



BIDDING DOCUMENT

Repair and Renovation works DSU Office Building Kharan

NAME OF BIDDER: _____

TECHNICAL PROPOSAL

District Support Unit PPHI- Kharan

LETTER OF INVITATION FOR BIDS:

Sealed Proposals are invited under the Peoples Primary Health Initiative (PPHI-B) procurement rules, by the PPHI-B from Eligible Individuals/ Firms/ Constructors having expertise in Civil Works and Registered under Pakistan Engineering Council (PEC) under relevant code

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PEOPLES PRIMARY HEALTH INITIATIVE (PPHI-B)
DESIGNATION OF PROCUREMENT OFFICER	District Support Manager
POSTAL ADDRESS OF THE PEOPLES PRIMARY HEALTH INITIATIVE	DISTRICT SECRETARIAT COMPLEX GIRL COLLEGE ROAD, KHARAN.
PHONE NUMBER & FAX NUMBER	0847510831
E-MAIL ADDRESS & WEBSITE	pphikharan@gmail.com
METHOD OF PROCUREMENT	SINGLE STAGE - TWO ENVELOPE BIDDING PROCEDURE
ISSUANCE OF BIDDING DOCUMENTS	The tender documents can be obtained from PPHI-DSU Kharan office
DEADLINE FOR SUBMISSION OF BIDS	10-12-2021
OPENING OF TECHNICAL BIDS	10-12-2021
OPENING OF FINANCIAL BIDS	Will be communicated after completion of Technical Evaluation.
BIDDING DOCUMENT FEE	AMOUNT: PKR. 2,000/- IN THE FORM OF: DEMAND DRAFT / PAY ORDER / CHALLAN Of PPHI DSU Kharan(DG), Account No.3086268596 NBP, Kharan Branch.
BID SECURITY/EARNEST MONEY	AMOUNT: <u>2 %</u> OF THE QUOTED AMOUNT Mode of Payment: <u>CALL DEPOSIT/ PAY ORDER</u> IN FAVOR OF <u>PPHI-DSU Kharan.</u>

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

1. Name of company/Individual: _____

2. Complete Postal Address: _____

3. Tel No: _____ 4. Email address: _____
5. Fax No: _____ 6. Mobile No: _____
7. Authorized Representative's name & designation: _____
8. Type of Business:

(1) Sole Proprietorship	☐	(2) Partnership	☐
(3) Corporation (Private Ltd.)	☐	(4) Corporation (Public Ltd.)	☐
(5) Individual	☐		
9. National Tax Number & Date of issuance: _____
10. Sales Tax Registration No. / BRA Registration No. _____
11. Bid Validity _____ (Please specify in no. of days)
12. Total Completion Time _____ (In Days, Months please specify)

Technical BIDs Requirement's: A firm will qualify for financial Bids after completion of below Mentioned Technical requirements.

Bidders Eligibility Factor	Requirement
Registration with Income Tax (For Firms), BRA	Copy of NTN attached? BRA Certificate Copy?
Registration with PEC	Copy of PEC Certificate
Submission of bidding documents fee	R: 2000/- is required by PPHI in tender notice.
Relevant Experience	03 No. of Work Orders with relevant completion certificate or Inspection Report of successfully completed similar assignments attached
Financial Capacity (For Firms)	Bank Certificate of Company's Bank Account certifying annual turn-over of PKR. 20 million.
Agreement with all the terms & conditions	Signature & company seal at every Page of bidding document affixed?
Delivery time	Is the quoted completion time within The stipulated time period?

Note: It is mandatory for the bidders to meet all the above mentioned requirements of eligibility criteria. In case of not meeting any single requirement, the bid shall be declared NON-RESPONSIVE.

DATA-SHEET OF THE ASSIGNMENT / SCOPE OF WORK

The objective of the below given Data-Sheet / Schedule of Requirements is to provide sufficient information to bidders to understand complete scope of this procurement such that no requirement of the PPHI-DSU Kharan is left un-mentioned here under.

