



**CENTER FOR AUTISM  
REHABILITATION AND TRAINING, SINDH  
(C-ARTS)**



# **BIDDING DOCUMENT**

*Single Stage – Two Envelopes bidding procedure  
Under Rule 46(2) of SPP Rule 2010 (Updated March 2022 / till to date)*

**IFB/NIT No. CARTS/PD/2024-25/06.**

**Dated: 26<sup>th</sup> July, 2024**

## **Building Repair Works**

(as per approval/instructions of Engineer/Incharge)

at Center for Autism Rehabilitation and Training, Sindh (C-ARTS)

at

**Shaheed Benazirabad**

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## Invitation for Bid (IFB) / Notice Inviting Tender (NIT)

No. C-ARTS/PD/2024-25/06.

Dated 26-07-2024

Center for Autism Rehabilitation and Training, Sindh (C-ARTS), Karachi invites the following Bid(s) from well reputed Civil Contractors / Service Providers / Vendors / Bidders registered with FBR for Income Tax & for Sales Tax with SRB and with PEC.

#	Reference No.	Name of Bid	Procedure
i.	No. C-ARTS/PD/2024-25/06.	<b>Building Repair Works</b> (as per approval/instructions of Engineer/Incharge) at Center for Autism Rehabilitation and Training, Sindh at <b>Shaheed Benazirabad</b>	Single Stage - Two Envelopes Rule 46(2)

Tender Fee	Rs. 5,000/- (Rupees five thousand only) Non-Refundable
Bid Security	2.5% of the total bid value.
Last date for Tender Purchasing	<b>From the date of publishing to 15<sup>th</sup> August, 2024 by 12:00 Noon.</b>
Deadline for Submission of Bids	<b>15<sup>th</sup> August, 2024 up to 02:45 p.m.</b>
Bid Opening Date & Time	<b>15<sup>th</sup> August, 2024 at 03:00 p.m.</b>

**Note:** In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working day at the given time and venue.

Bidding Document containing detailed terms & conditions can be obtained against pay Order / Demand Draft of Rs. 5,000/- (non-refundable) being tender fee in favor of **Center for Autism Rehabilitation and Training, Sindh** during office hours. No tender shall be sold on the date of opening of bid. Tender Notice and Bidding Documents are also available on the website of Sindh Public Procurement Regulatory Authority ([www.ppms.pprasindh.gov.pk](http://www.ppms.pprasindh.gov.pk)) & Center for Autism Rehabilitation and Training, Sindh ([www.c-arts.org.pk](http://www.c-arts.org.pk)), in this situation, bidder is required to enclose Pay Order / Demand Draft / CDR of tender fee (Rs. 5,000/-) with their bid, which must be issued by a scheduled bank within the tender purchasing dates. C-ARTS may issue the clarifications or amendments in respect of the bidding documents which will be uploaded on the website, C-ARTS will not be responsible of any confusion or misunderstanding in this regard.

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 Black Listed firms will be rejected.

The Center for Autism Rehabilitation and Training - Sindh (C-ARTS) reserves the right to reject any or all the bids subject to the relevant provisions of SPP Rules 2010 (Updated March 2022 / till to date).

**Address for Purchasing of bidding documents, submission and opening of bids:**

Center for Autism Rehabilitation and Training, Sindh, ST-31, Block-15, Gulistan-e-Jauhar, Karachi

Phone # +92 21 9924 9621, Email: [ops.c.arts@gmail.com](mailto:ops.c.arts@gmail.com)

**DR. SYED MUHAMMAD IDREES**  
Chief Executive Officer / Chairman (PC.)

# INSTRUCTIONS TO THE BIDDERS / TERMS & CONDITIONS

## 1. Introduction:

- 1.1. Center for Autism Rehabilitation and Training, Sindh (C-ARTS) was established in 2018 under Section 42 of the Companies Act, 2017 as a “NOT FOR PROFIT” Company. The Company owned by the Government of Sindh, aims to provide professional rehabilitation facilities to Autistic children in Sindh Province, train professionals in rehabilitation methods in Autism Spectrum Disorder (ASD) and work for awareness and increasing social empathy on ASD.
- 1.2. **Scope:**
  - 1.2.1 Center for Autism Rehabilitation and Training, Sindh intends to procure / avail the quality works / services / goods on competitive rates from well reputed Contractors / Service Providers / Vendors / Bidders registered with FBR for Income Tax & for Sales Tax with SRB and Pakistan Engineering Council (PEC).
  - 1.2.2 Bidder would be awarded the contract as per evaluation criteria of this document to accomplish the works/services/supplies as mentioned in **Annexure – C & F**.
  - 1.2.3 Bidding shall be conducted under Rules 46(2) "**Single Stage – Two Envelopes**" (Technical and Financial Bids) procedure laid down in SPPRA Rules 2010 (Updated March 2022 / till to date). The contract shall be awarded to ‘**most advantageous bidder**’ as per evaluation criteria mentioned in this document.
  - 1.2.4 Bidders shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.
- 1.3. **Source of Funds:**
  - 1.3.1 Center for Autism Rehabilitation and Training, Sindh has allocated funds towards the cost for **Building Repair Works** (as per approval/instructions of Engineer/Incharge) at Center for Autism Rehabilitation and Training, Sindh at Shaheed Benazirabad.

## 2. Eligible Bidders:

The bids which meet the following minimum **ELIGIBILITY CRITERIA (MANDATORY REQUIREMENT)** would be declared responsive / advantageous for further evaluation as per Evaluation Criteria specified in this bidding document.

### **Documentary Evidence must be attached in respect thereof:**

- 2.1 Original Tender Purchase Receipt / Pay Order of Tender Fee.
- 2.2 Bidder should be based in Sindh Province and/or should have a branch in Karachi. Office details at Karachi and all provincial headquarters (if any) with Phone Numbers / Addresses.
- 2.3 Copy of CNIC of signatory of the Bid Forms.
- 2.4 Bidder must be available on **List of Active Tax Payers of FBR website** (for Income Tax).
- 2.5 Bidder must be available on **List of Active Tax Payers of SRB website** (for Sales Tax).
- 2.6 Valid **Professional Tax Certificate**.
- 2.7 Bidder must be registered with **Pakistan Engineering Council (PEC)**.
- 2.8 Minimum 03 years’ of experience of Works & Services / Similar Categories of Works / Services within Sindh Province, in Public and Private Sector Institutes / Universities / Hospitals / Government / Semi-Government organizations (supported with purchase order / contract award / contract agreement / satisfactory performance certificate).
- 2.9 **Reference Letters / Satisfactory Performance / Work / Project Completion Certificate** from client(s) on their official letterhead duly signed and stamped by the **competent authority of the organization** showing that bidder is successfully completed the works /

