



# Higher Education Commission, Pakistan

## TENDER NOTICE

### Provision of External and Internal Paint Work

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  | 02/HEC/RE/2021-22  |
| 3 | Procurement Title  | Provision of External and Internal Paint Work at various buildings of HEC Premises H-8 and H-9, Islamabad and HEC buildings at Khanspur (Ayubia) – Annual Contract (2021-2022) |
| 4 | Last date for obtaining Tender Documents and its price         | September 14, 2021 @ Rs. 1000/- (non-refundable) as Tender Documents Fee   |
| 5 | Closing time and date of bid submission                        | 1330 hours on September 14, 2021 at Engineering Section HEC, Sector H-9, Islamabad   |
| 6 | Time and place of public opening of bids (on the closing date) | 1400 hours on September 14, 2021 at Auditorium Block, HEC, Sector H-9, Islamabad   |
| 7 | Amount of bid security/earnest money                           | 2 % of bid value in shape of Pay Order/Bank Draft in favour of Director General (Finance), HEC   |
| 8 | Time period for performance of contract                        | As per work order(s)   |

**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.

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

**A-XEN**

**Engineering Section HEC, H-9, Islamabad  
Telephone: 051-90401525, 1526**

# Higher Education Commission



## TENDER DOCUMENTS

**Provision of External and Internal Paint Work at Various  
Buildings of HEC Premises H-8 & H-9 Islamabad and  
HEC Buildings Khanspur (Ayubia)**

**(Annual Contract 2021-2022)**

Issued To: \_\_\_\_\_

Issued By: \_\_\_\_\_

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

## Terms & Conditions

### **1.0 Introduction**

Provision of External and Internal Paint Work at Various Buildings of HEC Premises H-8 & H-9 Islamabad and HEC Buildings Khanspur (Ayubia) – Annual Contract (2021-2022)

### **2.0 Instruction to Tenderers**

- a) Tenders shall be delivered to: A-XEN, HEC, H-9, Islamabad, on or before the specified date & time.
- b) Any tenderer 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 **Five (05) days** of the date set for opening of the tenders.
- c) Before quoting, the Tenderer 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.
- d) 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.
- e) The tenderer must provide at-least 03 completion reports/satisfactory work certificates from organizations where he/she has done the work of Installation of various blinds.

### **3.0 Terms and Conditions**

1. All prices should be in PAK Rupee inclusive of all applicable government taxes i.e. GST and all other taxes.
2. Tender must be accompanied by a Bank draft/Pay order for the earnest money equal to 2 % of the bid amount in the name of Director (Finance), HEC, which will be refunded after successful completion of work. Earnest money of the unsuccessful bidders will be released / returned once the tender award process is completed.
3. Rates quoted on BOQ shall remain valid upto 30 June, 2022 without amending

- specifications and subject to satisfactory performance.
4. The contract may be extended for a period of one year with mutual consent on existing terms / conditions and contract rates depending upon performance, quality of work, price and level of service. Price in the tender cannot be increased during the currency of the contract. Similarly, terms and conditions cannot be altered. In case of changed specifications, the Commission reserves right not to consider in competition.
  5. Withdrawal or any modification in the original offer within the validity period shall entitle the Client to forfeit the earnest money in favour of HEC or putting a ban on the future enquiries or taking any other suitable action against the bidder.
  6. Required Job against each work order (s) issued under this tender from time to time as required by HEC is to be completed within time mentioned in work order from the date of receipt of Work order in the HEC premises.
  7. In case of failure to comply with the work order, penalty will be imposed on defaulting contractor / vendor as under:-
    - a) 1% of the cost of entire order or of such work as remains uncompleted for every day upto maximum of 10% for 10 days exceeding the completion period.
    - b) If the job is not done 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.
    - c) If the firm failed to execute the required work within extended period, the Commission has the right to forfeit the amount of earnest money and black list the firm, for which no appeal will be entertained.
  8. The Commission reserves the right to increase or decrease the quantity or may cancel any or all items shown in the schedule of requirement without assigning any reason thereto.
  9. No visit charges will be paid separately.
  10. 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 & 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 and NTN certificate.

