



ENERGY DEPARTMENT

Sindh Solar Energy Project

Tender Document

**For the development and renovation/partitioning of
SSEP office premises on Turnkey Basis**

DEFINITIONS

“**Bid**” means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by Energy Department - Sindh Solar Energy Project (SSEP).

“**Bid with Lowest Evaluated Cost**” means the bid quoting lowest evaluated cost amongst all those bids evaluated to be substantially responsive;

“**Bidder**” means a person or entity submitting a bid;

“**Bidding Documents**” means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner;

“**Bidding Process**” means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

“**Blacklisting**” means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings.

“**Calendar Days**” means days including all holidays;

“**Conflict of Interest**” means -

- (i) where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to SSEP to obtain an undue benefit for himself or those affiliated with him;
- (ii) receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
- (iii) any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the SSEP under the contract;
- (iv) where an official of the SSEP engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

“**Contract**” means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

“**Contractor**” means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

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

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

“**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 SSEP to establish prices at artificial, non-competitive levels for any wrongful gain;

“**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;

“**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;

“**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.

“**Emergency**” means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

“**Goods**” means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

“**Government**” means the Government of Sindh;

“**Head of the Department**” means the administrative head of the department or the organization;

“**Lowest Evaluated Bid**” means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids

“**Lowest Submitted Price**” means the lowest price quoted in a bid, which is otherwise not substantially responsive;

“**Mis-procurement**” means public procurement in contravention of any provision of Sindh Public Procurement Act, 2009 or Sindh Public Procurement Rules 2010 amended from time to time, any rule, regulation, order or instruction made thereunder or any other law in respect thereof, or relating to, public procurement;

“Notice Inviting Tender” means the notice issued by SSEP through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

“Open Competitive Bidding” means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

“SSEP” means the Sindh Solar Energy Project;

“Services” means any object of procurement other than goods or works, and includes consultancy services;

“Substantially Responsive Bid” means the bid that contains no material differences or deviations from, or reservations to, the terms, conditions and specifications given in the bidding documents;

“Supplier” means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

“Value for Money” means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet SSEP’s requirements.

1 INVITATION FOR BIDS (IFB)

Sindh Solar Energy Project – Energy Department (SSEP) invites proposal for the award of project on turnkey basis for the development and renovation/partitioning of its office premises located at 19th Floor, Tower B, Saima Trade Tower, I.I. Chundrigar Road, Karachi.

Details of the specifications of related services to be provided are given in the scope of service in Section [3] hereto.

Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules 2010 amended from time to time, issued thereunder (“SPPRA”) which can be found at www.pprasindh.gov.pk. For the purposes of this document, any reference to the term “Act” shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010 amended (2013).

This Tender Document includes the following Sections:

- Instructions to Bidders (ITB)
- Special Conditions of Contract
- Scope of Work
- Financial Proposal
- Eligibility Criteria

Proposals must be submitted at the below mentioned address:

SECRETARY PROCUREMENT COMMITTEE
SINDH SOLAR ENERGY PROJECT – ENERGY DEPARTMENT
19th FLOOR, TOWER B, SAIMA TRADE TOWER, I.I. CHUNDRIGAR ROAD,
KARACHI
PH: 021-99213020-19

2 INSTRUCTION TO BIDDERS (ITB)

2.1 Correspondence Address

The contact number and the correspondence address for submitting the proposals are as follow:

SINDH SOLAR ENERGY PROJECT – ENERGY DEPARTMENT
19th FLOOR, TOWER B, SAIMA TRADE TOWER,
I.I. CHUNDRIGAR ROAD,
KARACHI
PH: 021-99213020-19

2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

2.3 Corrupt Practice

1. SSEP requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]
2. SSEP will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010, amended from time to time, in competing for the contract in question.
3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.

2.4 Preparation of Bids

2.4.1 Bidding Process

This is the Single Stage – One Envelope Procedure; the bid shall comprise of One sealed envelope containing **TECHNICAL PROPOSAL** (duly filled in all respect) and **FINANCIAL PROPOSAL**. [SPPRA Rule 46]

2.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and SSEP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SSEP must be written in English. [SPPRA Rule 6 (1)]

2.4.4 Company Profile

Bidders are required to submit the Technical Proposal stating a brief description of the bidder's organization outlining their recent experience, the names of Sub-Bidder/Professional Staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan, organization and staff, including workable suggestions that could improve the quality and effectiveness of the assignment. The Technical proposal shall be duly signed by the authorized representative of the Bidder not including any financial information otherwise it will be declared as non-responsive.

2.4.5 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Forms for Financial Proposal are available in Section [4].

2.4.6 Bid Currencies

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

2.4.7 Bid Security

The SSEP shall require the bidders to furnish the Earnest Money/Bid Security of 2% of the bid price, in shape of Pay Order/Demand Draft/Irrevocable Bank Guarantee acceptable to the bank in favor of "Sindh Solar Energy Project", which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the SSEP reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with the bidding document.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the SSEP as non-responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or
- In the case of a successful Bidder, if the Bidder fails to;
 - Sign the contract in accordance with ITB Section [2.7.4]; or

- Does not abide by the terms of Contract Agreement.

2.4.8 Bid Validity

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SSEP; [SPPRA Rule 38 (1)]

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

2.5 Submission of Bids

2.5.1 Sealing and Marking of Bids

This is the Single Stage – One Envelope Procedure; the bid shall comprise of One sealed envelope containing **TECHNICAL PROPOSAL** (duly filled in all respect) and **FINANCIAL PROPOSAL**. [SPPRA Rule 46)]

2.5.2 Response Time

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids will be received by SSEP at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18 (2)]

2.5.3 Extension of Time Period for Submission of Bids

SSEP may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and SSEP is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened; [SPPRA Rule 22 (1)]
- If the SSEP is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

2.5.4 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SSEP shall respond to such queries in writing within three

calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23 (1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

2.5.5 Late Bids

Any bid received by SSEP after the deadline for submission of bids prescribed by SSEP pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)]. The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt.