- services / project amounting to **more than 25.00 million during a period of one year (avg.)** during the last **five-years** ending on the deadline for bid submission.
- 2.10 Affidavit on Stamp Paper of Rs. 100/- as per Specimen give at **Appendix-I**.
  - 2.11 Conformity with required terms and conditions of Scope of Works / Bill of Quantity / Technical Specification given in the Tender Document.
  - 2.12 Certificate on company's letterhead that if selected, the firm would start the works / services / supplies as per approved samples / specifications / instructions of Engineer / Incharge. Non-compliance to the same may result in immediate termination of contract leading to forfeiture of performance security and blacklisting of firm as per Specimen at **Appendix-I**.
  - 2.13 Duly signed and stamped Compliance Certificate as per the format give at **Annexure-B** of this document.
  - 2.14 Duly signed and stamped Compliance to Bill of Quantity / Schedule of Requirement / Technical Offer as mentioned vide **Annexure-C** of this document.
  - 2.15 The filed Income Tax Return (ITR - FBR) for last three financial years as per **Annexure-G**.
  - 2.16 Valid List of Client's details as per specimen given at **Annexure-H**.
  - 2.17 Bidder / Company Profile / Details **Annexure-I**.
  - 2.18 Bidder should have to provide full name & address of principal banker along with letter for confirmation that C-ARTS can approach your bankers for financial references.

### **3. Obtaining of Bidding Document:**

- 3.1 Bidding Document containing detailed terms & conditions can be obtained at the date, time and place / address given in the Bid Data. No tender document shall be sold on the date of opening of bid.
- 3.2 Bidding documents can also be downloaded from website of Sindh Public Procurement Regulatory Authority ([www.ppms.ppr.sindh.gov.pk](http://www.ppms.ppr.sindh.gov.pk)) and Center for Autism Rehabilitation and Training, Sindh ([www.c-art.org.pk](http://www.c-art.org.pk)), in this situation, bidder is required to enclose Pay Order / Demand Draft / CDR of tender fee (Rs. 5,000/-) with their bid, which must be issued in favor of Center for Autism Rehabilitation and Training, Sindh by a scheduled bank within the tender purchasing dates.

### **4. Bidding Procedure:**

- 4.1 Bidding shall be conducted under Rules 46(2) "**Single Stage – Two Envelopes**" (Technical and Financial Bids) procedure laid down in SPPRA Rules 2010 (Updated March 2022 / till to date). The contract shall be awarded as per evaluation criteria mentioned in this bidding document.

### **5. Cost of Tendering:**

- 5.1 The company shall bear all costs associated with the preparation and submission of its documents, while C-ARTS, shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **6. Clarifications of the Tender Documents:**

- 6.1 A prospective company requiring any clarification(s) may notify to C-ARTS or an Officer authorized on its behalf in writing. The C-ARTS or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before **05 working days** or more to the deadline set for the submission of bids. Copies of C-ARTS response will be forwarded to prospective companies (if not already clarified in the tender document or deemed necessary for the company).

## **7. Amendment of Tender Documents:**

- 7.1 At any time prior to the deadline for submission of bids, the C-ARTS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective company, modify the tender document by issuing corrigendum / addendum.
- 7.2 Any corrigendum / addendum thus issued shall form eternal part of the tender document. To offer bidders a reasonable time frame in which to take a corrigendum / addendum into account in preparing their bids, the C-ARTS may at its discretion extend the deadline for submission of bids.

## **8. Language of Bids:**

- 8.1 The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged 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, in which case for purposes of interpretation of the Bid, the translated version shall prevail.

## **9. Bid Price:**

- 9.1 Price / bid offer should be quoted in Pak Rupees as per format given at **Annexure-F**.
- 9.2 The price / bid offer quoted should be firm's final and clearly written / typed without any ambiguity.
- 9.3 The bid price should be included all the government taxes, as per prevailing taxation rates of provincial / federal / local governments etc. (e.g., SST/GST, Income Tax, Withholding Tax etc.).
- 9.4 If there is no mention of taxes or calculation error, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the Income Tax / SST / GST or other taxes during the contract period shall be passed on to the Procuring Agency.
- 9.5 The price / bid offer shall be entered against each personnel / material / equipment for the whole duration of contract period.
- 9.6 The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

## **10. Bid Security / Earnest Money:**

- 10.1 The Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee (**Annexure -D**) in favour of Center for Autism Rehabilitation and Training - Sindh issued by a scheduled bank in Pakistan valid for a period of 28 days beyond the bid validity period. The Bid Security shall be attached with the Financial Proposal. No interest will be paid on Bid Security. Photocopy of the Bid Security shall be attached with the Technical Proposal after hiding the amount.
- 10.2 Any bid not accompanied by an acceptable bid security shall be rejected by the C-ARTS as non-responsive.
- 10.3 The bid security / earnest money of the 'most advantageous bidders' will be returned upon award of contract to the 'most advantageous bidder' or on expiry of validity of bid security whichever is earlier.
- 10.4 The bid security of the 'most advantageous bidder' will be returned only when the bidder furnish the required Performance Security and signed relevant contract agreement.

## **11. The Bid Security / Earnest Money may be Forfeited / Confiscated:**

- i. If a bidder withdraws his bid during the period of bid validity.
- ii. If the bidder does not accept the correction of his bid price.
- iii. In the case of a 'most advantageous bidder', if he fails to furnish the required performance security or sign the contract agreement.
- iv. If the bidder fails to provide the requisite services.
- v. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

## **12. Validity of Bids:**

- 12.1 Bids shall remain valid for ninety (90) days w.e.f. date of opening of Technical Proposals. The bids without or less than Ninety (90) days validity will be rejected.

## **13. Clarifications / Corrections of Bid:**

- 13.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may 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.
- 13.2 Arithmetical errors will be rectified on the following basis:
- i. If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and 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 mistake in addition / totaling that can be corrected.
  - ii. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

## **14. Responsiveness of Bid:**

- 14.1 The valid bid security / earnest money is submitted (**Copy of the requisite bid security / earnest money without showing the amount must be attached with the Technical Bid**).
- 14.2 The bid is valid till required period.
- 14.3 The bidder had quoted the particular(s) / good(s) / item(s) / service(s) exhibited at **Annexure-C (Bill of Quantity / Schedule of Requirement) & F (Price schedule / Quoting of Rates / Financial Offer)**.
- 14.4 The bid prices are firm during its validity and inclusive of all taxes, duties etc.
- 14.5 Compliance to all terms and conditions of tender document on specified formats.
- 14.6 The bidder is eligible for tendering and possesses the requisite experience.
- 14.7 The bid does not deviate from basic requirements.
- 14.8 The bidder submitted all mandatory / requisite documents as mentioned in the tender document.
- 14.9 The bid is generally in order.

