



# Higher Education Commission, Pakistan

## TENDER NOTICE

Tenders are invited by the Higher Education Commission (HEC), Pakistan from reputable firms/contractors having relevant experience and registered with Income Tax & GST Department for the execution of following work:

1	Name of Procuring Agency	Higher Education Commission, H-9, Islamabad
2	Tender Number	09/HEC/RE/2021-22
3	Procurement Title	Improvement of Finance Division Passage / Entrance area & Allied works at CTC Building at HEC H-9, Premises Islamabad
4	Last date for obtaining Tender Documents and its price	April 26, 2022 @ Rs. 1000/- (non-refundable) as Tender Documents Fee
5	Closing time and date of bid submission	1330 hours on April 26, 2022 at Engineering Section HEC, H-9 Islamabad
6	Time and place of public opening of bids (on the closing date)	1400 hours on April 26, 2022, at Auditorium Block, HEC, H-9 Islamabad
7	Amount of bid security / earnest money	Rs.50,000/- in the form of Pay Order / Bank Draft in favor of Director General (Finance), HEC
8	Time period for performance of contract	45 Days

**Note:** Tender Documents, costing Rs. 1000/- (cash, non-refundable) each to be deposited in HEC Account No.17427900133401 of Habib Bank Limited, SRC Branch, Sector H-9, Islamabad (via online or physically), can be downloaded from HEC/PPRA website for ease. However, no bid will be accepted without evidence of tender fee submission and attachment of below documents with submitted bid on submission date/time.

- Full name, permanent address, telephone and fax numbers
- Type of firm whether it is sole enterprise or joint venture
- Details of similar work completed during last ten years with completion certificates from organizations (at least three similar nature works)
- Income Tax, Sales Tax Registration certificate (must be on active list of Federal Board of Revenue) and valid Pakistan Engineering Council registration certificate with relevant code i.e CE-10 with respect to procurement
- Affidavit that the firm has not been blacklisted nor found involved in litigation with any Government/semi-Government, autonomous body.
- HEC reserves the right to accept or reject any or all the tenders as per PPRA rules.
- This tender notice is available on PPRA and HEC websites.

**A-XEN**

**Engineering Section HEC, H-9, Islamabad  
Telephone: 051-90401528, 1526**

# Tender Documents



---

Improvement of Finance Division Passage/Entrance  
area & Allied works at CTC Building at HEC H-9,  
Premises Islamabad

---

**Higher Education Commission**

**H-9 Islamabad**

Telephone: + 92-51-9040 1526-25 Fax: +92- 51- 9040 1502

URL: <http://www.hec.gov.pk>

---

H-9, Islamabad, Pakistan. Telephone (92-51) 90401528-25 <http://www.hec.gov.pk>

## **Terms & Conditions**

### **1.0 Introduction**

Improvement of Finance Division Passage /Entrance area & Allied works at CTC Building at HEC H-9, Premises Islamabad.

### **2.0 Instruction to Bidders**

- 1) Bids shall be delivered to: A-XEN, HEC, H-9, Islamabad, on or before the specified date & time as per the tender notice.
- 2) Any bidder who may have any doubt or enquiry as to true meaning of any part of the tender documents should deliver to HEC a written request for a clarification or answer thereof, prior to **three (03) days** of the date set for opening of the tenders.
- 3) Before quoting, the Bidder in his own interest shall carry out site visits to know the site conditions and full implications of the assignment. This will also help him in proper assessment of the work. Failure to do so will not absolve the contractor of his responsibility to carry out the work as specified in the Tender Documents. The cost of visiting the site shall be borne by the Tenderer and shall be at his own responsibility and risk.
- 4) Proposal received by HEC after the deadline for submission of proposal prescribed in the document will be returned unopened to such applicant. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the applicant's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail.

### **3.0 Terms and Conditions**

- 1) All prices quoted in the above B.O.Q should be in PAK Rupee inclusive of GST and all other applicable government taxes which will be deducted as per Govt. Rules. Separate claim in this regard will not be entertained.
- 2) Time period for the completion of work is forty-five (45) Days from the issuance of work order.

