

File No.

N-I-T
2025-26

CAPITAL DEVELOPMENT AUTHORITY



Mechanical Division-II

Name of work:-

SUBJECT: Round The Year Servicing/Maintenance /
Cleaning of 33 No's Lifts Installed at Pak
Secretariat and CDA Facilitation Centre Islamabad for
the Financial Year 2025-26

N-I-T Amount:-

Rs = 9,016,920/-

Earnest Money:-

Rs = 270,508/-

Time Allow:-

(Rate Running 01-Year)



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**CAPITAL DEVELOPMENT AUTHORITY
MECHANICAL DIVISION-II**

NIT / BIDDING DOCUMENTS

Name of Work: ROUND THE YEAR SERVICING / MAINTENANCE / CLEANING
OF 33 NO'S LIFTS INSTALLED AT PAK SECRETARIAT AND CDA FACILITATION
CENTRE ISLAMABAD FOR THE FINANCIAL YEAR 2025-26.

NIT Amount	Rs.9,016,920/-
Earnest Money	Rs.270,508/-
Completion Period	Rate Running (01 Year)

Certified that this NIT Consists of 140 Pages (From Page 01 to Page 140)
(From Page One to Page one Hundred forty only).

D.D.

[Signature]
Director
E&M,(Maintenance), CDA

D.D.

Deputy Director,
Mechanical Division-II, CDA
Deputy Director
Mech. Div: (II)
CDA. Islamabad

*NIT approved for Rs.9,016,920/- (Rupees Nine Million
Sixteen Thousand Nine Hundred Twenty only).*

Director General (E&M), CDA.

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INVITATION FOR BIDS

Name of Work:

ROUND THE YEAR SERVICING / MAINTENANCE / CLEANING
OF 33 NO'S LIFTS INSTALLED AT PAK SECRETARIAT AND CDA
FACILITATION CENTRE ISLAMABAD FOR THE FINANCIAL
YEAR 2025-26.

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- i. The Employer, Capital Development Authority, invites ^{Two} Sealed Bids through **National competitive bidding on %age basis in Single Stage ~~One~~ envelop** procedure from eligible firms having Pakistan Engineering Council Registration Certificate in appropriate categories with relevant codes valid for the year 2025-26 along with proof of their eligibility and qualification as mentioned in the Bidding Documents for the captioned project. The NIT cost of the project / work is **Rs.9,016,920/-**
- ii. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bids security, bid validity, opening of bids and any other clarifications are available for the interested bidders in the office of **Deputy Director, Mechanical Division-II, Capital Development Authority Room No.01, "Q" Block Pak Secretariat Building Islamabad,** upon submission of application along with Earnest Money (bid security) in shape of CDR amounting to **Rs.270,508/- (Rupees Two Hundred Seventy Thousand Five Hundred & Eight only)** in favor of **Deputy Director, Mechanical Division-II, CDA** as mentioned in the bidding documents during working hours till dated _____. No application will be received after scheduled date and time.
- iii. The bids, prepared in accordance with the instruction in the bidding documents, must reach at office of **Director E&M (Maint), CDA**, on or before 12:00 PM, on _____. The bids will be opened at 12:30PM on same date in the presence of bidder's authorized representatives who choose to attend.
- iv. The advertisement is also available on CDA, PPRA E-PADS website and leading newspapers.

**Deputy Director,
Mechanical Division-II, CDA**
Deputy Director
Mech. Div: (II)
CDA, Islamabad

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BIDDING DATA

The following specific data for the works to be held shall complete, amend or supplement the Provisions in the Instruction of Bidders. Whenever there is a conflict, the provisions herein Bidding Data shall prevail over those in the Instructions to Bidders.