## **15. Submission of Bids:**

- 15.1 Bids should be submitted in accordance with Rules 46(2) Single Stage – Two Envelopes Procedure Basis of SPPRA Rule 2010 (Updated March 2022 / till to date).
- a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;



- b) Envelopes shall be marked as “FINANCIAL PROPOSAL” and TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
  - c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
  - d) Envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
  - e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
  - f) No amendments in the technical proposal shall be permitted during the technical evaluation;
  - g) Financial proposals of technically qualified / advantageous bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance; and
  - h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
- 15.2 The technical bid should contain all the relevant information and desired enclosures in the prescribed format. The financial Bid should contain only Financial Proposal, and Bid Security. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- 15.3 Technical / Financial Bids should be submitted in sealed envelope. The inner and outer envelopes shall:
- a) be addressed to the Procuring agency at the address given in the Bid Data Sheet; and
  - b) bear the Notice Inviting Tender / Invitation for Bids (NIT / IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Bid Data Sheet.
- 15.4 Opened or e-mailed or faxed or telexed bids will not be accepted.
- 15.5 Any bid received by the C-ARTS after the date and time of tender opening will be rejected and returned as unopened to sender / bidder.
- 15.6 Bids qualified by such vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
- 15.7 Bidder shall comply with all Pakistani Laws, permits, codes and regulation applicable to the bidder’s performance of services. Bid against the Government Rules and Policies, Conditional Bid, Ambiguous Bid or incomplete Bid and Bid without Bid Security will be rejected. No supplementary or revised offer after the opening of bids shall be entertained.
- 15.8 In case of announcement of Public Holiday or any unfavorable circumstance, the bids will be opened on next working day. Other terms and conditions, venue and time for drop and opening will remain unchanged.
- 15.9 In case of discrepancies between the Information for Bid (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.

## **16. Deadline for Submission of Bid:**

- 16.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 12.3 no later than the time and date specified in the Bid Data Sheet.

## **17. Opening of Bids:**

- 17.1 Procurement Committee will publically open the Sealed Technical Bids first at the date, time and place given in the Bid Data Sheet in the presence of bidder's representatives who choose to be present, while the Financial Bids of all prospective bidders would be kept in safe custody at C-ARTS. After declaration of Technical Bid Results, the Sealed Financial Bids of only Technically Qualified bidders would be opened publicly at time / date to be announced later. Whereas, Sealed Financial Bids of technically non-qualified bidders will be returned unopened / unprocessed.
- 17.2 The name of bidder, bid price and such other details as the committee at its discretion may consider appropriate, will be announced at the time of Sealed Financial Bid opening process.
- 17.3 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.
- 17.4 The C-ARTS reserves the right to reject any one or all bids / proposals or scrap / cancel the tender as per relevant SPPRA Rules 2010 (Updated March 2022 / till to date).

## **18. Evaluation of Bids:**

- 18.1 The Bids / Offers shall be evaluated by the Committee constituted by the C-ARTS for the purpose.
- 18.2 The Committee may seek the clarification from the bidder in writing or oral as the case may be, in case of committee deemed fit, however any clarification shall not be change the sanctity of original bid;
- 18.3 The Bids / Offers shall be evaluated conformity the requirements of terms & conditions of the bidding document based on the record / documentary evidence submitted by the bidder.
- 18.4 The bids not responsive to the MANDATORY ELIGIBILITY CRITERIA provided at Clause 2 shall not be considered for further Evaluation.
- 18.5 The Bids shall be evaluated on complete **Lot / Group / Package / Project Basis** reflected in the Bid Form / Price Schedule. Bids for partial / limited item(s) shall not be considered and rejected.
- 18.6 Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 18.7 Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the 'most advantageous bidder'. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution / evaluation period shall be passed to the Procuring Agency.
- 18.8 The following merit point system for weighing evaluation factors/criteria will be applied for technical / evaluation purpose.
- 18.9 Bidders achieving minimum 70 marks will be considered only for further process. Documentary evidence must be attached in support of each parameter.

**Any Bid not meeting the following mandatory requirements of evaluation criteria will be disqualified / rejected straight away and will not be considered for further evaluation.**

## **19. Bid Evaluation Criteria:**

- 19.1 The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.
- 19.2 Bidders achieving minimum **70% points / marks** will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

<b>1</b>	<b>Legal Requirements (Mandatory)</b>	<b>Yes/No</b>
1.1	Bid Form (without prices in technical bid and with prices in Financial bid)	
1.2	Original Tender Purchase Receipt / Pay Order of Tender Fee	
1.3	Taxation Certificate (NTN and GST)	
1.4	Affidavit on Stamp Paper of Rs. 100/- that: <ul style="list-style-type: none"> <li>- Bidder is not involved in any litigation with the Public / Private Sector University / Institute / Government / Semi Government Organization (Provincial / Federal / Local).</li> <li>- Bidder is not black listed by any Public / Private Sector University / Government / Semi Government Organization (Provincial/Federal / Local).</li> </ul>	
1.5	Registration with Pakistan Engineering Council (PEC) Minimum Category: C-5 under concerned specialization code: CE10, BC04, EE10, CE01, CE09	

<b>S. #</b>	<b>CRITERIA / PARAMETERS / SUB-PARAMETERS</b>	<b>Maximum Marks</b>
<b>2.</b>	<b>Years of Establishment</b>	<b>Max. 10</b>
2.1	Established during 2018-2021	05
2.2	Established during 2013-2017	07
2.3	Established during 2012 or early	10
<b>3.</b>	<b>Experience and Past Performance / Similar Experience</b>	<b>Max. 30</b>
3.1	<b>With DEPD / Special Education / any project for Person with Disabilities Clients from following Sectors during the last Five (5) Years:</b> Purchase Orders / Award of Contract from all such clients must be attached	30
3.2	<b>With Government / Semi Government / Large Private Hospitals / University / Institute / Organization Clients from following Sectors during the last Five (5) Years:</b> Purchase Orders / Award of Contract from all such clients must be attached	20
i.	At least one similar nature of work having minimum 25.0 (M) Cost; <b>or</b>	
ii.	At least two similar nature of works having minimum 15.0 (M) Cost for Each Work	
<b>4.</b>	<b>Bidder's Networking Setup</b> (Credible documentary evidence must be provided)	<b>Max. 10</b>
4.1	Head Office at Karachi	10
4.2	Regional Office at Karachi	05
<b>5.</b>	<b>Execution / Work Completion Schedule</b>	<b>Max. 25</b>
5.1	<30 Days with Work Completion	25
5.2	> 30 <45 Days with Work Completion	15
5.3	>45 Days with Work Completion	00
<b>6.</b>	<b>Average Annual Turnover during last five (05) financial years (Audited Statements of Accounts and Income Tax Return Forms must be attached as supporting documents)</b>	<b>Max. 25</b>
6.1	Above PKR 100.0 million	25
6.2	Above PKR 50 million	15
6.3	Above PKR 25.0 million	10
6.4	Below PKR 25.0 million	00
	<b>TOTAL POINTS / MARKS</b>	<b>100</b>

