

BIDDING DOCUMENTS

YEAR-ROUND OPERATION / MAINTENANCE OF HVAC SYSTEM (Installed at OPF Head Office Building, ISB)



**Overseas Pakistanis Foundation
Ministry of Overseas Pakistanis & HRD**

24th April, 2026

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INVITATION FOR BIDS

Dated: 24th April, 2026

1. Overseas Pakistanis Foundation (OPF) is working for the welfare of Overseas Pakistanis working abroad and their families living in Pakistan, under the administrative control of Ministry of Overseas Pakistanis & HRD Government of Pakistan.

2. OPF invites sealed bids from well reputed Income Tax/GST (Registered) firms who are also registered with Pakistan Engineering Council (PEC) under the specialization category ME01 (HVAC) for provision of the following services: -

Sr. No.	Particulars
01	Year-Round Operation & Maintenance of HVAC System installed at OPF Head Office Building, G-5/2, ISB

3. Bidding shall be conducted through Open Competitive Bidding (**Single Stage-Two Envelopes**), and is open to all eligible bidders as defined in the bidding documents.

4. Bidders are directed to submit their bids in accordance with the instructions given in the bidding documents and must comply with the Terms & Conditions.

5. Sealed Bids must be delivered to the office of the Additional Director (Administration), Overseas Pakistanis Foundation Head Office, Sector G-5/2, Islamabad **till 1100 hours latest by 11th May, 2026** and must be accompanied by a **Bid Security amounting to Rs. 48,000/-** in form of CDR, Pay Order, Demand Draft, in favour of Overseas Pakistanis Foundation, Islamabad.

6. Bids will be opened in the presence of bidders' representatives who choose to attend at **1200 hours** on the same date.

7. The bidders are required to give their best and final prices as no negotiations are allowed. No conditional or incomplete bids shall be entertained

8. Taxes will be deducted as per applicable government rules. NTN, Sales Tax registration certificates must be provided.

9. For obtaining any further information or clarifications, please contact in the office of the undersigned.

Additional Director (Administration)

**Overseas Pakistanis Foundation, Head Office,
Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad
051-9048217-18, 9048411, admin.opf@opf.org.pk**

INSTRUCTIONS TO BIDDERS (ITB)

Eligibility of Bidders & Cost of Bidding

1. Eligible Bidders

- 1.1 This Invitation for Bids is open for well reputed Income Tax / GST registered firms who are also registered with Pakistan Engineering Council (PEC) under the specialization category 'ME01 (HVAC)'.
- 1.2 Bidders shall not be under a declaration of blacklisting by any Government / Semi-government department or Public Procurement Regulatory Authority (PPRA).
- 1.3 Bidders who have adequate financial strength to undertake the project and are able to provide the following staff for operation & maintenance of HVAC system:
 -
 - a) One HVAC Engineer (Electrical / Mechanical) having valid PEC Registration and minimum 5 years' experience in operation & maintenance of HVAC Systems.
 - b) One Supervisor (Fully skilled and conversant with the required work).
 - c) Two Semi-skilled workers.

2. Cost of Bidding

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid. Overseas Pakistanis Foundation will not be liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidding Documents

3. Content of Bidding Documents

- 3.1 The services required, bidding procedures, and terms & conditions are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include: -
 - a. Instructions to Bidders (ITB).
 - b. Schedule of Requirements.
 - c. Bid Submission Form.
 - d. Prices Schedule.
 - e. Form of Contract Agreement.
- 3.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive

to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Clarification of Bidding Documents

- 4.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Additional Director (Admin), OPF Head Office, Islamabad in writing or by email. OPF will respond in writing to any request for clarification of the bidding documents which it receives no later than three (3) days prior to the deadline for the submission of bids.

5. Amendment in Bidding Documents

- 5.1 At any time prior to the deadline for submission of bids, OPF may modify the bidding documents by amendment.
- 5.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by email, and will be bidding on them.
- 5.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, OPF, at its discretion, may extend the deadline for the submission of bids.