Reference to Instruction to Tender	BIDDING DATA
	<p>Name of Work: <u>ROUND THE YEAR SERVICING / MAINTENANCE / CLEANING OF 33 NO'S LIFTS INSTALLED AT PAK SECRETARIAT AND CDA FACILITATION CENTRE ISLAMABAD FOR THE FINANCIAL YEAR 2025-26.</u></p> <p>Name & Address of The Employer:</p> <p>Capital Development Authority (CDA), CDA Complex, Block-IV, Suharwardy Road, Sector G-7/4, Islamabad.</p> <p>Name & Address of The Engineer: The Member (Engineering), Capital Development Authority (CDA), CDA Complex, Block-IV, Suharwardy Road, Sector G-7/4, Islamabad.</p>
I.B-1 1.1	<p>Scope of Bid</p> <p>The Employer as defined in the Bidding Data will be Capital Development Authority wishes to receive Bids for the Works summarized in the Bidding Data. Bidders must quote for the complete scope of work. Any Bid covering partial scope of work will be rejected as non-responsive.</p>
I.B-1 1.2	<p>Source of Funds</p> <p>“The funds are chargeable from Main Head –Maintenance Grant 2526-3”</p>
I.B-2 2.1	<p>Eligible Bidders:</p> <p>Bidding is open to all firms and persons meeting the following requirements:-</p> <ol style="list-style-type: none">a) Duly registered with Pakistan Engineering Council (PEC) in the appropriate category, Codes & Electrical License where required.b) Only firms / contractors enlisted / connected with PPRA on E-PADS Software as vendors are eligible to give bid and purchase bidding documents.c) The eligibility criteria of firms having relevant Technical Skills, financial soundness and at least 03 No. of relevant work orders in last two financial years will be observed before issuance of tender documents.d) Other Criteria as mentioned in Technical specifications of bidding documents.

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I.B-3 3.1	Cost of Bidding The bidder shall bear all costs associated with the preparation and submission of its bid and the CDA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
I.B-4 4.1	Contents of Bidding Documents In addition to Invitation for Bids, the Bidding Documents are those stated below, and should be read in conjunction with any Addendum issued in accordance with Sub-Clause IB.6.1. <ol style="list-style-type: none">1. Instructions to Bidders & Bidding Data2. Form of Bid & Schedules to Bid Schedules to Bid comprise the following: <ol style="list-style-type: none">(i) Schedule A: Schedule of Prices / Bill of Quantities + Abstract of Cost(ii) Schedule B: Specific Works Data / with Specifications of the work.(iii) Schedule C: Works to be Performed by Subcontractors if any.(iv) Schedule D: Proposed Program of Work(v) Schedule E: Method of Performing Work(vi) Schedule F: Integrity Pact3. Conditions of Contract & Contract Data4. Standard Forms:- <ol style="list-style-type: none">(i) Form of Bid Security(ii) Form of Performance Security(iii) Form of Contract Agreement5. Specifications6. Drawings if any
I.B-5 5.1	Clarification of Bidding Documents: A prospective bidder requiring any clarification(s) in respect of the Bidding Documents may notify the Dy. Director Mechanical Division-II E&M Maintenance Directorate CDA at the address Room No. 1 "Q" Block Pak Sectt Building Islamabad.
5.2	The Dy. Director Mechanical Division-II E&M Maintenance Directorate CDA will respond to any request for clarification which it receives earlier than ten (10) days prior to the deadline for the submission of Bids. Copies of the Dy. Director Mechanical Division-II E&M Maintenance Directorate CDA response will be forwarded to all prospective bidders, at least five (5) days prior to dead line for submission of Bids, who have received the Bidding Documents including a description of the enquiry but without identifying its source.
I.B-6 6.1	Amendment of Bidding Documents At any time prior to the deadline for submission of Bids, the CDA may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by issuing addendum.