## 20. FINANCIAL PROPOSAL EVALUATION:

- 20.1 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. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution / evaluation period shall be passed to the Procuring Agency.

- 20.2 Technically qualified/successful bidder(s)/Tenderer(s) shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.
- 20.3 Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.
- 20.4 Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 20.5 Marks obtained in the detailed technical evaluation will be carried forward and prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score).
- 20.6 The formula for technical scoring is “Technical Marks / Score = Total Technical Marks of the respective bidder x 0.75”.
- 20.7 The formula for financial scoring is that the lowest bidder gets 25% Marks and the other bidders score 25 multiplied by the ratio of the lowest bid divided by the quoted price.

**EXAMPLE:**

***TECHNICAL EVALUATION***

**The formula to calculate the technical points / marks / score of the bidder is given below:**

Technical Marks / Score = Total Technical Marks of respective bidder x 0.75

- **Solved Example of Financial Scoring:**

Technical scoring out of 100 = 85

Carried Forward & Prorated Technical scoring = 85 x 0.75

***FINANCIAL EVALUATION***

**The formula to calculate the Marks for the price by the bidders other than lowest bidder is given below:**

- **Financial Evaluation Score of individual quoted Product:**

= [Lowest quoted price of the item ÷ Next higher proposed price of the competing item] x Total Allocable financial score

- **Solved Example of Financial Scoring:**

***If the lowest quoted price of an item is Rs. 25 million the same lowest will obtain score as below:***

= [25 ÷ 25] x 25 = 25

= 25 marks being the lowest bidder for the quoted item

***If the next higher quoted price of the same item is Rs. 30 million the marks obtained will be:***

= [25 ÷ 30] x 25 = 20.83

***If the next higher quoted price of the same items is Rs. 37 million the marks obtained will be:***

= [25 ÷ 37] x 25 = 16.89 Marks and so on.

**21. Rejection/Acceptance of the Bid:**

- 20.1 A bid determined as non-responsive will be rejected and will not be made responsive by the bidder by correction of the non-conformity.
- 20.2 The bid shall be rejected if:
- i. it is substantially non-responsive in a manner prescribed in this tender document; or
  - ii. it is against the Pakistani Laws, Rules, Regulations, Policies, Permits, Codes etc.; or
  - iii. bidder has conflict of interest with the C-ARTS; or
  - iv. bidder engages in corrupt or fraudulent practices in competing for Contract award; or
  - v. bidder tries to influence the bid evaluation / Contract award; or

- vi. bid submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
- vii. unsigned, incomplete, partial, ambiguous, conditional, alternative, late; or
- viii. subjected to interlineations / cuttings / corrections / erasures / overwriting; or
- ix. qualified by vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly; or
- x. without verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
- xi. bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-2); or
- xii. bids submitted for partial / limited services / items as specified in the Format for Quoting the Rates / Schedule of Requirements / Bill of Quantity; or
- xiii. bid submitted with shorter bid validity period; or
- xiv. bidder fails to meet the minimum evaluation criteria requirements; or
- xv. bid not accompanied by the Bid Security (Earnest Money) of required amount and form; or
- xvi. bidder refuses to accept the corrected Total Bid Amount / Price; or
- xvii. the Bidder has been blacklisted by any public or private sector organization; or
- xviii. bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations; or
- xix. rates quoted by bidder are not workable or on higher side etc.

## **22. Process to be Confidential:**

- 21.1 No company shall contact C-ARTS on any matter relating to its tendering process from the time of opening to the time of tendering announcement.
- 21.2 Any effort by a bidder to influence C-ARTS in the evaluation, comparison or selection decision may result in the rejection of its bid.

## **23. Compliance Certificate:**

- 21.1 The company should agree with the terms and conditions as mentioned in **Annexure – B**.

## **24. Award Criteria:**

- 23.1 The Procuring Agency will award the contract to the ‘most advantageous bidder’ whose bid has been determined to be substantially responsive and has been determined to be the ‘most advantageous bid’ provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 23.2 In case of tie among two or more bidders in financial bid with identical offered rate of any item, the contract shall be awarded to both bidders accordingly.
- 23.3 C-ARTS reserve rights to drop any item(s) or cancel any/all bids, subject to the relevant provisions of SPPRA Rules 2010 (Updated March 2022 / till to date).

## **25. Procuring Agency’s Right to Accept any Bid and to Reject any or all Bids:**

- 24.1 The Procuring agency reserves the right to accept or reject any bid, as per Rule 25 of SPPRA Rules 2010 (Updated March 2022 / till to date) and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency’s action.

## **26. Procuring Agency’s Right To Vary Quantities:**

- 25.1 The Procuring agency reserves the right to increase and/or decrease the quantity;

and/or drop the any or multiple items originally specified in the Format for Quoting the Rates / Schedule of Requirements / Bill of Quantity without any change in unit price or other terms and conditions during the contract period.

### **27. Requirement / Format of Bid:**

- 26.1 All bidders shall quote their firm and final rates including all the taxes, duties, levies etc. on the format given at **Annexure – F** and attach the requisite Bid Security / Earnest Money in the form of a Pay Order / Demand Draft / Bank Guarantee as per this Tender Document requirement / obligations.

### **28. Alternative Bids:**

- 27.1 Alternate Bids shall not be allowed, if any bidder elects to submit alternative bid(s) / proposal(s), both bids viz. ORIGINAL and ALTERATIVE will be rejected straightaway.

### **29. Notification of Award of Contract (AoC):**

- 28.1 Prior to expiration of the bid validity period or extended bid validity period, the C-ARTS will notify the ‘most advantageous bidder’ in writing about the acceptance of the offer delivery by hand or by registered letter or by Courier or by email. The notification of award will constitute the formation of the contract.

