



TENDER DOCUMENT

“Repair & Maintenance Work of B-16 Staff Town at University of Karachi, University of Karachi”

UNIVERSITY OF KARACHI

Opening date: 20-12-2022

Instruction to Bidders (ITB)

Preparation of Bids

1. **Scope of Work** The *University of Karachi* plans to develop / acquire a comprehensive integrated solution for all the functional needs and to meet the requirements by Repair & Maintenance Work of B-16 Staff Town at University of Karachi as described in later pages.
2. **Method and Procedure of Procurement** National Competitive Bidding Single Stage *Single Envelope* Procedure as per SPP Rules 2010 (up to date)
2. **Language of Bid** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English language
3. **Documents Comprising the Bid** The bid prepared by the Bidders shall comprise the following components:
 - (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
 - (b) Bid security furnished in accordance with ITB Clause 9.
4. **Bid Prices**
 - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the **Repair & Maintenance Work of B-16 Staff Town at University of Karachi** proposes to construct under the contract.
 - 4.2 The prices shall be quoted inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery of services specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
 - 4.3 Prices quoted by the Bidder shall remain fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
 - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
5. **Bid Form** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the **Repair & Maintenance Work of B-16 Staff Town at University of Karachi**.
6. **Bid Currencies** Prices Shall be quoted in Pak Rupees.
7. **Documents Establishing Bidder's Eligibility and Qualification** The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
 - (a) That the Bidder has the financial and technical capability necessary to perform the contract;

- (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

8. Documents
“Repair & Maintenance Work of B-16 Staff Town at University of Karachi”
Eligibility and Conformity to Bidding Documents

The documentary evidence of conformity of the **Repair & Maintenance Work of B-16 Staff Town at University of Karachi** to the bidding documents may be in the form of literature and data.

9. Bid Security

- 9.1 The bid security is required to protect the Procuring agency against the risk of Bidder’s conduct, which would warrant the security’s forfeiture

The bid security shall be denominated in the currency of the bid:

- (a) 2% Bid Security should be deposited with the bid;
- (b) be submitted in its original form; copies will not be accepted;
- (c) remain valid for a period of at least 14 days beyond the original validity period of bids, or at least 14 days beyond any extended period of bid validity

- 9.2 Bid securities shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.

- 9.3 The successful Bidder’s bid security shall be discharged upon the Bidder signing the contract, and furnishing the performance security.

- 9.4 The bid security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity or
- (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance

10. Period of Validity of Bids

- 10.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid submission prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non-responsive.

- 10.2 In exceptional circumstances, the Procuring Agency may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended as per Rule-38 of SPP Rules, 2010 (updated). A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

11. Format and Signing of Bid

- 11.1 The Bidder shall prepare an original bid indicated in the Bid Data Sheet, clearly marking each “ORIGINAL BID”.

- 11.2 The original and bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

- 11.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Submission of Bids

12. Sealing and Marking of Bids

- 12.1 The Bidder shall seal the original envelopes, duly marking the envelopes as "ORIGINAL BID". The outer envelopes shall be addressed to the Procuring agency at the address given in the Bidding Documents, and carry statement "DO NOT OPEN BEFORE [20-12-2022].
- 12.2 If the outer envelope is not sealed and marked as required, the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.

13. Deadline for Submission of Bids

- 13.1 Bids must be received by the Procuring Agency at the address specified in Bidding Documents, not later than the time and date specified in the Bid Data Sheet.
- 13.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents. In such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

14. Late Bids

Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring agency shall be rejected and returned unopened to the Bidder.

15. Modification and Withdrawal of Bids

- 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 15.2 No bid may be modified after the deadline for submission of bids.
- 15.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Opening and Evaluation of Bids

16. Opening of Bids by the Procuring agency

- 16.1 The Procuring agency shall open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.
- 16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency may consider appropriate, will be announced at the opening.

17. Clarification of Bids

During evaluation of the bids, the Procuring agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be

in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

18. Preliminary Examination

18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.

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

19. Evaluation and Comparison of Bids

19.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.

19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and execution charges imposed till the delivery location.

20. Contacting the Procuring agency

20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

21. Post-qualification

21.1 In the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to

ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.

