

**UNIVERSITY OF SUFISM AND MODERN SCIENCES,
BHITSHAH**



TENDER DOCUMENT

FOR

UPGRADATION OF CONFERENCE HALL

AT

UNIVERSITY OF SUFISM & MODERN SCIENCES, BHITSHAH

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INSTRUCTIONS TO BIDDERS

1. SCOPE OF BID

The Procuring Agency as defined in the Bidding Data wishes to receive Bids for **Upgradation of Conference Hall** at University of Sufism & Modern Sciences, Bhitshah.

Bidders must quote for the complete scope of work. Any Bid covering partial scope of work will be rejected as non-responsive.

2. SOURCES OF FUNDS:

- 2.1 The Procuring Agency has arranged funds from its own resources which may be indicated accordingly in bidding data towards the cost of the project/scheme.

3. ELIGIBLE BIDDERS

Bidder Must Qualify 100% in Mandatory Criteria for Further Technical Evaluation:

1. Valid Registration with tax authorities Federal Board of Revenue with proof of company in Active Taxpayer list.
2. Must be a SECP registered company, firm, partnership, or sole proprietorship under the laws of Pakistan (Attach Incorporation Certificate Attach)
3. Original Company Profile & BOQ duly stamped & signed.
4. Company Should be ISO 45001 or ISO 9001 Certified
5. Valid Registration with Chamber of Commerce.
6. List of Similar Projects executed in last 03 years of same nature with Cost not less than Rs. 10 million each showing documentary proof (Work Orders or Work Completion Certificate).
7. Average annual turnover in the last 3 years should not be less than Rs. 10 million.
8. Scanned Copy of Earnest Money Deposit Along with Tender Fee should Be Uploaded on EPADS & Original must be Physically Submitted to Tender Opening Committee atleast 30 Minutes Before Bid Opening Time.
9. Complete Bidding Document duly signed and stamped on its each/every page as acceptance of all terms and conditions.
10. Affidavit on original stamp paper of Rs. 100/- duly notarized to the effect that:
 - i- The bidder is neither blacklisted nor suspended by any National/International, including Provincial and Federal Government.

4. ELIGIBLE GOODS

- 4.1 The origin of all the goods & related services to be supplied under the Contract should be mentioned.
- 4.2 Origin means the place where the goods are manufacture or produce or the place from which the related services are supplied.
- 4.3 All goods mentioned in Bill of Quantity(BoQ) and related services to be supplied under the contract shall have their origin in eligible source from foreign countries and all expenditures made under the contract shall be limited to such goods and services.

5. COST OF BIDDING

- 5.1 The Bidder shall bear all costs associated with the preparation and submission of its bid. The Procuring agency will not be responsible or liable for these costs.

6. AMENDMENT / CLARIFICATION OF BID DOCUMENT

An interested Bidder requires any clarification regarding bid document may notify the Procuring Agency in writing as per SPPRA Rule 23(1).

- 6.1 At any time prior to the dead line for submission of bids, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
- 6.2 All prospective bidders that have received the bidding documents will be notified the amendment(s) in writing, which will be binding on them.
- 6.3 In order to allow prospective bidders reasonable time to take the amendment(s) into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for submission of the bids.

BID PREPARATION

7. BID PROCEDURE

SINGLE STAGE–SINGLE ENVELOPE PROCEDURE:

- 7.1 Bids shall be accepted under the single stage-single envelope procedure defined in the SPPRA Rules 2010.
- 7.2 The bids shall be opened in the presence of bidders or their authorized representative at the prescribed time, date and venue.
- 7.3 The Bids shall be evaluated in accordance with the evaluation / qualification criteria specified in these bidding documents besides any other factor deemed to be relevant by the procuring agency subject to provision of Rule 44 of SPP Rules 2010;

8. LANGUAGE OF BID

- 8.1 The bid document as well as all correspondence by the bidder and the Procuring Agency shall be in English. Supporting documents and printed literature furnished by the bidder may be in another language provided these are accompanied by an accurate translation of the relevant passages in English.

9. DOCUMENTS COMPRISING THE BID

- 9.1 The bid prepared by the Bidder shall comprise as per requirement in eligibility criteria and evaluation criteria
- 9.2 The bid prepared by the Bidder shall comprise the following:
 - 9.2.1 Bid Form;
 - 9.2.2 Price Schedule;
 - 9.2.3 Documentary evidence to the effect that the Bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
 - 9.2.4 Documentary evidence to the effect that the goods to be supplied by the Bidder are eligible goods and related services as defined in clause- 3 and conform to the bidding documents; and
 - 9.2.5 Bid Security.
 - 9.2.6 Tender Fees.

