



**SECURITIES AND EXCHANGE COMMISSION OF  
PAKISTAN**

**BIDDING DOCUMENT**  
**PROCUREMENT OF WORKS**  
**(For Smaller Contracts)**

**Renovation works at SECP's Head office, Islamabad.**

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# **INVITATION FOR BIDS**



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T#30/24-25**

### **Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites bids exclusively through the **e-Pak Acquisition & Disposal System (EPADS)** from service providers/contractors based in Pakistan registered with the Federal Board of Revenue or relevant tax authority, holding valid NTN and Sales Tax numbers, and appearing on the Active Taxpayers List (for both Income and Sales tax) for the following:

<b>No.</b>	<b>Requirement</b>	<b>ender Ref No.</b>
1.	Procurement of Equipment for Podcast Facility, Head office Islamabad	T#30(i)/24-25
2.	Renovation works at SECP's Head office, Islamabad	T#30(ii)/24-25

Bidding document(s), which include the terms and conditions, procurement method, bid submission procedure, bid security requirement, bid validity period, bid opening process, evaluation criteria and guidelines for clarification/rejection of bids, are available to the interested bidder(s) free of cost. These documents can be obtained from the undersigned or downloaded from <https://eprocure.gov.pk/> OR <https://www.secp.gov.pk/procurement/>

Bids must be prepared in strict accordance with the instructions outlined in the bidding document(s) and submitted exclusively through EPADS on or before **11:00 AM, May 15, 2025**. The bids will be opened on the same day at **11:30 AM**.

*In case of any technical difficulty in using E-PADS, prospective bidder(s) may contact PPRA at <https://www.ppra.org.pk/>*

For further inquiries, please contact the Admin Department at 051-9195437, 9195302 during office hours (Monday to Friday, excluding Public Holidays) or email at [Procurement.info@secp.gov.pk](mailto:Procurement.info@secp.gov.pk)

Mr. Arshad Kamal, Additional Director (Admin)  
NICL Building, 63 Jinnah Avenue, Blue Area Islamabad

# **INSTRUCTIONS TO BIDDERS**

## **INSTRUCTIONS TO BIDDERS**

(Note: These Instructions to Bidders along with Bidding Data Sheet will not be part of the Contract and will cease to have effect once the contract is signed.)

### **A. GENERAL**

#### **IB.1 Scope of Bid**

- 1.1 The Employer as defined in the Bidding Data Sheet hereinafter called “the Employer” wishes to receive bids for the construction and completion of works as described in these Bidding Documents, and summarized in the Bidding Data Sheet hereinafter referred to as the “Works”.
- 1.2 Bidders must quote for the complete scope of work. Any Bid covering partial scope of work will be rejected as non-responsive.

#### **IB.2 Source of Funds**

- 2.1 The Employer has arranged funds from its own sources. [or any other source which may be indicated accordingly]

#### **IB.3 Eligible Bidders**

- 3.1 Bidding is open to all firms and persons meeting the following requirements:
  - a) duly licensed by the Pakistan Engineering Council (PEC) in the appropriate category for value of Works.

#### **IB.4 Cost of Bidding**

- 1.1 The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **B. BIDDING DOCUMENTS**

#### **IB.5 Contents of Bidding Documents**

- 5.1 In addition to invitation for bids, the bidding documents are those stated below and should be read in conjunction with any Addenda issued in accordance with Clause IB.6.1.

1. Instructions to Bidders & Bidding Data.
2. Form of Bid & Schedules to Bid  
Schedules to Bid comprise the following:
  - (i) Schedule A: Schedule of Prices
  - (ii) Schedule B: Specific Works Data
  - (iii) Schedule C: Works to be Performed by Subcontractors
  - (iv) Schedule D: Proposed Programme of Works
  - (v) Schedule E: Method of Performing Works
  - (vi) Schedule F: Integrity Pact
3. Conditions of Contract & Contract Data
4. Standard Forms:
  - (i) Form of Bid Security
  - (ii) Form of Performance Security
  - (iii) Form of Contract Agreement
  - (iv) Form of Bank Guarantee for Advance Payment
5. Specifications
6. Drawings, if any

## **IB.6 Clarification of Bidding Documents**

- 6.1 A prospective bidder requiring any clarification(s) in respect of the Bidding Documents may notify the Engineer/Employer at the Employer's/Engineer's address indicated in the Bidding Data.
- 6.2 The Engineer/Employer will respond to any request for clarification which it receives earlier than ten (10) days prior to the deadline for the submission of Bids. Copies of the Engineer/Employer's response will be forwarded to all prospective bidders, at least five (5) days prior to dead line for submission of Bids, who have received the Bidding Documents including a description of the enquiry but without identifying its source enquiring any clarification (s) in respect of the Bidding Documents may notify the Employer in writing at the Employer's address indicated in the Invitation for Bids. The Employer will respond to any request for clarification which he receives earlier than 5 days prior to the deadline for submission of bids.  
Copies of the Employer's response will be forwarded to all purchasers of the Bidding Documents, including a description of the enquiry but without identifying its source.

## **IB.7 Amendment of Bidding Documents**

- 7.1 At any time prior to the deadline for submission of bids, the Employer may, for any reason, whether at his own initiative or in response to a clarification

requested by a prospective bidder, modify the Bidding Documents by issuing addendum.

- 7.2 Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub-Clause 6.1 hereof and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the Employer.
- 7.3 To afford prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer may extend the deadline for submission of Bids.

### **C. PREPARATION OF BIDS**

#### **IB.8 Language of Bid**

- 8.1 The bid prepared by the bidder and all correspondence and documents relating to the Bid, exchanged by the bidder and the Employer shall be written in the English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Bid, the English translation shall govern.

