



**PAKISTAN REAL ESTATE INVESTMENT & MANAGEMENT  
COMPANY PRIVATE LIMITED**

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

**INVITATION TO BID (ITB)**

Single Stage Two Envelope (Least Cost)

Tender Enquiry #: PRIMACO/P&C/O&M SERVICES AC-ELECT-GENTR/KARACHI/08/01/2024

**Operation & Maintenance Services of Electrical System, AC,  
Mechanical, Plumbing, Generator and Allied Equipment  
Ex-Awami Markaz Shahrah-e-Faisal Karachi**

PRIMACO invites sealed bids from eligible and interested Bidders duly licensed by the Pakistan Engineering Council for Procurement of Operation & Maintenance Services of Electrical System, AC, Mechanical, Plumbing, Generator and Allied Equipment Ex-Awami Markaz Shahrah-e-Faisal Karachi.

Interested and eligible Bidders may obtain Bidding Documents from the office of the undersigned in Islamabad against a payment of Rs. 5,000/- (non-refundable) in the shape of Bank Draft / Pay Order in the name of PRIMACO Islamabad (NTN:2795350-5) during 0900 hours to 1400 hours on any working day. Complete Bidding document set can also be downloaded from website of 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 / PO of Rs. 5,000/- (non-refundable) in the name of PRIMACO Islamabad, separately. Bid will not be considered without respective Bidding document fees.

**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 PKR 150,000** in shape of Deposit at Call/ Bank Draft or Bank Guarantee only (on the standard format provided in bidding document), in the name of PRIMACO Islamabad (NTN:2795350-5), a copy of the same shall be placed in technical bid envelop:-

- Complete credentials of the individuals/company with related details,
- Bidder must be incorporated/registered with SECP / GoP/Sole Proprietor, having valid PEC license,
- Valid Income Tax Registration with FBR/Tax Department (NTN), Sales Tax Registration (Sindh Revenue Board) and must be on ATL (for Income and Sales Tax),
- 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 (on a standard format provided in tender document).

<b>Tender Documents Submission Date-Time:</b>	<b>1<sup>st</sup> April 2024 till 1100 Hours</b>
Bid Opening Date & Time:	1 <sup>st</sup> April 2024 at 1130 Hours
Address of Opening Bids	2 <sup>nd</sup> Floor, EOBI House, G-10/4, Islamabad

**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 or entertained.
- PRIMACO reserves the right to accept or reject any/all tenders.

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)).

**Manager (P&C)**

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

**PAKISTAN REAL ESTATE INVESTMENT AND  
MANAGEMENT COMPANY (PRIMACO)**

*Tender Enquiry No: PRIMACO /P&C/O&M SERVICES AC-ELECT-GENTR/KARACHI/08/01/2024*



**TENDER DOCUMENT**

FOR

**OPERATION & MAINTENANCE (O&M) SERVICES OF ELECTRICAL  
SYSTEM, AC, MECHANICAL, GENERATOR, PLUMBING AND  
ALLIED EQUIPMENTS**

AT

EOBI HOUSE (EX- AWAMI MARKAZ), MAIN SHAHRAH-E-FAISAL, KARACHI

**Single Stage – Two Envelopes Procedure**

Issued to: \_\_\_\_\_

March 2024

**Manager (P&C)**

PRIMACO Head Office, 2nd Floor, EOBI House, G-10/4,  
Maive Area, Islamabad.  
Telephone No. 051-9108245-6

## **TABLE OF CONTENTS**

<b>Sr. No.</b>	<b>Section</b>	<b>Description</b>
1.	<b>Section – 1</b>	Form of Bid <b>Annexure</b> 'I' & 'II' to the Form of Bid
2.	<b>Section-2</b>	Instructions to Bidders
3.	<b>Section-3</b>	Scope of Work
4.	<b>Section-4</b>	Special Conditions of Contract
5.	<b>Section-5</b>	General Conditions of Contract
6.	<b>Section-6</b>	Form of Financial Bid BOQ / Schedule of items and prices
7.	<b>Section-7</b>	Appendices (Specimen of Forms)
	Appendix-A	Form of Agreement
	Appendix-B	Form of Performance Bank Guarantee

**SECTION -1**  
**Invitation Letter, Form of Bid**  
**and**  
**Annexures to the Form of Bid**

## **INVITATION LETTER**

On behalf of Employees' Old-Age Benefits Institution (EOBI), Pakistan Real Estate Investment & Management Company (Pvt.) Limited (PRIMACO) intends to hire the services of a Reputed Firm for providing *Operation & Maintenance Services of Electrical System, AC, Mechanical, Generators, Plumbing and Allied Equipment at EOBI House (Ex-Awami Markaz) Main Shahrah-e-Faisal Karachi.*

1. A complete set of Bidding Documents can be obtained by interested eligible bidders on submission of a written application to the office in Islamabad along with a Bankers Cheque of **Rs. 5,000/-** (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 website of PRIMACO (<http://www.primaco.com.pk/tender.php>) and the same shall be submitted, complete in all respect and duly signed & stamped, along with mandatory Bank Draft / Pay Order of **Rs. 5,000/-** (non-refundable) in the name of PRIMACO Islamabad, separately. Bid will not be considered without respective Bidding document fees.

2. All bids, must be accompanied by a fixed amount Bid Security of **Rs. 150,000/-** in shape of Deposit at Call/ Bank Draft/ Bank Guarantee (on the format provided herein) only, in favor of "Pakistan Real Estate Investment and Management Company (Pvt.) Ltd." (PRIMACO) (NTN:2795350-5), original submitted in sealed Financial Bid Envelop with a copy in sealed Technical Bid Envelop and must be delivered to Manager (P&C) on or before **1100** hours, on **1<sup>st</sup> April 2024.** **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 Bid submission and Opening date falls on any Public Holiday then Bids submission and opening will occur on next working day with same time schedule.

3. The firms are required to submit the following information / documents as part of proposals:-

- a) *Complete credentials of the company with related details including current commitments and completed assignments duly supported with copies of verifiable documents,*
- b) *The firm must be incorporated under ordinance or registered with SECP/GOP/Sole Proprietor, having valid PEC License.*
- c) *Valid Income Tax Registration with FBR/Tax Department (NTN), Sales Tax Registration (Sindh Revenue Board) and must be on ATL (for Income and Sales Tax),*
- d) *An original & valid affidavit on non-judicial stamp paper/ e-stamp paper duly verified stating that the Bidder is not blacklisted by, and having no litigation with, any Govt. / Autonomous Body or between partners (Standard format provided in tender document).*

4. Only companies / firms, who are successful in obtaining the required criteria as described in bid document, will be informed about their short listing results, and will be allowed to take part in the financial competition under **single stage two envelop method**. The bidder shall put Technical Proposal (profile) and financial bid in **two different envelops** and both will then be placed in one big envelop properly marked and sealed.

5. The Employer reserves all rights to accept or reject any or all of the submitted proposals in accordance with the PPRA Rules.



**Manager (P&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



## 1.0 FORM OF BID

**(Please read Section-2 'Instruction to Bidders' carefully before filling up the Form of Bid)**

To  
The Chief Executive Officer (CEO),  
Pakistan Real Estate Investment & Management Company (Pvt.) Ltd.  
EOBI House, Plot # 32, 33 &34, Sector G-10/4 Mauve Area, Islamabad

Subject: **Operation & Maintenance (O&M) Services of Electrical System, AC, Mechanical, Generators, Plumbing and Allied Equipment at EOBI House (Ex-Awami Markaz) Main Shahrah-e-Faisal Karachi**

Dear Sir,

- 1.1 Having examined the Bid Documents, conditions at Site and addenda for the subject Services/Works, I/we, the undersigned offer to undertake the said Services/Works, in accordance with this Tender Documents and said addenda, and execute & complete in all respects in accordance with the Conditions of the Contract as far as applicable for the rates & sum filled in Section-6 "Financial Bid" of Tender Documents or such other sum as may be ascertained in accordance with these Tender Documents and said addenda.
- 1.2 I/we undertake if our Tender is accepted:
- To commence the Services within the period mentioned in the **Annexure-'I'** to the Form of Tender and in **Special Conditions of Contract**.
  - To perform the Services in competent manner meeting the highest professional standards and to the entire satisfaction of the Employer, whose decision in this respect will be accepted.
  - To carry out such addition, deletion and / or amendment of the Services as may from time to time be determined and ordered in writing by the Employer in accordance with the Contract.
  - To arrange and supervise adequate and competent staff (but not contrary to the staff specified in the Contract) together with the machinery/equipment/tools and/or supplies necessary to perform the Services/Works properly to perform the Services properly, and in Contract Period as specified in **Annexure-'I'** to the Form of Tender and in **Special Conditions of Contract**.
  - To sign the Contract Agreement within the period mentioned in the **Annexure-'I'** to the Form of Tender and in **Special Conditions of Contract**. We agree to pay all costs towards the preparation of the Contract including but not limited to the stamp duty as required under Stamp Act 1899 and any further amendment thereafter. Unless and until a form of agreement is prepared and executed, this Bid (the Bid Documents) together with Employer's written intent of acceptance thereof shall constitute a binding Contract between us and shall be deemed for all purposes to be the Contract.
  - To provide specified **Insurance covers** and Performance Guarantee(s) (to be approved by Employer) within the period mentioned in the **Annexure-'I'** to the Form of Bid and in **Special Conditions of Contract**, to be jointly and severally

bound with me/us in the sum named in the **Annexure-‘I’** to the Form of Tender and in **Special Conditions of Contract** for the due performance of the Contract, in the manner specified in General Conditions of Contract, with such modifications as you may accept at any time before the expiration of that period.

- 1.3 I/we agree to abide by this Bid for the period of mentioned in the **Annexure-‘I’** to the Form of Bid and in **Special Conditions of Contract** (validity period of the Tender) from **the date of opening of the tenders** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 1.4 The Bid Security has been attached as per details given in the **Annexure-‘I’** to the Form of Bid, the full value of which is to be absolutely forfeited by Employer, without prejudice to any other rights and remedies which you may have, should I/we fail to commence the Services or execute the performance guarantee(s), within the periods specified above, otherwise the said sum of Bid Security shall be repaid by Employer when the formal agreement and performance guarantee has been duly entered into and executed by us on acceptance of our Tender or in any other case in a period and manner as specified in **‘Instructions to Bidders’** and **General Conditions of the Contract**.
- 1.5 I/we understand that you (Employer) are not bound to accept any tender you may receive, and that you will not defray any expenses, incurred by us in bidding. I/we understand that certain information applicable to the Contract which is the subject of this Bid is set forth for ease of reference in the **Annexure-‘I’** to the Form of Tender.
- 1.6 I/we hereby confirm that we have examined the Tender Documents, have inspected the Site and have obtained all the information which may affect this Bid. I/we accept that no claim will be admitted by you which may arise from our pleading ignorance of the nature of Services/Works.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Name and Signature with Seal \_\_\_\_\_

in the capacity of (DESIGNATION) \_\_\_\_\_

duly authorized to sign tenders for and on behalf of (Organization)

\_\_\_\_\_  
(Full address including Telephone/fax no.)