2.5.6 Withdrawal of Bids

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by SSEP prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

2.5.7 Cancellation of Bidding Process

1. SSEP may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. SSEP shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 - 1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. SSEP shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

2.5.8 Mechanism for Redressal of Grievances

SSEP has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the SSEP during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)]

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. Prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. Annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and
3. Reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

SSEP shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SSEP. [SPPRA Rule 31(5)]

SSEP shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

More fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]

IMPORTANT

In addition to above it may be added that no complaint will be entertained unless it is:-

- a) **Forwarded on company's original letter head, complete address, NTN of the company and any other relevant information.**
- b) **Incriminating evidence of the complaints.**

2.5.9 Review Panel

The Authority shall maintain a list of Review Panelists for the purpose of reviewing a bidder's complaint. The Panelist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Chief Secretary. [SPPRA Rule 32(1)]

The List of Specialists shall be formed from a number [SPPRA Rule 32(2)]

1. persons who have been legal professionals; [SPPRA Rule 32(2-a)]
2. persons who have been senior officers in the service of the Government with experience in the procurement area, [SPPRA Rule 32(2-b)] and
3. Persons from a list of specialists with experience in the relevant field. [SPPRA Rule 32(2-c)]

Also see [SPPRA Rule 32(3)] & [SPPRA Rule 32(4)].

2.5.10 Matters not subject to Appeal or Review

The following actions of the SSEP shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the SSEP; [SPPRA Rule 33 (1)]
- Decision by the SSEP under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

2.6 Opening and Evaluation of Bids

2.6.1 Opening of Bids by SSEP

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process.

2.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, SSEP may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule 43]

2.6.3 Preliminary Examination

SSEP will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

SSEP may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of SSEP.

If a bid is not substantially responsive, it will be rejected by SSEP and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

2.6.4 Eligibility Criteria

Mentioned in the Special Conditions of the Contract. [refer section 6]

2.6.5 Discussions Prior to Evaluation

If required, prior to evaluation of the bid, SSEP may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document.

2.7 Award of Contract

2.7.1 Award Criteria

Subject to ITB Section [2.7.2], SSEP will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided the information given in the bidding document is on ground verified by the Procurement Committee of the SSEP.

2.7.2 SSEP's Right to Accept Any Bid and to reject any or all Bids

SSEP annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s).

2.7.3 Notification of Award

Prior to the expiration of the period of bid validity, SSEP will notify the successful Bidder in writing by letter, email or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of the Performance Security pursuant to Section [2.7.5], SSEP will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

2.7.4 Signing of Contract

Within 5 Days from the date of notification of the award the successful bidder shall furnish to SSEP particulars as may be asked by the management.

The Contract shall be signed by the parties at SSEP office, Karachi, within 10 Days of award of contract. Copy of the agreement enclosed as Annexure "A".

2.7.5 Performance Security

Within 15 DAYS of receipt of the notification of award from SSEP, the successful Bidder shall furnish to SSEP the Performance Security of 10 % of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft or bank guarantee issued by a reputable commercial bank, acceptable to SSEP, located in Pakistan. [SPPRA Rule 39 (1)]

Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SSEP may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms at Annexure “B” shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by SSEP and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier’s performance obligation under the Contract.

2.7.6 General Conditions of Contract

For detailed General Condition of Contract refer to Section [5.1] of this TD.

2.7.7 Special Conditions of Contract

For detailed Special Condition of Contract refer to Section [6] of this TD.

2.7.8 Integrity Pact

The successful bidder shall upon the award of the contract execute an Integrity Pact with SSEP. *[Specimen is attached in Annexure “C”]* [SPPRA Rule 89]

2.7.9 Non Disclosure Agreement

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with SSEP.

3 SCOPE OF WORK

Mentioned in the Special Conditions of the Contract. [refer section 6]

4 FINANCIAL PROPOSAL

Mentioned in the Special Conditions of the Contract (Bill of Quantities). [refer section 6]

5 CONTRACT (As will be executed if the bid qualifies)

5.1 Conditions of Contract. As per clause 5

5.1.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010 amended from time to time.

“Procuring Agency” or “PA” means SSEP Contractor.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the monthly rent of the premises. “Effective Date” means the date on which this Contract comes into force.

“GC” mean these General Conditions of Contract.

“Government” means the Government of Sindh.

“Currency” means Pak Rupees.

“Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

5.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

5.1.3 Notice

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the bidding document.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the bidding document.

5.1.4 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the SSEP or the Supplier may be taken or executed by the officials.

5.1.5 Taxes and Duties

The Bidder shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the bidding document, the amount of which is deemed to have been included in the Contract Price.

5.1.6 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

5.1.7 Expiration of Contract

Unless terminated earlier pursuant to contract agreement, this Contract shall expire at the end of such time period after the Effective Date as specified in the agreement.

5.1.8 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.

However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

5.1.9 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

5.1.9.1 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

5.1.9.2 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

5.1.10 Termination of Contract by SSEP/Bidder. As per clause 5

5.1.11 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

5.1.12 Settlement of Disputes

5.1.12.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

5.1.12.2 Arbitration

If the SSEP and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

5.1.13 Ownership

The equipment in the office premises shall at all times remain the exclusive property of SSEP.

5.1.14 Obligations of the Supplier

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the SSEP, and shall at all times support and safeguard the SSEP legitimate interests in any dealings with Sub-Suppliers or third Parties.

5.1.14.1 Conflict of Interest

The Supplier shall hold the SSEP's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

5.1.14.2 Confidentiality

Except with the prior written consent of the SSEP, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

6 SPECIAL CONDITIONS OF CONTRACT / TERMS OF REFERENCE.

6.1 Scope of Work

SSEP Intends to award project on turnkey basis for the development and renovation of its newly established office premises located at 19th Floor, Tower B, Saima Trade Tower, I.I. Chundrigar Road, Karachi. Spaced over an area of 3900 Sq. Ft. approx.