21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

22. Award Criteria

The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids

23.1 Subject to relevant provisions of SPP, Rules, 2010 (updated), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.

23.2. Pursuant to Rule 45 of SPP Rules 2010 (updated), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.

24. Notification of Award

Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.

25. Signing of Contract

25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

26. Performance Security

Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

27. Corrupt or Fraudulent Practices

27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

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

- a. **“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
 - b. **“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
 - c. **“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
 - d. **“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (b) **“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

Bid Data Sheet

The following specific data for the **Repair & Maintenance Work of B-16 Staff Town at University of Karachi at University of Karachi** to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1	Name and address of Procuring Agency: <i>University of Karachi, Karachi.</i>
ITB 1	Name of Contract. <i>“Repair & Maintenance Work of B-16 Staff Town at University of Karachi at University of Karachi”</i>
Bid Price and Currency	
ITB 4	Prices quoted by the Bidder shall be <i>“fixed” and in” Pak Rupees”</i>
Preparation and Submission of Bids	
ITSB 19	<i>Qualification requirements:</i> <ol style="list-style-type: none"> 1) NTN 2) Sales Tax 3) Registration with SRB for works & services 4) Registration with PEC (C-6) specialization in CE08 5) Minimum three years’ experience in relevant field 6) Turnover of 10 million per year in last three years
ITB 7	Amount of bid security. As per SPP –Rules, 2010, Clause 37(1)
ITB 8	Bid validity period. 90 days
ITB 10	Number of copies. <i>One Original</i>
ITB 19.1	Deadline for bid submission. <i>20-12-2022 at 03:00 pm</i>
ITB 20	Bid Evaluation: <ul style="list-style-type: none"> ○ Least Cost Selection (LCS) evaluated bid in terms of Value for Money. ○ As per specifications mentioned in the bidding document.
	Under following conditions, Bid will be rejected: <ol style="list-style-type: none"> 1. Conditional tenders/bids; 2. Bids not accompanied by bid security (Earnest Money); 3. Bids received after specified date and time; 4. Bidder submitting any false information; 5. Black Listed Firms by Sindh Government or any entity of it



UNIVERSITY OF KARACHI

Ref: U.E./T/2022-004

Cost of form

BOQ

Rs. 2,000/=(Non-refundable)

Date of opening: 20-12-2022

Time of opening: 03:30 pm

Place of opening: Engineering Department, University of Karachi

Name of Work: Repair & Maintenance Work of B-16 Staff Town at University of Karachi at University of Karachi.

S. N	ITEMS OF WORK.	QTY	RATE	UNIT	AMOUNT
1.	RENOVATION OF TOILET P/F Mirror 24"x18" with plastic sjelf etc complete	3 No.		Each	
2.	P/F Towel rail 24"x3/4" with bracket etc complete	3 No.		Each	
3.	P/F Muslim Shower with 3' long plastic connection	3 No.		Each	
4.	P/F Chrome shower with rod fix in line etc complete	3 No.		Each	
5.	P/F Chrome double Bibcock 1/2" dia fix in line	3 No.		Each	
6.	P/F Chrome bibcock 1/2" dia fix in line	3 No.		Each	
7.	P/F concealed stop cock 1/2" dia fix in line	18 No.		Each	
8.	P/F W/C / Commode with low level flush Tank (Golden) i/c Pvc flushing pipe suitable for this style with fitting etc complete with Upvc P-trap (a) Commode)	3 No.		Each	
9.	P/F Wash basin 16"x22" with pedestal, Bracket, waste, waste pipe, Mixer, plastic connection etc complete.	3 No.		Each	
10.	RENOVATION OF KITCHEN P/F Steel Sink (Atlas) with bracket, waste, waste pipe and mixer etc complete	1No.		Each	
11.	P/F Gas Stove (Marshal) twin family size fix in line etc complete	1 No.		Each	
12.	P/F Kitchen cabinet of lamination lasani sheet fix with Formica sheet on side i/c brass hinges, catcher, handle etc complete as required at site.	95		Sft.	
13.	TERMITE PROOFING WORK P/F Termite proofing with TORQUE Chemical i/c drilling holes at various points which effected complete with all respect.	3400		Sft.	
14.	WATER Proofing work Dismantling of roof Screesing at Ground floor roof up to nude roof li/c dispose off the material as directed by in-charge.	1000		Sft.	
15.	P/F Roof Screeding at ground floor roof of 3" thick in proper slope 1:2:4 C. Conc. Graded bajri + crush and down gauge in 2 nd floor slabn i/c making gola at all corners consolidation , finishing and curing etc complete	1000		Sft.	