### **30. Period of Contract:**

- 29.1 Initially for the period of **six (06) months** or till the completion of the works/services/project, based on performance. Extension of contract will be on same terms & conditions and rates if mutually agreed by both parties (Contractor and C-ARTS).

### **31. Contract Agreement:**

- 30.1 Subject to the fulfillment of all codal formalities, the C-ARTS will award the contract to ‘most advantageous bidder’ whose bid has determined to be qualified to perform the contract satisfactorily. Both parties i.e. C-ARTS and Bidder will sign the Contract Agreement on the stamp paper.
- 30.2 C-ARTS reserves the right to cancel the agreement with or without giving notice (depending on nature of violation of contract agreement) and forfeit Security Deposit / Performance Bond and any amount due to the Contractor/Agency. The Contractor / Agency shall reproduce draft contract agreement provided by C-ARTS on stamp paper with stamps affixed of the value equals to the prevailing Government rules / rates. Bidder shall pay the prevailing Service Charges as per the article 22-A (Contract) of the schedule of stamp act 1899.
- 30.3 The Contractor / Agency shall not alter/add/delete any article, clause or chapter of the draft contract agreement. However, the Contractor may rephrase any clause, article or chapter with the consent of the C-ARTS for the purpose of clarity, legality, or otherwise except where price schedule / schedule of requirement / bill of quantity, terms & conditions, and service /any charges is not adversely affected against the C-ARTS.
- 30.4 Within fifteen (15) days of receipt of the Contract Form, the ‘most advantageous bidder’ shall sign and date the contract and return it to the C-ARTS.

### **32. Performance Security:**

- 31.1 The ‘most advantageous bidder’ shall submit the Performance Security / Guarantee in the amount specified in the Bid Data Sheet in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of Center for Autism Rehabilitation and Training - Sindh issued by a scheduled bank in Pakistan valid for a period of ninety (90) days beyond the date of completion / expiry of the contract. No interest will be paid on Performance Security.

### **31.2 Forfeiture of Performance Security:**

- a) In the event of failure to provide services as per Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.
- b) In that event, acquiring of the said services may be taken from the next 'most advantageous bidder' vide the same Work Order at contractors risk and cost without any farther reference, so that the loss incurred would be recoverable from the Performance Security of the said contractor or from any sum due of which may become due to the contractors.
- c) If any equipment / instrument or property of C-ARTS is damaged by the representative of approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.

31.3 Refund of Performance Security: After successful completion of services in contractual period, performance security will be refunded within the six months if not extended for further period.

### **33. Cancellation of Contract:**

**32.1** If the 'most advantageous bidder' fails to provide the goods / items as per approved sample / specification or satisfactory supplies / performance, the C-ARTS shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. The C-ARTS shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

### **34. Termination for Default:**

- 33.1 C-ARTS without prejudice to any other remedy for breach of Contract, by written notice of default sent to the contractor, may terminate this Contract in whole or in part:
- a) if the contractor fails to deliver any or all of the items / goods / services within the period(s) specified in the Contract, or within any extension thereof granted by the C-ARTS; or
  - b) if the contractor fails to perform any other obligation(s) under the Contract.
  - c) if the contractor, in the judgment of the C-ARTS has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“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.

“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 Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

### **35. Force Majeure:**

- 34.1 The contractor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 34.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Contractor and not involving the Contractor’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the C-ARTS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

34.3 If a Force Majeure situation arises, the contractor shall promptly notify the C-ARTS in writing of such condition and the cause thereof. Unless otherwise directed by the C-ARTS in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**36. Termination for Insolvency:**

35.1 C-ARTS may at any time terminate the Contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the C-ARTS.

**37. Termination for Convenience:**

36.1 The C-ARTS, by written notice sent to the Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the C-ARTS's convenience, the extent to which performance of the Contractor under the Contract is terminated, and the date upon which such termination becomes effective.

**38. Resolution of Disputes:**

37.1 In the case of a dispute between the C-ARTS and the Contractor, the dispute shall be referred to the dispute resolution mechanism as defined in rule 31, 32 and 34 of the SPP Rules, 2010 (Updated March 2022 / till to date).

**39. Governing Language:**

38.1 The Contract shall be written in the ENGLISH Language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the English language.

**40. Applicable Law:**

39.1 The Contract shall be governed by the Laws of Pakistan and the Courts of Karachi, Pakistan shall have exclusive jurisdiction.



## Terms & Conditions

1. The work should be commence within 30/45 days of from the date of the Award of Contract / Work Order.
2. Inspection: Engineer / Joint Inspection Committee of C-ARTS will make inspection of works.
3. 0.1% per day LD shall be imposed, but not more than 10% of contract value in case of late delivery / late completion of work.
4. Quantities shown in the quotation are approximate and no claim shall be entertained for quantities of executed being more or less than those entered in the BOQ.
5. All prices will include all costs of performing the works, including labour, material, duties, cess, octori charges, royalties permit & transportation etc., as mentioned in BOQ and all Provincial & Federal applicable taxes including Income Tax, Sindh Sales Tax, GST and other taxes, (if any).
6. No subletting of all or any part of work will be allowed at any cost / reasons.
7. The contractor will visit the site before bid submission.
8. If the work / supply is not found according to the approved specifications or samples, the same will be rejected at risk and cost of the contractor. In case of contractor fails to work / supply the order/contract, the firm will be blacklisted.
9. Mode of Payment:

#	Payment Stages	Payment in Terms of Percentage (%)	Job to be Completed	Verified By
1	1 <sup>st</sup> Running Bill Payment 35%	On completion of 50%	On completion of 50% Civil Works	Engineer / Joint Inspection Committee of C-ARTS
2	2 <sup>nd</sup> Running Bill Payment 35%	On completion of 80%	On completion of 80% Civil Works	
3	Final Payment 30%	On completion of 100% Works	On completion of 100% Works	
4	Retention Money / Performance Security 5%	After three (03) months of satisfactory completion of works.	5% Performance Security / Retention Money submitted with Contract Agreement will be returned after three (03) months of satisfactory completion of works.	

## **BID DATA SHEET**

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) / Terms & Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in ITB / T&C.