10. BID PRICES

The prices and discounts quoted by the Bidder in the Bid Form and in the Price Schedules shall conform to the requirements specified below:

- 10.1 All items in the Schedule of Supply must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Price Schedule shall be assumed not to be included in the Bid.
- 10.2 The price to be quoted in the Bid Form shall be the total price of the Bid excluding any discounts offered.
- 10.3 The Bidder shall quote any unconditional discounts and the methodology for their application in the Bid Form.
- 10.4 Prices proposed in the Price Schedule Forms for Goods, shall be disaggregated, when appropriate. This disaggregation shall be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency. This shall not in any way limit the Procuring Agency's right to contract on any of the terms offered:
 - 10.4.1 Price Schedule For Goods offered from within the Procuring Agency's country:
 - Detailed Specification of Stores
 - Model/Cat No.
 - Name of Manufacturer.
 - Country of Origin
 - Quantity of Stores
 - Unit
 - the unit price of the goods quoted on delivered duty paid (DDP) basis, including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of goods, or on the previously imported goods of foreign origin;
 - If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes during the contract period shall be passed on to the Procuring Agency; and
 - The total price for the item.

- 10.5 Final Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected.
- 10.6 If it was proved during the contract period that bidder has supplied the contracted item(s) to any other purchasing agency in Pakistan at the prices lower than the contracted prices, the balance amount will be deducted from the bill and / or security deposit of the bidder.

11. BID CURRENCIES

- 11.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

12. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

- 12.1 The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted shall establish to the Procuring Agency's satisfaction that:
 - a. In the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring Agency's country;
 - b. The Bidder has the financial, technical, and production capability necessary to perform the contract;
 - c. The Bidder meets the evaluation & qualification criteria of bidding document.

13. ELIGIBILITY AND CONFORMITY TO BID DOCUMENTS

- 13.1 The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding Documents of all goods and services which the Bidder proposes to supply under the contract, pursuant to Instruction To Bidders Clause 8.
- 13.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 13.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
 - a. A detailed description of the essential technical and performance characteristics of the goods; and
 - b. An item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 13.4 The Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive, for purposes of the commentary to be furnished pursuant to ITB Clause 12.3(b) above.
- 13.5 The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring Agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specification.

14. BID SECURITY

- 14.1 The Bidder shall furnish, as part of its proposal, a Bid Security in the amount and currency specified in the Bid Data Sheet. Unsuccessful bidders' Bid Security will be returned soon after approval of the successful Bidder. The successful Bidder's Bid Security will be discharged upon signing of contract and furnishing the Performance Security bond, duly guaranteed by a scheduled bank.
- 14.2 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Procuring Agency as non-responsive.
- 14.3 The Bid Security shall remain valid for a period of 28 days beyond the bid validity period.
- 14.4 The Bid Security is required to protect the Procuring Agency against the risk of Bidder's conduct, which would warrant the Security's forfeiture;
- 14.5 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, the Bidder fails:
 - To sign the Contract; or
 - To complete the supplies in accordance with the General Conditions of Contract.

15. BID VALIDITY

- 15.1 Bids shall remain valid for 90 days from the date of its opening. A bid valid for a shorter period shall be treated as non-responsive and rejected.
- 15.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period. However, for any reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to

- extend their respective bid validity period.
- 15.3 All Schedules to Bid are to be properly completed and signed.
- 15.4 No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.

16. ALTERNATIVE BIDS

- 16.1 Unless otherwise indicated in the Bidding Data Sheet, alternative bids shall not be considered.

SUBMISSION OF BIDS

17. SEALING AND MARKING OF BIDS

- 17.1 The envelopes shall:
- (a) Having the name and address of the Bidder;
 - (b) Having the specific identification of the name and NIT reference number;
 - (c) Having the Procuring Agency's name and address mentioned in NIT.
 - (d) Having a statement: "**DO NOT OPEN BEFORE**" the time and date specified in the Bid Data Sheet.
- 17.2 If the envelopes are not sealed and marked as required above, the Procuring Agency will not be responsible for the misplacement or premature opening of the bid.

18. DEADLINE FOR SUBMISSION OF BIDS

- 18.1 Bid must be submitted by the bidder and received by the Procuring Agency at the specified address not later than the time and date specified in the Bid Data Sheet.
- 18.2 The Procuring Agency may, at its convenience, extend this deadline for submission of bids by amending the bidding documents in which case all rights and obligations of the Procuring Agency and the Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

19. LATE SUBMISSION OF BID

- 19.1 A bid received by the Procuring Agency after the deadline for submission of bids shall not be entertained and returned unopened to the bidder.

