

TENDER DOCUMENT

Tender Regarding Renovation of Office Floor

at

Telecom Foundation Complex.

**PLOT NO.7 MAUVE AREA SECTOR G-9/4,
ISLAMABAD**

TELECOM FOUNDATION ISLAMABAD

INVITATION TO BID

For renovation of office floor as per approved 2D & 3D

1. Telecom Foundation Islamabad intends to hire the services of a well reputed Engineering Consultants/ Firm having experience of renovation of office floors as per approved 2D & 3D provided by the TF, for offices at Telecom Foundation Complex, plot no.7 Mauve Area Sector G-9/4, Islamabad with estimated covered area 8,280 Sft.
2. TF Invites sealed bids from well-reputed firms, registered with Tax Departments /PEC/PCATP.
3. Bidding documents, which contain detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested parties which can be downloaded from the website of TF (www.telecomfoundation.org.pk)
4. Pre bid meeting will be arranged on 02 August, 2024 at TF HQ Conference Hall, TF Complex, 7 Mauve Area, G-9/4.
5. The bids, prepared in accordance with the instructions in the bidding documents, must reach at following address **on or before 5th August, 2024 at 1500 hrs through courier**. Bids will be **opened as per two stage two envelop method on the same day at 1500hrs**. In case the day of bid submission and opening falls on a public holiday, next working day shall be considered as the deadline for the same.

Senior Manager Admin,

TF Complex Plot No.7 Mauve Area, Sector G-9/4 Islamabad. Tel: 051 2808
www.telecomfoundation.org.pk

TABLE OF CONTENTS

1. INTRODUCTION OF THE COMPANY
2. SCOPE OF WORK UNDER THE TENDER
3. INSTRUCTIONS TO BIDDERS
4. SELECTION PROCEDURE/CRITERIA
5. TERMS OF PAYMENT
6. GENERAL OR SPECIAL CONDITIONS OF TENDER
7. CLARIFICATIONS

1. INTRODUCTION OF THE COMPANY

Telecom Foundation (TF) was established under The Charitable Endowment Act, 1890, as a charitable trust and self-supporting legal entity with a clear objective to undertake variety of welfare activities for Telecom Sector. Since then, TF has been generating its income from delivering quality telecom and other engineering services indigenously from within TF itself.

2. SCOPE OF WORK

Renovation of office floor as per BOQ and approved 2D & 3D provided by the Telecom Foundation

2.1 Dismantling of existing 3rd Floor Phase-II setup complete in all respect and remodeling / reconstruction as follow:

- Civil Work: Floor tiles, False ceiling, partition walls (wooden/ glass partitions), railings, glass / wooden doors, vertical blinds, roller blinds etc.
- Kitchen: Remodeling of kitchen including kitchen hood, floor shelves, hanging cabinets, cooking range, water sink. Other accessories fixture and fittings.
- Wash Rooms: Wash rooms flooring up to waterproofing & wall tiles / false ceiling, washroom accessories fixture and fittings.
- Electrical Works: Power cables for WAPDA main power supply / Gen-set supply/UPS supply, Ceiling lights, power plugs, light plugs and modern LED lights on the re-designed floor (if required).
- Networking: Networking cables and installations for all Offices, Conference room & workstations along with all accessories.
- Alarm Systems: latest fire alarm system i,e Smoke detector, heat detector, call bell points, manual glass breaks points, and Fire alarm panel.
- Firefighting: Fire hydrant, hosepipes & multiple nozzles (if required).
- HVAC system: Diffusers, dampers, plenum box, main duct, and branch ducts for all offices, conf-room & work areas along with air balancing (as per requirement).

2.2 Stacking of useable material on a safe place and disbursement of non-useable material.

2.3 Re-use the removed / stacked useable material as per TF requirements.

2.4 Following Executive Offices & workstations will be constructed:

CEO Office	01
PS Office	01
EXECUTIVE/GM OFFICES	04
• Open seating area with cubical	For 28 employees
• Retiring room	- 01
• Record Room	01
• Daycare	01
• Store	01
• <u>Conference Hall</u>	
• Having seating capacity of at-least 18 persons, and equipped with latest multimedia, projector screen, 75” LED screen (Samsung) along with wall designing.	
• The entire conference hall should be fixed with sound proof partitions.	
• Modern blinding (if possible sound & heat absorbent).	
• Glass board	
• Kitchen with fixture and fittings	
• Washroom block with fixtures and fittings	
• Corner cabinets 06	
• Modern blinding/curtains	

