



Government of Pakistan

**PAKISTAN TELECOMMUNICATION AUTHORITY**

Headquarters F-5/1, Islamabad

[http:// www.pta.gov.pk](http://www.pta.gov.pk)**"SAY NO TO CORRUPTION"****Invitation to Bids**

Tender No. 9/II/2015

1. Pakistan Telecommunication Authority, Government organization invites sealed bids on percentage basis duly filled in figures as well as in words from the Civil Engineering Contractors, registered with Income Tax/ Sales Tax Departments having valid C6 registration with Pakistan Engineering Council for the year 2015/16 for Ceiling & allied works in PTA HQs.

S.No	Name of Works	NIT Cost (Rs.)	Earnest Money(Rs.)	Tender Fee (Rs.)	Tender Receiving Date/Time	Tender Opening Date/Time
1	Internal Ceiling & Allied Works in PTA HQs	1,078,554.92	21,571.10	500/-	13-05-2016 1100 Hrs	13-05-2016 1130 Hrs

2. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. Tender documents can be obtained from the office of undersigned on cash payment of Rs. 500/- (non-refundable) on any working day (Monday – Friday) on or before **13-05-2016 at 1100 hrs**. The same could also be downloaded from PTA/PPRA websites free of cost i.e. [www.pta.gov.pk](http://www.pta.gov.pk)/[www.ppra.org.pk](http://www.ppra.org.pk).
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at PTA HQs, F-5/1, Islamabad on or before **13-05-2016 at 1100 hrs**. Bids will be opened the same day at **1130 hrs**.

Deputy Director (Civil Works),

PTA Head Quarters, F-5/1, Islamabad.

Ph.: 9225357, 9225352, Fax: 051-2878149, Email Address: [asifsaed@pta.gov.pk](mailto:asifsaed@pta.gov.pk)

**“Tender for Internal Ceiling & Allied Works in PTA HQs”**

# **TENDER DOCUMENTS**

- 1. General instructions**
- 2. Special stipulations**
- 3. Bid Performa**
- 4. Estimates**
- 5. Draft of agreement**

**PAKISTAN TELECOMUNICATION AUTHORITY**

***PTA HQs, F-5/1, Islamabad.***

**Ph.: 051-9225352**

**Fax: 051-2878149**

**<http://www.pta.gov.pk>**

## **GENERAL INSTRUCTION**

1. Pakistan Telecommunication Authority, Government organization invites sealed bids on percentage basis duly filled in figures as well as in words from the Civil Engineering Contractors, registered with Income Tax/ Sales Tax Departments having valid C6 registration with Pakistan Engineering Council for the year 2015/2016 for Ceiling & allied works in PTA HQs.
2. The bids, prepared in accordance with the instructions in the bidding documents, must reach at PTA HQs, F-5/1, Islamabad on or before 13-05-2016 (1100 hrs) in the office of Deputy Director (Civil Works), PTA HQs, F-5/1, Islamabad. Bids shall be opened the same day on 1130 hrs in PTA Auditorium.
3. The financial bid should contain the following mandatory information. Non provision of the following mandatory details will result in rejection of bids.
  - i. CNIC of the owner(s).
  - ii. Name, address, contact no.s along with signature of contractor on company letter head.
  - iii. Valid PEC registration for the relevant category for the year 2015/16.
  - iv. Proof of ownership in the shape of partnership deed/Sole proprietorship/Power of attorney etc.
  - v. Proof of completed works (minimum two works) during the last 3 years of similar nature having necessary information regarding cost, completion line and satisfactory completion certificate from the relevant client department.
  - vi. Provision of NTN/GST certificates.