20. MODIFICATION AND WITHDRAWAL OF BIDS

- 20.1 The Bidder may modify or withdraw his submitted bid, by written notice received by Procuring agency prior to the deadline prescribed for submission of bids.
- 20.2 No bid may be modified and withdrawn after the deadline for submission of bids.
- 20.3 The Bidder may after its submission withdraw prior to the expiry of the deadline prescribed for submission of bids.

OPENING AND EVALUATION OF BIDS

21. OPENING OF BIDS BY THE PROCURING AGENCY

- 21.1 The Procuring Agency will open all bids in the presence of bidders / representatives, at the time, date, and at the place specified in the Bid Data Sheet. The bidders / representatives shall sign attendance sheet.
- 21.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, bid security and such other details as the Procuring Agency, at its discretion, will be announced at the opening of bid. Late bids will be rejected at the time of bid opening, which will be returned unopened to the Bidder.
- 21.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 21.4 The Procuring agency will prepare minutes of the bid opening meeting.

22. CLARIFICATION OF BIDS

- 22.1 During evaluation process of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of his 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.

23. PRELIMINARY EXAMINATION

- 23.1 The Procuring Agency will examine the bids to determine whether complete, computational errors, required sureties have been furnished, the documents have been properly signed, and the bids are generally in order.
- 23.2 Arithmetical errors will be rectified on the following basis:
- a. If there is any **discrepancy** in the product between unit price and total price, **the unit price shall prevail**, and the total price shall be corrected accordingly.

- b. If the Supplier does not accept the correction of the errors, its bid will be rejected, and bid security shall be forfeited.
 - c. If there is any discrepancy found between words and figures, the **amount in words will prevail**.
- 23.3 The Procuring Agency may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 23.4 Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law, and Taxes and Duties, will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 23.5 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.

24. EVALUATION AND COMPARISON OF BIDS

- 24.1 The Procuring Agency will evaluate and compare the bids which have been determined to be substantially responsive.
- 24.2 The Procuring Agency's evaluation of a bid will take in to account, in addition to the bid price quoted, one or more of the following factors, and quantified:
- a. **Incidental costs:** Incidental costs provided by the bidder will be added by Procuring Agency to the bid price at the final destination.
 - b. **Delivery schedule offered in the bid:** The goods covered under this invitation are required to be delivered / shipped within an acceptable range of weeks specified in the Schedule of Requirement.
 - c. **Deviations in payment schedule from that specified in the Special Conditions of Contract:** Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring Agency may consider the alternative payment schedule offered by the selected Bidder.
- 24.3 For the purpose of comparison of bids quoted in different currencies, price shall be converted into Pakistani Rupees. The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids, as notified by the National Bank of Pakistan (NBP) / State Bank of Pakistan (SBP).

EVALUATION CRITERIA

25. TECHNICAL EVALUATION OF BIDS

1. Evaluation shall be based on the record / documentary evidence submitted by the bidder.
2. Bids should be fully responsive to the technical specifications of the goods.
3. Goods shall be evaluated as per the sample furnished or demo provided by the bidder for physical verification/technical evaluation.
4. Valid Registration with tax authorities Federal Board of Revenue with proof of company in Active Taxpayer list.
5. Must be a SECP registered company, firm, partnership, or sole proprietorship under the laws of Pakistan (Attach Incorporation Certificate Attach)
6. Original Company Profile & BOQ duly stamped & signed.
7. Company Should be ISO 45001 or ISO 9001 Certified
8. Valid Registration with Chamber of Commerce.
9. List of Similar Projects executed in last 03 years of same nature with Cost not less than Rs. 10 million each showing documentary proof (Work Orders or Work Completion Certificate).
10. Average annual turnover in the last 3 years should not be less than Rs. 10 million.
11. Scanned Copy of Earnest Money Deposit Along with Tender Fee should Be Uploaded on EPADS & Original must be Physically Submitted to Tender Opening Committee atleast 30 Minutes Before Bid Opening Time.
12. Complete Bidding Document duly signed and stamped on its each/every page as acceptance of all terms and conditions.
13. Affidavit on original stamp paper of Rs. 100/- duly notarized to the effect that:

i- The bidder is neither blacklisted nor suspended by any National/International, including Provincial and Federal Government.

26. FINANCIAL EVALUATION OF BIDS:

- 26.1 Financial bids of the technically responsive/qualified bidders shall be considered only.
- 26.2 Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder.

27. CONTACTING THE PROCURING AGENCY

- 27.1 No bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If any bidder wishes to bring additional information to the notice of the Procuring Agency, it may do so in writing.
- 27.2 Any direct or indirect effort by a bidding firm to influence the Procuring Agency during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the Procuring Agency's future bids.