3. INSTRUCTIONS TO BIDDERS

Bidders must follow the following requirements for their bids:

- 3.1 Bid Security amounting to two percent (2%) of the quoted total amount shall be submitted in the form of Bank Draft/Pay Order in favor of Telecom Foundation. No Bid shall be entertained without Bid Bond. Bid Bond shall be retained for up to 120 days after the date of bid opening.
- 3.2 Bidders are required to submit their bids in a single package. The envelop shall be clearly marked as “Bid Proposal for Hiring of Consultant/executer for Provision of Services for Renovation of Office Floor” in bold and Legible letters. The envelopes shall be labeled with the name, address and contact number of the bidder.
- 3.3 The Bidders shall bear all costs/expenses associated with the preparation and submission of the bids and TF shall in no case be responsible / liable for those costs/expenses.
- 3.4 Each bidder shall submit only one bid; multiple bid submissions shall render the bidder disqualified.

- 3.5 TF may, at any time prior to the deadline for submission of the Tender, on its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender documents, on any account, for any reason. All amendment(s) shall be part of the Tender documents and binding on the Bidder(s). TF shall notify the amendment(s) in writing within reasonable time prior to the Bid submission date.
- 3.6 TF may, at its exclusive discretion extend the deadline for the submission of the tender in which case all rights and obligations of the TF and the Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 3.7 TF may, at its exclusive discretion, terminate this Tender at any stage of the tender process without incurring any liability whatsoever and without assigning any reason or having to owe any explanation whatsoever.
- 3.8 Bidders are required to submit their bids in PAK Rupees (PKR) inclusive of all kind of taxes, duties, charges/levies applicable in Pakistan.
- 3.9 The bid validity period will be one hundred twenty (180) days, starting from the date of opening of the bids. Within the original validity of the bids, TF may request the Bidders to extend their bid validity for another period not exceeding the original bid validity. The bidders who choose not to extend their bid validity as desired by TF would be required to withdraw their bids and their Bid Security shall be returned to them.
- 3.10 The Successful Bidder will be required to furnish a “Performance Security” for an amount equivalent to 10% of total contract value, in the form of a Pay Order/Demand Draft, issued by a scheduled bank operating in Pakistan acceptable to TF within fifteen working days from the receipt of notice of “Successful Bidder”. If the bidder fails to deposit Performance Security within the time stated above, TF retains the right to cancel the Contract and the bid security shall be forfeited.
- 3.11 The Bidder(s) may, by written notice served on the TF, modify or withdraw the Tender after submission, but prior to the deadline for submission of the Tender. The Bid(s), withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.
- 3.12 The Bid(s) shall be rejected if:
 - a. Bid Security is not submitted as per the requirements; or
 - b. Substantially non-responsive; or
 - c. Submitted in other than prescribed manner, forms, annexes, or documents as specified herein; or
 - d. Incomplete, un-sealed, un-signed, partial, conditional, alternative, late; or
 - e. Bidder(s) has conflict of interest with the TF; or
 - f. Bidder(s) engages in corrupt or fraudulent practices during the whole tender process; or

- g. There is any discrepancy between bidding documents and bidder's proposal, i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- 3.13 Quality Control & Quality Assurance Procedures should be included in Tender Document for all types of works,
- 3.14 Inspection of material will be made by the vendor Project Manager & TF allotted officer / committee.
- 3.15 Payment will be made as per actual installation of quantities. Bids are to be submitted at Admin Department of TF Head Office on or before, dated 5th Aug 2024 at 1500 hrs. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger or by mail / courier.

4. **BID SELECTION PROCEDURE**

- 4.1 Two stage - two envelope bidding procedure: -

First stage

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal respectively;
- (ii) The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked "TECHNICAL PROPOSAL" Will be opened;
- (iv) The envelope marked as "FINANCIAL PROPOSAL" Will be retained in the custody of the TF without being opened;
- (v) The technical proposal Will be discussed with the bidders with reference to the TF technical requirements;
- (vi) Those bidders willing to meet the requirements of the TF will be allowed to revise their technical proposals following these discussions;
- (vii) Bidders not willing to conform their technical proposal to the revised requirements of the TF will be allowed to withdraw their respective bids without forfeiture of their bid security;

Second stage

(viii) After agreement between the TF and the bidders on the technical requirements, bidders who are willing to conform to the revised technical specifications and whose bids have not been rejected will submit a revised technical proposal and supplementary financial proposal, according to the technical requirement;

(ix) The revised technical proposal and original financial proposal along with supplementary financial proposal will be opened on respective specified time, date and venue announced in advance by the TF.

