



**OFFICE OF THE DIRECTOR GENERAL
AUDIT, POSTAL & TELECOMMUNICATION
SERVICES, ISLAMABAD**

BID DOCUMENTS

**Provision of Internal Office (Aluminum-Glass) Partitioning and Civil
Repair Works in Existing Office Building at Sector G-10/4, Islamabad**

SINGLE STAGE TWO ENVELOPE

May, 2026

BID DOCUMENTS

FOR

Provision of Internal Office (Aluminum-Glass) Partitioning and Civil Repair Works in Existing Office Building at Sector G-10/4, Islamabad

SINGLE STAGE TWO ENVELOPE

BID DOCUMENTS CONSISTS OF FOLLOWING:

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INVITATION FOR BIDS

Date: _____
Bid Reference No.: _____

1. The Director General Audit, Postal & Telecommunication Services, Islamabad invites sealed bids from eligible firms or persons having experience in the field of civil works for the provision of internal office (aluminum-glass) partitioning and civil repair works in existing office building located at Sector G-10/4, Islamabad, which will be completed in 10 days. In case of delay liquidated damages @ 0.1% per day up to maximum 10% of the contract price shall be charged.
2. A complete set of Bidding Documents may be downloaded from E-PADS and the PPRA Website.
3. All bids must be accompanied by a Bid Security of Rs 320,000 (Pak Rupees Three Hundred Twenty Thousand only) in the form of CDR/Bank Draft payable to Director General Audit, P&TS, G-10/4, Islamabad. Bids will be opened on the same day in the presence of bidders' representatives who choose to attend, at the same address.
4. The technical and financial proposals will be opened on the same day. The financial bids of only those bidders will be opened who meet the technical criteria. The financial bids of technically unqualified bidder will be returned un-opened.

INSTRUCTIONS TO BIDDERS

- i) The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- ii) A prospective bidder requiring any clarification(s) in respect of the Bidding Documents may notify the Engineer/Employer at the Employer's/Engineer's address indicated in the Bidding Documents.
- iii) The Engineer/Employer will respond to any request for clarification which it receives not later than ten (10) days prior to the deadline for the submission of Bids.
- iv) The bid prepared by the bidder shall comprise the following components:
 - (a) Covering Letter
 - (b) Form of Bid duly filled, signed and sealed
 - (c) Bid Security @ 2% of the bid amount
 - (d) Power of Attorney (if any)
- v) The bidder shall fill up the Schedule of Prices indicating the unit rates and prices of the Works to be performed under the Contract.
- vi) Any bid not accompanied by Bid Security shall be rejected by the Employer as non-responsive.
- vii) 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.
- viii) The Bid Security of the successful bidder will be returned when the bidder has furnished the required Performance Security equal to 5% of the Contract Price in the form of a CDR from a scheduled bank, valid till for the period of 12 months from the date of completion of work.
- ix) The Bid Security may be forfeited if a bidder withdraws his bid during the period of bid validity.
- x) In the case of a successful bidder, if he fails to:
 - a) furnish the required Performance Security
 - b) sign the Contract Agreement
- xi) All Schedules to Bid are to be properly completed and signed.
- xii) 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.
- xiii) Any bid received by the Employer after the deadline for submission of bid will be returned unopened to such bidders.
- xiv) The bid shall be valid for the period of 90 days from the date of opening of bids.

- xv) The successful bidder will deposit the Performance Security equal to 5% of the Contract Price in the form of a CDR from a scheduled bank after issuance of work order. The Performance Security shall remain valid up to ninety (90) days beyond the completion of the contract period or fulfilment of all contractual obligations, whichever is later.
- xvi) The quantity of work can be increased / decreased.
- xvii) The Employer reserves the right to accept or reject any or all bids and to annul the bidding process at any time prior to the award of contract, without thereby incurring any liability to the affected bidder(s).
- xviii) Any bidder feeling aggrieved by any act of the Procuring Agency after submission of the bid may lodge a written complaint with the Grievance Redressal Committee (GRC) within seven (07) days of announcement of the Technical Evaluation Report and within five (05) days after issuance of the Final Evaluation Report, in accordance with Rule 48 of the Public Procurement Rules, 2004, as amended from time to time. Any bidder not satisfied with the decision of the GRC may file an appeal before the Public Procurement Regulatory Authority (PPRA) within thirty (30) days of communication of the decision of the GRC.
- xix) The employer will retain 5% of the contract price as Defects Liability Period / Maintenance Period for the period 12 months after the issuance of completion certificate
- xx) All applicable Federal and Provincial taxes (Income Tax under Section 153, Sales Tax / ICT Sales Tax on Services, Stamp Duty, etc.) will be deducted at source as per prevailing law. Rates quoted shall be inclusive of all taxes.
- xxi) The bid has also been published in two national dailies (one English and one Urdu) and uploaded on the PPRA website (www.ppra.gov.pk) and EPADS portal.