11. Deduction of 10% will be made from the payment of the bills of the successful bidders as **security deposit**, which shall be retained by HEC, for a period of one year from the date of final completion.
12. The maintenance period shall be 12 months from final completion of work against each work order.
13. Income Tax shall be deducted by HEC at source as per Govt. rules.
14. No escalation on any material, Labour, POL shall be payable to contractor during the currency of contract.
15. PPRA rule 36 a “single stage one envelope procedure” will be followed for this tender. In this regard, the tender will be awarded to the bidder having lowest quoted amount for Part A and Part B of the BOQ respectively.
16. The works will be done to the complete satisfaction of the Executive Director as well as the authorized Engineer by the HEC, whose judgment with regard to quality of material and workmanship will be final and binding. In case the contractor fails to complete the work in the stipulated period, the HEC shall be free to award the balance incomplete work to another contractor at his risk and cost.
17. It is the sole responsibility of the tenderer to comply with local, national, and international laws.
18. The contractor shall sign the agreement within 07 days of acceptance of bid from the Employer, failure to sign the contract agreement shall result in annulment of award of work and forfeiture of bid security and accordingly the tender will be considered for award to second lowest bidder, for which no appeal will be entertained.
19. Payment will be released on completion of work satisfactorily against each work order and 10 % amount may be retained which will be released on successful completion of maintenance period.
20. No advance payment will be made to the Contractor.
21. Bid validity shall be ninety (90) days.
22. The paint work will be done as per approved brand and will be free of any defects. Surface preparation (if required) at any place will be made before any application of paint and is included in the quoted rate. The job (if rejected) by the Engineer In-Charge will be redone meeting the requirements & specifications as directed by the Engineer In Charge. Paint work will generally require the following:
  - a) Painting as far as possible is carried out in dry weather.
  - b) Paint to be applied with proper paint brushes of good quality, carefully maintained throughout the work, so as to be always pliable and free from loose bristles and well worked over the surface.
  - c) Where more than one coat is specified, each coat is to be of a

different shade and be passed by the Engineer-in-Charge, before next coat is started.

- d) The faces of all new priming and undercoats to be properly rubbed with pumice stone or sand paper and well dusted.
- e) Proper polythene sheets will be used during the paintwork to avoid the paint spots on floor/furniture in offices.
- f) If old paint is unsound, it shall be entirely removed by burring off or using suitable paint remover. Burning off or stripping of old paint will be done, unless specifically ordered otherwise in writing by the Engineer-in-Charge.

#### **23. CLEARANCE OF SITE ON COMPLETION**

On the completion of the works, the contractor shall clear away and remove from the site all constructional plant, temporary works, surplus materials, wreckage and rubbish of every kind and shall leave the whole of the site and the works clean and in workmanlike condition and in a state satisfactory to the Engineer in charge.

#### **24. Examination of work before covering-up**

The contractor shall uncover any part of the works or make openings in or through the works or search for the cause of any defect, imperfection or fault in the works as HEC Engineer may from time to time direct and shall reinstate and make good such part or parts after such uncovering, opening or searching to the satisfaction of the Resident Engineer.

#### **25. COMMENCEMENT OF WORKS**

The contractor shall commence the works within (07) seven days of the date of receipt of the Employer's written order to commence the works and shall proceed with due expedition and without delay except as may be expressly sanctioned or ordered in writing by the Employer.

#### **26. VARIATION ORDER**

The Employer may from time to time make any variation in the form quality or quantity of the job or any part thereof that may in his opinion be desirable shall have power by a written variation order to order the contractor to do and the contractor shall do any of the following:

1. Increase or decrease the quantity of any item included in the contract.
2. Omit any such item.

3. Change the character or quality or kind of any such item.
4. Execute additional or substituted item of any kind necessary for the completion of the job.