16.	P/F Upvc pipe 2" dia with specials for water spout i/c making holes and making good damages	10		Rft.	
17.	1-1/2" thick cement plaster 1:4 in two layers on wall, ceiling, columns etc in ground floor i/c scraping damaged portion and making edges, corners and curing etc complete.	500		Sft.	
18.	Floor and Wooden Door works P/f 1-1/2" solid flush door with iron hinges, tower bolt etc complete	24.50		Sft,	
19.	P/F Door lock(Babar -808) fix in door as required at site	10 No		Each.	
20.	Oil painting iron / wood work with super glass enamel paint of approved make and shade two coats over and including the cost of the one coat of priming complete at any heights in any floor	63		Sft.	
21.	P/f bajri glass with beading complete	60		Sft.	
22.	Glazed Tiles Work Dismantling of mosaic floor and skirting i/c disposal off the material as directed by in-charge.	1600		Sft	
23.	P/L floor of 3/4" thick colored glazed tiles 12"x12" of master make (Pakistani) 1 grade in ground floor l laid over 1" thick C.M 1:2 i/c jointing and washing the tiles with white cement slurry and curing etc complete.	1600		Sft.	
24.	R.C.C. PIPE LINE AND MANHOLE WORK Excavation in all kind of soil, Murom hard average for line materials separately lead up to one chain (30.5R.M) and lift up to 5 feet (1.52M)	2550		Cft.	
25.	Providing R.C.C .pipe class A.S.T.M C-76BS5911(with rubber ring) and fixing in trench i/c cutting , filling and jointing with maxphalt composition and cement mortar (1:1) and back filling the excavated material in trench i/c testing with water and a pressure head of 80 Feet (15.24M) and cartage with 10 miles (16.09KM) A) = 6" Dia B) =12" Dia	50 175		Rft. Rft.	
26.	Providing manhole type "A" 2-6" dia up to required depth as per approved design (tandori) and specifications complete for to 12" dia pipes up to 4' depth with R.c.c. 1:2:4 slab 6" thick cast in situ 1:2:4 C.c. walls etc 6" thick 1:33:6 C.C. in foundation 1:2:4 C.C in benching, 1/2" cement plaster 1:3 C.M to all inside and outside wall surface, channels and benching etc and to top including making requisite number of making and branch channels i/c the cost of excavation back filling and dispose off excavated stuff.	6 No.		Each.	
27.	P/F 6"x6" (150 mm x 150mm) with 4" (100mm) out let cement concrete C.I gully trap wt:42 lbs(19Kg) complete with 4" thick (100mm) 1:2:4 cement concrete for bed and kerb 1/2" (13mm) thick cement plaster (1:3) to the kerb C.I grating 6"x6"(150mmx150mm) and R.C.C cover (12"x12" with frame etc complete	7 No.		Each	
28.	Bailing or pumping out sub-soil water during excavation or concreting etc if required (trench volume below sub-soil water level and concrete level respectively to be paid) once after final excavation and one after concreting.	1200		Cft.	
29.	Dismantling R.C.C. i/c separating re-enforcement from concrete in foundation basement plinth and ground floor i/c staking at site and disposing off the stuff.	120		Cft.	
30.	P/L floor of 3" thick 1:2:4 C.Conc. using graded screened bajri 3/4"				

	and down gauge in ground floor laid in panels i/c from work consolidation, finishing and curing etc complete.	200		Sft.	
31.	P/F pre-cost R.C.c. slab length exceeding 4'-6" (1372mm) but not exceeding 6'-6" (1981 mm) with ft. (304 mm) i/c setting in position and filling and joints with cement mortar 1:4 etc complete as per direction of the in-charge.	120		Sft.	
32.	ELECTRICAL WORKS P/F Re-wiring for light fan point concealed in Pvc pipe ¾" all electrical boards / points concealed i/c wall curing and refilling with cement and sand i/c pulling out old and damaged wiring and boards etc and covering with new A-99 aqua china switch / socket / dimmer sheet boards No. 1 quality wire 2-3/029 supreme (fayyaz cable complete light / fan point etc and as required at site and old material should be deposited in Campus Engineering Office.	12		Point	
33.	P/F Main D.B box with angle iron sheet 18" gauge 12"x15"x4" with circuit breaker Hager 63 Amp. TP-3 Nos indicator lamp. 1) MCCB 10 Amp. Hager Single Phase 3 Nos. 2) MCCB 16 Amp. " " " 3 Nos. 3) MCCB 20 Amp. " " " 3 Nos.	1 Job		Job.	
34.	P/F Gate light with Iron shade i/c lamp with energy saver 25 watt (Philips) as required at site.	4 No.		Each.	
35.	Wiring for gate light / call bell with 4-3/029million supreme (Fayyaz cable in Pvc pipe 1" i/c/ earth wire 1.5 mm as req. at site.	200		Rft.	
36.	P/F ceiling FAN 56" (Pak fan) DELUX Heavy duty No.1	5 No.		Each.	
37.	P/F universal plug (A -99 Aqua TM) with concealed boards with cutting and refilling as req. at site.	16 No.		Each.	
38.	p/F Power plug (A -99 Aqua TM) with concealed boards china.	2 Np.		Each.	
39.	P/F Dimmer , Switch, Socket Quality No.1 with sheet and boards as req. with fixing china sheet, boards, i/c wall cutting etc complete and refilling the same various sizes (4+10	16 No.		Each.	
40.	P/F Pvc Holder quality No. 1 big size	18No.		Each.	
				Total	

Total Amount in Words: _____

UNIVERSITY ENGINEER

ASSISTANT EXECUTIVE ENGINEER (CIVIL)

CONTRACTOR

BID SUMMARY SHEET

S. No.	Bid Value on FOR Basis	PKR

Total Bid Value in PKR		
Earnest Money @ 2% in PKR		
Pay Order/Demand Draft No:		Date:
Signature:	Seal:	

TERMS & CONDITIONS

- The Procuring Agency may reject all bids at any time prior to the acceptance of a bid under SPP-Rules, 2010 amended up to date.
- 2% Bid Security should be attached with the bidding document in shape of pay-order drawn in favor of University of Karachi.
- Bids not accompanied by the Bid Security will not be considered.
- Copies of the PEC, Sales Tax Registration, Sindh Revenue Board (SRB) and NTN are to be attached with the bidding documents.
- The quoted price shall be inclusive of all applicable Govt. Taxes and Charges.
- Procurement Committee shall finalize the bids in light of SPP-Rules, 2010 clause (8).
- The bid must be submitted along with the detailed company profile.
- Prices shall be quoted on FOR basis.
- The method of procurement is open competitive bidding single stage one envelope procedure.
- The price to be quoted shall be filled in the bidding documents mandatory.
- The successful bidders who undertake to execute the contract shall be liable to forfeiture of their Bid Security as a penalty.
- The bid shall be evaluated on the following criterion.
 - Lowest evaluated bid in terms of Value for Money.
 - As per specifications, terms & conditions mentioned in the bidding document.
- Period of Bid Validity 90 (Ninety) Days
- Delayed Delivery: 10% liquidity damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
- Quality Factors: The quality of Goods must be of prime quality.
- Condition of Goods / Works: All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- The last date of issuance of bidding document is day 19-12-2022 at 03:30 p.m.
- The last date of receipt bidding document is 20-12-2022 at 03:00 p.m. The bid shall be opened on the same day at 03:30 p.m. in presence of the bidders or their representatives who may wish to be present.
- In case of any holiday or disturbance the bids shall be opened on the next working day as per schedule.
- The Tender Notice shall be available on the Official website www.pprasindh.gov.pk as well as Procuring Agency's website www.uok.edu.pk

Total Amount _____

(Rupees: _____ Only)

(Total Earnest Money Rs. _____)

SIGNATURE OF THE PROPRIETOR
AND RUBBER STAMP OF THE COMPANY