28. REJECTION OF BIDS

- 28.1 Not with standing anything stated here-before after the Procuring Agency may reject any or all bids at any time prior to the award of contract.
- 28.2 The Procuring Agency may communicate in written to a bidder for its rejection.
- 28.3 If any erasing and/or alterations in the submitted bid shall be authenticated by the authorized person by his duly stamped full signature. Use of hand written writing and white fluid markers shall lead to rejection of bid.
- 28.4 Ambiguous and incorrect information in the submitted bid will result rejection of bid.
- 28.5 The bids disqualified / not responsive to the Mandatory Qualification Criteria provided in this document shall not be eligible for further Technical or Financial Evaluation.
- 28.6 Joint Venture / Consortium Bids, Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Blacklisted firms shall be treated as rejected/non- responsive.

29. RE-BIDDING

- 29.1 If the Procuring Agency has rejected all bids, it may move for a re-bidding or may seek any alternative method of procurement under the provisions of the prevailing Rules.

30. ANNOUNCEMENT OF EVALUATION REPORT

- 30.1 The Procuring Agency will announce the Evaluation Report prior to the award of contract as per SPPRA Rule 45.

AWARD OF CONTRACT

31. ACCEPTANCE OF BID AND AWARD CRITERIA

- 31.1 The Procuring Agency will award the contract to the qualified bidder as per criteria mentioned in the bid data sheet.
- 31.2 The bids will be awarded, if not in conflict with any other law, rules, regulations or policy of the Government. The contract will be awarded within the original or extended period of bid validity.

32. PROCURING AGENCY'S RIGHT TO CHANGE QUANTITIES AT TIME OF AWARD

- 32.1 The Procuring Agency reserves the right to change the quantity of item(s) mentioned in bill of quantity without any change in unit price or other terms and conditions.

33. LIMITATIONS ON NEGOTIATIONS

- 33.1 The Procuring Agency reserves the right to hold negotiation of delivery schedule or completion schedule for all the items or any item.
- 33.2 Negotiations will not be used to change substantially:
 - 1. The technical quality or details of the requirement, including the tasks or responsibilities of the bidder or the performance of the goods;
 - 2. The terms and conditions of the Contract and;
 - 3. Anything affecting the crucial or deciding factors in the evaluation of the proposals/bid and/or selection of successful bidder.

34. NOTIFICATION OF AWARD OF CONTRACT

- 34.1 Pursuant to Rule 45 of SPP Rules 2010 (Amended 2013), 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.
- 34.2 Prior to the expiry of the original or extended period of bid validity, the successful bidder will be informed in writing of acceptance of its bid by the Procuring Agency.

35. SIGNING OF CONTRACT

- 35.1 While conveying acceptance of bid to the successful bidder, the Procuring Agency will send the bidder Contract Form, incorporating all points of agreement between the Parties.
- 35.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder and the Procuring Agency will sign and date the Contract on legal stamp paper valuing 0.35% of the value of contract, (cost shall be borne by the bidder). In case the successful Bidder, after completion of all codal formalities, shows inability to sign the Contract, its Bid Security shall be forfeited. The firm may also be blacklisted from taking part in any future bidding of Procuring Agency for a period upto five Years. In such a situation, the Procuring Agency may make the award to the next lowest evaluated responsive bidder or move for re-bid.

36. PERFORMANCE SECURITY

- 36.1 The successful Bidder shall furnish Performance Security. Upon submission of Performance Security the Bid Security will be returned to the Bidder. The amount of Performance Security is specified at Bid Data Sheet.
- 36.2 Failure of the successful Bidder to comply with any of the requirements specified in this document shall be considered as 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 at the risk and cost of the former.

37. CORRUPT OR FRAUDULENT PRACTICES

- 37.1 The Procuring Agency and the Bidders / Manufacturers / Contractors are expected to observe the highest standard of ethics during the procurement and execution of the Contract. In pursuance of this policy, the relevant terms / phrases as may apply are defined below:
 - (i) "**corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and
 - (ii) "**Fraudulent Practice**" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Procuring Agency of the benefits of free and open competition;
 - (iii) "**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;
 - (iv) "**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;
- 37.2 The Procuring Agency will take all possible administrative / legal measures if it is found that the Bidder recommended for award was / is engaged in corrupt or fraudulent practice(s) before or after signing of the contract resulting into the conviction of the proprietor under criminal case besides blacklisting of the firm either indefinitely or for such period of time as may be determined by the Procuring Agency.
- 37.3 Will declare a firm ineligible, either indefinitely or for a stated period of time, for the award of a Contract if it, at any time, determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a Contract.