<b>1.</b>	<b>Name of Procuring Agency:</b>	Center for Autism Rehabilitation and Training, Sindh (C-ARTS)
<b>2.</b>	<b>Name of Contract:</b>	<b>Building Repair Works</b> (as per approval/instructions of Engineer/Incharge) at Center for Autism Rehabilitation and Training, Sindh at <b>Shaheed Benazirabad</b>
<b>3.</b>	<b>Tender Reference No.</b>	No. C-ARTS/PD/2024-25/06.
<b>4.</b>	<b>Address:</b>	Center for Autism Rehabilitation and Training, Sindh, ST-31, Block-15, Gulistan-e-Jauhar, Karachi
<b>5.</b>	<b>Language of Bid;</b>	English
<b>6.</b>	<b>Currency of bid:</b>	The price quoted shall be in <b>Pakistani Rupee</b> including all Government Taxes.
<b>7.</b>	<b>Bid Price:</b>	The price shall be fixed during the contract period.
<b>8.</b>	<b>Bid Security:</b>	Amount of bid security <b>shall not be less than 2.5% of the total bid price.</b>
<b>9.</b>	<b>Bid Validity Period;</b>	90 Days
<b>10.</b>	<b>Tender Purchasing Date:</b>	From the date of publishing to <b>15<sup>th</sup> August, 2024</b> by <b>12:00 Noon</b>
<b>11.</b>	<b>Deadline of bid submission</b>	Date: <b>15<sup>th</sup> August, 2024</b> Time: <b>02:45 pm.</b>
<b>12.</b>	<b>Date, Time and Place of Bid opening:</b>	Date: <b>15<sup>th</sup> August, 2024</b> Time: <b>03:00 pm.</b> Place: Center for Autism Rehabilitation and Training, Sindh, ST-31, Block-15, Gulistan-e-Jauhar, Karachi
<b>13.</b>	<b>Performance Security:</b>	Amount of Performance Security <b>shall not be less than 5% of the total contract value.</b>
<b>14.</b>	<b>Alternate Bid:</b>	Not allowed
<b>15.</b>	<b>Joint Venture / Consortium Bid:</b>	Not allowed
<b>16.</b>	<b>Award of Contract:</b>	Contract shall be awarded to <b>‘most advantageous bidder’</b> on <b>Complete Lot / Group / Package / Project Basis</b>

**SAMPLE FORMS****TECHNICAL PROPOSAL SUBMISSION FORM**

(Must be printed on company's letterhead)

**Dated:** \_\_\_\_\_**The Chief Executive Officer,**

Center for Autism Rehabilitation and Training, Sindh (C-ARTS)

Karachi

Dear Madam / Sir

We, the undersigned, offer for **Building Repair Works** (as per approval/instructions of Engineer/Incharge) at Center for Autism Rehabilitation and Training, Sindh at **Shaheed Benazirabad** in accordance with your IFB / NIT / Tender Document No. **C-ARTS/PD/2024-25/\_\_\_** dated \_\_\_\_, **2024** and our Proposal. We are hereby submitting our Proposal, which includes the Technical and Financial Bids sealed in one envelope.

Having examined the bidding documents including Addenda / Corrigendum Nos. **[insert numbers & Date of individual Addendum / Corrigendum]**, the receipt of which is hereby acknowledged, we, the undersigned, offer to execute the **WORKS / supply and deliver the SERVICES / GOODS** under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid. We undertake, we have no reservation to these Bidding Documents.

We undertake, if our bid is accepted, to execute Civil Works / deliver the Services / Goods in accordance with the scope of works / delivery schedule specified in the schedule of requirements. If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents. We agree to abide by this bid, for the Bid Validity Period specified in the Bid Document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the 'most advantageous bid' or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan. We confirm that we comply with the eligibility requirements of the bidding documents.

We also confirm that the any Government organization (Federal / Provincial / Local) has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

***Authorized Signature [In full and initials]:******Name and Title of Authorized Signatory:******Name of Bidder:******Stamp / Seal:***

**FINANCIAL PROPOSAL SUBMISSION / BID FORM**

(Must be printed on company's letterhead)

**Dated:** \_\_\_\_\_

**The Chief Executive Officer,**

Center for Autism Rehabilitation and Training, Sindh (C-ARTS)

Karachi

Dear Madam / Sir

We, the undersigned, offer for **Building Repair Works** (as per approval/instructions of Engineer/Incharge) at Center for Autism Rehabilitation and Training, Sindh at **Shaheed Benazirabad** in accordance with your IFB / NIT / Tender Document No. **C-ARTS/PD/2024-25/\_\_\_** dated \_\_\_\_\_, **2024** and our Technical Proposal. Our Financial Proposal is attached for the Sum of **(insert amount in figures and amount in words)** this amount is inclusive of all taxes, duties, levies, cess, octroi etc.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Bid / Proposal and Contract execution.

We also declare that the any Government organization (Federal / Provincial / Local) has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**GENERAL COMPLIANCE CERTIFICATE**

(Must be printed on company's letterhead)

**Dated:** \_\_\_\_\_

**The Chief Executive Officer,**

Center for Autism Rehabilitation and Training, Sindh (C-ARTS)

Karachi

Ref: IFB/NIT Ref: No. C-ARTS/PD/2024-25/\_\_\_\_ for **Building Repair Works** (as per approval/instructions of Engineer/Incharge) at Center for Autism Rehabilitation and Training, Sindh at **Shaheed Benazirabad**

Dear Madam / Sir

I/we carefully gone through the Terms & Conditions as mentioned in the above referred C-ARTS Tender Document. I/we declare that all the provisions of this Tender are acceptable to my/our company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal:*

**BILL OF QUANTITY / SCHEDULE OF REQUIREMENT / SCOPE OF WORK**

(Must be printed on Company's Letterhead)

**(Lot / Group / Package / Project)***for***Building Repair Works**

(as per approval/instructions of Engineer/Incharge)