Preparation and Submission of Bids

6. Language of Bid

- 6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and OPF shall be written in English or Urdu. Supporting documents and printed literature furnished by the Bidder may be in the same language.

7. Preparation & Submission of Bids

- 7.1 Bidders shall submit a bid comprising a single package containing two separate sealed envelopes, one containing "Financial Proposal" while the other containing "Technical Proposal".
- 7.2 The outer envelope shall bear the title of the procurement whereas the inner envelopes shall be marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters to avoid confusion.

8. Documents to be provided

- 8.1 The bidders are required to attach the following documents with the "Technical Proposal": -
- a. Income Tax and Sales Tax Registration Certificates of the firm.
 - b. Proof showing date of establishment of the firm. The firm must be at least 5 years old.

- c. Certificate of firm's registration with Pakistan Engineering Council under specialization category 'ME01' (HVAC).
- d. Certificate of proposed Engineer's registration with Pakistan Engineering Council (Electrical / Mechanical).
- e. Declaration from the bidder on Stamp Paper that it has not been black listed by any government / semi-government department from participating in the bidding process.
- f. Company Profile alongwith qualifications & relevant experience of the technical staff proposed to be deputed for the said job.
- g. Site Visit Certificate duly as per **Annex-II** duly filled.
- h. Proof that the bidder has carried out at least three contracts of similar nature in different government / semi-government departments. Satisfactory performance reports from the client organizations in this regard shall be required. At least one of the contracts must be from the last 3 years.
- i. Accounts Statement of last 6 six months (October, 2025 to March, 2026) justifying bidder's financial strength to undertake the project.

8.2 The following documents to be attached with the 'Financial Proposal': -

- a. Bid Submission Form as per format specified in these bidding documents, preferably printed on the letterhead the firm, duly filled with authorized signatures and seal of the firm.
- b. Schedule of Prices as per format set in these bidding documents, preferably printed on the letterhead of the firm, duly filled in by the bidder alongwith authorized signatures and seal of the firm.
- c. Bid Security amounting to **Rs. 48,000/-** in shape of Pay Order / Bank Draft in favour of Overseas Pakistanis Foundation (OPF), Islamabad.

9. Bid Security

- 9.1 The Bid Security is required to protect OPF against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 9.5.
- 9.2 The bid security should be valid for at least thirty (30) days beyond the validity of bid.
- 9.3 Bid Security of unsuccessful bidders' will be discharged or returned as promptly as possible after the announcement of Bid Evaluation Report (Final).
- 9.4 The successful Bidder's bid security will be retained and discharged after the completion of the agreement period.
- 9.5 The bid security may be forfeited:
 - a. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
 - b. In case of a successful Bidder, if the Bidder fails to sign the contract on the quoted rates during the period of bid validity.

10. Deadline for Submission of Bids

- 10.1 Bids must be received at the office of the Additional Director (Administration), OPF Head Office, Islamabad till **1100 hours latest by 11th May, 2026.**
- 10.2 OPF may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 5.3.
- 10.3 Any bid received after the deadline for submission of bids pursuant to the above clause will be rejected and returned unopened to the Bidder.

11. Modification and Withdrawal of Bids

- 11.1 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 OPF prior to the deadline prescribed for submission of bids.
- 11.2 No bid may be modified after the deadline for submission of bids.
- 11.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 9.5.

12. Bid Currencies

- 12.1 Prices shall be quoted in **Pak Rupees.**

13. Period of Validity of Bids

- 13.1 Bids shall remain valid for the period of 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected by OPF as non-responsive.
- 13.2 In exceptional circumstances, OPF 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 (or by email). The bid security shall also be suitably extended. 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.

Opening and Evaluation of Bids

14. Opening of the Bids

- 14.1 Technical Proposals of the bids received within the prescribed deadline will be opened in the presence of bidders' representatives who choose to attend, at 1200 hours on the day of deadline for submission of bids.

15. Technical Evaluation of Bids

- 15.1 Initially, OPF will examine the Technical Bid to confirm whether all the documents have been provided in accordance with the ITB Clause 8, and to

determine the completeness and substantive responsiveness of each document submitted.