Provided that in setting the date for the submission of the revised technical proposal and supplementary price proposal a TF will allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal and to prepare the required supplementary financial proposal.

(x) TF Will evaluate the whole proposal in accordance with the evaluation criteria and the bid found to be the most advantageous (financially the lowest) bid shall be accepted.

In the event that the bid submitted by the bidder that attains the highest marks in the technical evaluation, is not the most advantageous bid, the procuring agency will offer the bidder an opportunity to revise their bid to match the most advantageous bid. If the bidder chooses not to match the most advantageous bid, TF will have the right to refuse this opportunity. In such a case, the initiator's bid security will not be forfeited.

Unless otherwise expressly stated in writing by the bidder, the TF may, if it considers necessary, disclose any information of the unsolicited proposal or the bidders as part of procurement process.

4.2 The technical bid will have following distribution / weight age:

- Company credentials - 50%
- Completed projects in past 5 years - 50%
- Overall 65% pass criteria is mandatory for qualification.

4.3 The bids shall be opened at the specified time and place in presence of the authorized representatives of the bidders who chose to attend.

4.4 The bidders shall provide duly completed/filled in "Mandatory Requirements for Bidders to Qualify", along with supporting documents as provided therein. The TF Tender Committee shall evaluate the bids according to the "Mandatory Requirements for Bidders Qualify" and reject any bid that does not conform to the specified requirements and finally concluded as "non-responsive".

4.5 TF intent in issuing these Tender documents to award a contract to a bidder that meets specifications/requirements as laid out in tender documents and who fulfils all mandatory

requirements mentioned in “Mandatory Requirements for Bidders to Qualify” and “General or Special Conditions of Tender”. If any of the requirements agreed under this tender is not met by the Successful Bidder at the time of award/performance, the bid will be considered as non-responsive, and the bid of the next Bidder will be considered after forfeiting the Bid/Performance Security of such bidder.

- 4.6 In case of a tie between the qualified bidders for quoting least cost, the bid of the bidder scoring more points in the pre-qualification evaluation shall be considered.
- 4.7 Successful bidder shall have to sign a Contract with TF for this tender as per Draft Contract format.

5. Technical Requirements for Bidders

The Technical bid will be evaluated technically on the basis who have to obtain minimum 65% marks. Non-compliance to this minimum base in either of the categories will render the bidder as technically non-compliant. Following minimum criteria will be followed for evaluation of successful bidders:

- Company must be registered with FBR for at least past three years.
- Minimum three years’ experience in developing similar work.
- Customer verified testimonials with visuals against the past work done.
- Company past 3 years financials.
- The technical bid submitted will have proposed timelines with stages.

6. Selection Criteria and Weightage

- The sum of all weights totals 100%.
- The weightage range for Selection Criteria shall be following:

Range Criteria	Total Marks
Richness of Relevant Experience	30
Past Performance (Incl testimonials)	20
Technical & Management Skills (Quality & Quantity)	20
Execution Methodology & Minimum timelines	30

7. GENERAL OR SPECIAL CONDITIONS OF TENDER.

Following terms & conditions shall apply to this Tender:

- 7.1 The decisions of the Bid opening & Tender Committee will be binding on all bidders.
- 7.2 TF is not bound to accept any bid in this regard and reserves the right to annul the bidding process and reject all bids without assigning any reason. TF is also not bound to accept lowest financial bid, as the technical evaluation will take first precedence, followed by financial review / negotiations. **Technically qualified bidder with highest marks may be asked to match the lowest financial bidder amount through process of**

negotiations. TF also has the right to add to or remove any item from the BoQ before awarding of the bid contract.