## PAKISTAN TELECOMMUNICATION AUTHORITY

### SPECIAL STIPULATIONS

	The stipulations outlined hereunder in the form of a table summarize certain terms & conditions and these stipulations will be an integral part of the contract:	
1	Tender is based on MES schedule rates 2014 and all specifications of works and items will be followed as per MES schedule rates.	
2	Tender will be evaluated on the lump sum basis as a whole price of the project, whereas, the pricing and evaluation will be considered on the item rates. Final Payment will also be made by measuring actual quantities on itemised basis.	
3	Bidders should quote in figures as well as in words the %age tendered by them.	
4	No claim on Escalation during the currency of Contract will be entertained	
5	Arbitration	In case of any dispute or conflict between Contractor and Employer, the case will be referred to PC-I, PTA.
6	In case of increase in quantities more than 15%, the prior approval of competent authority of Employer must be obtained otherwise no claim will be entertained on access quantities	
7	Employer has full right to execute any portion of work or whole work or cancel the execution of whole work and full right to increase or decrease the quantum of work or quantities.	
8	Amount of Earnest Money	2% of total quoted rate of bid amount.
9	Form of Earnest Money	Either a pay order or bank draft from scheduled bank in favour of PTA.
10	Earnest Money	Earnest Money of successful Bidder will be retained as part of retention Money. Earnest money of un-successful Bidder will be returned on issuing of Work Order to successful bidder.
11	Retention Money	Retention Money is limited to 6% of the contract value and will be retained from each running bill @ 4 %. Final adjustment will be made at the time of release of Final Bill.
12	Release of Retention Money	Retention Money will be released after 06 month(s) of completion of work subject to no complaint.
15	Time of commencement of work	Within 7 days of the issuance of work order
16	Time of completion of work	30 days from the commencement of work
17	Imposition of Penalty for non-completion of the work within stipulated time	0.1% of the contract price per day of the unfinished work on the date of completion and maximum up to the extent of 10 % of the work on the completion date. If the contractor is unable to finish the work, then

		the work shall stand cancelled, earnest money shall be forfeited and payment of the executed works shall be made after deduction of penalty.
18	Insurance against injury to workmen	Safety of its employee from injury will be responsibility of the contractor.
19	In complete tender/bids will be rejected forthwith.	
20	You will work under the technical guidance of Deputy Director(Civil Works)	
21	All material/equipment will be checked and approved by the Deputy Director(Civil Works) before commissioning of work	
22	Income Tax/GST or other applicable taxes will be deducted as per GOP rules.	
23	Provision of <b>NTN/GST</b> whatsoever is applicable is mandatory.	
24	Bill should clearly indicate the NTN/GST no.	
25	An agreement will be done between the client and contractor on judicial paper of worth Rs. 100/-	
27	Payments will be made after verification of work on submission of bill and after getting approval from the Competent Authority.	
28	In case of any circumstances which are beyond the control of contractor as well as client. Force Majeure will be applicable.	
29	Bid Should be valid for 90 days from the last date of submission.	
30	Bids should always be submitted in sealed covers with the name of work written on one corner and to whom it is being submitted.	
31	Each page of bid/document should be signed and stamped by the bidder.	
32	Bids %age over/below rates or amounts should be inclusive of all taxes, income and sales tax payable to Government of Pakistan or local bodies and no claims in this regard shall be entertained by PTA.	
33	The contractor rate shall include all incidental charges in connection with work.	
34	In case the total bid amount is less than the 10% below the NIT amount of the successful bidder, the bidder shall submit call deposit as performance security equal to the difference between NIT amount and total quoted amount less 10 % of NIT amount. That is, required performance security= NIT amount - total bid amount - 10% of NIT amount. This call deposit shall be in addition to the earnest money. This performance security shall be deposited within 10 days of issuance of work order. In case the performance security is not submitted with in the stipulated time period the work order shall be cancelled and earnest money deposited shall be forfeited. The performance security of the successful bidder shall be released after completion of work.	
35	Performance security as per clause 34, shall be in the form of pay order/demand draft in the name of PTA from any scheduled bank of Pakistan.	

**Tender for Works**

I/ We \_\_\_\_\_ hereby tender for the execution for the PTA of the work specified in the underwritten memorandum with in the time specified in such memorandum at the %age \_\_\_\_\_ above or below specified therein, and in accordance in all respects with the specifications, designs, and instructions in writing and with such materials provided for, by and in all others respects in accordance with such conditions so far as applicable.

**MEMORANDUM**

- a) Name of Work .....
- b) NIT amount Rs. ....
- c) Earnest Money Rs. ....
- d) Retention money (Including earnest money) is 6 % of the tendered amount and will adjusted accordingly as per final bill at the time of Final Bill.
- e) Time allowed for completion of work from the date of commencement of work as specified in written order .....

Should this tender be accepted: I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions of the contract hereby so far as applicable, or in default thereof to forfeit and pay the PTA or its successor in office the sums of money mentioned in the said conditions.

A deposit at call drawn at \_\_\_\_\_ bearing number \_\_\_\_\_ for the sum of Rs. \_\_\_\_\_ (in words \_\_\_\_\_)

is herewith forwarded as Earnest Money, a full value of which is to be absolutely forfeited to PTA or its successors in office should I/We withdraw my/our tender with in \_\_\_\_\_ (\_\_\_\_\_) days from the date for which period the %age rates offered by me(us) in this should remain valid or should I/We fail to commence the work specified above in the above memorandum.

**Contractor's Signature and Stamp**  
**(along with date)**

**Witness**

.....