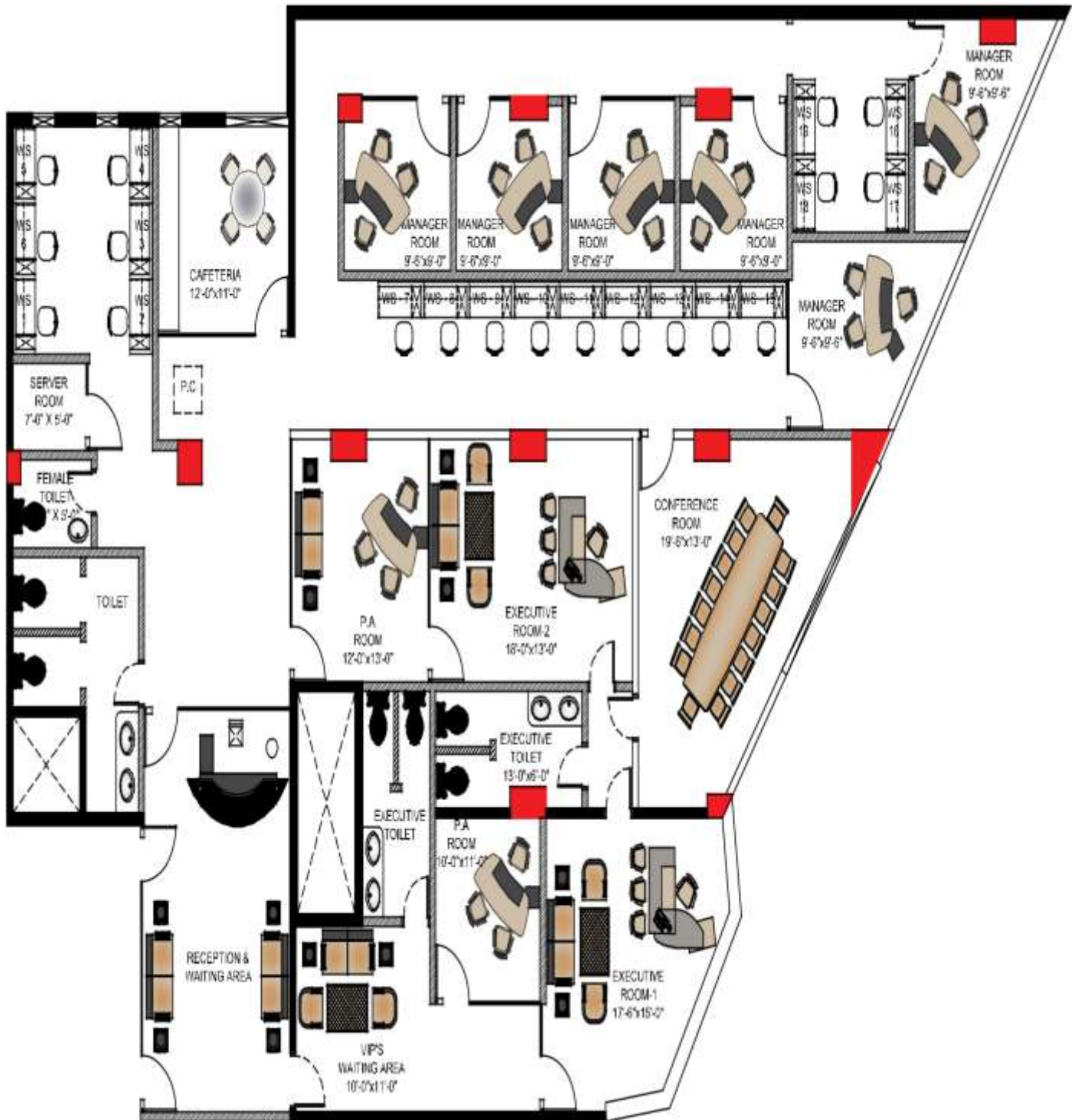
Bids are invited from the Firms/Contractors/Companies having experience in the areas of civil work/interior designing, decoration, finishing, plumbing & electrical, air conditioning, furniture, fixtures and other allied work related to the office.

Total area of the premises is around 3900 sq. ft. Following are the requirements of company for a dynamic and creative amenities which is not an exhaustive list:

S:NO	Description
(a)	2 Executive Rooms with Separate Room for P.A. and a Toilet Unit
(b)	6 Rooms for Managers
(c)	20 Work Stations
(d)	1 Conference Room with a seating capacity for 15-18 persons
(e)	1 Server Room
(f)	1 Kitchen/Pantry with Dinning Area
(g)	Reception with Waiting Area
(h)	03 Washrooms

Completion Period: 02 Month after the award of Contract.

6.2 Proposed Layout



6.3 Bill Of Quantities (BOQs)

Below mentioned quantities of material and services are tentative and may vary as per availability of space.

Material Furniture:

‘Unit Price’ and ‘Amount’ Columns to be filled by the bidder.

A- DISMANTLING

S.No.	Description	Qty	Unit	Rate	Amount
1.01	<p>The Contractor Shall dismantle the proposed area of all floors of existing building with the expertise and professional skill required for such work...</p> <p>Dismantling of RCC work, Slabs stair block masonry, windows, existing plaster, flooring, rcc walls, electrical fixture and wiring, removal of existing shutters, roof treatment, etc.</p> <p>Dismantling and is provided for reference only however, it will not relieve the contractor to dismantle the works other then shown on the drawings, necessary to accommodate the proposed plan. No extra payment will be made to the Contractor in any case.</p> <p>The Dismantling shall be carefully ascertained chosen and actually monitored to prevent...</p> <p>The lump sum rate quoted hereunder is dismantling the proposed area of the building, removal of debris and cleaning of the Site to the satisfaction of the Consultant Site Engineer complete in all respect in order to commence the renovation works.</p> <p>The Contractor shall dispose off all debris out side the municipality limits and useable material will be property of the bank and will be stacked and handover to the bank on their specified. Location's</p>	1	Job		
TOTAL AMOUNT.....Rs.					

B- CIVIL WORKS.

S.No.	Description	Qty	Unit	Rate	Amount
1	<u>BLOCK MASONRY</u>				
A	Providing and laying 4" thick Brick / Block masonry wall set in (1:3) cement sand mortar including lifting, scaffolding, curing etc....	750.00	sft		
B	Providing and laying 6" thick block masonry wall set in (1:3) cement sand mortar including lifting, scaffolding, curing etc....	200.00	sft		
C	Providing and laying 8" thick block masonry wall set in (1:5) cement sand mortar including lifting, scaffolding, curing etc....	100.00	sft		
2	<u>SURFACE RENDERING.</u>				
A	P/L 1/2" thick cement sand plaster 1:4 to walls making edges and corners, preparation of surface before plastering, finishing scaffolding, curing etc., complete in all respect and as directed by the Consultant.	2000.00	SFT		
4	<u>PORCELAIN TILE.</u>				
A	P/L 2' x 2' approved porcelain tile flooring white hource / RAK of desired color and shade over existing flooring using dry bond mortar, including joint filling with approved matching color chemical, cutting tiles where required etc., complete in all respect. (Basic Price 2700/-)	2600.00	Sft		
B	P/L 6" x 48" approved wooden shade or dark shade porcelain tile flooring of desired color and shade over existing flooring using dry bond mortar, including joint filling with approved matching color chemical, cutting tiles where required etc., complete in all respect. (Basic Price 2500/-)	500.00	Sft		
5	<u>SKITRING:</u>				
A	providing and aplying procelain tile skirting same above item. (Basic Price 2500/-)	400.00	Rft		
B	providing and Fixing wooden skirting as per floor matching etc complete in all respect.	150.00	125		
6	<u>CERAMICS TILES:</u>				
A	providing and laying ceramics tiles of approved size and quality (Master Make) laid with dry bond,over the existing plaster joint, filling with matching color grout, cutting tiles where required making holes for openings, keep joints true to plumb & line with spacers, complete in all respect as shown on drawings & as directed by the Consultant. (Toilet & Kitchen) (Basic Price 1200/-)	750.00	sft		

