

**Public Private partnership Authority (PPPA)**  
**Finance Division**  
**Government of Pakistan**



**TENDER FOR OFFICE RENOVATION WORKS**

Company Seal:

Company Rep's Signature..... 1

Public Private Partnership Authority (PPPA)

No.T-4/2019-20-ADMIN/PPPA

Islamabad, the 24<sup>th</sup> December, 2019

**INVITATION TO BID**

**FOR OFFICE RENOVATION WORKS**

Public Private Partnership Authority (PPPA) invites sealed bids from reputed firms / contractors having experience in the relevant field (registered with Income Tax and Sales Tax Departments) for renovation works of PPPA's office in FBC Building near State Bank, G-5/2, Islamabad.

2. Bidding documents, containing detailed terms and conditions, etc. are available at office of the Assistant Manager (Administration), Public Private Partnership Authority (PPPA), Sector E-11/3, Islamabad. Bidding documents can also be downloaded from [www.pppa.gov.pk](http://www.pppa.gov.pk) free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Public Private Partnership Authority (PPPA), 611, Street No. 37, Sector E-11/3 Islamabad on or before **January 10, 2020 at 11:00 a.m.** Bids will be opened the same day at 11:30 a.m. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**(Sajid Mehmood)**

Assistant Manager Administration  
Phone: 051-9330329, 9334126

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## **Public Private Partnership Authority (PPPA)**

Sealed bids are invited from the reputed firms for renovation works of PPPA's office in FBC building near State Bank, G-5/2 Islamabad. Sealed bids should be reached to the undersigned on **January 10, 2020 at 11:00 a.m.** The bids shall be opened on same day at 11:30 a.m. before the Tender Opening Committee in Conference Room of Public Private Partnership Authority (PPPA), 611, Street No. 37, Sector E-11/3, Islamabad.

### **CONDITIONS FOR TENDERER:**

1. Tender documents may be obtained from Admin Department, Public Private Partnership Authority (PPPA), Sector E-11/3, Islamabad, during office hours.
2. Earnest money @ **3%** of the total amount (In the form of Bank Draft/pay order) for shifting of PPPA's office in favour of the Public Private Partnership Authority (PPPA) will have to be attached, which in case of unsuccessful bidders will be returned.
3. The prices of bids shall be included all taxes.
4. The firms should be reputed and registered with the Income Tax and Sales Tax Departments with proper shop and telephone facility.
5. Firm will be bound to renovate the PPPA's office using their own materials / transport & manpower.
6. The Competent Authority reserves the right to accept or reject any or all tenders as per PPRA Rules.
7. This tender notice may be seen on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and PPPA website [www.pppa.gov.pk](http://www.pppa.gov.pk).

**(Sajid Mehmood)**

Assistant Manager Administration

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**Public Private Partnership Authority (PPPA)**  
**[Administration Department]**

**Part A:**

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Dear Sir,

You are hereby invited to submit the tender for the provision for renovation works of PPPA's office in accordance with the description of items at Appendix "A".

**1. Prospective Bidders Should Particularly Note That:**

- a. Bid Bond through Telex/ Fax shall not be acceptable.
- b. The PPPA does not take any responsibility for collecting the bids from any agency.
- c. Owner or his/her authorized representative may attend the tender opening, if desired. Letter for nominating Representative must be submitted along with bid.
- d. The PPPA reserves the right to accept or reject any or all bids or cancel any or all items at any time without assigning any reason thereof.
- e. Bids should be submitted on the basis of free delivery up to PPPA premises including all charges i.e. packing, freight, courier charges etc.
- f. Bidders are requested to quote rates for renovation works of PPPA's office as **tender of one firm may be accepted on the basis of overall lowest** evaluated expenditure.
- g. Successful bidder must have to provide all sources of for renovation works including materials and manpower.
  - a. Bids against this tender are invited on **Single Stage -Single Envelope Procedure,**
  - b. Signed Copy of this bidding document must be submitted along with Bid.

**(Sajid Mehmood)**  
Assistant Manager Administration  
Phone: 051-9330329, 9334126

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## **Part B:**

### **Instruction To Bidders (ITB):**

1. **Delivery of Bids:** The Proposal is to be submitted as under:-
  - a. The Proposal indicating the quoted price in figures as well as in words along with essential literature / brochure if any, would be enclosed in an envelope.

2. **Date and Time for Receipt of Bids:**

The bid document must reach this office until **January 10, 2020, 11:00 am** at the following address:

**Assistant Manager Administration,  
Public Private Partnership Authority,  
611, Street 37, Sector E-11/3,  
Islamabad.**

3. **Tender Opening:**

Tender will be opened on **January 10 2020, 11:30 am**. Only legitimate/ authorized representatives of suppliers will be allowed to attend. These representatives should be fully aware of the details of their supplier's Proposal and deviation, if any. They must be fully authorized to take decision on the spot on behalf of their company.

4. **Validity of Proposal.**

The validity period of bids must be indicated and should invariably be not less than three months from the date of opening.

5. **Prices:**

- a. The prices should be quoted FOR Islamabad basis. Price will be mentioned separately both in words and figures.
- b. The price validity period must be 03 months from the date of opening of Financial Proposal.

6. **Taxes:**

All prevalent Govt. Taxes will be applicable.

7. **Language of Bidding Document:**

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

**8. One Bid per Bidder:**

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

**9. Cost of Bidding:**

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**10. Time Limits:**

Bidder must provide the time limits about renovation works of PPPA office which should in no case be more than 21 days from the date of issuance of Work Order.