- 15.2 OPF shall notify Bidders who have been rejected on the grounds of their Technical Bids being substantially non-responsive.

16. Bid Evaluation Report (Technical)

- 16.1 As per Rule 35 of Public Procurement Rules, 2004, Bid Evaluation Report of technical evaluation shall be announced before opening the financial proposals.

17. Financial Evaluation of Bids

- 17.1 After completing the Technical Evaluation and announcement of technical evaluation report, OPF shall fix a date and time for opening of the financial proposals of technically eligible firms.
- 17.2 On the announced / informed date and time, the Financial Proposals of the technically eligible firms' shall be opened.
- 17.3 During evaluation of Technical and/or financial bids, OPF 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 prices or substance of the bid shall be sought, offered, or permitted.
- 17.4 The bid found substantially responsive, meeting the specifications / requirements of OPF as well as lowest in cost shall be declared the most advantageous bid and selected for award of contract.

18. Bid Evaluation Criteria

- 18.1 Bidders whose bid is found substantially responsive in accordance with ITB Clause 8, will be evaluated on least cost basis and the lowest bid will be declared successful.

19. Bid Evaluation Report (Final)

- 29.1 Bid evaluation report (final) will be announced at least 10 days prior to the award of contract to the successful bidder.

20. Disqualification of Bids

- 20.1 Bids shall be disqualified and not considered for evaluation in the following case.
- a. Non-submission of bids as specified.
 - b. Submission of forged, false, or misleading documents.
 - c. Failure to meet any of the eligibility or qualification criteria outlined in these documents.
 - d. Incomplete, unsigned, or conditional bids.

- e. Blacklisting of the bidder by any Government/Semi-Government/Autonomous body.
- f. Failure to submit mandatory documents as per Clause 8.
- g. Non-compliance with bid submission instructions, including late submission.

21. Redressal of Grievances

- 21.1 In accordance with PPRA rule 48, any bidder feeling aggrieved by any act of OPF in procurement process, may lodge a written complaint to committee constituted by OPF for this purpose, concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.

Award of Work Order / Contract

22. Award Criteria

- 22.1 OPF will award the contract to the successful Bidder as defined in ITB Clause 19. OPF will award the contract prior to the expiration of the period of bid validity.

23. Right to Vary Quantities at the Time of Award

- 23.1 OPF reserves the right to increase or decrease the quantity of items and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

24. Right to Accept or Reject All Bids

- 24.1 OPF reserves the right to reject all bids, and to annul the bidding process at any time prior to contract award, without assigning any reason.

25. Signing of Contract Agreement

- 25.1 The Contract Agreement as per format and terms & conditions set forth in these bidding documents shall be signed by both the parties on stamp paper.

26. Corrupt or Fraudulent Practices

- 26.1 OPF requires that Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:
- a. "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

- b. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of OPF.
 - c. “Collusive practice” is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive OPF of the benefits of free and open competition;
- 26.2 OPF will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

Inspection of Work Site

27. Inspection of Work Site

- 27.1 Bidders are advised to inspect the site of work and acquaint themselves with the nature and requirements of the work, facilities of access of materials, removal of rubbish, cost of carriage, etc. before submitting their bids. A site visit certificate as per format attached at **Annex-II** must be signed by the bidder and attached with the bid.

SCHEDULE OF REQUIREMENTS

HVAC plant and ancillary equipment installed at OPF Head Office building, ISB comprises the following components: -

Sr. No.	Particulars	Detail
01	A/C Plant Room	Chiller No. 1 System No. 1 System No. 2 System No. 3
		Chiller No. 2 System No. 1 System No. 2 System No. 3
		Chiller No. 3 System No. 1 System No. 2 System No. 3
02	Chilled Water Pumps	Chilled Water Pump No. 01 Chilled Water Pump No. 02 Chilled Water Pump No. 03
03	Condenser Water Pump	Condenser Water Pump No. 1 Condenser Water Pump No. 2 Condenser Water Pump No. 3
04	Boilers	Boiler No. 1 Boiler No. 2
05	Hot Water Pumps	Hot Water Pump No. 1 Hot Water Pump No. 2
06	Cooling Tower	Cooling Tower No. 1 Cooling Tower No. 2
07	Fan Coil Unit	-
08	Exhaust Fans Upper Roof	Exhaust Fan Plant Room
09	Electrical Control Panel Main Plant Room	For Serial No. 01 to 05 (Chillers, Boilers, Hot Water Pumps, Condenser Water Pumps, Chilled Water Pumps)