7	<u>GRANITE</u>				
A	Providing and laying 3/4" thick factory polished approved color granite, including special works as bull nosing, straight or curved as per single piece as shown on the drawings complete with all respect.	50.00	Sft		
8	<u>CARPET TILE/WOODEN FLOORING</u>				
A	P/L 20" x 20" approved carpet tiles UAE best quality i/e wastage etc complete in all respect.	600.00	Sft		
9	<u>WOOD WORK.</u>				
	Note: All wood work will be applied with anti termite treatment.				
A	<u>WOODEN CEILING CORNICE</u>				
I	Providing and installation 1/2" thick & 3 1/2" high first class Beech Wood lacquer polished skirling fixed with 2" long steel screws as per approved design, complete in all respect.	300.00	Rft		
B	<u>COLUMN & WALL CLIDDING</u>				
I	Providing & installation of wooden cladding using 1/2" thick lassni with laying oak wood ply, i/e lacure polish etc. complete in all respect.	500.00	sft		
C	<u>KITCHEN CABINETS:</u>				
	providing and fabrication in position 2' deep counter type cabinet in kitchen. Work consists of 3/4" thick beech finish laminated board boxing, drawers units, and 3/4" Beach wood lipping on sides of the leaves. A 1/2" thick and 11/2" wide Beach wood frame would be provided in front of boxes to retain the leaves. Wood work will be lacquer polished and all fittings i.e. screws, bolts, imported italian hinges, catchers, locks, handles and other all accessories are the part of job, anti termite treatment etc., complete in all respect.				
I	on floor (18" to 20" deep)	25.00	sft		
Ii	on walls (12" deep)	25.00	sft		
Iii	China Verona finish on counter.	25.00	sft		
10	<u>FULL HEIGHT WOODEN PARTITION.</u>				
I	Providing, fabricating and fixing in position 3" thick wooden partition, consisting of partal wood frame of size 2" x 1 1/2" @ 2'C/C both ways and 1/2" thick imported MDF board on both faces including the cost of all screws, rowel bolts, nails, glue etc, painting with ICI plastic emulsion paint. All wood should be termite proof complete in all respect.	650.00	Sft		
Ii	Providing & Applying oak wood Ply panling over the exist lassani partation i/e lacure polish etc complete in all respect.	100.00	Sft		

11	<u>GLASS WORK</u>				
	Note: All glass panels will be edges polished & installed after polish of wooden.				
A	<u>GLASS GLAZING / PARTITION FULL HEIGHT</u>				
I	Providing and fixing 12mm thick imported clear glass partitions with 1 3/4" x 3 3/4" thick Beech wood top and bottom H Section in lacquer polish properly fixed with wooden beam including all necessary fittings...	550.00	Sft		
	<u>WOODEN /GLAZING/PARTITION LOW HEIGHT</u>				
I	Providing and fixing wooden partition for chambers made with pertal wood frame both side covered with 1/2" thick lassani and finish with 2.mm laminated sheet of 7056 and top portation covred with off white fabric and after 4ft will be fix 8mm thick imported clear glass and front and back side fixed in 3" x 3" solid wood up to required height i/e lacure polish and wooden gola in center 4" heigh etc complete inall respect	100.00	Sft		
C	<u>GLASS DOOR</u>				
I	Providing and Fixing Solid Oak Wood Frame Door 5" x 2" top and sides and bottem 8" x 2" thick i/e 8/12.MM Glass i/e Lacure Polish etc complete in all respect.	125.00	sft		
ii	Providing and Fixing Solid Oak Wood Frame Door 5" x 2" top and sides and bottem 8" x 2" thick i/e 8/12.MM Glass and Door Lock i/e Lacure Polish etc complete in all respect.	350.00	sft		
iii	Providing & Fixing Floor Machine New Star Make best Quality etc complete in all respect.	18.00	Each		
Vi	Providing & Fixing 1,1/4" x 1" ss pipe Door Handle 3' long Matt Finish etc complete in all respect.	18.00	Each		
12	<u>PAINT WORKS.</u>				
A	Providing and apply three coats of textured plastic emulsion paint on Walls of desired colors and shades after a primer coat of ICI Dulux etc. with complete in all respect.				
I	Ash White" (On Walls & Ceiling)	4000.00	Sft		
ii	Provide and apply textured paint on Walls and ceilling of desired colors and shades after a receiving smooth surface i/e felling of ICI Dulux etc. with complete in all respect.	750.00	Sft		
iii	Providing & Fixing imported 3D Wall paper i/e sand papring on wall etc complete in all respect.	200.00	Sft		
13	<u>FALSE CEILING</u>				
A	<u>CONCEALED GYPSUM BOARD CEILING.</u>				

I	Providing and fixing plain 1/2" thick Gypsum board false ceiling with suspension system as per manufacturer's specifications including cost of tapes, filling of joints as per drawings and instruction of the Consultant complete in all respects. In passage areas.	2500.00	Sft		
B	<u>CEILING TILES CEILING 2' X 2'</u>				
I	Providing & laying Dupma 24" x 24" Elephant Brand or approved equivalent (with aluminum foil at back) in straight, curved, tiles or multiple profiles, as shown on drawing section, fixed with imported powder coated aluminum, " T" & "L" section with GIG or CKM ceiling suspension system Complete in all respect.	200.00	Sft		
B	<u>WOODEN CEILING</u>				
I	Providing & laying Wooden ceiling or approved design made with pertal wood frame covred with 3/8" lassani sheet and wooden golas as required as per design etc Complete in all respect.	200.00	Sft		
C	<u>WOODEN STRIPS CEILING</u>				
i	Providing & fixing partal wood strips wooden ceiling using 2" x 4" solid partal wood with laying polish finish etc. complete in all respect. In Enterance lobby	100.00	Sft		
14	<u>WOODEN DOORS.</u>				
A	<u>VENEER FINISH FLUSH DOORS WITH GLASS SLIT:</u>				
i	P/F 1-1/2" thick solid core lacquered polish Teak veneer finish flush doors first class solid Beech wood door frames lipping on all sides of the door shutters, approved design architrave all-around the frame, heavy duty SS fittings, high quality hinges, holdfasts, door stopper etc, complete in all respects as per drawing.	42.00	Sft		
B	<u>FORMICA FINISH FLUSH DOORS</u>				
i	Providing and fixing 1 1/2" thick wooden flush door with solid core faced High quality hingers, holdfast door stopper etc, complete in all respect as per drawings & as approved by the consultant.	100.00	sft		
15	<u>MISC. WORK</u>				
c	<u>FROSTED FILM</u>				
	Providing and fixing Frosted film on glass doors and partition as per drawings & as approved by the Executive Engineer. Complete in all respect.	250.00	Sft		
d	<u>ROLLER BLINDS.</u>				
	Providing and fixing of Roller fabric blinds of approved shade and colour with aluminum rail complete in all respect.	600.00	Sft		

