



TENDER DOCUMENT

For

**Renovation and Miscellaneous Work
at**

**Trade Development Authority of Pakistan (TDAP)
Karachi Office on 5th Floor, Block-A, FTC Building**

5th Floor, Block A, Finance & Trade Centre P.O. Box No. 1293,
Shahrah-e-Faisal, Karachi 75200 Pakistan.

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www.tdap.gov.pk

1. BACKGROUND:-

The Trade Development Authority of Pakistan (TDAP) intends to carry out renovation and miscellaneous Work on the 5th Floor, Block-A, FTC Building, Main Shahrae Faisal, Karachi. In this regard, TDAP requires the services of firm duly registered with and active on relevant tax authorities (Federal and Provincial governments) to carry out the renovation work at mentioned premises.

2. SCOPE OF SERVICES

The successful bidder will be required to carry out the necessary renovation and miscellaneous works at the above mentioned premises for establishing office spaces for officers and staff as per specifications and dimensions as per approved detailed drawings attached with the bidding document at **Annex-II**. As per approved drawings, the bidder will be required to establish following office spaces for the officers and staff as per specifications and measurements given in the drawings in 12 mm glass partitions duly approved by the Authority:

- i. Twenty Three (23) Staff Rooms with seating capacity of four Officer's staff in each room
- ii. Supply of Power, Voice and Data points for use as per seating arrangements & drawings

The successful bidder will be required to carry out the work as per BOQs enclosed with Bidding Document at **Annex-I** and complete the job within 15 days of issuance of work order.

3. Instructions to The Bidder:-

- I. All the bidders will be required to submit the following documents with their bids (For Technical Evaluation Purpose):
 - a. Copy of Proof of Proprietorship/ Partnership/ Corporation
 - b. Copy of Proof of date of formation/Incorporation of the firm
 - c. List of Employees along with their CVs duly verified by the firm
 - d. List of relevant Projects as per evaluation criteria along with documentary proof of the same duly verified by the firm
 - e. Copies of STRN & NTN Certificates
 - f. Bank Statement of the firm for the last year (January – December 2021)
- II. The Authority will verify and counter check the above documents and information provided by the firm and the representative of the Authority may physically visit the offices
- III. All the contractors/bidders are advised to visit the site to check the nature of work and structure condition before quoting the rates otherwise any claim of extra rates other than PPRA rules will not be entertained. The rates must be inclusive of all taxes, material and labor including dumping of debris at the designated place by the FMCL.
- IV. The brand and make of materials should be approved by the Authority before execution of work. Before execution of works, the contractor should discuss regarding the works to be carried out at site with the representative of the Authority.
- V. The bids will be considered as non-responsive in case of non-completion or mis-declaration and will be rejected.
- VI. An affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public may also be furnished.
- VII. Bill of Quantity (**Annex-I**) duly filled and attested may be attached.
- VIII. TDAP reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award as per PPRA rules, without thereby incurring any liability to the Bidders
- IX. The Bidders are hereby informed that the TDAP shall deduct Income Tax & Sales Tax at the rate prescribed under the tax laws of Pakistan, from all payments of successful Bidder.

- X. **The price quoted should be in Pak Rupees and inclusive of all applicable taxes.** The price quoted in this tender will be treated as final and must be valid for sixty (60) days. Rates should be quoted on the FCS (Free delivery at Consignee's Store) basis.

4. **Bid Security**

All the Bidders are required to submit 02% bid amount of the actual bid in form of Pay Order/ Demand Draft/ Banker's Cheque and in favor of Trade Development Authority of Pakistan (TDAP), Karachi with the sealed proposal as per Rule No. 25, Public Procurement Rules, 2004. Bids without bid security will be rejected.

5. **Financial Bid**

The Financial bids can be submitted in a separate envelope on the prescribed pro-forma as per BOQs attached with the tender document at **Annex-I**.

6. **Procedure of Competitive Bidding**

Single Stage – Single envelope procedures, as per rule no. 36 (a) of Public Procurement Rules, 2004, will be followed as per following:

"Single Stage- One Envelope procedure.- Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids shall be opened and evaluated in the manner prescribed in the bidding document."

7. **Submission and opening of Bids**

Bidding Document duly filled and complete in all respect along with all the requisite document and information can be submitted on or before **9th May, 2022** by 11.00 am. The technical bids will be opened on the same date at 11.30 am on the address given in the tender notice as per Rule No. 28 (2) of PPRA 2004.

8. **Payment Schedule**

The successful bidder will be required to complete the requisite work as per BOQs/ work order. The supplier would submit bill containing the details about Invoice number, date, list of items supplied, rates per unit inclusive of GST/any applicable taxes and total payment due. The payment will be made on actual basis after successful completion of work assigned and the work completion certificate will be issued by the Authority on the satisfactory performance in respect of the work. The case regarding partial payment will not be accepted.

Bill Of Quantity (BOQ)

(To be filled and submitted separately in a separate sealed envelope along with Bid Security Payment)

Schedule of Quantities				
S#	Description	Qty	Rate (Rs.)	Total (Rs.)
1	Supply and installation / fixing of 12 Mm Glass (Non Tempered) , With 1.6 Mm Aluminum Section , Including Door Closer , Door Handle , Door Locks Frost Paper (to be billed at actual)	5250 Sq Ft		
2	Re-Structuring Old Aluminum Frame consists of 5 Mm Glass (To be billed at actual)	1136 Sq. Ft.		
3.	Demolishing Concrete Walls and Cabins and throw out of the Building to designated area	Lum sum		
4.	Connections of Power Supply, Data and Voice for the Offices and Staff a) Power Sockets Detail: Four power boards per room. Each board will contain 02 power sockets i.e: One multi plug (15 Amp) and one two pin German socket (15 Amp). Brand: Clipsal, Bosch or Equivalent foreign brand Power Cable Pakistan cable 7/29 gauge or Equivalent Approx. 5000 ft. cable b) Voice Port Detail: Four voice ports having dual voice port faceplate with two RJ-11 I/O. Brand: 3M , Vivanco or Equivalent Structured Voice Cabling brand 3M Vivanco or Equivalent CAT 5 data cable. Approx 3000 ft. cable c) Data Port: Four data ports having single port faceplate with single RJ-45 I/O. Brand: 3M, Vivanco or Equivalent Structured Data Cabling. Brand: 3M, Vivanco or Equivalent CAT 6 Data cable. Approx 3000 ft. cable	23 rooms		
5.	50 Pair Telephone Cable (Gauge 0.05 MM) (To be billed at actual)	100 Meter		
6.	Telephone Krone Strips (10 Lines per strip) To be billed at actual	30 Nos.		
7.	Telephone DB (Each DB to hold 10 Krone Strips) To be billed at actual	03 Nos.		
8.	24U Network Rack with 48 port patch panel along with I/O and patch cords (50 nos. of patch cord 2 meter each).	01 Unit.		
9.	4 Core Optical Fiber Cable with splicing (To be billed at actual)	75 Meter		
10.	48 Port Network Switch (D-Link, TP-Link, Linksys OR Equivalent)	02 Nos.		
Total (Inclusive of all applicable taxes)				

- Rates to be quoted inclusive of all applicable tax

5th Floor P1