- 3) No advance payment will be released to the vendor/supplier.
- 4) The bid will be valid for a period of 60 days.
- 5) 10 % Security Money will be deducted from the bill of Contractor which will be released after successful completion of maintenance period.
- 6) No tender shall be considered if:-
  - a. Received without earnest money
  - b. Received later than the date and time fixed for tender
  - c. The tender is un-signed and not stamped. Each page should be signed and stamped.
  - d. The offer is ambiguous.
  - e. The offer is conditional.
  - f. The offer from a firm which is black-listed, by any Govt. Office.
  - g. The offer is received by telephone / telex / fax / telegram.
  - h. Any erasing, cutting / overwriting etc, if unattested, shall not be accepted.
  - i. Received without GST & NTN certificate.
- 7) In case of failure to comply with the work order, penalty will be imposed on defaulting contractor / vendor as under:-
  - a. The successful party undertakes to complete the work according to approved specifications and within specified time of work order. In case of delay in provision of delivery in time as per work order, Executive Director HEC reserves the right to impose a penalty @ one (01) percent of the entire work order for each day of delay not exceeding ten percent of the contract value. If the work is not completed even after payment of penalty for 10 consecutive days, the Commission reserves the right to cancel the work order and to obtain the required job from elsewhere at risk & cost of the defaulting Contractor and his earnest money will be forfeited.
- 8) The Commission reserves the right to increase or decrease the quantity or may cancel any or all items shown in the BOQ without assigning any reason thereto.

- 9) A formal agreement on stamped paper worth Rs. 100/- shall be executed between the Commission and the contractor / vendor. Failure to sign the agreement within 07 days of acceptance will disqualify the vendor and the Commission will have the right to forfeit the amount of his earnest money and make the agreement with the next lowest bidder, for which no appeal will be entertained.
- 10) A draft from any scheduled bank worth Rs. 50,000/- in the name of Director General (Finance) HEC, H-9 Islamabad is to be attached with the bid as earnest money. The amount deposited as earnest money by the Contractor will be refunded on the successful completion of contract period.
- 11) PPRA rule 36 a "single stage one envelope procedure" will be followed for this tender. Lowest evaluated bidder will be awarded the contract.
- 12) The successful bidders shall be responsible for all services provided for with in the contract on the basis of fixed price agreement set at the beginning of the contract.
- 13) No escalation on any material, Labour, POL shall be payable to contractor during the currency of contract.
- 14) The work will be done to the complete satisfaction of the Executive Director as well as the authorized Engineer by the HEC, whose judgement with regard to quality of the material and workmanship will be final and binding. In case the contractor fails to complete the work in the stipulated time, the HEC shall be free to award the balance work to another contractor at his risk and cost
- 15) Third Party Services required for completion of certain components will be the responsibility of the primary bidder submitting the bid. HEC will not be a party to any contract between the primary bidder and sub-contractor. Any such contract will only be entered into with prior approval of HEC.
- 16) It is the sole responsibility of the tenderer to comply with the local, national and international laws.

**17) Supervision of Works by the Contractor / Contractor's Representative**

The Contractor shall appoint a representative at site on full time basis to supervise the execution of work and to receive instructions on behalf of the Contractor but only after obtaining the consent of the Employer for such appointment which consent shall not be unreasonable withheld by the Employer. Such authorized representative shall not be substituted/replaced by the Contractor at any time during the Contract Period but only after obtaining the consent of the Employer as aforesaid. Failure to provide the qualified supervisor will result in imposition of penalty by the Employer (HEC) as deemed appropriate.

**18). Inspection & Taking Over**

Upon completion of work, the contractor will submit handing/taking over letter to the Employer (HEC) and after final inspection by the Employer, the Employer (HEC) will issue a taking over certificate in which he shall certify the date on which the items have been so accepted/completed.

**19) Warranty / Maintenance Period:**

a) The Contractor shall issue warranty to the effect that the works done shall remain fit for the particular purposes and operations.

b) Maintenance Period shall be ONE (01) Year.

**20) Rejection**

In the event, any portion of the works done by the Contractor is found to be defective in material or otherwise not in conformity with the requirements of the contract, the Employer (HEC) shall have the right to either reject or to request in writing rectification of the works, then the Contractor shall with utmost diligence and at his own expense correct the same or re-do the defective works. If the Contractor fails to do so, the Employer (HEC) either:

- a) Opt to replace or rectify such defective works and charge to the Contractor at his risk and cost.
- b) Terminate the Contract for default.
- c) In the event the Contractor is not able to rectify or replace the rejected works within reasonable time (1 week), the HEC, reserves the right to get the work done at Contractor's risk and cost.

### **21) Acceptance Terms**

The submission of the tender against the tender inquiry by the tenderer means that the tenderer has read and accepted the terms and conditions relating to all the tender documents and annexure(s) and has thoroughly examined the specifications and particulars in the tender inquiry.