- I. Major Repair works of two rooms with roof ceiling and plaster work in overall building.
- II. Floor Tiling of One Room and veranda of the said building (656 SFT).
- III. Wall Paneling Fiber sheet of one Room (16 length * 10 Height for Four wall)
- IV. Roof ceiling with fixation of sheets of 03 Rooms (768 SFT).
- V. Complete Renovation work of Electricity in Office Building.
- VI. Restoration of overall sewerage system and installation of sanitary sets with accessories including tiles in one bathroom.
- VII. Supply of Furnitures for DSM Room i.e. Executive table (5*4), Sofa set (5seaters), Executive chair and Designated Name board.
- VIII. Fixation of wooden cupboards in for keeping office files in 04 rooms.
- IX. Complete White wash of the office building, including 07 Rooms and 07 bathrooms for internal white wash weather coat is required for exterior.

Note: All Contractors are advised to visit the site before quoting rates in BOQs of Tender Documents

Delivery Schedule & Requirements:

Place of Execution of Works is: PPHI DSU KHARAN OFFICE BUILDING .

INSTRUCTIONS FOR PREPARING TECHNICAL BID

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Technical Proposal should clearly state:
 - a. **"Name of Bidder"**
 - b. **"Name of Tender"**
 - c. **"TECHNICAL PROPOSAL"**
2. The portion of Technical Proposal of this bidding document duly filled, supported with Bidder's covering Letter and the technical Bid on Bidders Letter Head are attached as the Technical Proposal.
3. Technical Proposal shall be prepared keeping in view the specifications provided in the Data Sheet and the schedule of requirements or otherwise as placed demand further during the bidding process.
4. Following information should be attached/contained in the Technical Proposal: -
 - a. Receipt of payment of **bidding Document Fee May be in the name Of PPHI Kharan(DG), Account No.3086268596 NBP, Kharan Branch.or Pay Order in favor ofPPHI DSU Kharan.**
 - b. **Completion time**, which means; actual execution time for the titled Work.
 - c. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the Peoples Primary Health Initiative, Balochistan. (PPHI-B).
 - d. Documentary evidence of **fulfillment of complete schedule of requirements as per evaluation criteria** including technical, administrative and service requirements of the Peoples Primary Health Initiative, Balochistan (PPHI-B)
 - e. **Brochure** / **Technical** literature of the executed Works /Services
 - f. **Description of status** as Partnership / authorization from the Firm / authorized importer / distributor / manufacturer / retailer etc. (as the case may be) as required by the Peoples Primary Health Initiative, Balochistan (PPHI-B) in the schedule of requirements.
 - g. **Defect Liability Period:** details. (As applicable) as required by the Peoples Primary Health Initiative, Balochistan (PPHI-B) in the schedule of requirements as mentioned.
 - h. Every page of the **Bid must be numbered, signed & stamped** by the authorized representative.
5. Attachment of any document not demanded by the Peoples Primary Health Initiative (PPHI-B) at Instruction 4 of "Instruction for preparation of Technical Bid" is strictly prohibited.



BIDDING DOCUMENT

Repair and Renovation works DSU Office Building Kharan

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NAME OF BIDDER:

(To be filled-in by the Bidder)