Witness: \_\_\_\_\_

CNIC# \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_



**ANNEXURE 'I' AND 'II'**  
**TO THE FORM OF BID.**



**ANNEXURE-'I' TO THE FORM OF BID**

- a. Title of Work                      Operation and Maintenance Services of Electrical System, AC, Mechanical, Generators, Plumbing and Allied Equipment installed at EOBI House (Former Awami Markaz) Main Shahrah-e-Faisal KARACHI
- b. Signing of Contract Agreement      Within 14 working days of issuance of Letter of Award or the date mentioned in Letter of Award (As given in Special Conditions of the Contract.)
- c. Validity period of Bid:              90 Days from the date of opening of Bid.
- d. Commencement:                      From the date of issuance of Letter of Intent/Award or the date mentioned in Letter of Intent/Award / or Letter to Proceed/Commence with the Services/Works.  
(As per detail given in and Special Conditions of the Contract.)
- e. Contract period:                      01 (ONE) Year  
(As per detail given in Special Conditions of the Contract.)
- f. Mobilization Period:                03 (Three) Days  
(As per detail given in Special Conditions of the Contract.)
- g. Performance Guarantee required from successful Bidder:      10% (Ten percent) of contract price in shape of Bank Guarantee or Pay Order to be furnished within 14 working days of issuance of Letter of Award/Acceptance. (As per detail given in Special Conditions of the Contract.)
- h. Insurance Policies required from successful Bidder:              (As per detail given in Special Conditions of Contract.)
- i. Liquidated Damages:                (As per detail given in Special Conditions of the Contract.)
- j. Penalty/Deductions:                (As per detail given in Special Conditions of Contract General Conditions of the Contract.)
- k. Bid price:                              As per "**Financial Bid**" **Section-6** of Bid of Documents.
- l. Amount of Bid Security:              Fixed amount of **Rs. 150,000/-** in shape of Deposit at Call/ Bank Draft/ Bank Guarantee (on the format provided) only, in favor of "Pakistan Real Estate Investment and Management Company (Pvt.) Ltd." (PRIMACO), original submitted in sealed Financial Bid Envelop with a copy in sealed Technical Bid Envelop.)

**ANNEXURE-‘II’ TO THE FORM OF BID**

**Detail of Equipment**

*(To be filled-in by Bidder in the light of Instructions to Bidders)*

The following Equipment will be furnished and maintained by us at the Site for fulfillment of the contract. We take cognizance of and agree to the fact that the submission of this list does not in any way relieve us of the obligations to provide to the satisfaction of the Employer all necessary equipment required for the satisfactory performance of the services.

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Sr. No.	Description of Equipment	Qty.	Manufacturer	Remarks
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\_\_\_\_\_  
Signature & Seal of the Bidder



**SECTION – 2**  
**INSTRUCTIONS TO BIDDERS**

## 2.0 INSTRUCTIONS TO BIDDERS

### 2.1 General

The Pakistan Real Estate Investment & Management Company (Pvt). Ltd. (PRIMACO) is a wholly-owned subsidiary of Employees' Old-Age Benefits Institution (EOBI), Ministry of Human Resources Development Government of Pakistan. The PRIMACO intends to carryout procurement of the Services/Works as advised through relevant invitation / envisaged in present Bid Documents.

### 2.2 Bid Documents

Each Bidder shall receive one set of Bid Documents. The Bid Documents comprise of the following:

1. Form of Bid (inclusive of Annexure-I & II to the Form of Bid).
2. Instructions to Bidders
3. Scope of Work
4. Special Conditions of Contract
5. General Conditions of Contract
6. Form of Financial Bid.
7. Appendices (i.e. specimens of Form of Agreement, Performance Guarantee)
8. Drawings, sketches technical specifications, etc.

The Bidder should carefully examine the all parts of the Bid Documents. The Bidder, irrespective of submitting the Bid or not, shall treat the details of the Bid Documents as strictly confidential and shall return the Bid Documents to the person designated in **Section-1 'Form of Bid'**. The Bid shall be submitted in accordance with the Terms & Conditions stipulated in the Bid Documents. Bid shall submit with his Bid a detailed list of equipment in **Annexure-'II'** to the Form of Bid that he propose to furnish at the Site to carryout the work for which they are Bidding for. The Employer does not guarantee the accuracy of the Bid Documents or any part of them or any statement made or information given therein, or of any other information supplied by or on behalf of the Employer in respect of the Services/Works.

### 2.3 Clarifications

The Bidder must make local and independent examination and enquiries as to the physical conditions prevailing at the Site and obtain his own information on all matters and things that may in any way influence him in making the Bid and fixing the Bid price. He must also satisfy himself as to the risks, obligations and responsibilities to be undertaken in and according to the contract to be entered into by him should his Bid be accepted. The Bidder must enquire and satisfy himself as to the sources of supply, the sufficiency of the means of obtaining and transporting at his cost all equipment, materials, labour and other things required for or in connection with the Contract. The Bidder must consider all other matters and possible contingencies affecting the execution and performance of the Contract. If the Bidder wishes to seek clarification or meaning of any part of the Bid Documents from Employer, he may address his enquiry in writing to the person designated in **Section-1 'Form of Bid'** of the Bid Documents. Such questions shall be received 03 days before the date of opening of the Bids. All

explanations and amendments issued on the Employer's part shall be sent at the same time to all Bidders invited to submit Bid.

## 2.4 Quantities, Rates and Prices

The rates and prices shall be quoted in Pakistani Rupee. The Bid price set down by the Bidder is the full inclusive value of the Services/Works described in the Bid Documents and shall cover profit and all obligations of every kind whatsoever which under the Contract are to be borne by the Contractor. The bidders may be required to furnish a complete rate analysis of any item if considered necessary by Employer. The attention of Bidder is drawn specifically to the Clauses in the Conditions of the Contract dealing with the payment, deductions, guarantees, insurances, liquidated damages, and guarantees, etc. Bidders will not be reimbursed for the costs of any kind whatsoever, incurred in connection with the preparation and submission of Bid. The Bid does not contain price variation clause therefore all unit prices quoted shall be subject to no escalation. All Government Taxes should be included in price quoted. Personnel's salaries shall also commensurate with GoP applicable minimum wages regulations.

## 2.5 Bid Security

Each Bid must be accompanied by **Fixed Amount of Bid Security of Rs. 150,000**, in shape of Deposit at Call/ Bank Draft/ Bank Guarantee (on the format provided) only, in favour of the Employer. The Bid Security of all unsuccessful Bidders shall be returned:

- a. After execution of Contract Agreement with the successful Bidder, OR
  - b. If all Bids are rejected, after such rejection, OR
  - c. After the expiry of validity of Bid or the Pay Order.
2. The Bid Security of the successful Bidder will be released only after the contract has been signed and Performance Guarantee has been submitted by him as per this bidding document.
3. The Bid Security may be forfeited:
- d. If a bidder is disqualified on the basis of misrepresentation which tantamount to "fraudulent practice" as per Rule 2 (f) (iv) of PPRs 2004
  - e. if the bidder withdraws his bid during bid validity period;
  - f. if the bidder does not accept the arithmetic correction of his Bid Price
  - g. In the case of successful bidder, if he fails within the specified time limit to:
    - i. furnish the required Performance Security; or
    - ii. sign the Contract Agreement

## 2.6 Completion and submission of Bid

Bids must be prepared only on the documents supplied herewith. All entries are to be made in English and clearly legible ink. No alteration unless authorized in writing by the Employer may be made in the Form of Bid or the accompanying Bid Documents. Any technical or other comments the Bidder desires to make, shall not be placed on any of the Bid Documents, but shall be submitted as separate statement, as brief as possible and referring to items, clauses and pages of the Bid Documents. The Bid Documents should be signed and stamped by Bidder or his authorized representative (all pages of Bid documents including addenda if any). Erasures and / or corrections, if any, are to be initialed by the

same representative. Bid Documents shall be submitted to the person designated in **Section-1** 'Form of Bid' of the Bid Documents on or before the time and date fixed for submission of the Bids, as mentioned in the Bid Notice. Bids received after opening of the Bids shall be rejected. All Bid Documents submitted should be sealed in opaque envelopes which shall be marked with the Tender Enquiry No., time and date of Bid opening and Bidder's name. Bids will be opened at above-cited premises in presence of those Bidders who desire to be present.

## **2.7 Addition, deletion, amendment, rejection and acceptance**

The right is reserved to amend any of the Bid Documents or to issue additions to them prior to the due date for submitting Bids. All such amendments and/or additions will be advised not later than Three (03) days before Bids are due, it is mandatory that the Bid shall include the latest amendment and / or addition to the Bid Documents. When the Bidder is informed of any amendment, addition or revision of the Bid Documents, he is required to immediately acknowledge receipt of the same to the Employer through address as designated in **Section-1** 'Form of Bid'. Subsequent to their opening, Bids will be checked and evaluated by the Employer. The Bid of any Bidder who has not fully conformed to these instructions for Bid or who has submitted a conditional or incomplete Bid may be rejected. The Employer, however, reserves the right to reject any Bid without giving any reason, or to accept any Bid in whole or in part and is not bound to accept the lowest or any Bid. The Bidder, whose Bid may be accepted will be required to send authorized representatives at their own expense for necessary technical and contractual discussions and as the case may be for arranging the Agreement of contract.

## **2.8 Check List**

Bidders shall, inter all, ensure the following before submitting the Bid:

1. Form of Bid & Annexure(s) thereof and Form of Financial Bid have been filled up.
2. All pages of Bid Documents are signed and stamped by Bidder / his authorized representative.
3. Deposit at Call/ Bank Draft/ Bank Guarantee on account of Bid Security of specified amount to be enclosed in original with financial proposal and copy in technical bid envelop
4. Envelop for submission of Bid has been marked with the Tender Enquiry No., time and date of Bid opening and Bidder's name.
5. Two different envelops, duly marked & sealed 'Technical Bid' & 'Financial Bid', to be enclosed in one big envelop be sealed before submission.