BID OPENING AND EVALUATION

- i) The Employer will open the bids, in the presence of bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Document.
- ii) The bidder's name, Bid Prices, any discount, the presence or absence of Bid Security, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Employer at the bid opening. The Employer will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet. Any Bid Price or discount which is not read out and recorded at bid opening will not be taken into account in the evaluation of bid.
- iii) To assist in the examination, evaluation and comparison of Bids the Engineer/Employer 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.
- iv) 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.

Technical Evaluation Criteria

It will be examined in detail whether the Works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid will be compared with technical features/criteria of the Works detailed in the Technical Provisions.

- a) The firm/company should be registered in the Pakistan Engineering Council (PEC) in the appropriate category and specialization of civil works of this value.
- b) Valid/Active registration with income tax department (NTN Certificates) & Sales Tax Certificate.
- c) Income Tax return of last 03 years.
- d) Last three years sales tax return.
- e) Bio data of engineers and technical staff working with the firm along with organogram, degrees and registration certificates.
- f) The bidder shall furnish all required technical documents, compliance details and supporting information to demonstrate that the offered works conform to the drawings, specifications, and technical requirements provided in the Bidding Documents as **Annex-A**.
- g) Similar works (aluminum-glass works and rehabilitation) have been completed during past 05 years by the bidder.
- h) Joint venture will be allowed.
- i) Fresh affidavit (E-stamp) to the effect that all documents/particulars/information provided are true and correct. In case any bogus/tampered or false information/certificates are produced by the company/firm shall be liable to be blacklisted at any stage.
- j) Bidder shall declare any pending litigation involving the firm on fresh stamp paper (E-stamp*) of Rs. 1,000.
- k) Fresh affidavit (E-stamp paper*) to the effect that the firm/contractor has not been blacklisted previously by any executing agency.

Special Conditions

- i) No bidder shall contact Engineer/Employer on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation result is announced by the Employer. The evaluation result shall be announced at least ten (10) days prior to award of Contract. The announcement to all bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the bids evaluated.
- ii) Any effort by a bidder to influence Engineer/Employer in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than ten (10) days after the announcement of the bid evaluation result, however, mere fact of lodging a complaint shall not warrant suspension of procurement process.

Notification of Award & Signing of Contract Agreement

- i)** Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder in writing (“Letter of Acceptance”) that his bid has been accepted.
- ii)** Within two (2) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Employer will send the successful bidder the Form of Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.
- iii)** The formal Agreement between the Employer and the successful bidder shall be executed within two (2) days of the receipt of Form of Contract Agreement by the successful bidder from the Employer.

Integrity Pact

The Bidder shall sign and stamp the Form of Integrity Pact 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.

BOQ

Provision of internal office (Aluminum-Glass) partitioning and civil repair works in existing office building at G-10/4, Islamabad						
S#	Page	Description	Qty (sq.ft)	Rate as per PWD Schedule of Rates 2022	Unit	Estimated Amount (Rs)
1		P/F 12mm thick tempered glass swing door, Pakistan-made as per approved manufacturer (fixing through their approved fabrications), including D-Lock, silicon, moving hardware and all accessories, cutting holes, etc., and making good any damages, complete as required on any floor, as per the direction of the Engineer-in-Charge.	7069 (Approx)	Rs 2,263.39	Sq.ft	16,000,000
					Total	16,000,000

FORM OF BID
(LETTER OF OFFER)

Bid Reference No.

Name of Works: _____

To: _____

Gentlemen,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications, Drawings (if any) for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price of Rs _____ (Rupees _____) or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _ _ drawn in your favour or made payable to you and valid for a period of twenty eight (28) days beyond the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence the Works and to deliver and complete the Works comprised in the Contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of __ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
We undertake, if our Bid is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
7. We understand that you are not bound to accept the lowest or any bid you may receive.
8. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Summary of Bill of Quantities

Provision of Internal Office (Aluminum-Glass) Partitioning and Civil Repair Works in Existing Office Building at Sector G-10/4, Islamabad

SCHEDULE OF PRICES

To be filled by the Bidder			
Sr#	Description	% Above Or Below	Amount in PKR
1	Provision of Internal Office (Aluminum-Glass) Partitioning and Civil Repair Works in Existing Office Building at Sector G-10/4, Islamabad		
	TOTAL		

Total Bid Price (The amount to be entered in Paragraph 1 of the Form of Bid). (In Rupees
_____)

(Signature & Stamp by bidder)