10	AHU Chilled Water Control Panel	14 Nos.
11	Gate Valves	-
<ul style="list-style-type: none"> • The Contractor will have to operate and maintain all the above components as per terms & conditions of the contract. • The Contractor will depute the following staff for operation & maintenance of HVAC system. <ul style="list-style-type: none"> a) One HVAC Engineer (Electrical / Mechanical) having valid registration with Pakistan Engineering Council (PEC) and minimum of 5 years' relevant experience. b) One Supervisor (Fully skilled and conversant with the required work). c) Two Semi-skilled workers. • The bidders are encouraged to inspect the site to understand the equipment layout and operational environment 		

BID SUBMISSION FORM

Date: _____

No: _____

To

Additional Director (Administration),
OPF Head Office,
Shahrah-e-Jamhuriat, G-5/2,
Islamabad.

Having examined the bidding documents, we, the undersigned, offer our services for Year-Round operation / maintenance of HVAC system installed at OPF Head Office Building, Islamabad in conformity with the said bidding documents for the sum of Rs. _____ (*per year*) as ascertained in accordance with the Prices Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to offer the services in accordance with the conditions of the contract agreement included in these Bidding Documents.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20____.

(Date) (Month) (Year)

Authorized Signatures

Seal of the Firm

PRICES SCHEDULES

Sr. No.	Description	Staff to be deputed	Price Per Month (Incl. Taxes)	Price Per Year (Incl. Taxes)
1.	Cost of round the clock (flat rate) maintenance / operation of HVAC equipment including maintenance / operation of chillers, boilers, air handling units, centrifugal pumps, condenser, water pumps, cooling towers, exhaust / ventilation fans and other essential equipment connected with the HVAC system at OPF Head Office building, Islamabad	01 HVAC Engineer (Electrical / Mechanical) registered with PEC 01 Supervisor (Fully Skilled) 02 Semi Skilled Workers		
Total				

Note:

1. The Prices quoted above should be inclusive of all taxes. No additional payment will be made on account of taxes and duties.
2. The bid will remain valid for a period of Ninety (90) days after opening of bids.
3. If the bid is accepted within the period of bid validity, we, the bidder, shall be bound to execute the contract for an initial period of one year on the quoted rates.
4. The quoted monthly rate shall include all regular, preventive, and corrective maintenance.
5. In case of emergency breakdowns outside regular hours, the contractor must respond without additional charges unless otherwise specified. Any exception must be clearly stated in the financial bid.

Authorized Signatures

Seal of the Firm

FORM OF CONTRACT AGREEMENT

This **OPERATION AND MAINTENANCE AGREEMENT** (hereinafter called the 'Agreement') is made and entered into the _____ day of _____ (month) _____ (year) by and between **[Overseas Pakistanis Foundation]** (hereinafter called the 'Company'), and [_____] represented by _____ authorized representative, with its principal office at _____ (hereinafter called the 'Contractor').

WHEREAS the *Company* owns a Heating Ventilation and Air Conditioning plant and ancillary equipment (hereinafter referred to as '*HVAC System*') installed at its Head Office Building located at Shahrah-e-Jamhuriat, G-5/2, Islamabad and desires to contract for operation and maintenance of the HVAC System.

WHEREAS, the *Contractor* provides Operation and Maintenance Services and has agreed to provide those services for the *HVAC System* of the *Company* at monthly payment (hereinafter referred to as '*Agreed Price*') and as per terms and conditions set forth in this *Agreement*.