## **2.9 Documents Accompanying the Bid**

2.9.1 Bidder shall submit technical and financial sealed bids in two separate opaque envelopes marking "**Technical Bid**" and "**Financial Bid**" as appropriate. No information related to bid price shall be included in the technical bid.

2.9.2 In technical bid, the bidder shall:

- a. Submit a written power of attorney authorizing the signatory of the bid to act for and on behalf of the bidder.
- b. Provide the information to meet the minimum criteria set out in bid documents, which as minimum will be include following;
  - i. Mandatory registrations
  - ii. Proven similar experience as per technical evaluation criteria
  - iii. Qualification and experience of Personnel
  - iv. Evidence of access to financial resources along with average annual turnover.
  - v. Work commitments
  - vi. Current litigation information and
  - vii. Availability of critical equipment.
- c. Furnish a technical bid taking into account the various Appendices to Bid;

Appendix – _____ to Bid	Proposed Schedule
Appendix – _____ to Bid	Method of Performing the Work
Appendix – _____ to Bid	List of Major Equipment
Appendix – _____ to Bid	Organization Chart to Supervisory Staff
Appendix – _____ to Bid	Health, Safety & Environment Plan

And other important information such as mobilization program etc:

2.9.3 In Financial Bid following shall be submitted by the bidder:

- a. Form of Bid, duly filled, signed and stamped,
- b. Bid Security, in accordance with the bid documents
- c. Priced Bill of Quantities

2.9.4 Bidders shall also submit proposals of work methods and schedule, in sufficient detail to demonstrate the adequacy of the Bidders proposals to meet the Technical Specifications / Work Scope

**2.10 Litigation history:**

The bidders should provide accurate information on any litigation or arbitration resulting from contracts completed or under execution by him over the last five years. In case bidder has never involved in Litigation/arbitration an affidavit prepared within the current month of the submission of technical bid to his effect will be provided by the bidders.

**2.11 Joint Venture (JV) – NOT APPLICABLE**

**2.12 Conflict of Interest**

2.12.1 The Bidders (including all members of a JV) must not be associated, nor have been associated in the past, with the Employer or any other entity that has prepared the design, specifications, and other technical evaluation and bidding documents for the project, or was proposed as

Engineer for the contract, over the last five years. Any such association may result in disqualification of the Bidder.

## 2.13 Other Factors

- 2.13.1 Only firms and JVs that have been qualified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, individually or as a JV, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.
- 2.13.2 The Employer reserves the right to:-
- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those qualified bidders who meet the requirements of the contract(s) as amended. However the Employer has to review the disqualified bids who originally do not meet the specified criteria for Qualification.
  - b) Reject or accept any application; and
  - c) Cancel the technical evaluation process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Bidder of the grounds for rejection, however, may be debriefed if solicited.



2.14 Bidders meeting the basic eligibility requirements shall be considered for technical evaluation based on following criteria;

Sr. No.	Description	Max. Marks
1	Bidder must be incorporated under ordinance or having valid registration with SECP/GOP/Sole Proprietor, having valid PEC License	Mandatory
2	Valid Income Tax Registration with FBR/Tax Department (NTN), Sales Tax Registration (Sindh Revenue Board) and must be on ATL (for Income and Sales Tax),	Mandatory
3	An original & valid affidavit on non-judicial stamp paper/ e-stamp paper duly verified stating that the Bidder is not blacklisted by, and having no litigation with, any Govt. / Autonomous Body or between partners.	Mandatory
4	Financial Capabilities: Average annual turnover of work done of last three years: Marks will be calculated as per the formula:- Score = $\frac{(Y1+Y2+Y3)}{3X} \times 15$ Whereas 'Y1,Y2,Y3' are respective annual turnovers of last three years and 'X' is Employer Estimates (Evidence(s) should be provided in form of Audit Reports, prepared by registered Auditor, of last three years and a copy of last submitted Tax Return)	15
5	Copy of submitted Income Tax Returns of last three (3) years	10
6	Firm's total Similar Experience  Less than 02 Years = 00 Marks 2 – 5 Years = 10 Marks 6 – 08 Years = 15 Marks 09 or more than 9 Years= 20 Marks  <i>Required work order/contract(s) verifiable/ readable copy (ies) to be provided. 09 years or more <b>past dated contract document/ Performance letter/ Certificate</b> will secure maximum score.</i>	20
7	In-hand Similar Services; At least 05 personnel/contract/client – 10 06-15 personnel/contract/client – 15 16 plus personnel/contract/client – 20  <i>Provided LOA/Agreement shall <b>CLEARLY INDICATE SERVICE START &amp; END PERIOD DATES</b> to ascertain in-hand similar nature of service.</i>	20
8	Details of Head Office Staff & organization chart (3 Marks), Provide details of supervisors working with your firm (3 Marks) Provide CV's of firm's officers / supervisors (4 Marks).	10
9	Details of Clients (Minimum 03 Nos) of past years (Verifiable document from Client to be attached)	10
10	Equipment / Tools, Transport etc (Mention quantity and make)	10
11	Proposed Methodology for cleaning / mopping windows, glazing / fixed panels at from inside	05
	<b>TOTAL MARKS</b>	<b>100</b>

**Notes:**

- 70% marks must be attained by the bidder for being qualified. Those bidders who do not attain 70% marks will not be included for financial competition and their sealed financial bids will be returned un-opened.
- 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.
- Blacklisted firms from Government / Semi Government departments are not eligible.

**2.15 Bid Submission (Two Envelops Single Stage System)**

The bidders shall submit their Technical & Financial proposals in two separately sealed envelopes and then both these envelopes should be placed in one big envelop on which Tender Enquiry No and Title of Work should be clearly written along with the name of the bidder. The bid must be submitted on or before **1<sup>st</sup> April 2024 at 1100 Hours** which will be opened the same day at **1130 Hours**. The bid must be submitted to Manager (P&C) PRIMACO, on the address mentioned in Section-1 (Invitation Letter).

**SECTION – 3**  
**SCOPE OF WORK**

### 3.1 **SCOPE OF WORK**

The scope of work shall include but is not limited to the following:

- 3.1.1 The Contractor shall carryout operation, maintenance and servicing of split air-conditioning equipment, Emergency Diesel Generator, and other Mechanical, Plumbing, Electrical, Telecommunication and Public Address Systems and providing effective services as detailed in this section alongwith its appendices.
- 3.1.2 Complete periodic servicing and maintenance including minor repairs, overhauls, servicing of all equipment pertaining to above mentioned systems and controls. The Contractor shall prepare and submit Servicing and Maintenance Schedule to the EMPLOYER'S REPRESENTATIVE for approval.
- 3.1.3 The employer (PRIMACO) shall be responsible for the supply of the following:
- a) Electricity, water, natural gas, & diesel oil.
  - b) Spares and materials required for operation, maintenance, servicing, repairs and overhauling excluding miscellaneous items listed in this bidding documents.
  - c) Water treatment chemicals, inhibitor, refrigerants and any special lubricants or oils.
  - d) Suitable Office for Contractor's Shift Incharge within or closes to the central plant room.
  - e) Suitable working space for the Contractor's staff to carry out minor repairs.
- 3.1.4 The Contractor shall be responsible for the following:
- a) All staff required for the work including but not limited to staff as mentioned in list of O&M staff.
  - b) All such tools, instruments, tackles and equipment as required for maintaining a small workshop to support the Contractor's Operations for proper operation, maintenance and servicing of the plant and equipment.
  - c) Supply of items required for work such as cotton waste and cloth normal lubricants, grease, kerosene oil and cleaning brushes.
  - d) Keep the plant rooms, equipment rooms, pump room, and panel room, generator room, adjoining passages, and cooling tower area clean and neat. Cleaning to be done every day.
- 3.1.5 The Contractor shall ensure that all plants, equipment and systems are operated, maintained and serviced efficiently to avoid breakdown during normal operation. The Contractor shall also ensure economical consumption of the materials and spare parts supplied by the Employer. The Contractor shall:
- a) Ensure that Recorder of various functions of different plants and equipment are in correct operational order along with instruments

installed to indicate various readings so that correct operational record is maintained.

- b) Ensure that the building electric supply is maintained at the required voltage and frequency within permissible limits.
- c) Record twice daily the temperatures at different locations designated by the EMPLOYER'S REPRESENTATIVE on all floors of the building.
- d) Record plants and equipments operational data at suitable intervals.
- e) Record all observations in printed log sheets approved by the Employer's Representative. One set shall be supplied to the Employer's Representative every day. All stationery items, log sheets, computer paper, graph paper etc shall be supplied by the Contractor.

3.1.6 The work of routine servicing and maintenance as required must be completed by the Contractor's Staff every day.

3.1.7 The O&M work is briefly detailed in the following paras for reference only without any limitation.

3.1.8 a) The Contactor's Supervisor and A/C Technicians shall study manufacturers Technical Catalogues for all plants and equipment and familiarize themselves with the operation and servicing of the plants and equipment to ensure trouble free operation of the plants and equipment.

b) For operation and routine servicing of plants and equipment, the Contractor's Staff shall also follow the instructions of Specialist Contractors (if any) engaged by the EMPLOYER/OWNER.

c) The Contractor shall immediately report any malfunctioning or damage of the plants, equipment and systems to the EMPLOYER'S REPRESENTATIVE.

### **3.2 PLANTS AND EQUIPMENT OPERATION**

- (a) Check for the working of all electrical and mechanical components of the equipment.
- (b) Maintenance of daily operation log sheets.
- (c) Any servicing or running repairs required during the operation of the plants equipment and controls.
- (d) The Contractor will submit the Inspection Report of his Senior Engineer/supervisor to the Employer's Representative in first week of every month. The Report shall also highlight the overall performance and preventive maintenance Check Sheets, daily activity report, Corrective maintenance report of the complete Plants, Equipment and Systems and pinpoint any actions to be taken by the Employer. All such reports and Material utilization register shall be recorded for over the contract period.**
- (e) The Contractor shall depute additional staff as required from his central workshop for carrying out the work of servicing, maintenance and minor repairs, particularly annual servicing, maintenance and overhauling and work of urgent nature, without any extra charge to Employer.