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e	<u>DOOR LOCKS</u>				
	Providing and installation of imported best quality door locks as approved by Consultant Base price upto of Rs. 2200.00	4.00	Each		
f	<u>DOOR CLOSER.</u>				
	Providing and fixing imported best quality door closer as approved by Consultant Base Price Rs. 4500.00	5.00	Each		
	<u>LIFTING OF MATERIAL</u>				
	Lifting of material from ground floor to 1st floor to 19 floor through stair case including loading unloading transportation etc. Complete in all respect.	1	Job		
g	<u>FILE CABINET</u>				
	Providing and fabrication in position full height cabinets in record room (16" deep), consisting of 3/4" thick laminated board boxing with 3/4" thick Formica finished leaves. 1/4"x 3/4" solid Beech wood lipping with 1/2"x1" thick beech wood frame would be provided in front of boxes with clear lacquer polish. All fittings i.e. screws, bolts imported Italian hinges, catchers, locks, handles Complete in all respects. .	200.00	Sft.		
	-				
TOTAL AMOUNT OF CIVIL WORKS RS.					

D- PLUMBING WORKS

S.No.	Description	Qty	Unit	Rate	Amount
	WATER SUPPLY PIPE				
1.01	Providing , fixing, jointing and testing Polypropylene Random (PPR) pipes Daded make "Polydex: or approved equivalent pressure pipe for cold water as per DIN8077-8078....				
i.	1/2" dia.	150	Rft		
ii.	3/4" dia.	100	Rft		
iii.	1" dia.	50	Rft		
	<u>VALVE</u>				
1.02	P/installing ball valves of following nominal dia. Kitz make including jointing, fitting painting, testing complete in all respects to match with following G.I. pipe diameters.				
i.	3/4" dia.	2	Each		
ii.	1" dia.	2	Each		
	<u>SOIL & WASTE WATER SYSTEM</u>				
1.03	UPVC Sewage Pipe; Providing, fixing, cutting, jointing and testing uPVC piping conforming to AGM CIVIC And BETA make etc complete in all respect.				
ii	3" dia	100	Rft		
iii.	4" dia	75	Rft		
	<u>FLOOR DRAIN.</u>				
1.04	Provide and fixing and testing approved equivalent 4" dia make uPVC Floor Drain of approved design with SS cover grating including requisite number	3	Each		
1.05	<u>CLEAN OUT</u>				
	Provide and fixing and testing 4" dia uPVC Clean - Out (Floor/Ceiling type) wit cover making requisite number of holes in walls, plinth or floor for pipe connecting and making.....	3	Each		
	<u>TOILET FITTINGS & FIXTURES</u>				
	<u>WATER CLOSED</u>				
1.06	P/f European type water closed of approved color with integral trap Porta make	3	Each		
1.07	ORISSA PATTERN WC:				
	providing and fixing colored orissa pattern glazed earthen ware W.C painted MS wall brackets with nuts and bolts....porta make	2	each		

1.08	<u>WASH BASIN.</u>				
	P/F wash hand basin pedestal type 22' x 16" white / light color ...	2	Each		
1.09	<u>KITCHEN SINK</u>				
	P/F stainless steel kitchen sink of specified size best quality as approved by the Engineer in charge	1	each		
	Providing & Fixing Vanity Potra Make i/e Approved Shade Grannite i/e brackets etc complete in all respect.	3	each		
	<u>TOILET ACCESSORIES</u>				
1.10	<u>WATER MIXER.</u>				
	P/F 15 mm dia C.P. fitting single lever of water mixer make "Master" C.P. pipe 15mm dia...				
a)	For wash basin / Vanity.	5	Each		
b)	For Kitchen Sink.	1	Each		
	<u>MUSLIM SHOWER.</u>				
1.11	S.S. double bb cock with Muslim shower sonex or master make	3	Each		
1.12	<u>SOAP DISH</u>				
	Providing and fixing soap dish heavy duty SS finish master or an approved equivalent complete in all respect.	5	Each		
1.13	<u>TOILET PAPER HOLDER.</u>				
	Providing and fixing toilet paper holder best quality Grohe make or as approved by the	5	Each		
1.14	<u>TOWER RAIL</u>				
	Providing and fixing 5mm looking glass with beveled edges of first quality Belgium made or equivalent approved make fixed with SS clips etc., complete in all respect	5	Each		
1.15	<u>MIRROR</u>				
	Providing and fixing 5mm looking glass with beveled edges of first quality Belgium made or equivalent approved...	50	Sft		
	TOTAL AMOUNT.				

E-ELECTRIAL WORKS.

S.No.	Description	Qty	Unit	Rate	AMOUNT
	SECTION-A.				
	WIRING / WIRING ACCESSORIES.				
	Providing, installation, testing & commissioning of following items including all material, tools, labor accessories required for completion of work as per specifications details & drawings, complete in all respect.				
1	WIRIGN FOR LIGHTS.				
A	Circuit wiring with 3 x 2.5 mm form respective floor distribution board (DB to Switch Board with....	12	No.		
B	P/F Point wiring with 2 x1.5 mm cable i/e 20mm pvc pipe etc complete in all respect.	25	No.		
C	2 Point Control By 1 Switch	20	No.		
D	3 Point Control By 1 Switch	25	No.		
E	4 Point Control By 1 Switch	25	No.		
2	<u>WIRING FOR COMPUTER POWER SOCKETS</u>				
A	wiring for computer points for raw power and ups 2 x 2mm as Phase & Neural + 1 x 2.5 sqmm as ECC.i i/e UPV condute From panal board to switch outlet.etc complete in all respect.	36	No.		
B	same as above but point to point	36	No.		
C	wiring for computer points for raw power and ups 2 x 4.mm as Phase & Neural + 1 x 2.5 sqmm as ECC.i i/e UPV condute From panal board to switch outlet.etc complete in all respect.	3	No.		
3	<u>AIR CONDATION WIRING</u>				
	2X 6 SQMM +ECC, 1 x6 Sqmm PVC for 1.5 ton Split AC Units.	20	No.		
	TOTAL SECTION A				
	SECTION-B.				
4	WIRING DEVICES / RECEPTACELES				
	Providing, installation and commissioning of following				
	LIGHT CONTROL SWITCHES.				
A	One Gang one way 10A Switch.	6	No.		