NOW, THEREFORE, FOR VALID CONSIDERATION THE ADEQUACY OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES DO HEREBY AGREE AMONST THEMSELVES AS FOLLOWS: -

1. The *Contractor* shall operate and maintain *HVAC System* at the *Agreed Price* amounting to Rs. _____ during normal office hours (i.e. from 0800 to 1600 hours currently) on all working days and overtime after normal working hours and/or holidays when required. The *Contractor* shall be responsible for maintaining the correct / desirable temperature during working hours daily. The *Contractor* may need to start the plant at earlier hours to maintain proper temperature at 08:30 AM. The *Contractor* may keep such fact in mind that no additional benefits will be allowed for overtime.
2. The *Agreement* shall remain valid for an initial period of one (01) year commencing from _____ (date). Upon expiry, the *Agreement* may be extended annually, subject to satisfactory performance and mutual consent, up to a maximum total period of three (03) years. A 10% increase in the *Agreed Price* shall be applicable on each annual extension.
3. No escalation in *Agreed Price* shall be payable to the *Contractor* except which is mentioned in the *Agreement*. The *Agreed Price* shall be inclusive of all increases in rates / wages of labour till the completion of the *Agreement*.
4. The *Contractor* shall deposit an amount equivalent to 10% of the quoted amount for entire year, as Security Deposit till completion of the *Agreement*. The *Company* shall return the Security Deposit to the *Contractor* on successful completion of the *Agreement* after deducting any damages to the *HVAC System* caused due to negligence of the staff deputed by the *Contractor* or any malafide intent of the *Contractor*.
5. The *Company* shall reserve the right to terminate the *Agreement* at any time due to unsatisfactory performance of the *Contractor* by giving one month notice to the *Contractor*. In case of termination of the contract, any damage caused to the equipment due to negligence of the *Contractor* will be recovered from the Security Deposit of the *Contractor*.

6. The *Contractor* will depute the following staff for operation / maintenance of the HVAC System: -
 - i. 01 x HVAC Engineer (Electrical / Mechanical) having valid registration with Pakistan Engineering Council (PEC) and at least 5 years' experience in operation & maintenance of HVAC Systems.
 - ii. 01 x Supervisor (Fully Skilled and conversant with the required work).
 - iii. 02 x Semi-skilled workers.
7. The *Contractor* shall submit names and qualifications of the Engineer, supervisory and maintenance staff which is proposed to be employed and having distribution of work for each member of the staff. In case of change of any staff member, the *Contractor* shall report the *Company* in writing. Deputed staff must have the required qualifications / experience as mentioned in the above clause. Moreover, all the staff deputed by the *Contractor* must be fully vaccinated for Covid-19. Vaccination Certificates will have to be submitted to the *Company* in this regard.
8. The *Contractor* shall ensure payment of its deputed staff according to minimum wages specified by the Government of Pakistan.
9. The *Contractor* shall submit a list of tools and equipment suitable and sufficient to meet day-to-day requirement for operation and maintenance of the *HVAC System*. Supply of cotton waste, normal lubricants and grease for maintenance of all equipment will be the responsibility of the *Contractor* and no extra payment will be made to the *Contractor* for these items. All consumables and minor tools shall be provided by the contractor. List to be submitted and approved before deployment.
10. The *Company* shall provide all material i.e. chemicals, necessary spares, electricity, gas, fuel & water for maintenance of the *HVAC System*.
11. The *Company* shall provide a suitable office room with necessary telephone facilities near or in the *HVAC System*.
12. Authorized agent / engineer of the *Contractor* shall remain available at the site during office hours for meetings. The *Contractor* shall notify OPF the addresses, telephone contact number of its agent / engineer to meet any emergency situation.
13. The orders given to the *Contractor's* agent verbally or in writing at site shall be considered to have same force as if they had been given to the *Contractor*.
14. The measurements for rectification of defects & replacement of parts etc. shall be decided by OPF. Major overhauling of any major breakdown will be done by the lowest bidder.
15. In case of any major breakdown of HVAC equipment requiring replacement or repair of major components (such as compressors, condenser coils, evaporator coils, motors, pumps, control panels, or other critical parts), the cost of such repair or replacement shall be borne by the *Company*, provided that the breakdown is not caused due to negligence, mishandling, improper maintenance, or fault of the staff / engineer deputed by the *Contractor*. The cause of the breakdown shall be determined through a joint inspection by representatives of the *Company* and the *Contractor*, and the findings shall be recorded in writing. The repair or replacement work shall only be carried out after approval of the competent authority of the *Company* based on a technical assessment and cost estimate. If it is found that any property including machinery, system & structure of the building is damaged, defaced or disturbed, the *Contractor* will be responsible for repair / replacement of the parts at their own cost within a minimum possible time, failing which the loss will be recovered from the firm with penalty.