The Contractor shall ensure that the spare parts etc. are replaced only when it is considered essential. Maximum care shall be exercised for economy and all efforts should be made to repair the old part for its reuse. New part should only be substituted when the old part cannot be satisfactorily repaired

### **3.3 DAILY/WEEKLY/FORTNIGHTLY, MONTHLY, SERVICING & MAINTENANCE**

#### **3.3.1 Split AC, Mechanical & Plumbing Systems**

- a) Washing and cleaning of air filters.
- b) Flushing and cleaning of strainers.

3.3.2 Servicing of automatic and safety controls of Plants, Equipment and Air-conditioning, Mechanical & Plumbing Systems.

3.3.3 Periodic servicing of all plants and equipment.

3.3.4 Checking and testing of fire fighting equipment and system.

3.3.5 Checking of oil and other lubricant levels and changing the same when required.

3.3.6 Adjustment & lubrication/greasing of bearings & glands.

3.3.7 Checking of belt driven equipment and adjustment of belt tension and alignment.

3.3.8 Checking & adjustment of all pressure & safety devices.

3.3.9 Servicing and maintenance of pool equipment.

3.3.10 Servicing and maintenance of toilets and Bath rooms plumbing fittings and sanitary fixtures and drain systems.

3.3.11 Change of parts due to normal wear and tear as and when necessary.

#### **3.4 Electrical and Telecommunication Systems**

- (a) Switching 'ON' and 'OFF' of all devices as per operational requirement and as directed by the Employer's Representative.
- (b) Checking repair and replacement of defective electric lights, electric fittings and power sockets, fuses and damaged wires.
- (c) Maintenance of main and sub-main panels, distribution boards and electric control boards.
- (d) Checking and maintenance of batteries and accessories.
- (e) Change of parts due to normal wear and tear as and when necessary.
- (f) Maintenance of internal communication and telephone system / DBs and lines including maintenance of telephone sets.
- (g) Monthly maintaining the record of insulation resistance of all motors/generators fitted at EOBI House.

### **3.5 ANNUAL SERVICING, MAINTENANCE AND OVERHAULING**

#### **General**

The work to be carried out during a period to be mutually agreed with the Employer's Representative under the supervision of Contractor's Senior Engineer(s)/Supervisor, Parts to be changed where necessary. Instructions given in the Manufacturer's manuals to be followed. Record of various checks and tests to be maintained for future reference.

#### **Air-conditioning (Split AC's), Mechanical & Plumbing Systems**

##### **3.5.1 Pump – Motor Sets**

- a) Servicing of pumps.
- b) Adjustment and or replacement of glands, seals, bearings and mechanical couplings.
- c) Cleaning and adjusting of electric motors and component, automatic and safety controls.

##### **3.5.2 Split Air-conditioning Units**

- a) Servicing of condenser finned coil.
- b) Checking of compressor, condenser fan and system and their rectification.
- c) Servicing of evaporator, blower, system and their rectification of defect.

##### **3.5.3 Piping Systems**

- a) Cleaning and flushing of all piping of air-conditioning systems and firefighting system including chemical cleaning when required.
- b) Servicing of all valves, strainers, specialties, etc.
- c) Repair of insulation, jacketing and covering of all insulated piping.

##### **3.5.4 Pool Equipment**

- a) Servicing of fountain submersible pumps & motors, adjustment of glands and packing.
- b) Overhauling, servicing of valves, specialties and fountains.

##### **3.5.5 Fire Fighting System**

- a) Checking & Servicing of fire pumps (Electrical & Diesel)
- b) Checking and servicing of all valves.
- c) Checking of portable fire extinguishers.
- d) Checking and servicing of Fire Fighting System.

### 3.5.6 Fresh Water System

- a) Checking and maintenance of pumps & motors and auxiliary fittings.
- b) All pipe line leakage checks and repair if required.

### 3.5.7 Gas Supply Lines

- a) Pipe line leakage checks and repair, if required.

### 3.5.8 Sewerage & Drainage

- a) Cleaning of all sewerage and drain lines.
- b) Rectification of all leakages in sewerage and drain lines.
- c) Checking of drain valves and servicing.

## 3.6 Electrical Systems

### 3.6.1 Main and Sub Main Panels and Distribution Boards

- a) Cleaning and checking of all components.
- b) Meggar testing of cable insulation.
- c) Checking and tightening of bus bar and cable connections.
- d) Checking and servicing of main breakers, MCCBs, MCBs and accessories.
- e) Checking of earthing.
- f) Cleaning of all cable trenches to ensure trenches are free from reptiles and seepage.
- g) Check the phase sequence and equal distribute the load to each phase.

### 3.6.2 Electric Control Boards

- a) Checking and servicing of all main breakers, MCCBs, MCBs, disconnect switches, fuses, contractors, starters, relays, overload cutouts & other safety devices.
- b) Tightening of wiring connections.
- c) Checking of wiring insulation.
- d) Checking of earthing.

### 3.6.3 Electric Motors

- a) Tightening of wire connections.
- b) Checking and servicing of bearings.
- c) Checking of motor winding insulation with meggar.
- d) Checking motor temperature and Load (Amp)

## 3.7 General Work Shop Tools

Servicing & maintenance of mechanical, electrical, Air Conditional, tools and equipment provided and available at EOBI House (Ex-Awami markaz) Karachi, by Contractor which are essential for operation and Maintenance.



### **3.8 Painting**

Painting of all equipment, pumps and motors, walls, roofs of building, exposed ducting & piping; if the previous paint has been scratched or has deteriorated (The employer shall provide the required quantity of paint on demand). The surface to be painted shall be properly cleaned/washed and also scraped (where required) before the application of the paint to the entire satisfaction of the Employer's Representative.

### **3.9 Spare/ Consumable Parts/ Material**

The CONTRACTOR shall ensure that the spare / Consumable parts, material etc. are replaced only when it is considered essential. Maximum care shall be exercised for economy and all efforts should be made to repair the old part for its reuse. New part should only be substituted when the old part cannot be satisfactory repaired.

The CONTRACTOR may be arranged / purchase material / consumable items required for operation and maintenance of buildings (Electrical, Mechanical, Plumbing, Civil, Genset) as and when necessary and approved by the EMPLOYER. **The CONTRACTOR shall be reimbursed the actual cost of material (including handling and transportation charges).**

## **APPENDIX-A1**

### **QUALIFICATIONS AND EXPERIENCE OF PROPOSED TECHNICAL STAFF**

1. **Supervisor**  
Must be DAE in Electrical / Mechanical engineering from a Government College of Technology and minimum 5 years experience in operation, maintenance, servicing and repairs of A/c plant and other allied equipment.
2. **Air-conditioning Mechanic/Technician**  
Must be DAE in Electrical / Mechanical engineering from a Government College of Technology, have a Certificate in Air-conditioning from a recognized Technical Institute and minimum 5 years' experience in Operation, maintenance, servicing and repairs of water chillers of 150 tons and above capacity, package air conditioners, cooling towers, air handling units, fan coil units, split units and fans.
3. **Air-conditioning Operator**  
Must have passed Matriculation Examination of Secondary Board of Education and have a Certificate in Air-conditioning from a recognized Technical Institute and minimum 5 years experience in operation of chillers of 150 Tons and above capacity.
4. **Skilled Electrician**  
Must have passed Matriculation Examination of Secondary Board of Education and have an Electrical Wireman License and minimum 5 years experience of maintenance and repairs of Building electric distribution systems, electric equipment, lights and fixtures.
5. **Plumber**  
Must have passed Matriculation of Secondary Board of Education and have the Trade Certificate from a recognized Tech. Institute as qualified Fitter/Plumber and minimum 5 years experience as Fitter in Air-conditioning and Mechanical installation or minimum 10 years experience in maintenance, servicing and repairs of building plumbing installations, fittings and sanitary fixtures.
6. **Skilled Aluminum Fitter/carpenter**  
Should have the Trade Certificate from a recognized Tech. Institute as qualified Fitter and minimum 5 years experience as Aluminum Fittings in building installation or minimum 10 years experience in maintenance, servicing and repairs of building Aluminum installations and fittings.
7. **Diesel Generator Operator**  
Must have minimum 5 years experience for domestic / commercial building diesel generator works and must be able to Read & Write Urdu. Preference will be given to that, which has passed Metric or at least middle school.
8. **Semi-Skilled Helpers**  
Must have minimum 5 years as Helper for Electrical and Mechanical Plants.

**APPENDIX-A2****SCHEDULE OF MAN POWER FOR OPERATION OF HVAC, ELECTRICAL, COMMUNICATION AND ALLIED EQUIPMENT INSTALLED IN EOBI HOUSE (Ex-AWAMI MARKAZ)**

S/N	Designation	Shift A	Shift B	Shift C	Total Man Power Per Day	Remarks
1	Supervisor	01	01	---	02	
2	A/C Technician	01	---	--	01	
3	Electrician/ diesel generator operator (morning shift)	01	01	01	03	
4	Plumber	01	--	---	01	
5	S.Sk. Helper	01	01	---	02	
6	Aluminum Fitter / Carpenter	01	--	--	01	
	<b>TOTAL</b>	<b>06</b>	<b>03</b>	<b>01</b>	<b>10</b>	

## Shift Timing

Shift A	:	08:00 ~ 16:00
Shift B	:	15:00 ~ 23:00
Shift C	:	23:00 ~ 08:00

**NOTE:**

The deployment of number of staff in shifts as well as the shift timing as mentioned below is for indicative purpose only and is subject to change at any time in order to meet the operational requirement of the building. Above manpower is required for 7 day of week and 30 days of month except when EOBI Markaz is closed. On Sunday 60% of manpower required, 03 in morning, 02 in evening and 01 at night.

**SECTION – 4**  
**SPECIAL CONDITIONS OF CONTRACT**

#### **4.0 SPECIAL CONDITIONS OF CONTRACT**

##### **4.1 Signing of Contract Agreement**

The successful Bidder is required to sign the Contract Agreement with the Employer within 14 (fourteen) working days after the issue of Letter of Intent/Award or date mentioned in Letter of Intent/Award, (in accordance with the General Conditions of Contract).

##### **4.2 Employers' Representative**

Representative of Employer for the purpose of this Contract and as defined in General Conditions of Contract shall be **General Manager (Engineering) - PRIMACO.**

##### **4.3 Site**

The Site for the purpose of this Contract and as defined in Scope of Work shall be: **EOBI House (Ex-Awami Markaz) Main Shahrah-e-Faisal Karachi**

As per requirement, the manpower moves to any where at Karachi. (Like EOBI Guest house, Head office, EOBI buildings etc). The transportation charges should be provided by contractor. Transportation charges is not refundable/Not payable)

##### **4.4 Validity Period of Bid**

The validity period of the Bid shall be 90 days from the Bid opening date.