### **22) Arbitration:**

In case of any dispute between the two parties of any matter arising out of this contract, the case shall be referred to the Executive Director, HEC whose decision shall be final and binding on both the parties.

### **23) Unforeseen Items:**

a) Any unforeseen items / jobs if necessary to be executed as per work / job requirements will be executed as per approved premium on PWD Schedules 2012 (if available in the schedule), or on prevailing market rates in accordance with the rates given in Govt. Schedules of Works / Market rates as analyzed by the AXEN.

b) The work /Job will conform to Pak PWD Govt. Standards and specifications.

24) In-case of sudden holiday, bids will be opened on the next working day.

Our N.T.N No. is \_\_\_\_\_

Signature of Contractor / Vendor with Stamp  
And complete postal address.

**Note: It is compulsory for bidder to sign and stamp all pages of Terms & Conditions of the bid**

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



## (BOQ)

### Improvement of Finance Division Passage /Entrance area & Allied works at CTC Building at HEC H-9, Premises Islamabad.

Sr #	Description	Qty	Unit	Rate (Rs)	Amount (Rs)
<b>A</b>	<b>Civil work (Schedule)</b>				
1	Dismantling of burnt brick masonry in lime or cement mortar foundation, basement, plinth and ground floor including stacking salvaged material (serviceable) and disposing of surplus material as directed by Engineer In charge.	100	Cft	9.89	989.00
2	Providing and laying 1:4:8 (1cement 4 sand 8 coarse aggregate) cement concrete using screened graded gravel (bajri) 1inch (25 mm) and down gauge in foundation including leveling, compacting, and curing etc. complete.	60	Cft	105.5	6,330.00
3	Providing and laying in situ 1:2:4 (1 cement 2 sand and 4 coarse aggregate) cement concrete using crushed graded boulders 3/4 inch (19 mm) and down gauge in foundation, basement, plinth, ground and first floor including form work, compacting, curing and removal of form work etc. complete in all respect.	30	Cft	171.6	5,148.00
4	Providing and laying first class solid burnt brick masonry set in cement mortar 1:6 in straight or curved walls 9" to 13-1/2 inches (228mm-343mm) thick including scaffolding, raking out joints and curing etc. complete in superstructure.	75	Cft	219.05	16,428.75

5	1/2" (13 mm) thick cement plaster 1:4 on walls and columns etc. in basement plinth, mezzanine and ground floor including making edges, corners and curing etc. complete.	100	Sft	19.13	1,913.00
6	Distempering three renewal coats with vinyl distemper (Paintex ICI Dulux) of approved make and shade to walls and ceiling etc., including scraping cleaning the old surface in any floor.	1000	Sft	7.52	7,520.00
7	Providing and laying floor of 1" inch(25mm) marble tiles (Boticena, parleno etc) more than one Sq ft up to maximum size of 3 sq ft size fine dressed on the surface in any floor and laid over 1 inch (25mm) thick cement mortar 1:2(one cement, two sand) setting the tiles with grey cement slurry over lime mortar, jointing & washing the tiles with white cement slurry including curing, rubbing and polishing etc. complete, including the cost of mortar.	200	Sft	350.20	70,040.00
8	Providing and laying floor of 1" inch(25mm) marble tiles (Boticena, parleno etc) more than 3 Sq ft up to maximum size of 5 sq ft size fine dressed on the surface in any floor and laid over 1 inch (25mm) thick cement mortar 1:2(one cement, two sand) setting the tiles with grey cement slurry over lime mortar, jointing & washing the tiles with white cement slurry including curing, rubbing and polishing etc. complete, including the cost of mortar.	450	Sft	580.45	261,202.50
9	Extra for stairs/ steps(in tread, Risers and mid stair landing)	650	Sft	29.34	19,071.00
10	Extra for nosing of treads as per design and instructions of the Engineer-in-Charge.	250	Rft	51.18	12,545.00