(Name in full Letters).....

CNIC no. ....

Address.....



<u>Name of Work</u>		<u>Internal Ceiling &amp; Allied works in PTA HQs, F-5/1</u>
<b><u>General Abstract of Cost</u></b>		
<u>1</u>	<u>Estimates based on MES Schedule rates 2014</u>	<u>Rs.814,554.92</u>
<u>2</u>	<u>Quoted Percentage</u> _____ <u>above/below</u>	_____
<u>3</u>	<u>Estimates of Non Schedule Items</u>	<u>Rs. 264,000/-</u>
<u>4</u>	<u>Quoted Percentage</u> _____ <u>above/below</u>	_____
	<u>Earnest Money (total)</u>	<u>Rs. 21,571/-</u>
<u>5</u>	<u>Amount In words</u> _____ _____ _____ _____	
	<u>Note :</u>	
	i. Contractors are required to give only percentage in words & figures, above or below on estimated amount to tender.	
	ii. L/Pur sand will be use in all cement consuming items	
<u>Sign and Stamp of the Bidder</u>		



**Internal Ceiling & Allied Work in PTA HQs, F-5/1, Islamabad**  
**(MES Schedule , 2014)**

Sr. No	Reference	Description of Works	Unit	Qty.	Rate	Amount
<b>Schedule Items</b>						
1	14-20	Supply and fix, exposed Dampa Ceiling demountable make OWA, Dumpa or equivalent along with necessary components for fixing direct or suspending from the soffit complete, including provision of opening for light. Complete in all respect as per design given by Engineer in charge and as per his satisfaction.	Sqm	586	1225.52	718,154.72
2	24-194	Pendant, ordinary, comprising ceiling rose, lamp holder Bakelite, BC, CG, with shade carrier ring and twin core 0.75 mm <sup>2</sup> flexible cord upto 3M in length, supply and fixing.	Each	170	337.04	57,296.80
3	24-783	Energy Saver, (Plain), 18W, supply and fixing.	Each	170	230.02	39,103.40
		<b>Total Schedule Items</b>				<b>814,554.92</b>
<b>Non Schedule Items</b>						
2	Non Sch-1	Providing and fixing of 2' x 2' LED ceiling lights of make Philips, OWA LED or equivalent having Specs of LED actuator, voltage: 220 – 230 V/50 Hz, DC, power consumption 47 Connected via strip terminal including fitting, wiring, duct where required. Complete in all respect all as specified as per satisfaction of engineer.	No.	33	8000	264,000.00
		<b>Total Schedule &amp; Non Scheduled items</b>		<b>Total</b>		<b>1,078,554.92</b>

## **Draft AGREEMENT**

**(To be executed on Rs.100/- Judicial paper)**

THIS AGREEMENT is made at Islamabad on the dated \_\_\_\_\_ between **Pakistan Telecommunication Authority** (hereinafter called "the Client") of one part and \_\_\_\_\_ (hereinafter called "Contractor") of the other part.

WHEREAS the client is desirous that certain WORKS viz **Internal Ceiling and allied works of PTA HQs building, F-5/1, Islamabad** and has accepted a Tender by the Contractor for the said works of amount equal to

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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 Contractor hereinafter referred to.
2. The following documents shall be deemed to form, and be read and construed as, part of this Agreement:
  - a) Tender Notice.
  - b) Bill of Quantity (BoQ)
  - c) General conditions of Contract/ Special Stipulations.
  - d) Addenda and Corrigenda, if any, issue by the clients and duly accepted by the contractor at the signing of the Contract.
  - e) Earnest money/ Tender Guarantee
  - f) Notice of award by the Client
  - g) Form of Agreement/ Contract Agreement
  - h) Clients order to commence the work.
  - i) Limit of Retention Money.
  - j) Any Correspondence by the Clients/Contractor mutually accepted by the Client and the Contractor.

3. In consideration of the payments to be made by the Client to the Contractor as given in BOQ, the contractor hereby covenants with the Clients to \_\_\_\_\_ the works in conformity in all respects with the provisions of the Contract.
4. The Clients hereby covenants to pay the Contractor in consideration of the renovation, completion and maintenance of Works, the contract Price at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, The Client and the Contractor have executed this Agreement the day and the year first above written.

Signed and delivered by the client  
Above named in the presence of

Contractor:  
\_\_\_\_\_

Client:  
**PTA**

Signature-----

Signature-----

Name-----

Name -----

N.I.C.: -----

NIC.: -----

**Witness 1**

**Witness-2**

Name-----

Name-----

Signature

Signature

NIC-----

NIC .-----