##### **4.5 Commencement Date**

The Contractor shall commence with the performance of Contract effective from the date mentioned in Letter of Intent/Award / or Letter to Proceed/Commence with the Services/Works, which may be issued before signing of Contract.

##### **4.6 Contract Period / Work Completion Period**

The Contract Period for the purpose of this Contract and as defined in General Conditions of Contract shall be: **01 year (12 Months)**, which may be extended further based on satisfactory performance and on mutual consent of both parties in strict compliance to PPRA Rules.

##### **4.7 Mobilization Period**

Within 03 (three) Days

##### **4.8 Performance Guarantee**

As specified in General Conditions of Contract shall be equal to 10% (Ten percent) of the total contract value, to be submitted in shape of Bank Guarantee or Pay Order prior to the signing of the Contract and within 14 (Fourteen) working days after issuance of Letter of Intent/Award.

##### **4.9 Insurance Policies**

Prior to the signing of the Contract and within 14 (fourteen) working days of issue of Letter of Acceptance, the successful bidder shall ensure following Insurance & Compliance Policies for the purpose of this Contract and as specified in General Conditions of Contract:

1. Workmen's Compensation Policy Based on Total wages / salary.
2. Third Part Liability Policy on 5% of the contract value per year.
3. Indemnity Bond on Rs.100/- stamp paper.
4. Registration with EOBI, Social Security Depts. and necessary subscription.

#### 4.10 Liquidated Damages

The rate of Liquidated Damages for the purpose of this Contract and as defined in General Conditions of Contract shall be 2 percent (2%) of final contract value for each week or part of the week of delay and limited to a maximum of 10% (Ten percent) of final contract value.

#### 4.11 Penalty/Deductions For :

##### a. Delay in commencement

The rate of penalty for the purpose of this Contract and as defined in General Conditions of Contract on account of Contractor's failure to commence the Services/Works within specified period, shall be 0.5% of final contract value per week or part of the week.

- |  |  |
|--|--|
| b. <b>Short Attendance</b>                 | (1.5 day wage per absentee on any day)   |
| c. <b>Lack Of Satisfactory Performance</b> | (10 % of the total monthly payment)      |
| d. <b>Late Arrivals</b>                    | (20 % of that particular day(s) payment) |
| e. <b>Illegal Activities</b>               | (Dismissal of such involved employee)    |

#### 4.12 Mode of Payment

- a. Monthly payment will be made to the Contractor for the works as against the monthly bills, submitted by the Contractor and certified by the Employer's Representative. Monthly payment will be made after such deductions as admissible under Contract Terms & Conditions i.e. those on account of shortage of manpower, equipment material and consumable, as well as on account of sub-standard performance during execution of Services/Works, expense/loss caused by or due to non usage of Personal Protective Equipments (PPE's) by contractor Employees, the deduction of income tax (as per government rules), solely on Contractor's risk and cost
- b. If any material/ service not mentioned in BOQ but essentially related to this operation and maintenance contract, then with prior approval from Employer's Representative contractor shall be quote/arrange/ purchase within due time. Payment of all such incurring cost will be made as per actual market cost, transportation charges and Government Taxes.
- c. The monthly payment shall be made to the Contractor subject to submission of the following supporting documents and performance record sheet.
  - i. Attendance chart of their staff and workers duly certified by Employer's Representative for the billing month.
  - ii. Satisfactory Certificate from Employer's Representative regarding use of PPEs by Employees employed at Site.
  - iii. Monthly record of utilization of equipment, material, consumables etc. duly certified by Employer's Representative.
  - iv. The performance record sheet **duly certified by the Employer's Representative.**
- d. Subscription with EOBI will be mandatory for processing of invoices. Any update in this regard must also be conveyed to the Employer.

#### **4.13 Special Obligations of Contractor & Contractor's Employees**

**4.13.1** The Contractor shall liaise and coordinate with the other Contractors working at the site so that the performance of his and other Contractor's work is not affected in any way.

If any dispute and difference arises between the Contractors working at the site, the same shall be referred to the Employer's Representative in writing, whose decision shall be treated final, conclusive and binding on both the parties.

**4.13.2** The Contractor shall be responsible and shall make good any loss, damage, theft and pilferage during the period his employees are working in the premises of the building and for which their responsibility is proved.

**4.13.3** The Contractor shall sign the inventory for all plant and allied equipment fittings and fixtures etc. Any loss or damage of any plant and allied equipment, fittings and fixtures etc shall be responsibility of the Contractor.

**4.13.4** The Contractor shall insure that the manpower once provided would not be ordinarily changed from the site.

**4.13.5** The Contractor should make himself available to the Employer's Representative whenever asked for and shall reply all communications issued within two days of their receipt.

#### **4.14 Escalation Clause**

No escalation in rate whatsoever on any account shall be payable to the contractor for any item of works and all rates will remain fixed during the currency of contract.

#### **4.15 Employer-supplied services, material etc.**

- a. General Maintenance Material i.e. Cotton waste, Kerosene oil, Lubricant Grease etc. shall be the responsibility of contractor.
- b. All the tools tackles and instruments required to execute the subject contract shall be the responsibility of contractor.
- c. All other maintenance material including spare parts shall be the responsibility of Employer.

#### **4.16 Maintenance/Defect Liability Period**

(Not Applicable)

#### **4.17 Payment of salaries to Contractor's Employees**

The Contractor is bound to pay the salaries/wages to his employees regularly within 1<sup>st</sup> week of each month. If the Contractor fails to make payment to his Employees on or before 5<sup>th</sup> of each month the Employer on receipt of such

written complaint by the Employees may pay the salaries and deduct such amount from the bill/invoice of the Contractor. If the Contractor persists with failure in payments of salaries/wages to his employees for two consecutive months, the Employer may terminate this Contract in terms of Clause 5.20s of the General Terms & Conditions. Minimum wage and other Government Policies, Laws, Rules and Regulations must be strictly followed by the contractor.

Note: In case of any conflict between Special Conditions of Contract and General Conditions of Contract, the Special Conditions shall prevail.



**SECTION – 5**  
**GENERAL CONDITIONS OF CONTRACT**

- **Definitions & interpretations**
- **Scope of Contract**
  - **The Contract**
  - **The Contract Period/Work Completion Period**
  - **Signing Of Agreement**
- **Works and Services**
  - **Commencement**
  - **Quality & Progress of Services/Works**
  - **Liquidated Damages**
  - **Contractor's superintendence**
  - **Quality of performance, workmanship, material, equipment**
  - **Employer's Powers in respect of Services/Works**
  - **Employer's Representative**
  - **Variations**
  - **Subletting**
- **Performance Guarantee:**
  - **Contracts valuing below Rs. 500,000.**
  - **Contracts valuing Rs. 500,000 and above**
  - **Validity, etc.**
  - **Coverage**
  - **Failure to furnish PG**
- **Insurances**
  - **Coverage**
  - **Notifications**
  - **Failure to Furnish Insurances**
- **Contractor's Employees**
  - **Competent Employees**
  - **Applicable rules, regulations, etc.**
  - **Liability of Contractor**
  - **Payment to Contractor's Employees, etc.**
  - **Disciplinary matters**
- **Measurement, certification and payment**
  - **Unit Price / Contract Price**
  - **Escalation**
  - **Measurement**
  - **Certification and Payment**
- **Termination**
  - **Termination without giving notice**
  - **Termination after giving Notice**
- **General**
  - **Interpretations, Notices, Approvals**
  - **Employer's Instructions**
  - **Communication**
  - **Indemnification**
  - **Protection of existing installations, properties, personnel and neighborhoods**
  - **Stamp Duty**
  - **Other Duties & taxes**
  - **Compliance with statutes, regulations**
  - **HSE, Security**
  - **Force Majeure**
  - **Arbitration**

## 5 GENERAL CONDITIONS OF CONTRACT

### 5.13 Definitions and Interpretations:

The following words wherever used in Bid Documents shall have meaning as specified below except where the context otherwise requires:

- |    |                                       |   |
|----|---------------------------------------|---|
| a. | Bidder:                               | Any person or persons, firm or company submitting the Bid   |
| b. | Conditions of Contract:               | General Conditions, Special Conditions and any other term of Contract and provision of other sections of Bid Document.  |
| c. | Contract                              | Means and includes the Contract Agreement if signed, Bid Documents and any addenda thereof, Letter of Intent/Award, Letter of Acceptance, Letter to Proceed if issued separately, and Insurances, Guarantees & sureties etc. submitted under the Contract conditions. |
| d. | Contract Agreement                    | The agreement duly signed by and executed between the Contractor and the Employer, as referred to in <b>Special Conditions of Contract</b> .  |
| e. | Contractor                            | The successful Bidder whose Bid has been accepted by the Employer and who enters into contract with employer and includes contractor's authorized representative and approved assignees.  |
| f. | Contract Period / Completion Period   | Time period to commence, carryout, complete and execute the Services/Works excluding maintenance / defect liability period, if any, including any time period extended under Contract, calculated from Commencement date.   |
| g. | Contract Price                        | The sum stated in Letter of Intent/Award or Contract Agreement, as agreed between & by the Employer and Contractor, payable to Contractor subject to such deductions and additions and mode of payment, as permissible under the Contract                             |
| h. | Commencement Date                     | The date, on which the Contractor is required by Employer to commence with the performance of the Contract, notified by Employer through such letter or notice.   |
| i. | Day                                   | A calendar day of 24 hours from midnight to midnight.   |
| j. | Defect Liability / Maintenance Period | Time period to commence, carryout, complete or fulfill the maintenance / defect liability works, if any, as identified by Employer.   |
| k. | Bid Security                          | 3% of Bid Price in shape of Pay Order   |
| l. | Employer                              | Pakistan Real Estate Investment and Management Company (Pvt.) Ltd. (a wholly owned Subsidiary of EOBI, Government of Pakistan).   |
| m. | Employer's Representative             | A duly authorized person appointed by the C.E.O. of Employer or as specified in <b>Special Conditions of Contract</b> to act on behalf of the Employer in all matters arising out of the contract.  |

- |    |  |   |
|----|--|---|
| n. | Employees of Contractor                            | Employees or Staff deployed by the Contractor for the purpose of carrying out Services/Works specified in the Contract.   |
| o. | Letter of Intent/Award                             | An unbinding intimation in writing by the Employer showing acceptance of a Bid subject to terms & conditions of Bid Document / Contract and alterations/obligations as specified thereof. |
| p. | Letter to Proceed / Commence with Services / Works | If separately required and issued means order by the Employer to the Contractor to commence with the Services/Works.  |
| q. | Owner  | The 'Employees' Old-Age Benefits Institution', hereinafter referred to as EOBI.   |
| r. | Performance Guarantee                              | A financial bond, guarantee and/or other instruments of surety furnished by Contractor in the manner specified in Conditions of Contract.   |
| s. | Scope of Work                                      | Means and includes <b>Section-3 of Bid Documents</b> and any addenda thereof.   |
| t. | Services/Works                                     | Mean and include the services and works described in <b>Scope of Work</b> of Bid Documents and any addenda thereof.   |
| u. | Site   | Means land, place, etc. for provision, execution and carrying out of Services/Works, and as specified in <b>Conditions of Contract</b> , or any other place as notified by Employer.      |
| v. | Bid  | Bid or Offer made by the Bidder in response to this invitation for bids / tender notice.  |
| w. | Bid Documents                                      | The documents provided and herein and itemized in 'Table of Contents' including any addenda or corrigendum thereof.   |

## 5.14 Scope of Contract

### 5.14.1 The Contract

The Contract comprises the execution and performance of the Services/Works, and insofar as not otherwise specified in the Contract, provision of any Services/Works and everything required in and for such execution, supervision and management, so far as the necessity for providing the same is specified in the Contract or is to be reasonably inferred from the Contract.