11	Providing and fixing mineral fiber tiles 2' x 2' x 12 mm ceiling including T & L angle hanger clips jointing clips and G.I wire etc. complete as required in any floor.	550	Sft	77.49	42,619.50
12	French polishing, two coats of approved make to wood work including cleaning old surface as directed by Engineer incharge in any floor.	200	Sft	18.78	3,756.00
13	Re-Painting two coat with enamel paint of approved make shade to wood work including scraping and sand papering the surface as directed by Engineer incharge in any floor.	250	Sft	9.55	2,387.50
<b>Total Amount of A</b>					<b>449,950.25</b>
<b>% Premium Above/below</b>					
<b>Total with Premium A</b>					
<b>B Plumbing items (Schedule item)</b>					
14	Providing and fixing un plasticized polyvinyl chloride pipe (u.P.V.C) "D" class and specials etc, including cutting and fitting, complete with and including the cost of cutting trench up to 1-1/2" feet deep filling, watering, ramming, and disposal of surplus earth within one chain and after cleaning the pipe and cartage within 10 miles (16.09 km.) (working pressure 12 kg /cm <sup>2</sup> ) 3 inches(100 mm) dia pipe	50	Rft	328.36	16,418.00
15	Providing and fixing un plasticized polyvinyl chloride pipe (u.P.V.C) "D" class and specials etc, including cutting and fitting, complete with and including the cost of cutting trench up to 1-1/2" feet deep filling, watering, ramming, and disposal of surplus earth within one chain and after cleaning the pipe and cartage within 10 miles (16.09 km.) (working pressure 12 kg /cm <sup>2</sup> ) 3 inches(100 mm) dia pipe	50	Rft	207.10	10,355.00

		<b>Total Amount of B</b>			<b>13,992.80</b>
		<b>% Premium Above/below</b>			
		<b>Total with Premium B</b>			
		<b>Total Schedule items with premium (A+B)</b>			
<b>Non-Schedule Items</b>					
<b>C</b>	<b>Civil Items</b>				
<b>16</b>	Providing and laying light / colour, glazed vitrified porcelain tiles exceeding 1600 Sq. cm but not exceeding 3600 Sq each on walls & floors in any floor Pak make (Master or equivalent) in any floor laid with dry bond (stile bond) on 1" thick cement mortar (1:3) including jointing the tiles with joint filler of approved quality as per direction of the Engineer In-charge.	1500	Sft		
<b>17</b>	Providing and Fixing PVC wall panelling best quality Imported of approved design, shade and color complete in all respect, as per direction of the Engineer in Charge	1000	Sft		
<b>18</b>	Providing and Fixing PVC wall paper best quality Imported of approved design, shade and color complete in all respect, as per direction of the Engineer in Charge	150	Sft		
<b>19</b>	Providing and fixing of roller blinds of approved shade, quality and design including the cost of accessories etc. complete as per direction of the Engineer-in-charge.	500	Sft		
<b>20</b>	Providing and fixing 12mm glass (tempered) with D-48 top/bottom aluminum section including door with floor hinge machine, SS handle, locking arrangement etc. including the cost of frosted sheet complete in all respects as per direction of Engineer In-charge.	70	Sft		
<b>21</b>	Providing and fixing PPR pipe including its fittings, specials etc. fixing , cutting and fittings with and including the cost of breaking through walls and roof, making good etc. complete in all respect. ¾ inch dia.	120	Rft		

<b>22</b>	Providing and fixing of wash hand basin(porta,IMC) including pedestal (white body) along with lever type mixer ((master) & all fittings, complete in all respect as directed by Engineer In-charge. Including cost of Tea cock	3	Nos.		
<b>23</b>	Providing and fixing Porta single WC piece make best available quality European Style white glazed earthenware with flushing cistern and making requisite number of holes in walls, plinth and floor for pipe connections and making good in cement concrete 1:2:4.Including cost of Hydraulic seat cover.	2	Nos		
<b>24</b>	Providing and fixing best quality Bathroom (chrome) accessory set i-e Soap dish, towel rail, toilet paper holder,tooth brush holder,towel ring, glass shelf of approved design complete in all respect.	3.00	Nos		
<b>25</b>	Providing and fixing best quality Soap dispenser of approved design complete in all respect with CP.	2.00	Nos		
<b>26</b>	Providing and fixing Muslim shower 15 mm (Master or Equivalent) complete in all respect.	3.00	Nos		
<b>27</b>	Providing & fixing looking mirror of Imported glass 5mm thick fixing with CP clamps and screws with beveled edges	100	Sft		
<b>28</b>	Providing and fixing multi Floor trap with cover Jali (S.S) of best quality complete in all respects.	4.00	Nos		
<b>29</b>	Providing and fixing Ms iron Grill of approved design as per the existing sample available at site complete as required in any floor.	2000	Sft		
<b>30</b>	<p>Providing and fixing spiral stair case with following specifications:</p> <ul style="list-style-type: none"> <li>• 6" Main / central round pipe of 12 SWG,</li> <li>• Angle Steps, 2" x 2" x ¼"</li> <li>• Steps chequered Sheet of 16 SWG</li> <li>• Hand Rail 2" round pipe of 18 SWG, vertical pipe of 1", 18 SWG</li> </ul> <p>Complete in all respect from ground floor to first floor and first floor to second floor including enamel paint</p>	1.00	Lumpsum		