GENERAL CONDITIONS OF THE CONTRACT

UPGRADATION OF CONFERENCE HALL AT UNIVERSITY OF SUFISM AND MODERN SCIENCES,

CLAUSE: 1. INSTRUCTIONS TO THE BIDDERS:

- 1) Tenders must be filled in with Blue or Black pen in the column provided in BOQ documents duly signed and stamped.
- 2) If any erasing and/or alterations in the submitted bid shall be authenticated by the authorized person by his duly stamped full signature. Use of hand written writing and white fluid markers shall lead to rejection of bid.
- 3) The tendered rate should be inclusive of all taxes, Income & Sales Tax etc. payable to Federal & Provincial Govt. or Local bodies and no claims on this account shall be entertained.
- 4) The bidder shall furnish General sales tax (GST) Registration Certificate of the firm failing which the offer will be ignored. In case the item is exempted from GST either documentary evident or certificate from competent authority shall be attached with the offer.

CLAUSE: 2. SPECIAL CONDITIONS:

- 1) Examination is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively. No extension will be granted /accorded for the supply of initial period
- 2) The Bidders shall quote their firm and final price both in figures & words on “Free Delivery basis to Consignee end.
- 3) The successful supplier / bidder must be bound to supply the awarded items mentioned dated supply orders on the quoted rates.

CLAUSE: 3. PURCHASER’S RIGHT TO VARY QUANTITIES.

The Purchase Committee reserves the right to increase/decrease or delete the quantities of any items at the time of award of contract and also reserves the right to enhance the quantities of goods/service originally specified in the Schedule of Requirement without any change in unit price or other terms and conditions of goods at any time during contract period.

CLAUSE: 4. PURCHASERS RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Procurement/tender Committee reserves the right to accept or reject any bid in accordance with the provision provided in SPPRA rules and to annual the bidding process and rejects all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the Purchaser’s action.

CLAUSE: 5. ELIGIBLE BIDDERS

This Invitation for Bids is open to all suppliers within Pakistan. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal or Provincial), a local body or a public sector organization.

The bidders should have operational office(s) in Pakistan and possess financial sustainability to meet timely supply of items.

CLAUSE: 6.

A. Eligibility / Qualification Criteria of Bidders

As per evaluation criteria in this bid document

B. Criteria for Evaluation of Bids.

As Per Product Specification/Sample of Tender

CLAUSE: 7. NOTIFICATION OF AWARD OF CONTRACT

- 1) Prior to the expiration of the period of bid validity, the Procurement/tender Committee will notify the successful bidder in writing about the acceptance of the offer by letter, to confirm in writing that the bid has been accepted.
- 2) The notification of award will constitute the formation of the contract.

CLAUSE: 8. AWARD OF CONTRACT:

Subject to the fulfillment of all formalities, the Purchase committee will issue the supply orders to successful Bidder who accepts the award of contract.

CLAUSE: 9. PAYMENTS.

(A) Interim / Running Bill.

The competent authority of procuring agency shall pass/certify the amount to be paid to the supplier, which he considers due and payable in respect thereof, subject to deduction of security deposit, advance payment if any made to him and taxes. All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for supply actually done and completed, and shall not preclude the competent authority from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period.

(B) The Final Bill.

A bill shall be submitted by the supplier within one month of the date fixed for the completion of the work otherwise Purchase & Store Officer's certificate of the total amount payable for the supply shall be final and binding on all parties.

CLAUSE: 10. PERFORMANCE SECURITY (SPPRA RULE-39).

The successful bidder shall furnish to the procuring agency a Performance Security in the form of pay order or demand draft or bank guarantee, and the amount stipulated in the Bidding Data and the Conditions of Contract within a period of 28 days after the receipt of Letter of Acceptance.

Validity of performance security shall extend at least ninety days beyond the date of completion of contract, or as mentioned in the bidding data to cover defects liability period or maintenance period subject to final acceptance by the procuring agency.

CLAUSE: 11. REFUND OF SECURITY DEPOSIT / PERFORMANCE SECURITY (SPPRA RULE-39)

On completion of the whole of the supplies (a supplies should be considered as complete for the purpose of refund of security deposit to a contractor from the last date on which its final supplies has been made by a competent authority, the defects notice period has also passed and the competent authority has certified that all defects notified to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor (in form of pay order or recovered in installments from his bills) shall be refunded to him after the expiry of 6 months from the date on which the supplies are completed.

CLAUSE: 12. UNDERTAKING:

- That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- I/We undertake that, if any of the information submitted in accordance to this tender enquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.