### 5.14.2 The Contract Period/Work Completion Period

Subject to any requirement to execute and perform any portion or part of Contract before whole Contract, the period of Contract shall be the period as specified in Special Conditions of Contract. It shall commence from the date of commencement of Services/Works as specified thereof. The period of Contract may be extended as determined suitable by the Employer on terms and conditions mutually agreed by both parties.

### 5.14.3 Signing of Agreement

Within the time period specified in Special Conditions of Contract, the successful Bidder is required to sign an Agreement with the Employer in accordance with the prescribed specimen attached as **Appendix-A to Section-7 of Contract**, with such modifications as agreed upon and considered necessary.

## 5.15 Works and Services

### 5.15.1 Commencement

The Contractor shall commence the Services/Works within the period specified in **Special Conditions of the Contract**. The Contractor shall bear all costs and expenses required by him in connection with such commencement. The Employer shall arrange to make available to Contractor the Site or such portions of Site thereof in a manner and timeframe as required and deemed necessary under this Contract. In the event of failure on Contractor's part to commence the Services/Works within specified period on account of any reason, Employer reserves the right to levy penalty at a rate specified in **Special Conditions of the Contract** during period of such delay. The penalty clause would be effective if the Employer's Representative reports such delay while verifying the Contractor's bills/invoices. If the Contractor fails to commence the Works/Services within specified period and if contract is cancelled due to above reason 10% penalty may be imposed in addition to the risk and cost amount.

### 5.15.2 Quality and progress of Services/Works

The Contractor shall provide all equipment, material, workmanship and commit overall performance of the kinds and standards as required for under the Contract or in accordance with the Employer's instructions. The Contractor shall furnish to the Employer with a true and accurate statement showing detail of works done and services rendered under the Contract on formats and within time-intervals as specified or agreed by the Employer. Should in the opinion of Employer, the quality of progress or performance fails to conform to the stipulations of the Contract, Employer may inform the Contractor who shall take necessary actions to comply with the requirements under contract. The Employer however, reserves the right to take remedial actions under the Contract including but not limited to carrying out necessary Services/Works through other sources to obtain desired results, such that the costs and expenses involved in doing so plus any premium as specified by Employer shall be born by the Contractor.

### 5.15.3 Liquidated Damages

If the Contractor fails to complete the Services/Works or any part thereof within the time prescribed under Contract for the whole of Services/Works or the part thereof, then the Employer shall be entitled to receive by way of liquidated damages a percentage of contract value prescribed in **Special Conditions of Contract**. Without prejudice to any other method of recovery, the Employer may deduct such amount from any moneys payable to Contractor. Such deduction shall not, however, relieve the Contractor of his liabilities and responsibilities under the Contract.

#### **5.15.4 Contractor's superintendence**

The Contractor shall provide all necessary superintendence during the execution of Contract period and defect liability/maintenance period if any. The Contractor or an approved representative of Contractor shall give his whole time to such superintendence.

#### **5.15.5 Employer's Powers in respect of Services/Works**

**5.15.5.1** The Employer's powers include but are not limited to observing, inspecting, approving/disapproving and ordering necessary alterations to the Services/Works, including checking and examining suitability of all materials/manpower/equipment to be provided / used and all performance and deliveries required in connection with the Contract. The Employer also has the power to assess the amount of deductions that shall be made from the contractor's bills/invoices on account of penalties, liquidated damages, as well as on account of sub-standard performance, expense/loss caused by or due to non usage of protective equipments by contractor Employees, or due to non compliance of any standards on Contractor's part, and to effect deduction of such amounts from the bills of the Contractor.

**5.15.5.2** The Employer also has the power object to and require the Contractor to remove forthwith from the Site any Employees of the Contractor who in the opinion of the Employer's Representative misconducts themselves or are incompetent or negligent in the proper performance of their duties or whose employment is otherwise considered by the Employer's Representative to be undesirable and such persons shall not again be employed upon the Services/Works without the written permission of the Employer. Any Employee so removed shall be replaced without delay by a competent substitute approved by the Employer.

#### **5.15.6 Employer's Representative**

The Employers Representative as specified in **Special Conditions of Contract** has been delegated the powers vested in Employer whereby any written instructions or approval given by him, during the period of his authorization is to be deemed just as binding on the Contractor as though it had been given by the Employer, provided that:

**5.15.6.1** Failure of the Employer's Representative to disapprove any Services/Works or materials shall not prejudice the power of the Employer to subsequently disapprove such work or materials and to order the removal thereof.

**5.15.6.2** Approval of the Employer's Representative of any Services/Works in no case releases the Contractor from his sole responsibility and liability for the supply of specified manpower, materials and equipment for execution of the Services/Works in accordance with the Contract.

**5.15.6.3** If the Contractor is dissatisfied with any decision of the Employer', he will be entitled to appeal to the CEO-PRIMACO (the Employer),

who shall thereupon confirm, reverse or vary such decision. The decision of the CEO-PRIMACO (Employer) shall be final, conclusive and binding upon the Contractor.

- 5.15.6.4** No action as aforesaid in this clause taken by the Employer, or the Employer's Representative shall relieve the Contractor of any of his liabilities under the Contract or give rise to any right to compensation or to any other claim.

### **5.15.7 Variations**

- 5.15.7.1** The Employer can order any variation (not more than 50% of contract amount) of the form, quality or quantity of the Services/Works or any part thereof, which may in their opinion, be necessary. For above purpose or for any other reason, the Employer has the power to issue following binding instructions in writing:

5.15.7.1.1 to increase or decrease the quantity of any Services/Works

5.15.7.1.2 to omit any such Services/Works from the Scope of Work

5.15.7.1.3 to change the character, quality or kind of any such Services/Works

5.15.7.1.4 to place an order for execution by Contractor requiring additional Services/Works of any kind, in connection with or ancillary to the Scope of Works

Provided that no order shall be required in writing in case the quantities so exceeded or decreased or not so ordered under this clause.

- 5.15.7.2** The valuation of any alterations/additions/deletions in the Scope of Works shall be based on the rates/prices quoted by the Contractor in the approved Bid. In case any item is not covered in approved Bid then the prices shall be mutually agreed in writing based on the complete rate analysis of all items giving full detail of material cost, labour cost and / or overheads.

### **5.15.8 Subletting**

Should the Contractor desire to sublet any portion of the Services/Works, he should make such request to the Employer in writing giving full details of the proposed sub-contractor and portion of Services/Works desired to be sublet for approval of the Employer. Further subletting of Contract by the Contractor without the written consent of the Employer will constitute a breach of the Contract. Approval of Employer given as above shall in no case absolve the Contractor from his responsibility for the due performance of Contract and the sole responsibility of the performance of the Contract including sub-letted Services/Works shall rest with the Contractor. Contractor shall be responsible for the payments to sub-contractor and Employer shall not entertain any claims, complaints etc. in respect of above.

### **5.16 Performance Guarantee:**

Prior to the signing of Agreement and within time period specified in **Special Conditions of Contract**, the Contractor has to submit a Performance Guarantee as per following:

- 5.16.1.1** The Contractor shall submit a Performance Bank Guarantee (PBG) as per approved format given at **Appendix-B** or in shape of pay

order for the rate/amount specified in **Special Conditions of the Contract**, as Performance Guarantee.

#### **5.16.2 Validity, etc.**

On receipt of PBG, Bid Security will be returned. It is Contractor's responsibility to arrange that the Performance Guarantee to be submitted as above which will remain valid for Contract Period / Work Completion / Period and Maintenance/Defect Liability Period if any and default or delay on this account shall render contractor's bills/invoices liable to holdup. On successful completion of the Contract Period and Maintenance/Defect Liability Period if any, and upon fulfillment of all the obligations under the Contract, the Performance Guarantee would be returned to the Contractor.

#### **5.16.3 Coverage**

The Performance Guarantee required and furnished under the Contract shall cover the faithful performance of the Contract and discharge of all obligations and responsibilities covered under Contract by the Contractor. The Employer's right to recover damages from Contractor for breach of Contract shall in no case be limited to value of Performance Guarantee.

#### **5.16.4 Failure to furnish PG**

Failure to furnish/update performance Guarantee will entitle Employer to consider the successful bidder/Contractor as having abandoned the Contract and to be at default, and to this effect take necessary remedial action against him including but not limited to forfeiture of the Bid Security and claim any other loss or damage resulting to Employer by reason of the aforesaid default.

### **5.17 Insurances**

#### **5.17.1 Coverage**

The Contractor shall arrange for and furnish to the Employer the Insurance as specified in **Special Conditions of Contract** and must make good at his own cost all losses or damages to anything or anyone, arising out of or during the progress of Services/Works and shall keep the said policies in force during the entire Contract Period and maintenance/Defect Liability Period if any and produce to the employer's representative the receipts for payment of the premiums, subject to following general guidelines:

**5.17.1.1** The insurance, where necessary, shall be assigned in the name of Employer.

**5.17.1.2** Workmen's Compensation policy shall be based on the total wages/salary and to that limit (minimum wage) required by the law of Pakistan for the workers and other persons in the employment of the Contractor (Contractor's Employees).