16. The *Contractor* will be bound to provide its services with regard to smooth functioning of the *HVAC System* after office hours if officers / officials of the *Company* are sitting in the office. Further, in case the *Company's* Head Office is operational in gazette holidays including weekly holidays, the *Contractor* will also ensure availability of its technical staff on call.
17. Daily attendance of staff deputed on this job will be evaluated through Biometric Attendance System installed at OPF Head Office, G-5/2, Islamabad or manually.
18. The *Contractor* shall execute the maintenance & operation work of the *HVAC System* in accordance with the standard specifications laid down in operation / maintenance manuals of the respective manufacturers & as per instructions of the *Company*. Failure to follow OEM maintenance standards may result in early termination of contract
19. Cost of major breakdown shall be recovered from the *Contractor* if it necessitated due to any fault or negligence of the staff / engineer deputed by the *Contractor*. If it is found that any property including machinery, system & structure of the building is damaged, defaced or disturbed, the *Contractor* will be responsible to make good / replace at their own cost within a week's time, failing which the loss will be recovered from the firm with penalty.
20. The *Agreed Price* will be inclusive of all taxes. No extra payment on account of taxes will be made.
21. In case of any dispute in the Contract, the case will be put up to the Managing Director of the *Company* for arbitration / final decision.

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

FOR & ON BEHALF OF THE COMPANY

Signature: _____

Name: _____

Designation: _____

CNIC No: _____

Witness 1:

Signature: _____

Name: _____

CNIC No: _____

FOR & ON BEHALF OF THE CONTRACTOR

Signature: _____

Name: _____

Designation: _____

CNIC No: _____

Witness 2:

Signature: _____

Name: _____

CNIC No: _____

CHECKLIST OF DOCUMENTS

The following documents are mandatory for submission with the bid. Bidders are advised to carefully go through the list and ensure that all documents are properly attached, duly signed, stamped, and arranged in the specified order. Failure to submit any required document may result in disqualification of the bid as per tender terms.

Sr. No.	Document Detail	Document Attached or not	
		Tick one	
1.	NTN & GST Certificates	Yes	No
2.	PEC Certificate for Firm (ME01)	Yes	No
3.	PEC Registration Certificate for Engineer	Yes	No
4.	Past Work Orders/Completion Certificates	Yes	No
5.	Company Profile including staff List with CVs	Yes	No
6.	Bank Statement from October, 2025 to March, 2026	Yes	No
7.	Undertaking of non-blacklisting	Yes	No
8.	Bid Security	Yes	No
9.	Site Visit Certificate (Annex-II)	Yes	No

Authorized Signatures

Seal of the Firm

SITE VISIT CERTIFICATE

This is to certify that the undersigned bidder has visited the site of the HVAC system installed at OPF Head Office, Islamabad, on the date mentioned below, to inspect the physical condition, assess the scope of work, and obtain a general understanding of the system layout and operational environment, as required under the bidding documents.

Name of Firm	
Name of Authorized Representative	
Designation	
CNIC No.	
Date of Visit	
Contact Number	
Email Address	

We confirm that we have visited the site and are fully aware of the technical requirements, equipment layout, and operational constraints associated with the maintenance and servicing of the HVAC system.

Signature of Bidder's Representative: _____

Name: _____

Designation: _____

Date: _____

Verified by OPF Representative (Building Caretaker or Desk Officer Admin)

This is to confirm that the above-mentioned representative of the bidder visited the site on the stated date.

Name: _____

Designation: _____

Signature: _____

Date: _____