**11. Terms of Payment:**

100% payment will be made within 30 days after the delivery of the supplies.

**12. Withdrawal of Proposal:**

If the bidder withdraws its Proposal within validity period the competent authority may place such bidder under embargo for a period, which may be extended.

**13. Photocopies of relevant Documents:**

Photocopies of following documents will be provided / attached with Proposal:-

- a) Income Tax No. to be mentioned on the Proposal and
- b) Copy of Registration Certificate issued by Sales Tax Department.
- c) The firm Should have valid and Active NTN

**14. Disqualification:**

Proposals are liable to be rejected if:-

- a. Earnest money is not attached with the Proposal.
- b. Proposals are found conditional or incomplete in any respect.
- c. Received later than appointed / fixed date and time.
- d. There is any deviation from the General Instructions.
- e. Multiple rates are quoted against one item.
- f. If validity of Proposal is not quoted as required.
- g. Proposal made through Fax / E-mail / Cable / Telex.
- h. If the Proposal is found to be based on cartel action in connivance with other bidders.
- i. If bids received without BOQ.

**15. Earnest Money / Bid Security:**

The Proposal must be accompanied with **3%** of the total amount in shape of Bank Draft / Pay Order in favor of PPPA, Islamabad.

**16. Return of Earnest Money:**

Earnest money to the bidders will be returned on acceptance of lowest acceptable bid.

**17. Rights Reserved:**

PPPA reserves full rights to accept or reject any or all Proposals including the lowest, as per PPRA Rules.

**Detail of renovation works of PPPA’s office building (Covered Area: 6040sft):**

- a. Paint Works:** (Included all paint material with manpower.)
- Rooms
  - Washroom
  - Kitchen
  - Stores
- b. Civil Works:**
- Included all damage places including plaster / brick works.
- c. Electrical Works:**
- All damage electric wires
  - Repair of all lights installed at walls / in roof sealing including energy saver holders, tube lights & LED lights.
  - Repair of Electric Switch Boards / Buttons / Power Plugs / Breakers etc. as well as installation of new Electric Switch Boards / Buttons / Power Plugs / Breakers etc. after visiting the building if, required.
  - Office supplies
- d. Bathrooms:**
- Installation of new WC seats (English / Indian).
  - Repair of tiles installed in the bathrooms.
  - All plumbing works of office kitchen / bathrooms.
- e. Locks:**
- Door Locks: Repair the door locks of wooden doors / Glass Doors / Aluminum Sliding Doors/ Windows.
  - Installation of new locks for wooden doors / Glass Doors / Aluminum Sliding Doors/ Windows if required.
- f. Roof Sealing:**
- Repair of roof sealing.
  - Installation of new roof sealing where required.
- g. Glass Works:**
- Installation of new glass for windows and glass partition.

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**Special Note / Instruction:**

- **Requested to all bidders that, should visit the building before submitting their quotes against all above repair and maintenance works of PPPA’s office situated on 2<sup>nd</sup> Floor, FBC Building near Sate Bank of Pakistan G-5/2, Islamabad.**



**Finance Division**  
**Public Private Partnership Authority**  
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<h1>BOQ</h1>					
S. #	Descriptions	Qty.	Rate	GST	Total
1	Removing & re-installion of aluminum sliding doors for reception	Lump Sum			
2	Door D-Lock for glass doors	10 Nos.			
3	Providing & Fixing of PVC Wall Paneling with PVC Gola Fitting	600 Sft approx.			
4	Paint Works (ICI - Berger or equallent quality paint)	5500 Sft approx.			
5	Fixing of frosting paper on glass partition	1200 Sft approx.			
6	Cleaning of complete premises in detail including glass partition, floor, washrooms & aluminum glass windows in all respects.	Lump Sum			
7	Providing & Fixing of bathroom door (wooden ply wood door with lock and hardware material.	2 Nos.			
8	Wooden Door Lock	4 Nos.			
9	Providing & fabrication of kitchen cabinet with 3/4" thick MDF Lasani Sheet, & solid wood frame, 3/4" lamination boxes including 2mm lapin with machine, hardware hangers, door handles, complete all respect.	70 Sft.			
10	Installation of WC English Type including all necessary fitting complete in all respect.	2 Nos.			
11	Washbasin fitting new t-cock, mixture fitting complete	2 Nos.			

12	Installation of new Muslim Shower (Master brand)	4 Nos.			
13	Supply & Installation of double BIB Cock Good Quality	5 Nos.			
14	Supply & Installation of WHB Mixture lever type, connection pipe, stop cock, tee cock, with complete fitting	5 Nos.			
15	Conversion of washroom from Indian seat to English seat	1 No.			
16	Installation of LED (12V) Bulbs (Philips or equalient quality with one year warranty)	50 Nos.			
17	Fixing of new T5 tube light rods small (Philips)	36 Nos.			
18	Providing & fixing of light plug with wiring and connection with complete ducting & materials.	70 Nos.			
19	Installation of telephone exchange (PBX-100) with Installation & commissioning of wiring for voice	50 Nos.			
20	Installation & commissioning of wiring for data network, with Cat6 cable including RJ 45 connectors in appropriate size of PVC Duct.	50Nos.			
21	RJ 45 outlets face plate for voice & data including los	28 Nos.			
22	Installation of exhaust fan complete with wiring & connection	2 Nos.			
23	Replacing & re-fixing of new 5mm glass of aluminum window	65 Sft.			
24	Polish Works of wooden doors	6 Nos.			
	G. TOTAL				

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