- 7.3 During the examination, evaluation and comparison of the bids, TF at its sole discretion may ask any bidder for clarifications of its bid.
- 7.4 The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the award of said Tender. Whereas the Bid Security of the successful bidder shall be returned after submission of Performance Security.
- 7.5 If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected and his Bid Security shall be forfeited.
- 7.6 In case of any dispute between TF and Successful Bidder regarding any matter arising after the award of the Contract, the parties shall amicably resolve the dispute, through good faith negotiations. In case of no resolution of the dispute by the authorized representatives, the matter shall be referred to the Higher Management of TF, who shall resolve the dispute and its decision shall be final and binding.
- 7.7 Bids submitted via email or fax shall not be entertained.

LIST OF ANNEXURES

- Annex–I: FORM OF BID
- Annex–II: DRAFT CONTRACT AGREEMENT
- Annex–III: PRICE SCHEDULE
- Annex–IV: COMPLIANCE CERTIFICATE/UNDERTAKEN
- Annex–V: FORMAT OF AUTHORITY LETTER
- Annex–VI: TENDER EVALUATION

FORM OF BID

The Tender Committee

Telecom Foundation
Plot No.7 Mauve Area Sector G-9/4 Islamabad
Phone No. 051-2808059-62

Dear Sir,

Reference your Invitation to bid dated -----for renovation of office floor/execution Services.

- I. We, hereby submit our bid along with the requirement as per the tender document. We acknowledge that TF is not bound to accept any bid in this regard and reserve the right to accept or reject any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
- II. The decision of Tender Committee shall be final and the Tender Committee will not be liable for any loss or damage to any party acting in reliance thereon.
- III. We agree to abide by this Tender for a period of one hundred & twenty (120) days from the tender opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
- IV. We submit herewith our Bid as one original.
- V. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the Bid. In case any information is found wrong, misleading or misstated in this Bid, the same may lead to rejection of our bid and our disqualification.
- VI. We declare that our Bid is our only and final offer and no unsolicited offer of any description shall be made for consideration of the TF,

Yours' sincerely

Authorized Signature: _____

Name and Title of Signatory:

Name & Address of Company:

DRAFT CONTRACT AGREEMENT

Telecom Foundation having its office at TF complex Plot No.7 Mauve Area, Sector G-9/4 Islamabad (hereinafter referred to as "TF"), which expression shall where context so permits be deemed to include its successors-in-interests and assigns of the one part;

And

[Full name of Successful Bidder], a [legal status of the Successful Bidder] doing business under the laws of Pakistan having its registered office at [] (hereinafter referred to as "Firm/Consultant") which expression shall where the context so permits be deemed to include its successors-in-interest and assigns of

the other part;

RECITALS

WHEREAS

- (A) TF intends to hire services for Firm/Executor.
- (B) The Consultant has qualified through bidding process and has agreed to provide successfully the required Services in accordance with the terms and conditions described herein.
- (C) The Consultant represents and warrants to TF that it has the required professional skills, and personnel and technical resources to provide required services on the terms and conditions set forth in this Contract.

NOW THEREFORE, in consideration of mutual covenants set forth in this Contract, the Parties agree as follows:

- 1. Interpretation: For the purposes of interpretation and construction of this Contract:
 - a. Words importing one gender include the others;
 - b. Words importing the singular or plural number include the plural and singular number respectively;
 - c. References to Clauses and Annexure are references to Clauses and Annexure in this Contract; and
 - d. Headings are inserted for the sake of convenience of reference only and do not affect the interpretation of this Contract.
- 2. **Scope of Services**
 - 2.1 Responsibilities of the Firm/Consultant under the agreement shall be as under:
 - a. Execution of the said work, as assigned in the agreement.
 - b. Issuance of proper identity cards to the staff.
 - c. All payments to the staff shall be according to the labour laws, shall be the responsibility of the bidder. The Company shall have no business with medical, accidental death etc.

- d. The bidder shall depute its staff in such a manner that all the works mentioned in the Scope of Services shall be performed and completed effectively, without any complaint and delay.
 - e. All equipment, tools and other items to carry out the services shall be arranged and provided by the Bidder at his own cost.
 - f. The bidder shall ensure that the schedule should be prepared on the basis of requirements in such a manner that all the services are efficiently carried out.
 - g. The bidder shall employ well-mannered & skilled staff including supervisors.
 - h. The bidder shall at all times ensure that installed sections remain free from damage due to on-going works by Bidder and/or its sub-bidder.
- 2.2 The bidder shall be directly responsible for the management, control and supervision of all the personnel/employees engaged by it for rendering services in connection with the execution of this contract. Furthermore, it is not clearly understood that all personnel employed by the Bidder who perform services pursuant to this Contract shall for all practical purposes be assumed employees of the bidder and at no time during the continuance as the employees of TF, nor such employees shall pose themselves as the employees of TF.
- 2.3 Under this contract TF shall only be responsible to pay the agreed amount for services rendered directly to the vender as per the contract's modus and payment schedule.
- 2.4 Quality Control & Quality Assurance Procedures should be included in Tender Document for all types of works,
- 2.5 Inspection of material will be made the vendor Project Manager & designated officer of TF.
- 2.6 Payment will be made as per actual installation of quantities.