TERMS & CONDITIONS

UPGRADATION OF CONFERENCE HALL AT UNIVERSITY OF SUFISM AND MODERN SCIENCES,

All interested venders/ suppliers are requested to read following terms & conditions carefully for strict compliance:

- 1.** EPADS applied bidders will only be considered.
- 2.** Supplier should have to provide in the shape of call deposit / demand draft Rs. 200,000/- in the favor of UNIVERSITY OF SUFISM & MODERN SCIENCES, BHITSHAH.
- 3.** Supplier should have to provide Rs. 3000/- in the shape of call deposit, demand draft on account of Tender Fee in favor of UNIVERSITY OF SUFISM & MODERN SCIENCES, BHITSHAH.
- 4.** Tender is called on Full Package Basis.
- 5.** Quantity at any time can be increased / decreased or any item can be deleted.
- 6.** In case of failure on the part of Supplier to Supply as per specification or within the stipulated time, penalty of 3% of the supply order per week or part thereof up to maximum limit of 10% will be imposed on the supplier.
- 7.** The rates should be given inclusive of GST, Income Tax & any other government duty.

BID DECLARATION FORM
(Mandatory Filled and Attached with Financial Proposal)

UPGRADATION OF CONFERENCE HALL
AT
UNIVERSITY OF SUFISM AND MODERN SCIENCES,

1. Name of Interested Firm:

2. CNIC#: (Please attach Copy of CNIC)

3. NTN #: (Please attach Copy of NTN Certificate)

4. GST#: (Please attach Copy of GST Certificate)

5. Total Bid Amount Rs: _____

Amount In words: _____

6. Earnest Money Amount Rs: _____

Demand Draft No. _____

Amount In words: _____

Bank: _____

7. Contact Person: _____

8. Postal Address: _____

9. Email Address: _____

10. Telephone: PTCL: Cell Phone: _____

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated. Moreover, I hereby declare the all the terms and conditions of the biding document are accepted.

Contractor
Sign with stamp

BID DATA SHEET

Procuring Agency	UNIVERSITY OF SUFISM AND MODERN SCIENCES, BHITSHAH	
Title	UPGRADATION OF CONFERENCE HALL	
Bid Procedure:	Single Stage–Single Envelope	
Bidder’s (Who can Apply)	1	Bidder shall be a Pakistan nationality.
	2	The Bidder must have valid NTN Number, GST & SRB (Where applicable),
	3	The bidder is NOT BLACKLISTED from any Procuring Agency in Pakistan.
	4	The bidder must have minimum 03 Similar Projects executed in last 03 years.
	5	The bidder should have required annual turnover as mentioned eligibility criteria.
	6	Firm must comply with specifications mentioned in bidding documents.
	7	The Conditional bid will be disqualified.
	8	The Bidder shall submit E-bid through EPADS online portal as per SPPRA Rule 24-2.
Bid Document can be purchased From:	Office of the Project Director, USMS, Bhitshah. Or download from www.sppra.gov.pk	
Language:	English	
Bid Currency:	Bid shall be in PKR.	
Quoted Prices.	The Bidders shall quote price including all applicable taxes.	
Bid Security:	Rs. 200,000/- Only Demand Draft in the favor of “Security deposit, University of Sufism and Modern Sciences, Bhitshah”	
Bid Validity:	The bid should be valid for 90 days	
Performance Security	5% of Contract Award Amount (as mention in Acceptance Letter). Only Demand Draft in the favor of “Performance Security, University of Sufism and Modern Sciences, Bhitshah”	
Award Criteria	Most Advantageous Bid	
Purchase Date:	From 04-05-2026 to 18-05-2026	
Bid Submission/ Closing Time	(Date & time): 19-05-2026 at 10:30 (AM) Bids received after the due date and time will be un-accepted.	
Bid Opening	(Date & time): 19-05-2026 at 11:00 (AM)	
Bid opening place	Seminar Hall, at USMS Bhitshah	
Completion Period	01 months at USMS, Bhitshah (after the issue of Work Order)	
Bid Evaluation:	The bids will be evaluated as per Evaluation Criteria given in this bid document.	
	The quantity can be increased / decreased at any time as per SPPRA Rules.	
	The Procuring Agency reserves the right to reject any or all the bids subject to the relevant provisions of SPPRA Rules 25 (1) (Amended 2017).	