**5.17.1.3** Third Party Liability Policy and Contractor's All Risk Policy shall be up to the Contract Price plus 05% (five percent) to cover any additional expense or loss etc.

**5.17.1.4** The insurance must be obtained AA rated insurance companies or such other company as notified by Employer from time to time:

#### **5.17.2 Notifications**

It shall be the responsibility of Contractor to notify the Insurance Company for any matter or event which is required to be notified under such the terms of such policies and Contractor shall accept all liabilities resulting from any default on this account.

#### **5.17.3 Failure to Furnish Insurances**

In case the Contractor fails to furnish Insurance Policies as specified above, the Employer without prejudice to any other right or remedy, may affect and keep in force any such Insurance and pay necessary premiums and deduct



the amount so paid from any moneys due or which may become due to Contractor. The insurance obligations under this Contract in no case release the Contractor from the obligation to reasonably safeguard against the accidents, physical injuries and contagious diseases and he must take reasonable precautions and adopt proper safety measures to guard his Employees, third parties, and properties etc. during the course of Contract.

## **5.18 Contractor's Employees**

### **5.18.1 Competent Employees**

The Contractor shall make his own arrangements for the provision and employment of all employees in connection with the performance of the Contract, provided that only such persons are provided for and employed which are competent to perform, carryout, execute, supervise and maintain required Services/Works as per Scope of Work. The Employer shall be at liberty to object to and require the Contractor to remove forthwith from the Site any Employees of the Contractor under the terms of Contract.

### **5.18.2 Applicable rules, regulations, etc.**

The Contractor shall at all times during the period of the Contract conform in all respects with and carry out all obligations imposed on him by the provisions and requirements of any Law and of any Regulations or orders of any Government (Central, Provisional or local) or any authority which may be applicable including any such Law, Regulation or Order passed or made or come into force after the date of the submission of Bid by the Contractor.

### **5.18.3 Liability of Contractor**

The Contractor shall be liable for or in respect of any damages or compensations payable according to the provisions of Workmen's Compensation Act and any other laws in force, in respect or in consequence of any accident, injury, death arising in connection with this Contract or any sub-letting.

### **5.18.4 Payment to Contractor's Employees, etc.**

The Contractor shall make payments due to his Employees payable to them from time to time under the applicable rules and regulations. Unless repugnant to the context of this Contract and/or so required to meet desired rate of progress, the Employees of the Contractor shall be required to work on 7 days a week and 30 days a month except when EOBI House is closed only 60% of manpower (03 in morning, 2 in evening, 01 at night) will perform duty.

### **5.18.5 Disciplinary matters**

The Contractor shall be fully responsible for the acts and omissions of persons provided/employed by him under the Contract. The Contractor shall be solely responsible for all disciplinary matters regarding his Employees and shall bear all the damages / losses incurred by Employer or Owner due to negligence / misconduct of the Employees. The Contractor shall be liable to pay at actual the amount claimed by the Employer/Owner on account of losses / damages so caused to men / material / property of Employer/Owner. In case of failure of the Contractor to pay the amount claimed as above, the same shall be deducted from Contractor's bills, Bid Security, Performance Bond or any other moneys payable to Contractor by Employer on any account, without prejudice to any further suitable lawful action.

## **5.19 Measurement, certification and payment**

### **5.19.1 Unit Price / Contract Price**

Subject to specific limitations and instructions provided in the form of financial bid or Special Conditions of Contract or Scope of Work, unit prices shall

include all basic and additional costs, expenses and provisions etc. required for the execution, completion and defect liability etc. of the Contract, directly and indirectly. The total Contract Price shall be price named in Financial Bid subject to approval and acceptance, including additions thereto and/or deductions there from, including price of all material, manpower, supervision, services, works and all costs in connection with the fulfillment of all conditions and performances under the Contract. It also includes costs of transportation to site, all Government taxes and charges, local bodies' charges, insurances & banking expenses, and all other expenses required to execute the Services/Works as per the Bid Documents.

#### 5.19.2 Escalation

Unless provided for in **Special Conditions of the Contract** and subject to such terms and conditions as specified therein, no escalation in rate whatsoever on any account shall be payable to the Contractor for any item of Services/Works and all rates will remain fixed during the entire period of the contract.

#### 5.19.3 Measurement

The quantities set out in the form of Financial Bid are estimated quantities. Except as otherwise specified in **Special Conditions or Scope of Work**, the actual and correct quantities under the Contract shall be determined through measurement according to standard methods.

#### 5.19.4 Certification and Payment

The Contractor shall submit bills/invoices along with necessary statements and supports to the Employer's Representative in a manner specified in **Special Conditions or Scope of Work**. Only after checking the correctness of the bill, making deductions and withholding payables as required under the Contract, the Employer's Representative shall certify the said bill/invoice and forward it to competent authority for further processing. Without prejudice to right of demanding and recovering any amount from Contractor's payments on account of any account under the Contract supported by subsequently discovered evidence, the Employer shall pay and Contractor shall receive such amount as determined above.

### 5.20 Termination

#### 5.20.1 Termination without giving notice

The contract is liable to be terminated by Employer without prior notice to Contractor and at Contractor's risk and cost if the Contractor:

- 5.20.1.1 Becomes or is adjudged insolvent or being an Incorporated Company is ordered or resolved to be wound-up, or
- 5.20.1.2 Hinders the Contract, or abandons the Contract, or
- 5.20.1.3 Sublets the Contract except for the manner and procedure provided in Contract, or
- 5.20.1.4 Fails to proceed with the Contract, commence the Services/Works, maintain the due progress of or complete the Services/Works under the Contract, or
- 5.20.1.5 Neglects or fails to observe and perform any conditions under this Contract, or as per Scope of Work specified in the Contract, or
- 5.20.1.6 On account of above or on any other account described in the provisions of Contract, acts or fails to act constituting a default or breach of the Contract

Provided that such termination shall empower the Employer to forfeit Performance Guarantees, Bid Security, and any moneys payable to Contractor by Employer under the Contract, without prejudice to Contractor's right to initiate any other lawful action against Contractor.

### **5.20.2 Termination after giving Notice**

The Employer shall also have the right to terminate the contract by giving a 30 days notice if it decides to discontinue the services of the Contractor due to any reasons other than those mentioned above or in Instructions to Bidders or Conditions or Scope of Work of the Contract. However, in such a case the Employer shall not invoke/forfeit the Performance Guarantee of the Contractor and shall make a fair assessment of the payments due to the Contractor and release the same as full and final settlement of the accounts under the Contract.

## **5.21 General**

### **5.21.1 Interpretations, Notices, Approvals**

Where context so requires, words in singular imply plural and vice versa, and words implying parties to Contract shall include firm, partnership, sole proprietorship company/corporation etc. having legal capacity. Unless otherwise specified, any notice, consent or approval under Contract shall be in writing. Approval or consent required under Contract shall not be unreasonably withheld or delayed. Approval by the Employer under the Contract shall not relieve the Contractor from any of his responsibilities under the Contract.

### **5.21.2 Employer's Instructions**

The Employer has the right to issue from time to time instructions, directions and guidelines collectively referred to as "Employers' Instructions" to the Contractor as deemed necessary by Employer, in connection with the execution and performance of Services/Works under the Contract.

### **5.21.3 Communication**

A written communication under Contract shall be deemed to be delivered when posted to parties' address through registered post or courier or handed over to an authorized representative of the parties.

### **5.21.4 Indemnification**

The Contractor indemnifies and keeps indemnified the Employer in respect of all claims, damages, compensations, suits, actions, proceedings or expenses arising out of in consequence with any accident or injury sustained by any Employee or other person, or property whatsoever, whether in the employment of the Contractor or not, while in or upon the said Services/Works or at the Site of the same or in consequence of any activity under the Contract, and the Employer shall not be liable to defend any claim whether brought under the Workman's Compensation Act or any other Law of State or otherwise in respect of or in relation hereto.

### **5.21.5 Protection of installations, properties, equipment, personnel and neighborhoods**

Notwithstanding any other safeguard or security provided under the Contract, the Contractor shall take full responsibility of and make good damage or loss or injury to existing installations, properties, equipment including equipment employed by Contractor, personnel and neighborhoods at or around the Site, arisen out of any cause save by cause of Force Majeure as defined in the Contract.

### **5.21.6 Stamp Duty**

In accordance with Stamp Act 1899 & any further amendment thereafter, the successful Bidder will be required to bear stamp duty at applicable rate for the execution of the contract agreement.

### **5.21.7 Other Duties, taxes, levies, etc.**

All duties, taxes, levies, royalties etc. which the Contractor may be liable to pay shall be on the Contractor's account and entirely the responsibility of the Contractor.

#### **5.21.8 Compliance with laws, regulations**

The Contractor shall conform in all respects with the federal, provincial or local statutes, ordinances, regulations and rules etc. in relation to execution of Contract and shall keep the Employer indemnified against all liabilities and penalties for breach of such provision. The Contractor shall pay all moneys payable under any head to federal, provincial or local authority including EOBI.

#### **5.21.9 HSE, Security**

All obligations and responsibilities regarding health, safety and environmental matters under federal, provincial or local statutes, ordinances, regulations and rules etc. which the Contractor may be liable to obey shall be on the Contractor's account and entirely on the cost and expense of the Contractor. Due precaution shall be taken by Contractor to ensure the safety and security of his staff and equipment etc.

#### **5.21.10 Force Majeure**

Any delay in or failure of performance of the Contractor or in fulfillment of any obligation by the Employer, hereto shall not constitute default hereunder or give rise to any claim for damages if and to the extent such delay or failure of performance is caused by 'Force Majeure' including: natural calamities, war, rebellion or sabotage civil commotion or damage resulting there from, fire or explosions, accidents, breakdown, riots, commotion, strikes (excluding the strike of the employees of the Contractor) epidemic, change in Laws preventing any party from performing its part under the Contract or any other causes whether or not of the same class or kind as those specifically stated above, which are not within the control of the party affected and which by the exercise of reasonable diligence the party affected is unable to prevent.

#### **5.21.11 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 and later on to CEO (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.

#### **5.21.12. Monthly Report.**

The Contractor should be submitted the monthly report first week of month.