B	Two Gang one way 10A Switch.	6	No.		
C	Three Gang one way 10A Switch.	15	No.		
D	Four Gang one way 10A Switch.	6	No.		
5	UTILTY / CONDITIONED POWER RECEPTACLES.				
A	P/F 13 AMP Duplex Flat 3-pin switch Socket Unit.	40	No.		
B	P/F Multi switch 3-Pin Switch Socket Unit clipsal make	80	No.		
C	P/F Dule Face Plate with 1 NO 10 RJ45 and 1NO RJ 11 for telephone of clipsal make etc complete	40	No.		
6	<u>INDUSTRIAL SOCKETS FOR UPS</u>				
A	CEE-17, 32A, 3Pole, Wall industrial Sockets with male type connection plugs	2	No.		
7	FLOOR SERVICE OUTLET BOX / TECHNOLOGY BOX				
A	14" x 4" x 3" Flush floor service outlet box Type-A imported make suitable for installation of 2 No. 13A flat pin Simplex sockets...	40	No.		
	TOTAL SECTION B				
	SECTION C				
8	LIGHT FIXTURE				
	providing, installation, testing and commionning of the following lighting fixture including al accessories likeelectronic ballast complete in all repects.				
	FALSE CEILING RECESSED LIGHT FIXTURES:				
A	Providing & fixing LED down light 18 watt. ALBA Make or equvalant complete in all respect.	100	No.		
B	Providing & fixing 2' x 2' LED ALBA Make or equvalant complete in all respect.	10	No.		
C	Providing & fixing wall hanging light With complete in all respect.	2	No.		
	TOTAL SECTION -C				
	SECTION - D				
9	MAIN & SUB-MAIN CABLES.				
	Providing, laying ,testing, termination and commissioning of following single core/ multi core PVC insulated copper conductor gables for main / submarine power distribution system as shown in the schematic drawings...				

C	4C, 35 Sqmm PVC/PVC + ECC 1 x 10 sqmm	20	Rft		
D	4C, 50 Sqmm PVC/PVC + ECC 1 x 10 sqmm	25	Rft		
E	4C, 70 Sqmm PVC/PVC + ECC 1 x 10 sqmm	35	Rft		
	TOTAL SECTION -D				
	SECTION-E.				
10	DISTRIBUTION PANELS / SWITCH BOARDS.				
	Providing, installation and commissioning of following				
A	DB-LP	1	No.		
B	DB-C UPS	1	No.		
C	DB-AC	1	No.		
	TOTAL SECTION- E				
	SECTION - G				
	IT NETOWRK / STRUCTURED CABLING.				
	Supply, installation, testing and commissioning of following items for structured communication cabling system including.				
11	COMMUNICATION RACKS				
A	19u Locally manufactured best quality Wall mounted Communication Rack suitable for installation of patch panel and data switch including front open able panel glass door powder coated as approved...	1	No.		
12	PATCH PANELS & CABLE MANAGEMENT				
A	24 Port, 19 inch Patch Panel, Straight, Flush Mount, Clipsel make	2	No.		
B	Providing & Fixing ciscoo switch 10/100/1000 gigabit 24 Port, etc complete in all respect.	2	No.		
C	Rack mounted 19" type front cable manager Lightweight plastic construction with dual hinged cover.	2	No.		
13	HORIZONTAL CABLING / BACKBONE CABLING.				
A	Category 6, UTP cables, for data communication system at local workstation in appropriate...	2500	Rft		
B	Category 5e, UTP cables, for voice communicant system at local workstations	2500	Rft		
C	10 Pair 0.6mm Telephone Cable...	250	Rft		
D	Telephone Junction box (TJB) made with 16 SWG sheet steel powder coated including front open able cover and 10 pair ...	1	No.		

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E	PATCH/ DROP CORDS: category-6 factory certified tangle free RJ-45 to RJ-45 type patch cords				
F	1 meter long for data patch panel	40	No.		
G	3 meter long	40	No.		
	TOTAL SECTION G				
14	SECTION J:				
	ELECTRONIC SAFTY & SECURITY SYSTEM.				
A	wiring for complete fire alarm system using 2C, 1.5 sqmm.....	1000	Rft		
B	power wiring for FACP from DB-C to panel using 3x1.5 sqmm	1	Rft		
C	CCTV SYSTEM:wiring for complete cctv system using RG-6	600	Rft		
D	power wiring for CCTV power from DB-C to each camera	2	Job.		
E	DOOR ACCESS CONTROL SYSTEM power wiring for key pad type door controller from DB-UPS using 3c, 1.5 sqmm	1	No.		
F	wiring for key pad type door access control system using CAT-5e cable	2	No.		
					TOTAL
15	SECTION -K				
	CONVENTIONAL FIRE ALARM SYSTEM				
A	flush in wall conventional fire alarm control panel UK origin Complete will all mounting accessories.	1	No.		
B	conventional optical photoelectric smoke detectors meeting EN54 part-7 specifications:	20	No.		
C	conventional break glass type manual call station meeting En54 part 11 specifications: compatibility all ZC conventional systems	2	No.		
D	conventional electric sounder with flasher, flush with wall including back box	2	No.		
	TOTAL SECTION K				
	TOTAL COST OF ELECTRICAL WORKS				

F-FURNITURE WORKS.

S.No.	Description	Qty	Unit	Rate	Amount
01-	<u>MINISTERS & DIRECTORS ROOM</u>				
i.	Executive Table.				
	Supply of Executive Table in Oak Venreed Wood, lacquer polish finish with best hardwares as per design Size 7' x 3' x 2'.6" complete in all respect.	2	Nos.		
ii.	Executive Side Rack.				
	Supply of Side Rack in Oak Veneered Wood, lacquer polish finish with best hardwares as per design size 1'.6" x 3'.6" 28" complete in all respect.	2	Nos.		
iii.	Executive Back Unit.				
	Supply of Executive Back Unit in oak Wood, lacquer polish finish with best hardwares as per design Size 1.6" x 7' x 28" complete in all respect.	2	Nos.		
Iv	Sofa Set 2 Seater				
	Supply of Sofa Seat with arms of approved design in approved Fabric/ Leatherette with Stainless steel legs as per design, complete in all respect.	2	Nos.		
V	Center Table				
	Supply of Center table in solid wood legs & 8mm thick clear glass with laying plish finished as per design, complete in all respect.	2	Nos.		
vi	Side Table				
	Supply of Side table in solid wood legs & 8mm thick clear glass with laying plish finished as per design, complete in all respect.	4	Nos.		
vii	Executive High Back Chair.				
	Supply of Executive High Back Chair with arm rest and Back with approved colorLeatherette/ fabric including adjustabel tinted system as per design complete in all respect.	2	Nos.		
viii	Executive Visitor Chair.				
	Supply of Executive Visitor Chair with arm rest and Back with approved color Leatherette/ fabric including adjustabel tinted system as per design complete in all respect.	6	Nos.		
02-	<u>MINSITER WAITING LOBBY</u>				
i.	Sofa 2- Seater				