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6.2	Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub-Clause 6.1 hereof, and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the CDA.
6.3	To afford prospective bidders reasonable time in which to take an addendum into account in preparing their Bids, the CDA may at its discretion extend the deadline for submission of Bids.
I.B-7 7.1	Bid Language: English
I.B-8 8.1	Documents Comprising the Bid / Tender The bidding documents, in addition to invitation for Bid, are those stated below: <ol style="list-style-type: none"> 1. Invitation for Bids 2. Instructions to Bidders 3. Bidding Data / Contract Data 4. Forms of Bid and Schedules to Bid Schedule to Bid Comprise the following:- Schedule A:- Schedule of Prices Bill of Quantities with Abstract of Cost Schedule B: - Specific Works Data with Specification of the work. Schedule C:- Works to be performed by Subcontractors if any Schedule D:- Proposed Program of work Schedule E:- Method of Performing Work Schedule F: - Integrity Pact. 5. Standard Forms <ol style="list-style-type: none"> i. Form of Bid Security ii. Form of Performance Security iii. Form of Contract Agreement 6. General Conditions of Contract Part-I 7. Particular Conditions of Contract / Contract Data , Part-II 8. Special Terms & Conditions of the Contract if any 9. Documentary evidence in accordance with Clause IB.11 10. Documentary evidence in accordance with Clause IB.12.
I.B-9 9.1 9.2	Sufficiency of Bid Each bidder shall satisfy himself before Bidding as to the correctness and sufficiency of his Bid and of the rates and prices entered in the Schedule of Prices, which rates and prices shall except in so far as it is otherwise expressly provided in the Contract, cover all his obligations under the Contract and all matters and things necessary for the proper completion of the Works. The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a Contract for execution of the Works.

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I.B-10

Bid Prices, Currency of Bid and Payment

10.1

Currency of Bid and Payment

Currency of these bidding documents will be Pakistani Rupees. The CDA will make all payments in Pak Rupee only in running bills and no foreign currency payments are admissible. A Bidder expecting to incur expenditure in other currencies for inputs to the Works supplied from outside the country shall bear all costs and risks for arranging the requirements of such currencies through his own resources.

Bid Price (BOQ+ Abstract of Cost)

10.2

Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the Contract and not subject to variation on any account.

10.3

The estimated unit cost / rates and total amounts are provided item wise in the bill of quantities (BOQ) of CDA along with Abstract of Cost. The Bidder is required to offer in percentage above or below of the total BOQ / Estimated Abstract of cost for Schedule and Non-Scheduled Items.

10.4

The Bidder, by the act of submitting a Bid, acknowledge that he has inspected the site of works and determined the general characteristics and conditions. The CDA will not assume any responsibility for information, interpretations and deductions the Bidder may make from the information furnished by The CDA or Engineer Incharge. No verbal agreement or conversation with any officer, employee or agent of The CDA or Engineer Incharge before, during or after the execution of the Contract shall effect or modify any of the terms or obligations contained in the Contract.

The attention of the Bidder is drawn to the fact that local regulations require special formalities to be complied with in connection with the ordering, purchasing and importing of materials from outside Pakistan. Bidder will be deemed to have obtained full information about all such matters and to have allowed in his bid for all delays, additional costs and financing charges that may arise directly or indirectly there from.

Any neglect or failure on the part of the bidder to obtain reliable information on the spot or elsewhere upon the foregoing or any other matters affecting the execution and completion of the works, the rates, total amounts and the contract shall not relieve the bidder whose bid is accepted from any risks or liabilities or from the responsibilities of completing and handing over the works.

The rates and prices set down by the Bidder against all the items in the Bill of Quantities are to be the full inclusive value of the finished work described there under and shall be deemed to include all costs of performing the works including all taxes and duties, profits and costs of accepting the general risks, liabilities and obligations of every kind set forth or implied in the contract.

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<p>I.B-11</p> <p>11.1</p>	<p>Documents Establishing Bidder's Eligibility and Qualifications</p> <p>Pursuant to Clause IB.8, 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.</p>
<p>I.B-12</p> <p>12.1</p> <p>12.2</p>	<p>Documents Establishing Works' Conformity to Bidding Documents</p> <p>The documentary evidence of the Works' conformity to the Bidding Documents and Data shall be furnished by the bidder as per bidding data.</p> <p>The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers, if any, designated by the CDA in the BOQ specifications are intended to be descriptive only and not restrictive.</p>
<p>I.B-13</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p>	<p>IB.13 Bid Security</p> <p>Bidder's Application should be accompanied with the bid Security / Earnest Money in the shape of Pay order / Deposit at Call (CDR) clearly indicating the Name of Firm issued by local scheduled bank in favor of Deputy Director, Mechanical Division-II, CDA and should be generated from firm's own bank account only. The prospective bidders will also upload scanned copy of Bid Security / CDR on E-PADS.</p> <p>Any bid not accompanied by an acceptable Bid Security shall be rejected by the CDA as non-responsive.</p> <p>The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.</p> <p>The bid security of lowest bidder will be adjusted as a security deposit in 1st Running bill.</p> <p>The Bid Security may be forfeited:</p> <ul style="list-style-type: none"> (a) if a bidder withdraws his bid during the period of bid validity; or (b) if a bidder does not accept the correction of his Bid Price, pursuant to Sub-Clause 16.4 (b) hereof; or (c) in the case of a successful bidder, if he fails to: <ul style="list-style-type: none"> (i) furnish the required Performance Security in accordance with Clause IB.21, or (ii) sign the Contract Agreement, in accordance with Sub-Clauses IB.20.2 & 20.3.