(INTEGRITY PACT)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

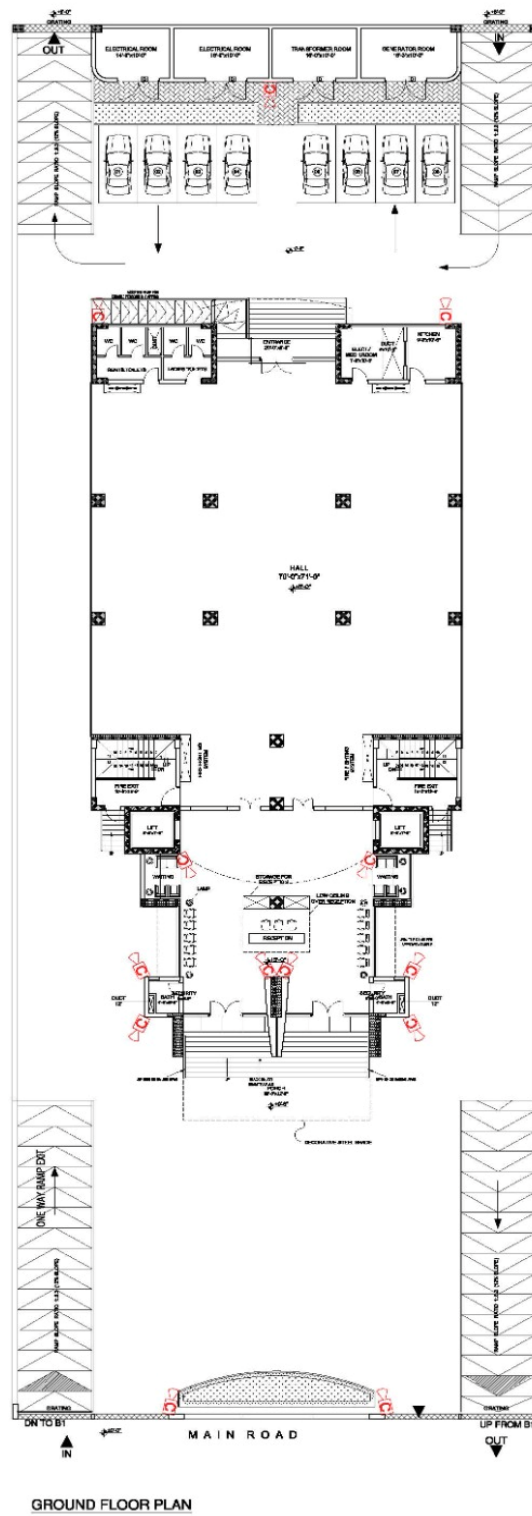
Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

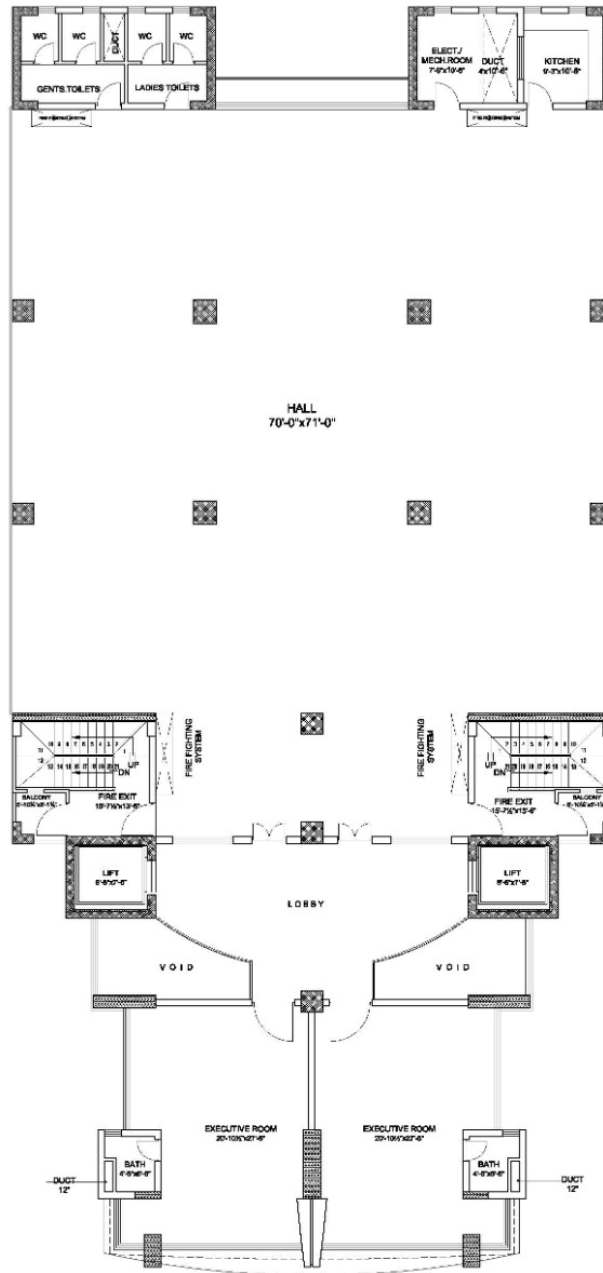
[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Drawings and Technical Specifications





2ND & 3RD FLOOR PLAN