	and concrete foundation as per direction of Engineer In-Charge (Drawing attached)				
					<b>Total of C</b>
<b>D</b>	<b>Electric Work</b>				
<b>31</b>	Providing and fixing SMD 12 watt LED Lights, round recessed of approved brand, complete in all respect. Including cost of wiring.	10	Nos.		
<b>32</b>	Providing and fixing LED 40 watt (2'x2' frame) of Phillips make or equivalent, complete in all respect. Including cost of wiring.	10	Nos		
<b>33</b>	Providing and laying exhaust fan 12", plastic body (Pak Fan or Equivalent) complete in all respect. Including cost of wiring.	3	Nos		
<b>34</b>	Providing and fixing switch sheets/plates of any gang (One, Two, Three, Four, and Five) with fan dimmer, two-way switch, 5 Amp multiple socket, Telephone single socket etc. complete in all respect as per the design and direction of Engineer In-Charge	4	Nos		
<b>35</b>	Providing and fixing LED Tube Light 18 watt (2'-0" Length) of approved brand, complete in all respect. Including cost of wiring	2	Nos		
<b>36</b>	Providing and fixing best quality Hand dryer(siemens or Equivalent) approved design complete in all respect	2	Nos		
<b>37</b>	Providing and fixing Light Plug (10-12Amp) Double Multi Clipsal including back boxes complete in all respect as per the direction of Engineer In-Charge. Including cost of wiring.	5	Nos		
					<b>Total of D</b>
					<b>Grand Total (A+B+C+D)</b>

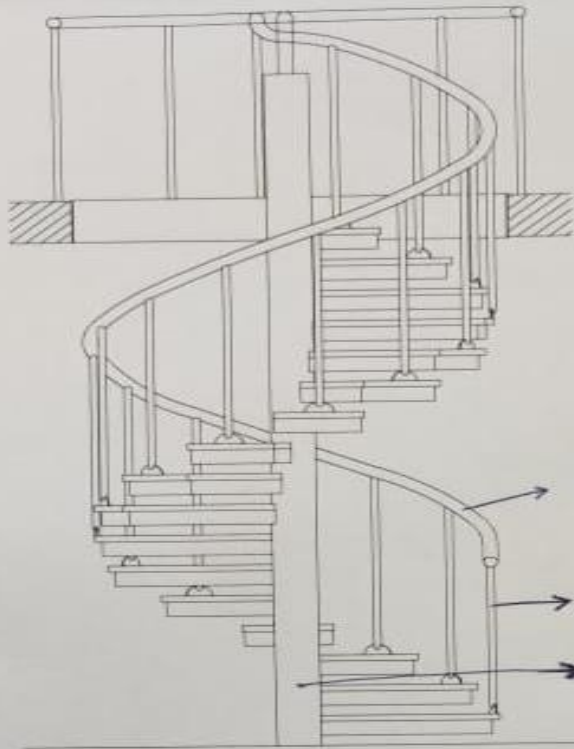
**Amount in Words:-**

\_\_\_\_\_

\_\_\_\_\_

**Contractor's Stamp & Signature**

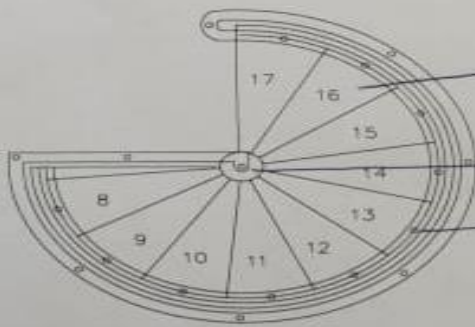
### Stairs drawing



MS Round Pipe 2" (18 SWG)

MS Square Pipe 1"x1"  
(18 SWG)

Main Pipe 6" (12 SWG)



CHEQUERED SHEET STEEL

Main Pipe 6" (12 SWG)

MS Square Pipe  
1"x1" (18 SWG)