3. **Contract**

The term of this Contract shall commence on or upon the Effective Date and shall continue till completion of all work and related formalities, which shall not be more than 03 Months (or as mentioned in bid documents / agreed to time frame), unless earlier terminated in accordance with the provisions of this Contract.

4. **Contract Documents and Information**

The Bidder or its employees shall not, without TF 's prior written consent, make use of the Contract, or any provision thereof, or any document(s), or information furnished by or on behalf of TF in connection therewith or any information coming into knowledge thereof during performance of services under the Contract, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

5. Warranty

- 5.1 The bidder warrants that the staff engaged for Services would be adequately educated, trained, experienced, and fully capable of performing the required Services as per the requirements of TF.
- 5.2 The bidder warrants that it shall be directly responsible for the management, control and supervision of all the personnel / employees engaged by it for rendering services in connection with the execution of this Contract.
- 5.3 The bidder warrants to indemnify and hold TF harmless against any and all claims, demands or legal proceedings initiated by the Bidder's employees or any other person / authority in respect of unpaid wages, contributions, other benefits including workmen's compensation claims or any other grievances arising out of their employment with the Bidder.
- 5.4 The bidder warrants that it shall get all its equipment insured. Any loss of equipment during performance of Services under the Contract shall not be compensated by TF.
- 5.5 The bidder warrants to keep safe the assets (both visible and invisible) and reputation of TF indemnified against any theft, damage or loss of any kind. In case any losses are attributed to any act, omission or negligence of the Bidder or its employees TF shall be entitled to recover such losses or damages from the charges payable to the bidder.
- 5.6 The bidder warrants to abide by all the rules, laws and regulations and fulfill all the requirements of Government of Pakistan relating but not limited to personnel, human resources, labor and services falling under this contract. TF shall not be held responsible for any of the aforementioned.
- 5.7 The bidder warrants that all personnel employed by the bidder who perform services pursuant to this Contract shall for all practical purposes be assumed to be employees of the bidder and at no time during the continuance as the employees of TF, nor such employees shall pose themselves as the employees of TF.

6. Price and Payment

- 6.1 In consideration of the services detailed herein rendered satisfactorily by the Bidder, TF shall pay to the Bidder, inclusive of all taxes, government duties, charges and levies, an amount for each task as detailed in "Price Schedule". The payment(s) shall be subject to a satisfactory report of work/services from all concerned.
- 6.2 There shall be no advance payment on account of mobilization advance or any other advance. The schedule of payments for each task (defined in BOQ) shall be as follows:
 - a. Bidder shall issue invoice on completion of each task defined and payment shall be made according to the following:

Execution Phase:

- i. 30% on dismantling and completion of structuring along with fixing of floor tiles.
 - ii. 20% on completion of complete electrical, networking
 - iii. 20% on completion of false ceiling and HVAC
 - iv. 20% on completion of work along with satisfactory and completion report.
 - v. TF shall release the remaining 10% along with performance guarantee of the Bidder after 12 months on completion of the successful warranty period as prescribed in the scope of work. Any fault / discrepancy occurred during the maintenance period shall be rectified by the bidder free of cost.
- 6.3 The bidder shall submit its original error free invoice(s) after successful completion of Work/Services as per its terms of payment.
- 6.4 Payment shall be made, through cross cheque in Pakistani Rupees (PKR), within 15 days after submission of valid error free invoices duly verified and accepted by TF.
- 6.5 Taxes shall be deducted at source as per applicable laws at the time of payment.
- 6.6 If the quality of the service is not to the satisfaction of the management of TF, the management has the right to cancel the Contract, hire services from third party selected and recover from the Bidder, the amount that, if any, TF has to pay in excess of the agreed amount under this Contract.
- 6.7 In case of any increase, decrease into existing taxes and duties etc. or imposition of any new tax shall be cost and benefit of TF.
- 7. Contract Amendment**
- 7.1 TF may, at any time, by written notice served on the Bidder, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the services / the works in whole or in part.
- 7.2 The bidder shall, within seven working days of receipt of such notice, submit a cost estimate and execution schedule, if any, of the proposed change (hereinafter referred to as the Change), to TF.
- 7.3 The bidder shall not execute the change until and unless TF has allowed the said change, by written order served on the Bidder.
- 8. Assignment / Subcontract**
- 8.1 The bidder shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with TF's prior written consent.