**SECTION-6**  
**FINANCIAL BID**



**Financial Bid****(Annexure - A)****Rate Built Up / Individual (per Month)**

Sr. #	Category of Staff	Supervisor (Male)	A/C Technician	Electrician	Plumber	Semi Skill Helper	Aluminum Fitter / Carpenter
1.	<b>Rate/Staff/Month</b> <i>(Min. Wages in Rs. in line with Government notification as on Bid submission date )</i>						
2.	<b>GST per Month (Rs.)</b>						
3.	<b>Income Tax per Month (Rs.)</b>						
4.	<b>EOBI subscription per Month (Rs.)</b>						
5.	<b>Social Security per Month (Rs.)</b>						
6.	<b>Contractor's Profit/ Overhead per Month (Rs.)</b>						
<b>Total Rate per Month (Rs.)</b>							

**Note:**

1. Quoted cost must be in compliance with Government of Rules & Regulations for Labor Wages and all applicable Taxes. Shift hours shall be as per Government prevailing working hours.
2. Above mentioned rates per Month to be carry forward for Compilation of Financial Bid at Annexure – B.
3. Evidence of Monthly Wage payments to be submitted to the Employer each month.

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**Seal & Signature of Bidder**


(Annexure - B)

**Total Bid Price (Staff)**

S#	Staff	Quantity of Staff	Total Rate/Month (Quantity x Individual)
1.	Supervisor (Male)	02 Nos.	Rs.
2.	A/C Technician	01 Nos.	Rs.
3.	Electrician	03 Nos.	Rs.
4.	Plumber	01 Nos.	Rs.
5.	Semi Skill Helper	02 Nos.	Rs.
6.	Aluminum Fitter / Carpenter	01 Nos.	Rs.
<b>Total per Month Rs.</b>			

Total per Month Cost (B) in Rs. \_\_\_\_\_

Total per Month Cost (B) in Words \_\_\_\_\_

Total per Year Cost (B) in Rs. \_\_\_\_\_

Total per Year Cost (B) in Words \_\_\_\_\_

**NOTES:**

1. All the above quoted rates shall be treated as inclusive of all the works required to be performed by the Contractor as Scope of Service given in the Bid Documents.
2. All quoted rates will be inclusive of all Government taxes, duties, levis, compliance with GoP Rules and regulation for minimum wages etc
3. The monthly payments on the basis of above rates and in accordance with the attendance sheet verified by the EMPLOYER'S REPRESENTATIVE.

\_\_\_\_\_  
Seal & Signature of Bidder

**SECTION - 7**  
**APPENDICES**  
**(Specimen of Forms)**



**APPENDIX –A**  
**FORM OF AGREEMENT**

**Tender Enquiry No.**  
**Contract No.**  
**Title:**

**CONTRACT AGREEMENT**

THIS AGREEMENT is made and entered into at Karachi on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between Pakistan Real Estate Investment & Management Company (Pvt.) Ltd. having its registered office at 02<sup>nd</sup> Floor, EOBI House, Plot # 32, 33 & 34, Mauve Area, G-10/4 Islamabad, hereinafter referred to as the “Employer” (which expression shall unless repugnant to the context mean and include their respective successors-in –interest and assigns) of the one part,

**AND**

M/s. \_\_\_\_\_,  
having its registered office at \_\_\_\_\_,  
hereinafter referred to as the “Contractor” (which expression shall unless repugnant to the context mean and include its successors-in –interest and assigns) of the other part.

**WITNESSTH:**

WHEREAS, the Employer is desirous for *(Title)* \_\_\_\_\_ and has accepted the Bid of the Contractor for the same.

AND WHEREAS, the Contractor has already furnished to the Employer the following as required under the terms of Contract *(Insert as per contract requirement)*:

- |                    |                 |
|--------------------|-----------------|
| 1. Required: _____ | Provided: _____ |
| 2. Required: _____ | Provided: _____ |
| 3. Required: _____ | Provided: _____ |
| 4. Required: _____ | Provided: _____ |

NOW THEREFORE, for and in consideration of the promises, negotiation, covenants and agreements hereunder contained and to be performed by the parties hereto, the said parties hereby agree and covenant as follow:

- Article-1: Words and Expressions:  
In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract.
- Article-2: Services/Works and compensation of the Services/Works:  
The Contractor hereby covenants with the Employer for the execution, performance and completion of the Contract and of the Services/Works embraced therein including remedy of defects, according to and in conformity with the specifications, conditions and provisions of the contract, or agreed in course of subsequent understanding in accordance with the contract. The Employer covenants to pay the



Contractor and the Contractor consents to receive and accept from Employer as full compensation the Contract Price Rs. \_\_\_\_\_ (in words Rupees \_\_\_\_\_) in consideration of the execution, performance and completion of the Contract in the manner prescribed by the contract subject to ascertainment of such price as per approved rates and such deduction as are allowed under provisions of contract.

3. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
- b) Contract Agreement
  - c) Bid Documents including:
    - 1. Form of Bid and Annexure 'I' & II thereof
    - 2. Instruction to Bidders
    - 3. General Conditions of Contract
    - 4. Specific Conditions of Contract
    - 5. Scope of Work
    - 6. Drawings/Sketches
    - 7. (Approved) Financial Bid / Schedule of items
  - d) Letter of Intent / Award No. \_\_\_\_\_ dt. \_\_\_\_\_ Contractor's Acceptance dt. \_\_\_\_\_, Letter to Proceed/Commence No. \_\_\_\_\_ dt. \_\_\_\_\_.
  - e) Performance surety and insurance as described above.

IN WITNESSES WHEREOF, the parties hereto have set their respective hands and seal on the day and year first above written.

For and on behalf of Employer:  
M/s. Pakistan Real Estate Investment & Management Company (Pvt.) Ltd.

For and on behalf of Contractor:  
M/s: \_\_\_\_\_

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

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

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

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

In presence of:

WITNESS:

WITNESS:

1. Signature: \_\_\_\_\_

1. Signature: \_\_\_\_\_

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

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

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

2. Signature: \_\_\_\_\_

2. Signature: \_\_\_\_\_

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

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

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



**APPENDIX-B**

**FORM OF PERFORMANCE BANK GUARANTEE**  
**(ON STAMP PAPER OF APPROPRIATE VALUE)**

Guarantee No. \_\_\_\_\_  
Dated: \_\_\_\_\_  
Value Rs. \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

M/s. Pakistan Real Estate Investment & Management Company (Pvt.) Ltd.  
3<sup>rd</sup> Floor, EOBI House (Former Awami Markaz)  
Shahrah-e-Faisal  
Karachi.

Dear Sirs,

In consideration of you entering/having entered into Contract No. \_\_\_\_\_ against Tender Enquiry No. \_\_\_\_\_ with M/s. \_\_\_\_\_ hereinafter called the "Contractor" and in consideration of value received from the Contractor, we hereby agree and undertake as follows:

1. To make unconditional payment of Rs. \_\_\_\_\_ and in such amount as you may require from time to time, as and when called upon by you to do so, being amount covering security for the due fulfillment by the Contractor of all liabilities, obligations, commitments and total and faithful performance of the above-said Contract by the Contractor or contractor's representative(s) or assignees, of which you shall be sole judge.
2. To accept written intimation from you as sufficient evidence of the existence of a default or breach or non compliance as aforesaid on the part of the Contractor and to make payment immediately upon receipt of the written intimation.
3. To keep this guarantee in full force from the date of this guarantee till all the obligations of the Contractor under Contract are duly fulfilled by the Contractor to your satisfaction.
4. Your indulgence or arrangement or alteration etc. whatsoever with the Contractor in respect of performance of the Contract with or without notice to us shall in no manner discharge or affect this guarantee and our liabilities are committed hereunder.
5. The guarantee shall be binding on us and our successors-in-interest and shall be irrevocable. The guarantee shall not be affected by any change in composition or constitution of the guarantor bank.
6. The Guarantee shall remain valid up to \_\_\_\_\_.

**For and on Behalf of the Guarantor Bank  
Signature and Seal**



**APPENDIX-C**

**PERFORMANCE SHEET OF THE MONTH \_\_\_\_\_**

1. **Date of Submission:** \_\_\_\_\_
2. **Floor No:** \_\_\_\_\_
3. **Name of the Company occupying the floor:** \_\_\_\_\_
4. **Detail of Works carried out during the month:** \_\_\_\_\_

Sr. No.	Date	Description of Works	Material Used	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Confirmed by the: Signature of the <b>Contractor</b> <b>Occupant</b>	Approved by the: <b>Employer Representative</b>



**APPENDIX- D**  
**FORM OF BID SECURITY**  
(Bank Guarantee)

Guarantee No. \_\_\_\_\_  
Executed on \_\_\_\_\_  
Expiry date \_\_\_\_\_

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: \_\_\_\_\_

Name of Principal (Bidder) with address: \_\_\_\_\_

Penal Sum of Security (express in words and figures): \_\_\_\_\_

Bid Reference No. \_\_\_\_\_ Date of Bid \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid 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 sum stated above, for the payment of which sum well and truly to be made, 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 submitted the accompanying Bid numbered and dated as above for \_\_\_\_\_ (Particulars of Bid) to the said Employer;  
and

WHEREAS, the Employer has required as a condition for considering the said Bid that the Principal furnishes a Bid Security in the above said sum to the Employer, conditioned as under:

- (1) **that the Bid Security shall remain valid for a period 28 days beyond the period of validity of the Bid;**
- (2) **that in the event of;**
  - (a) the Principal withdraws his Bid during the period of validity of Bid, or
  - (b) the Principal does not accept the correction of his Bid Price, pursuant to Sub-Clause 24.2 of Instructions to Bidders, or
  - (c) failure of the successful bidder to
    - (i) furnish the required Performance Security, in accordance with Clause 34 of Instructions to Bidders, or
    - (ii) sign the proposed Contract Agreement, in accordance with Clause 35 of Instructions to Bidders,

then the entire sum be paid immediately to the said Employer as liquidated damages and not as penalty for the successful bidder's failure to perform.

NOW THEREFORE, if the successful bidder shall, within the period specified therefor, on the prescribed form presented to him for signature enter into a formal Contract with the said Employer in accordance with his Bid as accepted and furnish within twenty eight (28) days of



his being requested to do so, a Performance Security with good and sufficient surety , as may be required, upon the form prescribed by the said Employer for the faithful performance and proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Guarantor shall forthwith pay to the Employer the said sum stated above upon first written demand of the Employer without cavil or argument and without requiring the Employer to prove or to show grounds or reasons for such demand notice of which shall be sent by the Employer by registered post duly addressed to the Guarantor at its address given above.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Guarantor shall pay without objection the sum 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 bounden Guarantor has executed the instrument under its seal on the date indicated above, the name and 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)

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
(Name, Title & Address)

\_\_\_\_\_  
Corporate Guarantor (Seal)



**APPENDIX- E**

**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.