**27. VALUATION OF VARIATIONS**

The Employer shall determine what adjustment (if any) of the contract price shall be made in respect of item or added pursuant to a variation order. All such items shall be valued at the rates and prices set out in the bill of quantities if in the opinion of the Employer the same shall be applicable. If the bill of quantities does not contain any rate or price which in the opinion of the Engineer is applicable then suitable rates or prices shall be worked out by the Engineer of Employer and the Contractor and shall be finally fixed by the Employer.

**28. 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.

29. HEC reserves the right to accept or reject any or all bids as per PPRA rules.
30. In case of public holiday on bid opening date, bids will be opened on next working day.
31. Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:
  - (a) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
  - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
32. The amount stated in the BOQ will be adjusted by the Employer in accordance with the above procedure for the correction of errors and with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected Bid Price, his Bid will be rejected, and the Bid Security shall be forfeited.
33. The work /Job will conform to Pak PWD Govt. Standards and specifications.

34. Having examined, we agree to abide by the above terms & conditions of the tender.

For & on behalf of  
Higher Education Commission

Name of the Vendor \_\_\_\_\_

N.T.N No. \_\_\_\_\_

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

Authorized Person \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Stamp \_\_\_\_\_

Office Address \_\_\_\_\_

Tel No \_\_\_\_\_

Fax No \_\_\_\_\_

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



# ***BILL OF QUANTITIES***

**BOQ**

| <b>Subject:- Provision of External &amp; Internal Paint Work at Various Offices of HEC Premises H-8 &amp; H-9 Islamabad &amp; at Khanspur (Ayubia)</b> |  |             |            |                        |                           |
|--|--|-------------|------------|------------------------|---------------------------|
| <b><u>BOQ</u></b>  |  |             |            |                        |                           |
| <b>01</b>  | <b>Part A- HEC Premises H-8 &amp; H-9 Islamabad</b>  |             |            |                        |                           |
| <b>Sr.#</b>  | <b>Description</b>   | <b>Unit</b> | <b>Qty</b> | <b>Unit Rate (Rs.)</b> | <b>Total Amount (Rs.)</b> |
| <b>A</b>   | <b>Scheduled Items (A)</b>   |             |            |                        |                           |
| 1  | Distempering two renewal coats with vinyle distemper (Paintex ICI Dulux, Berger, Nippon or equivalent) of approved make and shade to walls and ceiling etc., including scraping cleaning, wall putty the old surface in any floor.             | Sft         | 250,000    | 5.61                   | 1,402,500                 |
| 2  | Repainting two coats with enamel paint of approved make and shade (ICI Dulux, Berger, Nippon or equivalent) to wood work/steel work including scraping and sand papering cleaning the surface as directed by Engineer- in-Charge in any floor. | Sft         | 50,000     | 9.55                   | 477,500                   |
| 3  | Repainting two coats with plastic emulsion paint of make and shade (ICI Dulux, Berger, Nippon or equivalent) to walls and ceiling including cleaning and sand papering the surface as directed by Engineer- in-Charge in any floor.            | Sft         | 25,000     | 7.89                   | 197,250                   |
| 4  | Repainting two coats with weather shield paint of make and shade (ICI Dulux, Berger, Nippon or equivalent) on plaster surface (External) including cleaning and sand papering the surface as directed by Engineer- in-Charge in any floor.     | Sft         | 20,000     | 5.05                   | 101,000                   |
| 5  | Repainting two coats with enamel paint of approved make and shade (ICI Dulux, Berger, Nippon or equivalent) to plastered surface etc. including sand papering the surface as directed by Engineer- in-Charge in any floor.                     | Sft         | 1,500      | 10.03                  | 15,045                    |
| 6  | Providing and laying wall finish coat of any colour graffito wall coating 1.5mm to 3mm thick straight and swirl for exterior surface at any height and any floor.  | Sft         | 15,000     | 53.38                  | 800,700                   |
| 7  | Rubbing and Polishing old mosaic floor, dado and skirting in any floor   | Sft         | 10,000     | 1.39                   | 13,900                    |

