. Copy of Proprietorship/Partnership/Incorporation or Affidavit for proprietorship;
4. Copy of NTN Certificate
5. Copy of SRB Certificate;
6. Minimum two years experience in relevant work (photocopy as proof);
7. Financial turn over minimum Rs.1.0 mln (Bank Statement or Bank Certificate);
8. Undertaking/affidavit on stamp paper that the firm is not involved in any litigation / arbitration or has not abandoned any work or has never been black-listed in any department;
9. Bid validity period of 90 days;
10. Submission of required amount of earnest money/bid security;

## Repair & Renovation / Establishment of i.T Lab at SSP Office Tando Allahyar

### BOQ

S.No.	Name of Item.	Quantity	Rate	Unit	Amount.
Part-A Schedule Item (Civil Work)					
1	Reinforcement concrete work including 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 includes all kind of forms, moulds, lifting shuttering, curing, rendering and finishing the exposed surface (including Screening and washing of shingle) R.C.C work in roof slab beams columns rafts lintels staircases and other structural members laid in situ or pre-cast laid in position complete in all respects, ratio 1:2:4 90 lbs. Cement 2 Cft sand 4cft shingle 1/8" to 1/4" gauge (S.I.No. 6-a P-17)	575	337.00	P.Cft	193,775
2	Fabrication of mild steel reinforcement for cement concrete i/c cutting bending lying in position making joints and fastings i/c cost of biding wire also i/c removal of rust from Tor bars (S.I.No. 7 (b) P-17)	30.80	5001.70	P.Cwt	154,070
3	Cement concert brick or stone ballast 1-1/2" to 2" gauge ratio 1:4:8 (SINO. 4( b ) P-15)	150	9416.28	% Cft	14,077
4	Pacca Brick work in Ground Floor in cement sand mortar ratio 1:6 (S.I.No.5 i-e P-20)	609	12674.36	%Cft	77,187
5	Cement plaster 1:6 upto 20' height (b) 1/2" thick. (S.I.No. 13(b) P-51 )	1854	2206.60	% Sft	40,910
6	Cement plaster 1:4 upto 20' height (a) 3/8" thick. (S.I.No. 11(a) P-51 )	609	2197.52	% Sft	13,383
7	P/F G.I. Frame / Chowkats of size 7"x2" or 4-1/2"x3" for Door using 20 gague G.I.sheet including welded hinges and fixing at site with necessary holds fasts filling with cement sand slurry or ratio 1:6 and repairing the jambs the cost also including all carriage tolls and plants used in making and fixing . (S.I.No. 29 P-93)	34	228.90	P.Rft	7,783
8	Providing and fixing G.I frames /Choukhars of size 7" x 2" or 4 1/2" x 3" for windows 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 also i/c all carriage , tools and plants used in making and fixing. (S.I.No. 28 P-93)	64	240.50	P.Rft	15,392

9	P/F in position Doors Windows and ventilators of first class deodar wood frames and 1 3/4' thick commercial, ply veneer shutters of first class deodar skeleton (Hollow) and commercail (3 ply) on both sides (S.I.No. 9 P-58).	170	856.53	P.Sft	145,610
10	Painting New surface and painting of door and windows any type 3 coats coat (SINO.5(c) P-77)	212	2116.41	% Sft	4,487
11	Preparing the surface & painting with matt finish i/c rubbing the surface with Bathy (Silicon carbide rubbing brick) filling the voids with Zink / chalk/plaster of paris mixture, applying first coat premix making the surface smooth and then painting 3 coats with matt finish of approved make etc: complete (new surface)(S.I.No.36 P-55)	1112	3444.38	%Sft	38,315
12	Preparing the surface and painting with weather coat i/c rubbing the surface with rubbing brick / sand paper filling the voids with chalk/plaster of pairs and then painting with weather of approved make. (SINO.38 P-61)	1112	2567.95	% Sft	28,566
13	P/L 1-1/2" thick topping c.c. 1:2:4 including surface finishing and dividing into panels. (SINO.16(c) P-42) Add Extra Labour	299	2775.17	% Sft	8,298
14	Providing and laying tiles glazed 6" x 6" x 1/4" on floor or wall facing in required colour and apttern of STILE specification jointed in white cement and pigment over a base of 1:2 grey cement mortar 3/4" thick including washing and filling of joints with slaurry of white cement and pigment in desired shape with finishing, clearing and cost of wax polish etc. complete including cutting tiles to proper profile.(SINO.60 P-47)	322	30509.77	% Sft	98,241
15	S/F false ceiling of plaster of paris, in pannels i/c making frame, work of deodar wood i/c painting with soligia paint. (S.I.No.52 P-64).	232	25293.42	%Sft	58,681

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**Total**      **Rs:**      **898,775**

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**Total**      **Rs:**