	Supply of 1/2 Seater Sofa Seat with arms of approved design in approved Fabric/ Leatherette with Stainless steel legs as per design, complete in all respect.	1	Nos.		
iii.	Sofa 1- Seater				
	Supply of 1 Steater Sofa Seat with arms of approved design in approved Fabric/ Leatherette with Stainless steel legs as per design, complete in all respect.	2	Nos.		
iv.	Center Table				
	Supply of Center table in solid wood legs & 8mm thick clear glass with laying plish finished as per design, complete in all respect.	1	Nos.		
v.	Side Table				
	Supply of Side table in solid wood legs & 8mm thick clear glass with laying plish finished as per design, complete in all respect.	2	Nos.		
03-	<u>MINISTERs PA ROOM FURNITURE</u>				
I	Supply of Table in Oak Venreed Wood, lacquer polish finish with best hardwares as per design Size 5'.6" x 2'.6" x 2'.6"complete in all respect.	1	Nos.		
	Side Rack.				
iii.	Supply of Side Rack in Oak Veneered Wood, lacquer polish finish with best hardwares as per design size 1'.6" x 3'.6" 28" complete in all respect.	1	Nos.		
	Credanza Back Unit.				
iii.	Supply of Back Unit in oak Wood, lacquer polish finish with best hardwares as per design Size 1.6" x 5'.6"" x 28" complete in all respect.	1	Nos.		
	High Back Chair.				
vi	Supply of High Back Chair with arm rest and Back with approved colorLeatherette/ fabric including adjustabel tinted system as per design complete in all respect.	1	Nos.		
	Visitor Chair.				
V	Supply of Visitor Chair with arm rest and Back with approved color Leatherette/ fabric including adjustabel tinted system as per design complete in all respect.	3	Nos.		
04-	<u>MEETING ROOMS</u>				
i.	Confrance Table of 10 Persons				

	Providing & fixing conference table 4' x 10' in oak veneer polish finish as per design complete in all respects.	1	Nos.		
ii.	conference room Chairs.				
	Supply of Executive High Back Chair with arm rest and Back with approved color Leatherette/ fabric including adjustable tinted system as per design complete in all respect.	10	Nos.		
05-	<u>MANAGERSs TABLE</u>				
i.	Officer Table				
	Supply of officer table in Tactile Laminated Lamin / Chipboard sheet with wooden lipping including best quality hardware complete in all respect. Size 5' x 2'.6"	7	Nos.		
ii.	Side Rack				
	Supply of Side Rack in Tactile Laminated Lamin/chipboard sheet including best quality hardware complete in all respect.	7	Nos.		
iii	Officer Chair.				
	Supply of officer High Back Chair Master Gynsis Type with arm rest and Back with approved color Leatherette/ fabric including adjustable tinted system as per design complete in all respect.	7	Nos.		
vi.	Visitor Chair.				
	Supply of low back visitor Master Gynsis Type Chair with arm rest and Back with approved color Leatherette/ fabric as per design complete in all respect.	14	Nos.		
06-	<u>RECEPTION</u>				
i.	Reception Counter. (10' x 2'-6")				
	Making and supply of Reception Counter oak wood polish, Granite top as per design complete in all respect. 8 to long	1	Nos.		
iii.	Reception High Back Chair.				
	Supply of High Back Chair with arm rest and Back with approved color Leatherette/ fabric including adjustable tinted system as per design complete in all respect.	1	Nos.		
07-	S.S PLANTERS				

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	Supply of S.S. Planters as per design complete in all respecte.	10	Nos.		
08-	<u>STAF AREA</u>				
i.	Staf Work Station. 4' x 2'				
	Providing, making & fixing work stations with in laminated finished with wooden lipping including best quality hardware complete with all respect.	20	Nos.		
ii.	Mobile Draw Unite for Work Stations				
	Supply of Mobile Drawer Unite with laminated wood polish finish complete in all respect.	20	Nos.		
	Officer low back Chair.				
iii.	Supply of officer High Back Chair with arm rest and Back with approved color Leatherette/ fabric including adjustabel tinted system as per design complete in all respect.	20	Nos.		
	GRAND TOTAL AMOUNT				

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S.No.	Description	Qty	Unit	Rate	AMOUNT
	AIRCONDATION WORKS				
1	Providing of 1 ton DC inverter split AC Kenwood Haier make etc complete.	10	Each		
2	Providing of 1.5 ton DC inverter split AC Kenwood Haier make etc complete.	4	Each		
3	Providing of 2 ton DC inverter split AC Kenwood Haier make etc complete.	5	Each		
4	Fixing of 1 to 2 Ton AC fixing as per Requirement etc complete.	20	Each		
5	Providing & Fixing Copper Piping for 1Ton to 1.5 Ton Split units i/e controle wire and rapping etc complete.	300	Rft		
6	Providing & Fixing Copper Piping for 2 split units i/e controle wire and rapping etc complete.	200	Rft		
7	Providng Fixing 3/4" dia UPVC Pipe for AC Drain i/e cutting in floor and wall etc complete	200	Rft		
8	Providng Fixing 1.1/4" dia UPVC Pipe for AC Drain i/e cutting in floor and wall etc complete	200	Rft		
			TOTAL		

S.No.	Description	Amount (Pak Rs.)
1	DISMANTLING WORKS.	
2	CIVIL WORKS- GROUND FLOOR.	
3	PLUMBING WORK	
4	ELECTRICAL WORKS.	
5	AIR CONDATION WORKS	
6	FURNITURE WORKS	
7	GRAND TOTAL	
8	13% SRB	
	GRAND TOTAL AMOUNT INCLUDING SRB	

Name & Contact Details of the bidder _____

Signature & Stamp of the bidder _____

Date: _____

NOTE

1. Bidder should provide supporting documents for their bids.
2. Bidder should provide a detailed break-up schedule/list of all the costs for the project to reach a Total Cost.
3. All the costs must be inclusive of all relevant applicable taxes, duties, delivery, fixing, service and any other related costs.
4. If the financial bids of one or more bidders are the same, then successful bidder will be the one who has acquired maximum marks in technical evaluation phase.