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<p>I.B-14</p>	<p>Validity of Bids, Format, Signing and Submission of Bid</p> <p>Validity of Bid.</p> <p>14.1 Period of Bid Validity is 120 Days after the date of Bid opening.</p> <p>Format of Bid & Signing</p> <p>14.2 Each bidder should submit bid / proposal in One Single envelop containing all required details. All Schedules to Bid are to be properly completed and signed.</p> <p>14.3 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.</p> <p>14.4 Each bidder shall prepare Original and number of copies specified in the Bidding Data of the documents comprising the bid as described in Clause IB.8 and clearly mark them "ORIGINAL" and "COPY" as appropriate. In the event of discrepancy between them, the original shall prevail.</p> <p>14.5 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign (in the case of copies, Photostats are also acceptable). This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be initialed and official seal be affixed by the person or persons signing the bid.</p> <p>D. Submission of Bids</p> <p>14.6 The Bid shall be delivered in person or sent by registered mail at the address of Director E&M (Maint) CDA Room No. 5 "P" Block Pak Sectt Building Islamabad The prospective bidders are also required to submit their bids online through E-PADS at http://eprocure.gov.pk on or before tender opening date and time.</p>
<p>I.B-15</p>	<p>Deadline for submission, Modification & Withdrawal of Bids:</p> <p>15.1 Bids should be received by the Director E&M (Maint) CDA, at the date and time mentioned in the Tender Notice / Invitation for Tenders.</p> <p>15.2 Bids submitted through telegraph, telex and fax or E-mail shall not be considered.</p> <p>15.3 Any bid received by the CDA after the deadline for submission prescribed in Bidding Data will be returned unopened to such bidder.</p> <p>15.4 Not Applicable</p> <p>15.5 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security pursuant to Sub-Clause IB.13.5(a).</p>

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E.BID OPENING AND EVALUATION

I.B-16

Bid Opening, Clarification and Evaluation

16.1

The CDA will open the bids, in the presence of bidders' representatives who choose to attend, at the Date & Time mentioned in tender notice at the office of Director E&M (Maint.) Office Room No.05 Ground floor P-Block Pak Secretariat Islamabad.

16.2

The bidder's name, and other details as CDA considers appropriate will be announced by CDA at the bid opening. The CDA will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.

16.3

To assist in the examination, evaluation and comparison the Dy. Director Mechanical Div II CDA may, at its discretion, 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 price or substance of the Bid shall be sought, offered or permitted.

16.4

(a) Prior to the detailed evaluation, pursuant to Sub-Clauses IB.16.7 to 16.9, this office will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include to determine the requirements listed in Bidding Data.

(b) Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and 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 there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the Total Bid price entered in Form of Bid and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Employer in accordance with the Corrected Schedule of Prices.

If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and his Bid Security forfeited.

A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by CDA, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

16.5

This office will evaluate and compare only the bids previously determined to be substantially responsive pursuant to Sub-Clauses IB.16.4 to 16.6 as per requirements given hereunder. Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to Sub-Clause 16.8 herein below.