MANDATORY REQUIRED DOCUMENTS

The bidder is required to submit the following mandatory documentary information:

1. Valid Registration with tax authorities Federal Board of Revenue with proof of company in Active Taxpayer list.
2. Must be a SECP registered company, firm, partnership, or sole proprietorship under the laws of Pakistan (Attach Incorporation Certificate Attach)
3. Original Company Profile & BOQ duly stamped & signed.
4. Company Should be ISO 45001 or ISO 9001 Certified
5. Valid Registration with Chamber of Commerce.
6. List of Similar Projects executed in last 03 years of same nature with Cost not less than Rs. 10 million each showing documentary proof (Work Orders or Work Completion Certificate).
7. Average annual turnover in the last 3 years should not be less than Rs. 10 million.
8. Scanned Copy of Earnest Money Deposit Along with Tender Fee should Be Uploaded on EPADS & Original must be Physically Submitted to Tender Opening Committee atleast 30 Minutes Before Bid Opening Time.
9. Complete Bidding Document duly signed and stamped on its each/every page as acceptance of all terms and conditions.
10. Affidavit on original stamp paper of Rs. 100/- duly notarized to the effect that:
 - i- The bidder is neither blacklisted nor suspended by any National/International, including Provincial and Federal Government.

BILL OF QUANTITIES

UPGRADATION OF CONFERENCE HALL

UNIVERSITY OF SUFISM & MODERN SCIENCES, BHITSHAH

SUMMARY OF COST

S.#	Description	Amount	
	Total Cost	Rs.	
	Add 13% SRB	Rs.	
	Grand Total	Rs.	

UPGRADATION OF CONFERENCE HALL

Non Schedule items

S.NO	Item	Description	Qty	Unit Cost	Estimated Amount
1	Conference Mic with Built in Speakers	<p>Digital Conference Chairman Unit (Desktop) (Quantity : 1) Microphone Type: Heart-shaped / electret condenser microphone Frequency Response: 80 Hz – 16 kHz , Sensitivity: approx. -34 ±2 dB , Signal-to-Noise Ratio: ≥80 dB , Dynamic Range: ≥80 dB , Crosstalk: ≥70 dB , Total Harmonic Distortion (THD): ≤0.1% , Maximum SPL: 100 dB , Built-in Speaker: Yes (Hi-Fi with auto mute when mic ON) , Headphone Output: 3.5 mm jack (8–32Ω support) , Chairman Priority: Yes (full override control over delegate units) , Connection Type: 8 core “hand-in-hand” daisy chain , Power Supply: DC 24V (via system controller) Power Consumption: ≤2W , Microphone Rod Length: approx. 409 mm, Standard Compliance: IEC 60914 , Installation Type: Desktop unit</p> <p>Digital desktop delegate microphone unit (Quantity : 09) Electret condenser cardioid microphone with flexible gooseneck , Frequency response: 80 Hz – 16 kHz , Sensitivity: approx. -34 ±2 dB (at 1 kHz) , Signal-to-noise ratio: ≥80 dB , Dynamic range: ≥80 dB , Crosstalk: ≥70 dB Total harmonic distortion (THD): ≤0.1% , Built-in Hi-Fi speaker with auto mute function LED ring indicator (speech/standby status) , Headphone output: 3.5 mm jack (8–32Ω) , Power supply: DC 24V via central controller , Connection: 8-core daisy-chain system , Power consumption: ≤2W , Standard compliance: IEC 60914 , Desktop installation type</p> <p>Digital Conference System Controller (Quantity : 1) Embedded software: Full digital conference audio transmission software V2.25, Conference capacity: Supports up to 30 microphone units , Conference modes: FIFO, Normal, Free, Apply (speech request mode) , Audio processing: Digital EQ + noise reduction for clear sound , Audio interfaces: 1 audio input + 1 audio output (PA amplifier support) , Recording: Built-in recording function with SD card support, Control features: Volume control, mode selection, recording/playback control , Microphone management: Speaker limit control (1/2/4/6 units selectable) , Connection type: 8-core “hand-in-hand” daisy chain system , Frequency response: 30 Hz – 20 kHz , SNR: ≥75 dB(A) , Dynamic range: ≥80 dB , THD: ≤0.05% , Power supply: DC 24V , Power consumption: 10W (static), 70W (operation) , Standard: IEC 60914 compliant</p>	1	Job	
2	Sound System	Providing, Supplying, Installing, Testing & Commissioning of Sound System comprising 240W mixer amplifier with minimum 4 microphone inputs and background music input, announcement output, push-to-talk (PTT), priority paging, two tone chime, headphone output, 4 Ohm / 70V / 100V speaker output, frequency response 60 Hz–20 kHz. Including premium cabinet loudspeakers of minimum 30W capacity with high fidelity speech/music reproduction, selectable 8 Ohm / 70V / 100V input, minimum 90–105 dB SPL, frequency response 100 Hz–19 kHz. Including unidirectional condenser gooseneck microphone with flexible stem, on/off switch, fixed cable, table microphone stand with heavy base, all interconnecting cables, connectors, fixing accessories, complete wiring, installation, testing, commissioning, and making fully operational as required.	1	Nos	
3	LED Monitor	ASUS 19" LED	5	Nos	
4	LED Table Stand	Supplying of portable/moveable LED stand suitable for table use, fixture with adjustable arm/stand, stable base, power cable. Complete in all respects with all accessories as per approved specifications and instructions of Engineer-in-Charge.	5	Nos	
5	HDMI Splitter	Supplying of approved quality HDMI splitter (1x2 / 1x4 or as required) for distribution of audio-video signals, supporting HD/4K resolution, complete with power adapter and all necessary accessories. Complete in all respects as per instructions of Engineer-in-Charge.	1	Nos	