at Center for Autism Rehabilitation and Training, Sindh

at Shaheed Benazirabad

Sr. #	Particulars	Approx. Qty.	Unit	Rate		Amount (Rs.)
1	Providing and laying 1 : 3 : 6 cement brick masonry wall above 6" in thickness set in 1 : 6 cement mortar in G.F ground floor superstructure including racking out joints & curing etc. complete. (Parapet Wall upto 4ft)	3972	Sqft	Rs. _____	P. Sqft	Rs. _____
2	P/Fixing G.I. frames/chowkhats of size 7" x 2" or 4 1/2" x 3" for doors using 20 gauge G.I. Sheet i/c welded hinges and fixing at site with necessary hold fasts, filling with cement sand slurry of ratio 1:6 repairing the jambs. The cost also i/c all carriage, tools and plants used in making and fixing.	276	Rft	Rs. _____	P. Rft	Rs. _____
3	S/Fixing in position Aluminium channels framing for sliding Windows & Ventilators of Alcop made with 5mm thick tinted glass glazing (Belgium) & Aluminium fly screen i/c handles, stoppers & locking arrangement etc complete (b) Deluxe Model (Bronze)	972	Sqft	Rs. _____	P. Sqft	Rs. _____
4	Cement plaster 1 : 4 @ 3/4" thick.	27000	Sqft	Rs. _____	P. Sqft	Rs. _____
5	P/L 2" thick topping c.c.i/c surface finishing & dividing into the panels ratio 1:2:4.	6500	Sqft	Rs. _____	P. Sqft	Rs. _____
6	Laying floor of approved colored glazed tiles 1/4" thick laid in white cement and pigment on a bed of 3/4" thick cement mortar 1:2 (Floor Tiles)	6200	Sqft	Rs. _____	P. Sqft	Rs. _____
7	Providing and laying tiles glazed on floor or wall facing in required color & pattern of STILE specification jointed in white cement and pigment over a base of 1:2 grey cement mortar 3/4" thick i/c washing and filling of joints with slurry of white cement and pigment in desired shape with finishing cleaning and cost of wax polish etc. complete i/c cutting tiles to proper profile.. (Tile upto 3 Ft)	3390	Sqft	Rs. _____	P. Sqft	Rs. _____

Sr. #	Particulars	Approx. Qty.	Unit	Rate		Amount (Rs.)
8	P/F in position door and windows and ventilator for first class deodar wood frame 1-3/4" thick commercial ply veneer shutters of first class deodar skeleton (H. Allow) and commercial ply wood (3ply) on both sites i/c hold fasts, hinges iron tower bolts handles and cleats with cord and one mortise lock and hooks. only shutters.	412	Sqft	Rs. _____	P. Sqft	Rs. _____
9	Primary coat of chalk (filling, lapi, surface smoothness etc.)	26188	Sqft	Rs. _____	P. Sqft	Rs. _____
10	Preparing the surface and painting with matt finish of approved make to old matt finish surface (old surface) three coats	10092	Sqft	Rs. _____	P. Sqft	Rs. _____
11	Preparing the surface and painting with weather coat i/c rubbing the surface with rubbing brick / sand paper, filling the voids with chalk / plaster of paris and then painting with weather coat of approved make three coats	16096	Sqft	Rs. _____	P. Sqft	Rs. _____
12	Painting new surfaces, preparing surface and painting of doors any type, (including edges). 3-Coats.1	412	Sqft	Rs. _____	P. Sqft	Rs. _____
13	Electrical Work	6500	Sqft	Rs. _____	P. Sqft	Rs. _____
14	Lavatory Block	01	No.	Rs. _____	Each	Rs. _____
<b>Total Amount in with all taxes Rs.</b>						<b>Rs. _____</b>
<b>Total amount in words</b>						

**Special Notes:**

- Brand names are mentioned only for as example / understanding / clarification of product quality. Equivalent or better quality may be quoted.
- The bid/offer will be evaluated on complete **Lot / Group / Package / Project** Basis.
- Bid(s)/Proposal(s) for partial / limited item(s) shall not be considered and rejected.

**Authorized Signature [In full and initials]:**

**Name and Title of Authorized Signatory:**

**Name of Bidder:**

**Stamp / Seal:**

**Bank Guarantee (Format)****For Bid Security / Earnest Money**

Bank Guarantee No.: \_\_\_\_\_

Dated of issue: \_\_\_\_\_

Valid upto: \_\_\_\_\_

Value (Rs.): \_\_\_\_\_

**The Chief Executive Officer,**

Center for Autism Rehabilitation and Training, Sindh (C-ARTS)

Karachi

Dear Madam / Sir

WHEREAS M/s. \_\_\_\_\_ (hereinafter called the Bidder) have requested us through \_\_\_\_\_ Bank Ltd., to furnish Bid Security / Earnest Money by way of Bank Guarantee in your favor in the sum of \_\_\_\_\_ **(IN FIGURE)** \_\_\_\_\_ **(IN WORDS)** against your tender IFB/NIT No. C-ARTS/PD/2024-25/\_\_\_\_ dated: \_\_\_\_\_, 2024 for **Building Repair Works** (as per approval/instructions of Engineer/Incharge) at Center for Autism Rehabilitation and Training, Sindh at **Shaheed Benazirabad**.

**WE HEREBY AGREE AND UNDERTAKE:**

- b) To make unconditional payment \_\_\_\_\_ to you on demand without further question or reference to the Bidder in case of withdrawal or modification of bid or any default or non-execution of the Contract or refusal to accept order by the Bidder from the date of opening of bids until the expiry of the validity of their offer.
- c) To keep this guarantee in full force from (date) \_\_\_\_\_ up to \_\_\_\_\_ (date) \_\_\_\_\_ the date until which the Bidder offer is valid.
- d) To extend the period of guarantee if such extension be necessary beyond the date stated in Para (ii) and as so desired by the Bidder.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank: \_\_\_\_\_

Authorized officer's Signature &amp; Seal: \_\_\_\_\_



**Bank Guarantee (Format)**  
**For Performance Security / Bond**

Bank Guarantee No.: \_\_\_\_\_  
Dated of issue: \_\_\_\_\_  
Valid upto: \_\_\_\_\_  
Value (Rs.): \_\_\_\_\_

**The Chief Executive Officer,**  
Center for Autism Rehabilitation and Training, Sindh (C-ARTS)  
Karachi

Dear Madam / Sir

WHEREAS M/s. \_\_\_\_\_ (hereinafter called the Bidder) has undertaken, in pursuance of Contract IFB/NIT No. C-ARTS/PD/2024-25/\_\_\_\_ dated: \_\_\_\_, 2024 for **Building Repair Works** (as per approval/instructions of Engineer/Incharge) at Center for Autism Rehabilitation and Training, Sindh at **Shaheed Benazirabad**.

**WE HEREBY AGREE AND UNDERTAKE:**

And whereas it has been stipulated in the said Contract that the Bidder shall furnish to the Center for Autism Rehabilitation and Training - Sindh with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as Security for compliance with the Bidder's performance obligations in accordance with the Contract.

And whereas we have agreed to provide a Guarantee: for the said Bidder

Therefore, we hereby unconditionally and irrevocably guarantee, on behalf of the Bidder, up to a total of [**Amount of the Guarantee in Words and Figures**] and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without requiring the Center for Autism Rehabilitation and Training - Sindh to initiate action against the Bidder and without cavil or argument any sum or sums within the limits of [**Amount of Guarantee**] as aforesaid. The amount stated in the demand made under this guarantee shall be conclusive proof of the amount payable by the Guarantor under this guarantee.