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16.6 16.7 16.8 16.9	<p><u>Bid Evaluation</u></p> <p>Bid will be examine in detail and will be compared with Schedule-A including bill of quantities, Bid price and Specifications as mentioned in Schedule-B. The bid Should not deviate Specification as per BOQ of bidding documents.</p> <p>Evaluated Bid Price</p> <p>In evaluating the bids, this office will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:</p> <p>(i) Making any correction for arithmetic errors pursuant to Sub-Clause 16.4 hereof.</p> <p>(ii) Discount / Rebate, if any, offered by the bidders as also read out and recorded at the time of bid opening.</p> <p>PRICE ADJUSTMENT: Price adjustment is not applicable in this contract</p>
I.B-17 17.1	<p>Process to be Confidential</p> <p>Subject to Sub-Clause IB.16.3 heretofore, no bidder shall contact CDA on any matter relating to its Bid from the time of the Bid opening to the time the bid result is announced by this office. The result shall be announced at least ten (10) days prior to award of Contract.</p>
17.2	<p>Any effort by a bidder to influence in this office at the Bid opening, Bid comparison or Contract Award decisions may result in the rejection of his Bid.</p>
I.B-18 18.1	<p>F. AWARD OF CONTRACT / WORK</p> <p>Post Qualification</p> <p>The CDA, at any stage of the bid evaluation, having credible reasons for or prima facie evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:</p>

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I.B-19	Award Criteria & Employer's Right
19.1	Subject to Sub-Clause IB.19.2, the CDA will award the Contract / work to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the Most Advantageous Bid or lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactorily perform the Contract in accordance with the provisions of Clause IB.18.
19.2	Notwithstanding Sub-Clause IB.19.1, the CDA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the CDA action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders.
I.B-20	Notification of Award & Signing of Contract Agreement
20.1	Dy. Director Mechanical Div-II E&M (Maint) CDA will notify the successful bidder on E-PADS web site Letter of Intent /Acceptance within validity period that his bid has been accepted. Award of work / Letter of start will also be issued accordingly.
20.2	Within seven (7) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, this office will send the successful bidder the Form of Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.
20.3	The formal Agreement between CDA & successful bidder / Contractor will be soon after fulfilling of all codal formalities of the Contract Agreement.
I.B-21	Performance Security
21.1	The successful bidder shall furnish to the CDA 10% Performance Security of the Agreement Value issued by only Scheduled Bank of Pakistan or National Insurance Company Limited (NICL) as stipulated in the Conditions of Contract within a period of fourteen (14) days after the receipt of Letter of Start / Award of work.
21.2	Failure of the successful bidder to comply with the requirements of Sub-Clauses IB.20.2 & 20.3 or 21.1 or Clause IB.22 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
I.B-22	Integrity Pact
	The Successful Bidder / Contractor shall sign and stamp the Form of Integrity Pact provided at Schedule-F to Bid in the Bidding Document for all Federal Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid non-responsive.

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**CAPITAL DEVELOPMENT AUTHORITY
(MECHANICAL DIVISION-II)**

SUBJECT:

**ROUND THE YEAR SERVICING / MAINTENANCE /
CLEANING OF 33 NO'S LIFTS INSTALLED AT PAK
SECRETARIAT AND CDA FACILITATION CENTRE
ISLAMABAD FOR THE FINANCIAL YEAR 2025-26.**

ABSTRACT OF COST

1. Cost of MRS-2025 Items:-	RS. Nil
Percentage ___ Above/Below	Rs.
2. Cost of Market Items:-	RS. 9,016,920/-
Percentage ___ Above / Below	Rs.
TOTAL COST	Rs. 9,016,920/-

Note: The contractor is required to give percentage in figure & words separately to put tender.

Signature / Seal of Contractor / Bidder

Name of Firm/Contractor

Address of Firm/Contract

Earnest Money/Call Deposit Amount

Call Deposit No. & Date

Name of Bank From Issued

Deputy Director
Mechanical Division-II, CDA
Deputy Director
Mech. Div: (II)
CDA Islamabad

D.D.

(58) (59) (D.)
CAPITAL DEVELOPMENT AUTHORITY
(Mechanical Division-II)

Subject:- ROUND THE YEAR SERVICING / MAINTENANCE / CLEANING OF 33 NO'S LIFTS INSTALLED AT PAK SECRETARIAT AND CDA FACILITATION CENTRE ISLAMABAD FOR THE FINANCIAL YEAR 2025-26.