8.2 The bidder shall guarantee that any or all assigns / sub-Bidders of the bidder shall, for performance of any part / whole of the work under the contract, comply fully with the terms and conditions of the Contract applicable to such part / whole of the work under the Contract.

9. Extensions

Extension in time for performance of obligations under the Contract, If the Bidder encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Bidder shall, by written notice served on TF, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, TF shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Bidder, extend the Bidder's time for performance of its obligations under the Contract.

10. Blacklisting

If the bidder fails / delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract TF may, at any time, without prejudice to any other right of action / remedy it may have blacklist the Bidder, either indefinitely or for a stated period, for future Tenders in public sector. If the Bidder is found to have engaged in corrupt or fraudulent practices in competing for the award of contract, during procurement process or during the execution of the contract, TF may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Bidder, either indefinitely or for a stated period, for future Tenders.

11. Termination

If the Bidder fails / delays in performance of any of the obligations, under the Contract or violates any of the provisions of the Contract or commits breach of any of the terms and conditions of the Contract TF may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Bidder, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Bidder. Provided that the termination of the Contract shall be resorted to only if the Bidder does not cure its failure / delay, within fifteen working days (or such longer period as TF may allow in writing), after receipt of such notice.

12. Force Majeure

Force majeure shall mean any event, act or other circumstances not being an event, act or circumstance under the control of TF or of the Bidder. Non-availability of required staff shall not constitute Force Majeure. If by reasons of Force Majeure obligations under the Contract cannot be performed by the due-date, then the date may be extended appropriately by TF keeping in view all the circumstances and requirements of TF.

13. After Completion Warranty

All works carried out by Bidder under this agreement shall be covered under warranty for a period of 12 months. Under this warranty, the Company will have the right to request the Bidder to rectify any installation/ equipment issues within the scope of this agreement, where said issues are due to workmanship, material deficiency or supplied equipment malfunction/ inherent damage.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For and on behalf of
Consultant

For and on behalf of
TF

[Name of authorized signatory]

[Name of authorized signatory]

[Designation]

[Designation]

ANNEXURE-III

PRICE SCHEDULE (BOQ)

{PRICE SCHEDULE OF SUCCESSFUL BIDDER TO BE PLACED HERE}

The successful bidder will be responsible to prepare a comprehensive bill of quantity by fulfilling all requirements of TF and according to their proposed design

1. Financial Schedule for Bidding Process

I. Supervision Fee

II. Execution Cost

Execution cost shall comprise as follow

Description	Quoted Price
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Sub Total amount of Civil works

Sub Total amount of Decorative work

Sub Total amount of allied services work

Sub Total amount of Electrical & IT works

Total Amount

Amounting words: Pak Rupees _____

NOTE:

- (i) Bidders are essentially required to prepare comprehensive Bill of quantity of each category in detailed. Quantity is approximate and may change as per actual requirement. Payment shall be made on actual executed quantity.
- (ii) The quoted unit price shall be inclusive of all duties and Taxes including General Sales Tax (GST)/Sales Tax as per provincial laws.

Signature of Bidder: _____

Name of signatory: _____

Name of Bidder: _____

Stamp: _____

Date: _____

ANNEXURE-IV

COMPLIANCE CERTIFICATE/UNDERTAKING

I, (Name); (CNIC#); (Designation), (Company Name) have gone through the Terms/Conditions of these Tender Documents and have found the document in whole as non-biased to any particular bidder/Bidder or product/ brand. I hereby undertake and firmly bound myself to abide by/ comply with all sections / conditions of these Tender Documents.