6.4 Inspection

Bidders may inspect the premises – 10:00 a.m. to 5:00 p.m. on the working days (Monday to Friday).

6.5 Pre-Bid Meeting

A pre bid meeting will be conducted to brief the bidder about requirement of necessary amenities, in the premises and clarification of bidder’s inquiries if any. Bidders may submit bids after visiting the office premises and obtaining basics and requirements of SSEP in the pre-bid meeting.

6.6 Bid Information

Based on the information and requirement provided by the SSEP in the pre bid meeting, Bidders will be required to propose a model of premises fulfilling the requirements of SSEP in the technical proposal with sample of products to be used in the construction of premises with detailed BOQs.

6.7 Bid Presentation

Presentation would be required from the bidders on complete development scheme and material to be used for construction after bid opening.

Presentations on the proposal would be required from the firms/parties/contractors at any time after 3 days of opening of bid, the time and date will be communicated to the bidders.

6.8 Eligibility Criteria

The interested firms/contractors/companies are required to submit their bids along with the following documents/information/samples:

- a) Name of the firm / contractor / company address and telephone number/email address/fax number and name of the key personnel.
- b) Details of similar works in hand having cost of Rs 20.0M and above. (Enclose copies of work order).
- c) Details of similar works completed during last Five (05) Years having cost of Rs. 20.0 M or above. (enclosed copies of work order & Completion certificate)
- d) Turnover of last 3 years 60 Million with Audited Financial Statement and Bank statement.
- e) Registration with Pakistan Engineering Council in the Category C-6 or above with CE-10 and EE-04 construction specialties.
- f) Bidder shall be submit with bid security 2% of Bid Price in shape of Pay Order / Bank Draft /Call Deposit.
- g) Registration with relevant authorities for NTN, & SRB.
- h) Affidavit for the effect that the firm / contractor / company is not involved in litigation with any Department (Government / Semi Government, Autonomous Bodies, Private Companies or any other Client).
- i) An undertaking on stamp paper by the firm / contractor to the effect that “Neither the Firm / contractor nor its Directors / stakeholders as a whole or as a part of the company / Organization” have ever been blacklisted / defaulted with any Government Agency /

Department Organization and also that the information supplied by the firm / contractor is correct in all respect.

- j) SSEP may ask for the site visits of any of the previous projects completed.
- k) Standard quality furniture of modern life office having dynamic and creative amenities to be fitted.
- l) Incomplete bid will not be entertained.
- m) Procuring Agency reserves the right to reject any or all bids subject to the relevant provisions of SPPRA Rules 2010 (amended from time to time).

NOTE:

Samples of material to be used in construction of premises and complete technical specifications must be provided with the technical proposal. Photographs of furniture must be provided.

6.9 Evaluation Criteria

TECHNICAL SELECTION CRITERIA:

S.NO.	DESCRIPTION	MAX. POINTS
1	YEARS OF ESTABLISHMENT	10
2	PAST RELEVANT EXPERIENCE	20
3	SIMILAR WORKS CURRENTLY IN HAND	20
4	GLOBAL PRESENCE OF THE BRAND	10
5	PEC CERTIFICATE C-6 & ABOVE	15
6	LAST 3 YEARS TURNOVER AS PER AUDITED FINANCIAL STATEMENTS	15
7	REGISTRATION FOR NTN, GST, SST WITH FBR & SRB	10

TOTAL POINTS: 100

MINIMUM POINTS REQUIRED FOR PASSING TECHNICAL QUALIFICATION: 70

NOTE:

Verifiable documentary evidences are required for the above evaluation criteria.

Annexure "A"

7. SPECIMEN OF CONTRACT AGREEMENT

CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the ____ day of _____ 201 ____ between _____(hereinafter called the “Procuring Agency”) of the one part and _____ (hereinafter called the “Contractor”) of the other part.

WHEREAS the Procuring Agency is desirous that certain Works, viz _____ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnesseth as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:

- (a) The Letter of Acceptance;
- (b) The completed Form of Bid along with Schedules to Bid;
- (c) Conditions of Contract & Contract Data;
- (d) The priced Schedule of Prices/Bill of quantities (BoQ);
- (e) The Specifications; and
- (f) The Drawings

3. In consideration of the payments to be made by the Procuring Agency to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Agency to execute and

complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

(Seal)

Signature of the Procuring Agency

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

(Name, Title and Address)

Witness:

(Name, Title and Address)

It is the mandatory for the Bidder/SSEP to agree all clauses of this agreement. In case of any disagreement at any stage of Contract, the bid will stand cancelled.

Annexure “B”

8. SPECIMEN OF PERFORMANCE SECURITY

PERFORMANCE SECURITY

(Bank Guarantee)

Guarantee No. _____

Executed on _____

Expiry Date _____

(Letter by the Guarantor to the Procuring Agency)

Name of Guarantor (Scheduled Bank in Pakistan) with address: _____

Name of Principal (Contractor) with address: _____

Penal Sum of Security (express in words and figures) _____

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Procuring Agency) in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the said Procuring Agency, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Procuring Agency's above said Letter of Acceptance for _____ (Name of Contract) for the _____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Procuring Agency, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the

Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 9, Remedying Defects, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Procuring Agency without delay upon the Procuring Agency's first written demand without cavil or arguments and without requiring the Procuring Agency to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Procuring Agency's written declaration that the Principal has refused or failed to perform the obligations under the Contract, for which payment will be effected by the Guarantor to Procuring Agency's designated Bank & Account Number.

PROVIDED ALSO THAT the Procuring Agency shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Procuring Agency forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

1. _____

Corporate Secretary (Seal)

2. _____

(Name, Title & Address)

1. Signature _____

2. Name _____

3. Title _____

Corporate Guarantor (Seal)

Annexure “C”

9. SPECIMEN OF INTEGRITY PACT

INTEGRITY PACT

(This Integrity Pact Form should be on the stamp Paper valuing Rs. 100/- submitted by the successful Bidder with attestation of Notary Public.

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE
SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00
MILLION OR MORE**

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

..... [*name of Contractor*] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative department or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [*name of Contractor*] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[*name of Contractor*] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[*name of Contractor*] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [*name of Contractor*] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [*name of Contractor*] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Procuring Agency:

Name of Contractor:

Signature:

Signature:

[Seal]

[Seal]