Yours faithfully,

Name of the Bank: \_\_\_\_\_  
Authorized officer's Signature & Seal: \_\_\_\_\_

**Price Schedule / Quoting of Rates / Financial Offer (Format)**

(Must be printed on Company's Letterhead)

Item No.	Item Detail / Description / Specification	Model / Cat No.	Name of Manufacturer	Country of Origin	Approx. Req. Qty.	Unit	Rate Per Unit i/c all taxes (Rs.)	Total Price i/c all taxes (Rs.)
1	2	3	4	5	6	7	8	9
<b>Total Amount (Rs.)</b>								

***Authorized Signature [In full and initials]:******Name and Title of Authorized Signatory:******Name of Bidder:******Stamp / Seal:***

## Declaration of Annual Turnover and Income Tax Return

(Must be printed on Company's Letterhead)

Dated: \_\_\_\_\_

**The Chief Executive Officer,**

Center for Autism Rehabilitation and Training, Sindh (C-ARTS)  
Karachi

Ref: IFB/NIT No. C-ARTS/PD/2024-25/\_\_\_\_ for **Building Repair Works** (as per approval/instructions of Engineer/Incharge) at Center for Autism Rehabilitation and Training, Sindh at **Shaheed Benazirabad**.

Dear Madam / Sir

I/we hereby declare that, our firm's Annual Turnover is as follow:

<b>Financial Year 2018-19</b>	<b>Financial Year 2019-20</b>
PKR _____	PKR _____

<b>Financial Year 2020-21</b>	<b>Financial Year 2021-22</b>	<b>Financial Year 2022-23</b>
PKR _____	PKR _____	PKR _____

And,

I/we hereby declare that, our firm had filed Income Tax Returns for last the 5 financial years i.e. 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23. Copies of Income Tax Return (ITR) or Audit Reports are attached for ready reference.

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**Valid List of Client's Detail**  
(Must be printed on Company's Letterhead)

**Dated:** \_\_\_\_\_

**The Chief Executive Officer,**  
Center for Autism Rehabilitation and Training, Sindh (C-ARTS)  
Karachi

Ref: IFB/NIT No. C-ARTS/PD/2022-23/\_\_\_\_ for **Building Repair Works** (as per approval/instructions of Engineer/Incharge) at Center for Autism Rehabilitation and Training, Sindh at **Shaheed Benazirabad**.

Dear Madam / Sir

I/we hereby mention following list of valid Clients details where our firm had provided services **during the last five (05) years**, supported by copy of agreements / contracts / work orders for your reference:

Sr. No.	Client Name	Nature of Client (Govt./ Semi Govt./ Bank / Embassy / Private Sector)	PO Amount (Rs.)	Financial Year	Total Contract / Project Value in PKR

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**Bidder Profile / Details**  
(Must be printed on Company's Letterhead)

Dated: \_\_\_\_\_

1	Registered Company Name	
2	National Tax Number (Attach documentary evidence)	
3	General Sales Tax Number (Attach documentary evidence)	
4	Sindh Sales Tax Number (Attach documentary evidence)	
5	Years of Operation of Company after its Registration (Attach documentary evidence)	
6	Managerial Capability i. Total No. of Permanent Staff ii. Total No. of Contract / Project Staff (Attach documentary evidence as Annexure)	
7	Assignment in hand (Presently) (Attach documentary evidence as Annexure)	
8	Bank Name and Branch	
9	Bank Account Number	
10	Additional Professional Registration Details (if any):	
11	Physical Address	
12	Postal Address	
13	Workshop Address	
14	Telephone Number	
15	Fax Number	
16	E-mail Address	
17	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	
18	Name & Address of the companies / subsidiaries and associated companies, if any, with whom there is collaboration or joint venture	
19	Whether pay order, for the requisite Bid Security enclosed? (Yes / No)	
20	Pakistan Engineering Council (PEC) Reg. #	
	Any other relevant detail	

**Authorized Signature [In full and initials]:**

**Name and Title of Authorized Signatory:**

**Name of Bidder:**

**Stamp / Seal:**

**Affidavit**

(Must be printed on Stamp Paper of Rs. 100/-)

We, M/s. \_\_\_\_\_ hereby undertake that:

- i. Our company is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government Organization.
- ii. Any director or owner of our company is not awarded any punishment from any Court of Law.
- iii. We have submitted the correct and complete information along with our bid/offer.
- iv. If any document / information is found forged / engineered / false / fake / bogus at any stage OR any criminal proceedings found in any court of law during the contract period, C-ARTS has right to terminate our services immediately without assigning any reason and making any refund or payment and we may be declared as Blacklisted and the performance guarantee and payment, if any may be forfeited.

M/s. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency's Seal:

**ATTESTED BY NOTARY PUBLIC**

**INTEGRITY PACT**

(Must be printed on Company's Letterhead)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.**

Contract Number: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Contract Value: \_\_\_\_\_  
 Contract Title: \_\_\_\_\_

**[Name of Supplier/Contractor/Consultant]** 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 Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **[Name of Supplier/ Contractor/ Consultant]** 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 Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

**[Name of Supplier/Contractor/Consultant]** 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**[Name of Supplier/Contractor/Consultant]** 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 right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **[Name of Supplier/Contractor/Consultant]** agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Name of Supplier/Contractor/Consultant]** 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 PA.

\_\_\_\_\_  
**[Procuring Agency]**

\_\_\_\_\_  
**[Supplier /Contractor/Consultant]**

**Form of Contract**  
(Specimen Only)

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 2024 between *Center for Autism Rehabilitation and Training - Sindh of Islamic Republic of Pakistan* (hereinafter called “the Procuring Agency”) of the one part and \_\_\_\_\_ [Name of Bidder] of \_\_\_\_\_ [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited bids for certain goods and ancillary services, viz., \_\_\_\_\_ [brief description of goods and services] and has accepted a bid by the Bidder for the supply of those goods and services in the sum of \_\_\_\_\_ [contract price in words and figures] (hereinafter called “the Contract Price”).

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 referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring Agency’s Notification of Award.
2. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of the goods and services and the remedying of defects therein, 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 Agreement to be executed in accordance with their respective laws the day and year first above written.

\_\_\_\_\_  
**Signature of Contractor/Authorized Representative**  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Seal: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Officer of C-ARTS**  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Seal: \_\_\_\_\_

**WITNESSES:**

**WITNESSES:**

\_\_\_\_\_  
 Name:  
 CNIC:  
 Address:

\_\_\_\_\_  
 Name:  
 CNIC:  
 Address: