



PAKISTAN REAL ESTATE INVESTMENT & MANAGEMENT  
COMPANY PRIVATE LIMITED

INVITATION TO BID (ITB)

Single Stage One Envelope (Least Cost)

Tender Enquiry #: PRIMACO/P&C/C&R Works F7 Crown Islamabad/R/33/01/2022

**Damaged Glass/ACP Panels Replacement &  
Façade Cleaning at Crown Plaza F-7 Islamabad**

PRIMACO invites sealed bids from eligible and interested Bidders duly licensed by the Pakistan Engineering Council for hiring of contractor for procurement of façade cleaning and damaged Glass/ACP panel's replacement at Crown Plaza F-7 Markaz, Islamabad.

complete set of Bidding Documents can be obtained by interested eligible bidders on submission of a written application to the office given below along with a Bankers' Cheque of Rs. 3000/- (Non-Refundable) in the shape of Bank Draft / Pay Order in favor of PRIMACO Islamabad (NTN:2795350-5). Complete Bidding document set can also be downloaded from PRIMACO's website (<http://www.primaco.com.pk/tender.php>) and the same shall be submitted, complete in all respect and duly signed & stamped, along with Bank Draft / Pay Order of Rs. 3,000/- (non-refundable) in the name of PRIMACO Islamabad, in Bid proposal.

**Eligibility Criteria:**

Interested Bidders who fulfill below criteria are required to submit following information / documents as part of Bid together with **mandatory Bid Security of fixed amount of Rupees 50,000** in shape of Deposit at Call/ Bank Draft/Pay Order, in the name of PRIMACO Islamabad (NTN:2795350-5):-

- Complete credentials of the individuals/company with related details,
- The bidder must be incorporated under ordinance or registered with SECP/GOP/Sole Proprietor having valid PEC license in category C-6 & above,
- Having registration with FBR/Tax Department, NTN & GST Registered and must be on Active Tax Payer List (ATL) for Income and Sale Tax,
- Having successfully undertaken at least two (02) building civil works orders of worth at least Rs. 1.1 Million in last five (05) years,
- Bidder shall demonstrate financial soundness in form of current bank statement or certified audited reports having working capital of Rs. 1.5 Million,
- An original & valid affidavit on non-judicial stamp paper/ e-stamp paper duly verified stating that the Bidder is not blacklisted by, or having no litigation with, any Govt. / Autonomous Body or between partners. (Standard form provided in the bidding document)

Tender Documents Collection (End Date): 22<sup>nd</sup> September 2022 till 1530 Hours

**Tender Documents Submission Date-Time: 23<sup>rd</sup> September 2022 till 1100 Hours**

Bid Opening Date & Time: 23<sup>rd</sup> September 2022 at 1130 Hours

**Instructions:**

- The bids will be opened on the aforementioned date & time in the presence of bidders or their authorized representative at the below address.
- Incomplete or late or conditional tenders will not be considered.
- PRIMACO reserves the right to accept or reject any/all tenders.
- The Contract shall be governed under PPRA/PEC Standard Bidding Documents.

This advertisement is available on PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)) & PRIMACO website ([www.primaco.com.pk](http://www.primaco.com.pk)). Bidding document can be downloaded from PRIMACO's website.

**General Manager (P&C)**

PRIMACO 2<sup>nd</sup> Floor, EOBI House, Plot # 32, 33 & 34,  
Sector G-10/4, Mauve Area, Islamabad Ph: 051-9108254-55



**PAKISTAN REAL ESTATE INVESTMENT  
& MANAGEMENT COMPANY (PVT.) LTD**

(A Wholly Owned Subsidiary of Employee's Old-Age Benefits Institution, Government of Pakistan)

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**TENDER & CONTRACT DOCUMENTS**

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**Façade Cleaning and Damaged Glass/ACP Panels  
Replacement at Crown Plaza F-7 Markaz  
Islamabad**

**SINGLE STAGE- ONE ENVELOPE (LEAST COST METHOD)**

**Issued To:** \_\_\_\_\_

**Issued On:** \_\_\_\_\_

**Tender Enquiry #: PRIMACO/P&C/C&R Works F7 Crown Islamabad/R/33/01/2022**

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**General Manager (P&C)**  
PRIMACO Head Office, 2<sup>nd</sup> Floor, EOBI House  
G-10/4, Mauve Area, Islamabad  
Tel: 051-9108254-55

## INVITATION FOR BIDS

The Employer, C.E.O. PRIMACO, invites sealed bids from eligible firms licensed by the Pakistan Engineering Council in the appropriate category for façade cleaning and damaged glass/ACP panels replacement at Crown Plaza F-7 Markaz, Islamabad.

1. A complete set of Bidding Documents can be obtained by interested eligible bidders on submission of a written application to the office given below along with a Bankers' Cheque of Rs. 3000/- (Non-Refundable) in the shape of Bank Draft / Pay Order in favor of PRIMACO Islamabad (NTN:2795350-5). Complete Bidding document set can also be downloaded from websites of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) or PRIMACO (<http://www.primaco.com.pk/tender.php>) and the same shall be submitted, complete in all respect and duly signed & stamped, along with Bank Draft / Pay Order of Rs. 3,000/- (non-refundable) in the name of PRIMACO Islamabad, in Bid proposal.
2. All bids, must be accompanied by a Bid Security of fixed amount of **PKR 50,000** in the name of "PRIMACO Islamabad", and must be delivered to General Manager (P&C) on or before 1100 hours, on **23<sup>rd</sup> September 2022**. Bids will be opened at 1130 hours on the same day in the presence of bidders' representatives who choose to attend, at the address as given below. In case of bid submission / opening date falls on the public holiday, the submission / opening date will be next working date at same time schedule.
3. The method of Procurement is **single stage one envelop procedure**. The bidder will provide all documentary evidences as per below stated eligibility criteria duly sealed in a single envelope along with original mandatory Bid Security. The bidder with least cost having substantial responsiveness to the requirement will be declared qualified for the award.
4. **Eligibility Criteria:**

Interested Bidders who fulfill below criteria are required to submit following information / documents as part of Bid:-

- a) Complete credentials of the individuals/company with related details,
- b) The bidder must be incorporated under ordinance or registered with SECP/GOP/Sole Proprietor having valid PEC license in category C-6 & above,
- c) Having registration with FBR/Tax Department, NTN & GST Registered and must be on Active Tax Payer List (ATL) for Income and Sale Tax,
- d) Having successfully undertaken at least two (02) building civil works orders of worth at least Rs.1.1 Million in last five (05) years,
- e) Bidder shall demonstrate financial soundness in form of current bank statement or certified audited reports having working capital of Rs. 1.5 Million,
- f) An original & valid affidavit on non-judicial stamp paper/ e-stamp paper duly verified stating that the Bidder is not blacklisted by, or having no litigation with, any Govt. / Autonomous Body or between partners. (Standard format provided on page 19 of this document)

**General Manager (P&C)**  
PRIMACO Head Office, 2<sup>nd</sup> Floor, EOBI House  
G-10/4, Mauve Area, Islamabad  
Tel: 051-9108254-55



## INSTRUCTIONS TO BIDDERS

Instruction to Bidders shall remain the same as stated in Pakistan Engineering Council **Standard Form of Bidding Documents for Procurement of Works for Smaller Contracts** at below stated web portal;

<https://pec.org.pk/wp-content/uploads/2022/04/3-Std-Form-of-Bidding-Docs-for-Proc-of-WorksSmaller-Contracts.pdf>

Instruction given in bidding data shall prevail the General Instructions to bidders stipulated in PEC standard bidding document.



## BIDDING DATA

The following specific data for the Works to be tendered shall complement, amend, or supplement the provisions in the Instructions to Bidders. Wherever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Clause Reference	Bidding Data
1.1 <b>Name of Employer</b>	<u>PRIMACO Islamabad</u>
<b>Brief Description of Works</b>	Procurement for Hiring of contractor for Façade Cleaning and Damaged Glass/ACP Panels Replacement at Crown Plaza F-7 Markaz, Islamabad
5.1 <b>Employer's address</b>	<u>GM(P&amp;C), EOBI House, 2<sup>nd</sup> Floor, Plot No. 32, 33, 34, Mauve Area, G-10/4, Islamabad. Tel: 051-9108254/55 Fax: 051-9108274, <a href="mailto:gm.pnc@primaco.com.pk">gm.pnc@primaco.com.pk</a></u>
5.2 <b>Clarification Response</b>	Bidder(s) may submit written enquiries at least five (05) days prior to submission of Bids. Employer will share responses at least three (3) days prior to deadline for submission of Bids
10.3 <b>Bid Prices, Currency of Bid and Payment</b>	Bid shall be quoted entirely in <b>Pak. Rupees</b> . The payment shall be made in Pak. Rupees.
11.2 <b>Documents Establishing Bidder's Eligibility and Qualifications</b>	The bidder has the financial and technical capability necessary to perform the Contract as per advertisement and Invitation Letter of Bidding Document.
13.1 <b>Amount of Bid Security</b>	Fixed amount of <b>PKR 50,000</b> in the name of 'PRIMACO'. (To be submitted in shape of Pay Order/Bank Draft)
14.1 <b>Period of Bid Validity</b>	<u>90 Days</u> from opening of bid.
14.4 <b>Number of Copies of the Bid to be submitted</b>	One Original
14.6 <b>(a) Employer's Address for the Purpose of Bid Submission</b>	General Manager (P&C), PRIMACO Head Office, 2 <sup>nd</sup> Floor, EOBI House, G-10/4, Mauve Area, Islamabad.
15.1 <b>Deadline for Submission of Bids</b>	1100 Hours on 23 <sup>rd</sup> September 2022.
16.1 <b>Venue, Time, and Date of Bid Opening</b>	Venue: <u>PRIMACO HEAD OFFICE ISLAMABAD</u> Time: <u>1130 Hours</u> Date: <u>23<sup>rd</sup> September 2022</u>
16.4 <b>Responsiveness of Bids</b>	(i) Comply with eligibility criteria as stated in Invitation of Bid Section (ii) The Bid is valid till required period, (iii) The Bid prices are firm during currency of contract, (iv) Completion period offered is within specified limits,



	<p>(v) The Bidder is eligible to Bid who possesses the requisite experience, capability and qualification.</p> <p>(vi) The Bid does not deviate from basic technical requirements and</p> <p>(vii) The Bids are generally in order, etc. and without any condition.</p> <p>(viii) Past Performance of the bidders who have already worked with PRIMACO will be examined. In case of unsatisfactory performance, the bidder will be declared as disqualified.</p>
<p><b>16.7.a Technical Evaluation</b></p>	<p>Not Applicable in Single Stage One Envelope Method. Only preliminary evaluation will be undertaken as per IB 16.4</p>



## GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract shall remain the same as stated in Pakistan Engineering Council (PEC) **Standard Form of Bidding Documents for Procurement of Works for Smaller Contracts** at below stated web portal;

<https://pec.org.pk/wp-content/uploads/2022/04/3-Std-Form-of-Bidding-Docs-for-Proc-of-WorksSmaller-Contracts.pdf>

Conditions stipulated in Particular Condition of Contract shall prevail the General Conditions of contract stipulated in PEC standard bidding document.

Wherever there is conflict between General Condition of Contracts (GCC) and Particular conditions of contracts (PCC) the Particular conditions of contract (PCC) shall prevail.

Successful Bidder shall have to submit duly signed and stamp copy of General Conditions of Contract available at above link.



**SPECIAL/ PARTICULAR CONDITIONS OF CONTRACT  
CONTRACT DATA**

**Sub-Clauses of  
Conditions of Contract**

- 1.1.4 **The Employer** means: CEO PRIMACO
- 1.1.5 **The Contractor** means: The Bidder whose bid is evaluated as technically Qualified and is financially lowest and the one who accepts the LOA
- 1.1.7 **Commencement Date:** means the date of issue of Engineer's Notice to Commence
- 1.1.9 **Time for Completion** 30 calendar days after the signing of Contract, or as mentioned in letter of acceptance or a separate notice to commence issued by the employer.
- 1.1.20 **Engineer:** General Manager Engineering PRIMACO or his representative for supervision and payment of invoice
- 1.3 **Documents forming the Contract listed in the order of priority:**
- a) The Contract Agreement
  - b) Letter of Acceptance
  - c) The completed Form of Bid
  - d) Contract Data
  - e) Conditions of Contract
  - f) The completed Schedules to Bid including Schedule of Prices
  - g) The Drawings, if any
  - h) The Specifications
- 2.1 **Provision of Site:** On the Commencement Date\*
- 3.1 **Authorized person:** General Manager Engineering PRIMACO or his representative
- 3.2 **Name and address of Engineer's/Employer's representative**  
General Manager Engineering PRIMACO or his representative
- 4.4 **Performance Security:**  
10% of the Bid price in shape of Bank guarantee, or pay order in the name of 'PRIMACO Islamabad' and will be released after issuance of completion certificate by the Employer after defect liability period. Performance Security will be released 28 days after completion of defect liability period.
- 5.1 **Requirements for Contractor's design (if any):**  
Specification Clause No's. --- N.A. ---
- 7.2 **Program:** --- N.A ---
- 7.4 **Liquidated damages:** Amount payable due to failure to complete shall be 0.10% per day up to a maximum of (10%) \* of sum stated in the Letter of Acceptance
- 9.1 **Period for remedying defects / Defect liability period:**  
90 calendar days after completion of work.





11.1 **\*(a) Terms of Payments**

Payment of Contract Price shall be made in the following parts:

- i) Interim payment certificate can be submitted only after completion of at least 10% of contract value work done on site. Retention money as defined will be deducted from each interim payment certificate after due verification by General Manager Engineering PRIMACO or his representative.
- ii) Final payment (less retention money) will be made by Employer after 100% satisfactorily physical progress have been achieved by the contractor and duly verified by General Manager Engineering PRIMACO or his representative.
- iii) Retention money equal to 10% will be released 90 days after completion of works and duly verified by General Manager Engineering PRIMACO or his representative.

**\* (b) Variation of the Works\*:**

- i) Remeasurement Contract: The work will be measured and valued against agreed/quoted rates. Maximum of 15% variation will be entertained after the approval of GM (Engg), or his representative.
- ii) Cost reimburse NIL (details)

11.2	<b>(b) Percentage of value of Materials and Plant:</b>		
	Materials	eighty (80%)*	} --- N.A. ---
	Plant	ninety (90%)*	

11.3	<b>Percentage of retention:</b> Ten (10%) (to be deducted from each IPC)	} Retention will be released one Month after defect liability period
11.6	<b>Currency of payment:</b> Pak. Rupees	

14.1 **Insurances:**

<b>Type of cover:</b>	The Works	
<b>Amount of cover:</b>	The sum stated in the Letter of Acceptance plus fifteen percent (15%)	
<b>Type of cover :</b>	Contractor's Equipment:	
<b>Amount of cover:</b>	Full replacement cost	
<b>Type of cover:</b>	Third Party-injury to persons and damage to property	} of occurrence
	Minimum <u>Rs. 200,000/-</u> per occurrence for unlimited no. of occurrence	
Workers:	_____	}
	_____	
Other cover*:	_____	}
	_____	
(In each case name of insured is Contractor and Employer)		

14.2 **Amount to be recovered**

Premium plus *NIL* percent (\_\_\_\_ %)

15.3 **Arbitration** – In the event of any claim or dispute arising out and the Contractor is dissatisfied with any decision of the Employer's Representative, after appealing to the Grievance Redressal Committee of PRIMACO, if dispute remains unresolved, the matter shall be finally settled as per provisions of Arbitration Act 1940 (Act No. X of 1940) and Rules made there under and any statutory modifications thereto. Venue of Arbitration will be Islamabad.

## FORM OF BID

(LETTER OF OFFER)

Bid Reference No. \_\_\_\_\_  
\_\_\_\_\_

(Name of Works)  
\_\_\_\_\_

To:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gentlemen,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications, Drawings, if any, Schedule of Prices and Addenda Nos. \_\_\_\_\_ for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of and address \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the **Total Bid Price** of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of \_\_\_\_\_ drawn in your favour or made payable to you and valid for a period of twenty eight (28) days beyond the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence the Works and to deliver and complete the Works comprised in the Contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of 100 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.



9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of  
\_\_\_\_\_  
(Name of Bidder in Block Capitals)

(Seal)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_



**SCHEDULES TO BID INCLUDE THE FOLLOWING:**

- Schedule A to Bid: Bidder's Eligibility & Qualification (REQUIRED)
- Schedule B to Bid: Schedule of Prices (APPLICABLE)
- Schedule C to Bid: Specific Works data (NOT APPLICABLE)
- Schedule D to Bid: Works to be performed by Sub-contractors  
(NOT APPLICABLE)
- Schedule E to Bid: Proposed Program of Works (NOT APPLICABLE)
- Schedule F to Bid: Proposed Method of Performing Works  
(NOT APPLICABLE)
- Schedule G to Bid: Integrity Pact (NOT APPLICABLE)



## SCHEDULE – A TO BID

### ELIGIBILITY AND QUALIFICATION INFORMATION

[The Bidder should complete this schedule and attach relevant supporting documents]

#### 1.1 STATUS OF BIDDER:

Bidder's Legal Name:	
Owner's Name(s) and CNIC (s)	
Country of Registration:	
Address in Country of Registration:	
Year of Registration with SECP;	
Pakistan Eng. Council License No	
Tax Identification Number	
Mobile No of Authorized Representative for this Tender	
Landline Contact Number	
Valid Email Address	



**SCHEDULE – A TO BID**

**1.2 SIMILAR NATURE OF ASSIGNMENTS**

<b>Contract No 1</b>		
Contract Name:		
Award Date:		_____ %age completed
Completion Date:		
Role in Contract (Contractor or Sub Contractor):		
Brief Description of Work undertaken		
Total Contract Amount in PKR		
If partner in a JV or subcontractor, specify participation of total contract amount:	Percentage of Total:	
Employer's Name Address Telephone Number Fax Number e-mail address		

*(ADD MORE SHEETS BASED ON EVALUATION CRITERIA)  
(ALSO ATTACH COMPLETION CERTIFICATES, WORK ORDER/LETTER OF ACCEPTANCE OF EVERY ASSIGNMENT)*



**SCHEDULE – A TO BID**

**1.3 ANNUAL TURNOVER OF THE FIRM FOR THE LAST THREE YEARS**

Year	Total Amount for the Year in Millions of PKR

**1.4 PROPOSED TEAM**

Name	Role/Responsibility	Qualifications & General experience (years)	Experience in proposed post (years)
	Project Manager		
	Site Supervisor		
<i>[complete and attach CV for the nominee(s)]</i>			

**1.5 Attach certificate of No litigation and Non-Blacklisting of the company from any Govt. / Semi Government / Private organization**

Authorized Signature:		Date	
Name & Title of Signatory:	Name: Title:		

Duly authorized to sign on behalf of

Company Name of Bid		Seal or stamp
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## SCHEDULE – B TO BID

### SCHEDULE OF PRICES

#### Sr. No.

1. Preamble to Schedule of Prices shall be as per below link

<https://pec.org.pk/wp-content/uploads/2022/04/3-Std-Form-of-Bidding-Docs-for-Proc-of-WorksSmaller-Contracts.pdf>

2. Schedule of Prices

\* (a) Summary of Bid Prices

Not Applicable

\* (b) Detailed Schedule of Prices

**Shall be as per ANNEXURE-A**

**NOTE:** Provided ANNEXURE-A of BOQ with specifications of the Works should be used by the Contractor, to fill the rates; which are inclusive of all levies/taxes, transportation, O.H. profits etc. complete in all rest except Sale Tax/Service Tax (if applicable) for which separate line is provided. All items with make & type/origin must be mentioned. Guarantee / warranty must be provided against newly installed items.

All payments will be subject to the tax rates prevailing as per conditions of Law.





**FORM OF PERFORMANCE SECURITY  
(Bank Guarantee)**

Guarantee No. \_\_\_\_\_  
Executed on \_\_\_\_\_

(Letter by the Guarantor to the Employer)

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 Employer) in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the said Employer, 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 Employer'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 Employer, 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 defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer'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 Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer 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 Employer 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. _____	1. Signature _____
_____	2. Name _____
Corporate Secretary (Seal)	3. Title _____
2. _____	
_____	_____
(Name, Title & Address)	Corporate Guarantor (Seal)

**FORM OF CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the \_\_\_\_\_ day of \_\_\_\_\_ 2022 between \_\_\_\_\_ (hereinafter called the “Employer”) of the one part and \_\_\_\_\_ (hereinafter called the “Contractor”) of the other part.

WHEREAS the Employer 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 witnessed 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;
- (c) Conditions of Contract & Contract Data;
- (d) The priced Schedule of Prices;
- (e) The Specifications; and
- (f) The Drawings (if any)
- (g) Annexures of Bid Documents (if any)

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.

1. The Employer hereby covenants to pay the Contractor, Rs. \_\_\_\_\_ (in words \_\_\_\_\_) 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

Signature of the Employer

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

\_\_\_\_\_

\_\_\_\_\_

(Name, Title and Address)

(Name, Title and Address)



## FORM OF DECLARATION OF NO BLACKLISTING AND LITIGATION

*(To be submitted on non-judicial stamp paper or e-stamp paper)*

I/we \_\_\_\_\_, address \_\_\_\_\_, do hereby solemnly affirm and declare as under:-

- That our firm has not been blacklisted/ debarred from any Government/ Semi Government/ Autonomous/ Public Sector Organization or any Agency.
- That the firm has not been involved in any kind of litigation.
- That there is no litigation between partners of the firm.

We further, affirm and declare that above is true to best of our/my knowledge and that nothing has been concealed or hidden therein.

Signature of authorized signatory

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

Designation: \_\_\_\_\_

CNIC: \_\_\_\_\_

Seal/ Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

### Note:

- i. Duly signed by owner/CEO of the company or authorized representative having authority letter.
- ii. To be submitted on non-judicial stamp paper.



**ANNEXURE – A**  
**Financial Bid (Priced BOQ with specification)**

Sr #	Description	Unit	Quantity/ Vol	Rate (PKR)	Total Amount (PKR)
1	Providing and replacing damaged double glazed 5mm thick glass both side (tempered glass) as per existing or equivalent brand and specification including repairing of damaged panel's frames, gasket seals and complete scaffolding or cradle arrangement complete in all respect as instructed by Engineer Incharge. (Approximate area = 332 SFT)	Job	1		
2	Providing and replacing damaged ACP panels as per existing or equivalent brand and specification including repairing of damaged panel's frames, backfilling and complete scaffolding o cradle arrangement complete in all respect as instructed by Engineer Incharge, (Approximate area = 130 SFT)	Job	1		
3	Complete façade cleaning (Glass and aluminum panels) with suitable cleaning agent (Imported including all scaffolding or cradle arrangement complete in al resect as instructed by Engineer Incharge. (Approximate area = 7000 SFT)	Job	1		
<b>TOTAL PKR</b>					
<b>ADD SERVICE TAX (16%) PKR</b>					
<b>GRAND TOTAL PKR</b>					

**NOTE:** Above BOQ with specifications of the Works should be used by the Contractor, to fill the rates; which are inclusive of all levies/taxes, transportation, O.H. profits etc. complete in all respect. All items with make & type/origin must be mentioned. Guarantee / warranty must be provided against newly installed items. No alteration / modification is allowed in above mentioned items / BOQ descriptions.

Site Visit shall be made prior to filling rates.

All payments will be subject to the tax rates prevailing as per conditions of Law.