|                               |  |             |            |                        |                          |
|-------------------------------|--|-------------|------------|------------------------|--------------------------|
| 8                             | Distempering two coats with vinyle distemper (Paintex ICI Dulux, Berger, Nippon or equivalent) of approved make and shade to walls and ceiling etc., including applying wall putty etc complete in all respect in any floor, as per the direction of Engineer-in-Charge.   | Sft         | 15,000     | 10.53                  | 157,950                  |
| 9                             | Plastering ½” (13mm) thick in patches in cement and sand mortar 1:4 including curing and scraping old damaged portion in regular shape and removal of rubbish from the site etc. complete as per the direction of Engineer In-charge in any floor  | Sft         | 5,000      | 24.06                  | 120,300                  |
| <b>Total</b>                  |  |             |            |                        | 3,286,145                |
| Premium (Above / Below)       |  |             |            |                        |                          |
| <b>Total with Premium (A)</b> |  |             |            |                        |                          |
| <b>A'</b>                     | <b>Non Schedule Item</b>   |             |            |                        |                          |
| 1                             | Providing and laying of top coat of wall finish coat of any colour graffito wall coating on existing graffito wall as per its colour / texture at any height and any floor. Complete in all respect  | Sft         | 100,000    |                        |                          |
| 2.                            | Providing and applying water proof paint material (2 coats/parts) on exterior walls of HEC buildings such as Nippon flexi seal paint or equivalent by removing the damaged surface and applying two coats normal weather shield paint after water proof paint as per the existing color and texture of wall complete in all respects including any plaster/filling work required in wall (with water proofing warranty of atleast 5 years) | Sft         | 35,000     |                        |                          |
| 3.                            | French polishing two renewal coat of approved make to wood work including cleaning the old surface as directed by Engineer- in-Charge in any floor.  | Sft         | 10,000     |                        |                          |
| 4.                            | Providing and laying of texture paint on interior walls as per the sample available in Guest House, H-8, Islamabad   | Sft         | 5,000      |                        |                          |
| Total (A')                    |  |             |            |                        |                          |
| <b>Total of 01 (A+A')</b>     |  |             |            |                        |                          |
| <b>02</b>                     | <b>PART B - HEC Buildings at Khanspur (Ayubia)</b>   |             |            |                        |                          |
| <b>Sr.#</b>                   | <b>Description</b>   | <b>Unit</b> | <b>Qty</b> | <b>Unit Rate (Rs.)</b> | <b>Total Amount (Rs)</b> |
| <b>Scheduled Items (B)</b>    |  |             |            |                        |                          |
| 1                             | Distempering two renewal coats with vinyle distemper (Paintex ICI Dulux, Berger, Nippon or equivalent) of approved make and shade two walls and ceiling etc., including scraping cleaning, wall putty the old surface in any floor.  | Sft         | 60,000     | 5.61                   | 336,600                  |

|                               |  |     |        |                    |                |
|-------------------------------|--|-----|--------|--------------------|----------------|
| 2                             | Repainting two coats with enamel paint of approved make and shade (ICI Dulux, Berger, Nippon or equivalent) to wood/steel work including scraping and sand papering cleaning the surface as directed by Engineer- in-Charge in any floor.  | Sft | 20,000 | 9.55               | 191,000        |
| 3                             | Repainting two coats with weather shield paint of make and shade (ICI Dulux, Berger, Nippon or equivalent) on plaster surface (External) including cleaning and sand papering the surface as directed by Engineer- in-Charge in any floor. | Sft | 25,000 | 5.05               | 126,250        |
|                               |  |     |        | Total              | <b>653,850</b> |
| Premium (Above / Below)       |  |     |        |                    |                |
| <b>Total with Premium (B)</b> |  |     |        |                    |                |
| <b>B'</b>                     | <b>Non Schedule Item</b>   |     |        |                    |                |
| 1                             | French polishing two renewal coat of approved make to wood work including cleaning the old surface as directed by Engineer- in-Charge in any floor.  | Sft | 1,500  |                    |                |
|                               |  |     |        | Total (B')         |                |
|                               |  |     |        | Total of 02 (B+B') |                |
|                               |  |     |        | Grand Total (1+2)  |                |

**Grand Total (In words):**

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**Contractor's Seal & Signature**