Tender fee Rs. 2000/- C/w
No. 4926464 dt 21-10-2015

TENDER DOCUMENTS

REPAIR WORK OF BUNGALOW NO. A-1
(SINDH UNIVERSITY PRESS)

From:
EXECUTIVE ENGINEER (CIVIL)
S.U. Engineering Wing,
Jamshoro

UNIVERSITY OF SINDH

JAMSHORO SINDH, PAKISTAN

SUBJECT: **REPAIR WORK OF BUNGALOW NO. A-1(SINDH UNIVERSITY PRESS)**

The tender contains _____ *pages issued to*

M/S _____ *Contractor*

on _____.

DIVISIONAL ACCOUNTANT

Instruction of Bidders / Procuring Agencies.

General Rules and Directions for 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 payment under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are included as Conditions of Contract and *Contract Data*.

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 documents 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 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 rate 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 condition, 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 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 bidders fulfilled all codal requirements of eligibilities criteria given in the tender notice such as registration with tax authorities and RS+ registration with PEC(where applicable), turnover statement, experience statement, and any other condition mentioned in the NIT and bidding documents. If the bidder does not fulfill any of these conditions, in 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 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 units 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 be govern and 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 be govern.

ADDITIONAL TERMS & CONDITIONS

1. The contractor will have to fill tender form carefully by filling all the entries properly, incomplete tender form will not be accepted.
2. Signature of contractor must be stamped properly.
3. The Executive Engineer reserves the right to change any item specification during execution of the work which will be acceptable.
4. The contractor will have to follow the instruction of Assistant Engineer as well as of Executive Engineer at site.
5. The Contractor will have to do the work as per specification and in case of any complication he will have to follow the instructions of Executive Engineer.
6. The contractor will have to arrange site order book at site of work with technical person.
7. The contractor will have to accept the decision of Procurement Committee and incase of any cry he will to submit it before Procurement Committee at the time of opening tender after that no claim of contractor will be entertained.
8. The contractor will have to prepare his running bill by his own staff on pad of company & submitted to Assistant Engineer. The payment of 15 days from the date of Receipt will be released.
9. The contractor will have to accept correction/changes in bills which will be made by Assistant Engineer/Executive Engineer.
10. The Contractor will have to arrange his own security system for his material at site.
11. Competent Authority reserve the right to reject any or all bids subject to relevant provision of SPP Rules 2010.
12. All the material of approved quality will be used. Sample of all the material, fixture will be got approved in advance.
13. Water will be provided by University and 2% water charges will be deducted, in case the University fails to provide the water, the contractor will have to arrange the water from his own sources for which no deduction will be made on account of water charges.
14. The contractor will strictly bound with the quantity and items of B.O.Q. and in case of excess no payment will be made till the contractor obtain orders of Executive Engineer in Written.
15. The contractor will have to complete work within contract cost and payment nothing will be paid beyond the contract cost till the order of Executive Engineer are obtained
16. The contractor will have to pay cost stamps duty 0.30% of contract cost.
17. The contractor will quote his own rates for Non Schedule items and no premium will be allowed on same items.
18. Agreement will be signed at the time of issuing Work Order.
19. If work is not completed in stipulated completion period upto 10% penalty will be deducted from bill.
20. All Taxes will be deducted from bill as per Govt. policy.

S.U.-Press-Engg.

Form 4.

UNIVERSITY OF SINDH

ENGINEERING DEPARTMENT

Percentage Rate Tender and Contract for Works

General Rules and Directions for the Guidance of Contractors

1. All work proposed to be executed by contract shall be notified in a form of invitation to tender posted on a board hung up in the office of the Executive Engineer and signed by the Executive Engineer.

This form will state the work to be carried out, as well as the date for submitting and opening tenders, and the time allowed for carying out the work; also the amount of earnest money to be deposited with the tender, and the amount of the security deposit to be deposited by the successful tender and the percentage, if any, to be deducted from bills. It will also state whether a refund of quarry fees, royalties, octroi dues and ground rents will be granted. Copies of the specifications, designs and drawings and estimated rates, schedule rates and any other documents required in connection with the work shall be signed by the Executive Engineer for the purpose of identification and shall also be open for inspection by contractors at the office of the Executive Engineer during office hours.

2. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner it shall be signed on his behalf by a person holding a power-of-attorney authorizing him to do so,

3. Receipt for payments made on account of any work, when executed by a firm, shall also be signed by all the partners, except where the contractors are described in their tender as a firm, in which case the receipt shall be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipts for the firm.

4. Any person who submits a tender shall fill up the usual printed form, stating at what percentage above or below the rates specified in Schedule B (memorandum showing items of work to be carried out) he is willing to undertake the work. Only one rate of such percentage on all the Estimated rates/Scheduled rates shall be named. Tenders, which propose any alteration 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 contractors wish to tender for two or more works they shall submit a separate tender for each. Tenders shall have the name and number of the work to which they refer written outside the envelope.

5. The Executive Engineer or his duly authorised Assistant shall open tenders in the presence of contractors who have submitted tenders or their representatives who may be present at the time, and he will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted the contractor shall for the purpose of identification, sign copies of the specifications and other documents mentioned in Rule 1. In the event of a tender being rejected the Executive Engineer shall authorize the University Accounts Department to refund the amount of the earnest money deposited to the contractor making the tender, on his giving a receipt for the return of the money.

6. The Officer competent to dispose of the tenders shall have the right of rejecting all or any of the tenders.

7. No receipt for any payment alleged to have been made by a contractor in regard to any matter relating to this tender or the contract shall be valid and binding on the University unless it is signed by the Executive Engineer.

8. The memorandum of work to be tendered for and the schedule of materials to be supplied by the University and their rates shall filled is and completed by the office of the Executive Engineer before the tender form is issued. If a form issued to an intending tender has not been so filled in and completed, he shall request the said office to have this done before he completes and delivers his tender.

9. All work shall be measured net by standard measure and according to the rules and custom of the Public Works Department without reference to any local custom.

10. Under no circumstances shall any contractor be entitled to claim enhanced rates for any items in this contract.

Tender for Works

* In figures as well as in words.

I/We hereby tender for the execution for the University of Sindh (herein before and hereinafter referred to as The University of Sindh) of the work specified in the underwritten memorandum writhin the time specified in such memorandum at*
per cent below/above the estimated rates entered in Schedule B (memorandum showing items of work to be carried out) and in accordance in all respects with the specifjcations, designs, drawings, and instructions in writing referred to in Rule I hereof and in Cause 12 of the annexed conditions of contract and agree that when materials of the work are provided by the University such materials and the rates to be paid for them shall be as provided in Schedule A hereto.

Memorandum

(a) If several sub-works are included they should be detailed in a separate list.

(a) General description Rs.

(b) Estimated cost Rs.

(c) Earnest money Rs.

(c) The amount of earnest money to be deposited shall be in accordance with the provisions of paras 515 and 516 of the P .W.D. Manual.

(d) Security deposit–(including earnest money) Rs.

(d) The deposit shall be in accordance with paras 516 and 521 of the P.W.D. Manual.

(e) Percentage, if any, to be deducted from bills per cent

(e) This percentage where no security deposit is taken, will vary from 5 per cent to 10 per cent according to the requirements of the case. Where security deposit is taken, *see* note to Clause I of conditions of contracts.

(Rupees

(f) Time allowed for the work from date of written order to commence . . . . . months

(f) Give schedule where necessary, showing dates by which the various items are to be completed.

Should this tender be accepted I/We hereby agree to abide by and fulfil all the and provisions of the conditions of contract annexed hereto so far as applicable, and in a default thereof to forfeit and pay to the University the sums of money mentioned in the said conditions.

Receipt No, dated from the University Accounts .

† Amount to be specified in words and figures.

Deptt, at in respect of the sum Rs. †

is herewith forwarded representing the earnest money (a) the full value of which is to be absolutely forfeited to the University should I/We not deposite the full amount of security deposit specified in the above memorandum, in accordance with Clause I (A) of the said conditions, otherwise the said sum of Rs. shall be retained by the University on account of such security deposit as aforesaid or (b) the full value of which shall be retained by the University on account of the security deposit specified in Clause (B) of the said conditions.**

Strike out (a) if no cash security deposit is to be taken.

Strike out (b) if any cash security deposit is to be taken.

Dated the day of 200

**Signature of contractor before submission of tender.

(Witness)¶

¶ Signature of witness to contractor's Signature.

(Address)

(Occupation)

The above tender is hereby accepted by me on behalf of the University of Sindh.

*Signature of the officer by whom accepted.

* *Executive Engineer*

Dated day of 19 (or his duly authorised Assistant)