MARKET ITEMS.

S.#	Description	Qty	Rate	Unit	Amount
1.	Round the year Servicing/Maintenance of 33 No's Elevators (08 No's VIP capacity 1600 kg, 20 passengers and 25 No's Elevators capacity 825 kg , 8/10 passengers) by using consumable material such as kerosene oil, Mobile oil, (Caltex/PSO), Grease, (Caltex/PSO) , cotton waste, Contract Cleaner, emery Paper, Air Freshener (Arabia/Equivalent) & etc, for round the year all days of calendar year i/c gazette holidays .The work will be carried out as per schedule of Maint, terms and conditions attached under instruction /Satisfaction of Engineer In Charge as required.	396 Jobs (33 No's Lifts x 12 Months)	Rs.22,770/- Per Month (Rupees Twenty Two Thousand Seven Hundred Seventy Only)	P/Lift	Rs. 9,016,920/-

Total:- ----- Rs.9,016,920/-

Assistant Director
~~Assistant Director~~
Mechanical Division-II, CDA

Deputy Director
Mechanical Div-II CDA
~~Deputy Director~~
Mech. Div: (II)
CDA, Islamabad

CAPITAL DEVELOPMENT AUTHORITY
MECHANICAL DIVISION-II

CRITERIA FOR TECHNICAL EVALUATION OF FIRMS / CONTRACTORS FOR WORK "ROUND THE YEAR SERVICING / MAINTENANCE / CLEANING OF 33 NO'S LIFTS INSTALLED AT PAK SECRETARIAT AND FACILITATION CENTRE ISLAMABAD FOR THE FINANCIAL YEAR 2025-26. (SINGLE STAGE TWO ENVELOP BASIS=TOTAL 100 MARKS).

1. Standing of Firm (Total 20 Marks)		Marks
i.	Registered with PEC in Category C-5 or above having code ME-03	10
ii	Affidavit of Litigation History	05
iii	Electrical License issued by Electrical Inspector Islamabad.	05
Total		20
2. Work Experience (Total 30- Marks)		
i.	03 Nos. work orders of similar nature i.e Rate Running Contract of Repair / Maintenance of Lift and volume of works completed during last 05 years satisfactory completion certificates of project completed issued by employer of Govt. / Semi Govt. Organizations (15 Marks for each work)	15
ii.	02 Nos. project, work order / Letter award issued by employer of Govt. / Sami Govt. Organizations (05 Marks for each project).	15
Total		30
3. Personnel Capabilities record of the employee must be attached with technical proposal otherwise no marks shall be given (Total 20-marks)		
i	Engineer having relevant Education / Training and experience of 05 Years	06
ii.	Lift Mechanic 02 Nos (03 No. of Each Mechanic) (Only Qualified technicians / Mechanic) (Strength of Employees of Companies / Firms must be uploaded)	06
iii.	Lift Operator 08 Nos (01 No. for Each Operator) (all Operators must be properly trained. (Strength of Employees of Companies / Firms must be uploaded)	08
Total		20
4. T & P (Total 10-marks)		
i.	Pliers, Screw Drivers (Star) Screw Driver (Flat head) Spanner, Tape Measure, Hammer, Allen Keys, Pullers different sizes.	02
ii.	Drill Machines, Vacuum Cleaner, Air Blower Machine, welding plant	02
iii.	Heat Gun, Spirit Level, Drill Bit for Iron, Drill Bit for Concrete, Digital Multimeters.	02
iv.	Mobile Oil, (Caltex /PSO) Grease, (Caltex /PSO), Cotton Waste, emery Paper.	02
v.	Personal Protective Equipment (PPE), Safety Belts, Safety Helmets, Jackets, Safety Shoes, Safety Gloves etc	02
Total		10
5. Financial Status (Total 20-marks)		
i.	Financial Statement of Last 02 Years along with Income Tax and professional Tax Clearance Certificate.	10
ii.	Financial Soundness of the firm / Company	10
Total		20

Note: (i) Total Passing Marks =70
(ii) 50% marks must be obtained in each category of Technical Evaluation Criteria.