Financial Proposal

District Support Unit PPHI- Kharan

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

4. Name of company/Individual: _____

5. Complete Postal Address: _____

6. Tel No: _____ 4. Email address: _____

5. Fax No: _____ 6. Mobile No: _____

13. Authorized Representative's name & designation: _____

14. Type of Business:

(1) Sole Proprietorship ☐ (2) Partnership ☐

(3) Corporation (Private Ltd.) ☐ (4) Corporation (Public Ltd.) ☐

(5) Individual ☐

15. _____ National
Tax Number& Date of issuance: _____

16. Sales Tax Registration No. / BRA Registration No. _____

17. Bid Validity _____ (Please specify in no. of days)

18. Total Completion Time _____ (In Days, Months please specify)

BOQ /DESCRIPTION OF THE WORKS

S.NO	Description of works	Nature of works	Units	Qty	Unit Price	Estimated Cost
1	Repair and Renovation Plaster works Building					
	Cement	Supply	Nos	20		
	Rethi	Supply	Nos	5		
	Laboring cost	Services	Job	1		
	Sub Total A					
2	Floor Tile works One Room Size (16× 16) and veranda Size(50× 8)					
	Tiles	Supply	Packet of 4 Tiles	50		
	Bound	Supply	Bag	40		
	Cement	Supply	Nos	15		
	Laboring cost	Services	Job	1		
	Sub Total B					
3	Wall Paneling of One Room (16× 16)					
	Wall panel Fiber	supply	Nos	40		
	Laboring cost	Services	Job	1		
	Sub Total C					
4	Roof Ceiling Three Rooms (Size (16× 16))					
	ceiling with all Accessories’	supply	Nos	250		
	Laboring cost	Services	Job	1		
	Sub Total D					
5	Restoration of Complete Electrification					
	Main Switch Bricker	supply	Nos	1		
	Board with Complete Buttons	Supply	Nos	10		
	cable 7/29	Supply	Bundle	3		
	Holders with board	Supply	Nos	30		
	Roof Ceiling LED lights Philips	Supply	Nos	30		
	Energy Saver Philips	Supply	Nos	30		
	Laboring cost	Services	Job	1		
	Sub Total E					
6	Restoration of sewerage system and Repair wash Rooms					
	Fixation of PVC Pipes for sewerage system	Supply	Nos	12		
	Sanitary complete set with all Accessories’	Supply	Nos	1		
	Pipe 3 inch	Supply	Nos	4		
	Laboring cost	Services	Job	1		
	Sub Total F					
7	Furniture works					
	Executive Table for DSM Room (5×4)	Supply	Nos	1		
	Sofa set (5 Seators)	Supply	Nos	1		
	Executive Chairs	Supply	Nos	1		
	Installation of wooden Cup Boards	Supply	Nos	4		
	Designated Name Board Glass	Supply	Nos	1		
	Sub Total G					
8	White Wash Building (Interior and Exterior)					
	weather coat	Supply	Nos	12		
	Dismember	Supply	Nos	5		
	Wall Putty	Supply	Nos	5		
	Paint	Supply	Nos	2		
	Laboring cost	Services	Job	1		
	Sub Total H					
Grand Total (A+B+C+D+E+F+G+H)						

TERMS AND CONDITIONS:

1. Completion time may be clearly specified. Where completion time shall mean; time consumed execution of required services to the designated location of Peoples Primary Health Initiative (PPHI-B), including but not limited to time required for development of Performa/forms and training (if needed) **(Complete delivery as per the schedule of requirements services detailed in the BOQ)**
2. Maximum completion time for the assignment is **120 Days from** the date of work Order
3. Tenders must be quoted in Pakistani Rupees (PKR).
4. Tax Liability:
 - i. Complete Tax liability is to be borne by the Vendor/individual
 - ii. Quoted prices shall be **inclusive of all applicable Taxes**, be filled service-wise as per the afore-mentioned format at Para-2 and may not be applied to the sub-total of the package.
 - iii. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise, taxes shall be deducted as per Government Policy / Rules.
5. Validity of the bid would be at-least 90 days (to be specified by the Peoples Primary Health Initiative (PPHI-B)/ office) from the date of Tender opening
6. Financial Bids must be accompanied with Bid Security (for firms) in the form of Bank Guarantee or Deposit at Call from a scheduled bank @ 2% of total bid value favoring the PPHI Balochistan.
7. In case of late execution of required works, the bidder may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of .5% (of the value of items delivered late) per day, up to a maximum of 10% of the Contract Value.
8. The services, as per the work Order, must be executed by the authorized HR (technical) at the time of execution of work at Peoples Primary Health Initiative (PPHI-B)/ designated Office.
9. Partial Payment/Interim Payment Certificates (IPCs)/Running Bills are allowed after 50% completion of work.
10. Bid Security of successful bidder/s shall be released upon submission of Performance Security, Otherwise Bid Security/CDR may be retained until 30% completion of work
11. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
12. After Technical Qualification, the contract will be awarded to the “Lowest Financially Evaluated bidder” with minimum quoted rates among all the Technical Qualified Contractors
13. Payment release is subject to satisfactory sign of by the joint team comprising of:
 - i. The Purchase Committee of District Support Unit, PPHI- Kharan.
 - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)
14. There will be 10% Retention money for defect Liability Period of Six Months (180 days).

CURRENCY & BID VALIDITY

- **Pak Rupees & 30 days**

DECLARATION BY THE BIDDER

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDETAKE TO ABIDE BY THE SAME.**
- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation _____

Signature_____Date _____

Company stamp_____