S.NO	Item	Description	Qty		Unit Cost	Estimated Amount
6	HDMI Cable	Supplying of high-quality HDMI cable of 20 meters length, supporting HD/4K signal transmission, complete with connectors and all necessary accessories, as per approved specifications and instructions of Engineer-in-Charge.	5	Nos		
7	Concealed Electric Work	Cutting & Installation of Concealed Wiring: Providing and making wall/floor chasing in floor tile/RCC for laying of PVC conduit, including supply & installation of heavy gauge PVC conduit (20/25mm), bends, junction boxes, switch boxes, and accessories. Pulling of PVC insulated copper wires of specified size (1.5mm, 2.5mm, 4mm), complete with proper connections. Refilling of grooves with cement sand mortar, plastering, and making good to match existing finish. Complete in all respects as per drawings and instructions of Engineer-in-Charge.	1	Job		
Total Amount						

UNDERTAKING
ON STAMP PAPER (PKR100/-)

Date:

Tender Invitation for Upgradation of Conference Hall

NON-BLACKLISTED

1. The bidder shall not have been barred / black listed by any of Federal or Provincial Government Department, Organization or Autonomous Body or any other Procuring Agency in Pakistan.
2. Any director or owner of the bidding company is not awarded any punishment from any Court of Law.
3. Bidder has submitted the correct and complete information along with the bid/offer. If any document / information are found forged / engineered / fake / bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the performance guarantee and payment, if any may be forfeited.

A. REQUIRED EXPERIENCE & TURNOVER

1. The Bidder has required experience in the relevant field since last three Years.
2. The Bidder has the required Average Annual Turnover for last three years.

B. SUPPLY OF ITEMS:

1. The Bidder has quoted the items as per required specification.
2. The Bidder shall supply the items as per required make, model and quality.

C. SPECIAL CONDITION:

1. The Bid Validity Period is 90 Days and can be extendable as per SPPRA Rule #38-06 &07.
2. The bidder has submitted the complete tender proposal with accurate data and material .If the Procuring Agency found at any stage a document or piece of information is forged, faked, or bogus, the Procuring Agency has the right to take necessary action as per SPPRA Rules.
3. Our firm carefully gone through the Terms &Conditions as mentioned in the bid document. The bidder has agreed all the terms & condition given in the bid document.

*Authorized
Signature*

*Name of the
signatory
Bidder*

*Company
Stamp/Seal:*

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

Guarantee No. _____
Executed on _____
Expiry Date _____

(Letter by the Guarantor to the Procuring Agency)

Name of Guarantor (Scheduled Bank in Pakistan) with

Address: _____

Name of Principal (Contractor) with

Address: _____

Penal Sum of Security (express in words and
Figures) _____

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Procuring Agency) in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the said Procuring Agency, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the Procuring Agency's above said Letter of Acceptance for _____
_____ (Name of Contract) for the _____

_____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Procuring Agency, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 9, Remedying Defects, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Procuring Agency without delay upon the Procuring Agency's first written demand without cavil or arguments and without requiring the Procuring Agency to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Procuring Agency's written declaration that the Principal has refused or failed to

perform the obligations under the Contract, for which payment will be effected by the Guarantor to Procuring Agency's designated Bank & Account Number.

PROVIDED ALSO THAT the Procuring Agency shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Procuring Agency for with and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

	_____ Guarantor (Bank)
Witness:	
1. _____ Corporate Secretary (Seal)	1. Signature _____
2. _____ _____ (Name, Title & Address)	2. Name _____ 3. Title _____
	_____ Corporate Guarantor (Seal)

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (here in after called the–Agreement) made on the ____Day of ____2025 between _____(here in after called the Procuring Agency) of the one part and _____ Contractor of the other part.

WHEREAS the Procuring Agency is desirous that certain Works, viz _____should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects there in.

NOW this Agreement witnesseth as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a. The Letter of Acceptance;
 - b. The completed Form of Bid along with Schedules to Bid;
 - c. Conditions of Contract & Contract Data;
 - d. The priced Schedule of Prices/Bill of quantities(BoQ);
 - e. The Specifications;
3. In consideration of the payments to be made by the Procuring Agency to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Agency to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the ____ day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Procuring Agency

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)