I do not have any objection/comment on any item and fully understand the item as compliant with

Authorized Signature of the bidder: _____

Name and Title of Signatory: _____

FORMAT OF AUTHORITY LETTER

Authority Letter

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) having CNIC # _____(copy attached) who is presently employed with us and holding the position of [_____] in [name of the company] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for the Hiring of Bidder for Provision of Services for Interior Design in response to the Tenders invited by the TF including signing and submission of all documents and providing information/responses to TF in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this Authority Letter and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.

Dated this [Date] day of [Month] 2020.

For:

[Signature]

[Name, designation and Address]

Accepted

[Signature]

[Name, title address of the Authorized Representative]

Date:

BOQ

Corporate Office - TF HQs				
Item	Quantity Sqft/ Meter	Unit Price	Grand Total	GST @ 18%
Dismantling of the existing floor and dumping outside of the premises Tempered Glass 12MM with edging and Aluminium D48 Base and glass doors with motors, door hinges, locks and installation Floor Height 9feet (Ghaani Glass or Tariq Float Glass)	1,575			
2*2 Dumpa Ceiling - White Color Roof hanging with Steel Wire and Coconut hus along with the white paint (Berger or Nippon)	3,955			
Porline Tile - Gloss Finish 2*2 PCC Ratio 1:4:8 Tile Adhesive Tile Spacers 2.5MM Tile Installation according to the water level desired finish in all aspects (Times or Master)	2,933			
Employees Workspace & Conference Room Carpet Tile Orange and Grey in color as per the design 2*2 Carpet Tiles	2,545			
Wooden Flooring Underlay Wooden flooring interlocking Water Proof	410			
Lowes Wooden - 3"*1.5" Floor to Roof 14ft in Height Bolting & Installation along with desired wooden paint, polish & shine	770			
Roller Blinds - 7'*4' * 12 Bigger Glass Windows Rear end side 12'*7'	1,764			
Electric 7/29 cable pulling for all the work stations, ceiling lights, and power plugs, while every workstation will be have 2 set of multi power sockets with pull box, Gang sheet for the ceiling lights, while gang sheet and power plus in every room desired numbers as per drawing 124 Multi Power Plus, Gang Sheets 24 (Pakistan & GM)	M614			

3/29 cable pulling for all the ceiling & Floor lights	M614			
Gang Sheet of 04	24			
Power Plugs	124			
Power Plugs Base Box	124			
UPS Cable Pulling	M614			
7Watt Ceiling Light 3inches	180			
24Watt Ceiling Light 6inches	42			
Networking UTP Fire Proof Networking Cable 8 Pair, pulled to each workstation total of 30 Workstations and 14 Executive Offices and Conference Room	M614			
CUDY Router 5G Supported	5			
RJ45 Plugs	88			
Face plate user end	44			
Server Switch 24 Ports - Dlink	2			
Duck Patti	M220			
Telephone UTP Fire Proof Networking Cable 8 Pair, pulled to each workstation total of 30 Workstations and 14 Exective Offices and Conference Room along with 5G enabled CUDY Routers 5	M614			
RJ7 Plugs	88			
Face plate user end	44			
Server Switch 24 Ports - Dlink	2			
Duck Patti	M220			
AC Cable Pulling	M220			
Washrooms Renovation with all basic ammenities, Vanity, Porta Seats etc	8			
Supplies				
Revolving Chairs Steel Base, Hydraulic, Plastic Back with Plastic Side Arms	58			
Executive Chair for CEO & GMs, Leather Seat, Revolving, Steel Base, Handle Lock, Adjustment, Iron Side Arms	6			
Executive Tables with Side rack, Drawers made in Wood - Interwood or equivalent	5			
Visiting Chairs	10			
CEO Executive Table with side racks, drawers	1			

CEO Room 4 Seater Sofa with Coffee Table	3			
Conference Table - Wooden - 25ft*5.5ft	1			
Workspace - Tables with Wooden Top and MS Pipes Base 12ft*4ft	5			
Waiting Area Sofa Seating 12ft*2.5ft	2			
Waiting Area Centre Round Table Glass Top	1			
Workspace - Wooden Racks 16ft*2ft	2			
Store Room - Wall Mounted File Racks - Wooden 38ft*2ft	1			
Smart TV 42" (Samsung or TCL)	4			
Smart TV 55" (Samsung or TCL)	1			
Smart TV 72" (Samsung or TCL)	1			
Daycare Room - Rubber Matt	221			