#### **IB.9 Documents Comprising the Bid**

- 9.1 The bid prepared by the bidder shall comprise the following components:
- a) Covering Letter
  - b) Form of Bid duly filled, signed and sealed, in accordance with Sub-Clause IB.14.3.
  - c) Schedules (A to F) to Bid duly filled and initialed, in accordance with the instructions contained therein & in accordance with Sub-Clause IB14.3.
  - d) Bid Security furnished in accordance with Clause IB.13.
  - e) Power of Attorney in accordance with Sub-Clause IB 14.5.
  - f) Documentary evidence in accordance with Clause IB.11
  - g) Documentary evidence in accordance with Clause IB.12.

#### **IB.10 Sufficiency of Bid**

- 10.1 Each bidder shall satisfy himself before Bidding as to the correctness and sufficiency of his Bid and of the rates and prices entered in the Schedule of Prices, which rates and prices shall except in so far as it is otherwise expressly provided in the Contract, cover all his obligations under the Contract and all matters and things necessary for the proper completion of the Works.



- 10.2 The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a Contract for execution of the Works.

#### **IB.11 Bid Prices, Currency of Bid and Payment**

- 11.1 The bidder shall fill up the Schedule of Prices (Schedule A to Bid) indicating the unit rates and prices of the Works to be performed under the Contract. Prices in the Schedule of Prices shall be entered keeping in view the instructions contained in the Preamble to Schedule of Prices.
- 11.2 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the Contract and not subject to variation on any account.
- 11.3 The unit rates and prices in the Schedule of Prices shall be quoted by the bidder in the currency as stipulated in Bidding Data.

#### **IB.12 Documents Establishing Bidder's Eligibility and Qualifications**

- 12.1 Pursuant to Clause IB.8, the bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
- 12.2 Bidder/Manufacturer must possess and provide evidence of its capability and the experience as stipulated in Bidding Data and the Qualification Criteria stipulated in the Bidding Documents.

#### **IB.13 Bid Security**

- 13.1 Each bidder shall furnish, as part of his bid, at the option of the bidder, a Bid Security in the amount stipulated in Bidding Data in Pak. Rupees in the form of Deposit at Call or a Bank Guarantee issued by a Scheduled Bank in Pakistan or an insurance company having at least AA rating from PACRA/JCR in favour of the Employer valid for a period up to twenty eight (28) days beyond the bid validity date.
- 13.2 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive.
- 13.3 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.
- 13.4 The Bid Security of the successful bidder will be returned when the bidder has furnished the required Performance Security, pursuant to Clause IB.21 and signed the Contract Agreement, pursuant to Sub-Clauses IB.20.2 & 20.3.
- 13.5 The Bid Security may be forfeited:
- a) if a bidder withdraws his bid during the period of bid validity; or
  - b) if a bidder does not accept the correction of his Bid Price, pursuant to Sub-Clause 16.4 (b) hereof; or
  - c) in the case of a successful bidder, if he fails to:

- (i) furnish the required Performance Security in accordance with Clause IB.21, or
- (ii) sign the Contract Agreement, in accordance with Sub-Clauses IB.20.2 & 20.3.

#### **IB.14 Validity of Bids, Format, Signing and Submission of Bid**

- 14.1 Bids shall remain valid for the period stipulated in the Bidding Data after the date of bid opening.
- 14.2 All Schedules to Bid are to be properly completed and signed.
- 14.3 No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.
- 14.4 Each bidder shall prepare Original and number of copies specified in the Bidding Data of the documents comprising the bid as described in Clause IB.8 and clearly mark them "ORIGINAL" and "COPY" as appropriate. In the event of discrepancy between them, the original shall prevail.
- 14.5 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign (in the case of copies, Photostats are also acceptable). This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be initialed and official seal be affixed by the person or persons signing the bid.
- 14.6 The Bid shall be delivered in person or sent by registered mail at the address to Employer as given in Bidding Data.

#### **D. SUBMISSION OF Bid**

#### **IB.15 Deadline for Submission, Modification & Withdrawal of Bids**

- 15.1 Bids must be received by the Employer at the address/provided in Bidding Data not later than the time and date stipulated therein.
- 15.2 Bids submitted through telegraph, telex, fax or e-mail shall not be considered.
- 15.3 Any bid received by the Employer after the deadline for submission prescribed in Bidding Data will be returned unopened to such bidder.
- 15.4 Any bidder may modify or withdraw his bid after bid submission provided that the modification or written notice of withdrawal is received by the Employer prior to the deadline for submission of bids.

- 15.5 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security pursuant to Sub-Clause IB.13.5 (a).

## **E BID OPENING AND EVALUATION**

### **IB. 16 Bid Opening, Clarification and Evaluation**

- 16.1 The Employer will open the bids, in the presence of bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Data.
- 16.2 The bidder's name, Bid Prices, any discount, the presence or absence of Bid Security, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Employer at the bid opening. The Employer will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.
- 16.3 Any Bid Price or discount which is not read out and recorded at bid opening will not be taken into account in the evaluation of bid.
- 16.4 To assist in the examination, evaluation and comparison of Bids the Engineer/Employer may, at its discretion, 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.
- a) Prior to the detailed evaluation, pursuant to Sub-Clauses IB.16.7 to 16.9, the Engineer/Employer will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include to determine the requirements listed in Bidding Data.
  - b) Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the 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 discrepancy between the Total Bid price entered in Form of Bid and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Employer in accordance with the Corrected Schedule of Prices.

If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and his Bid Security forfeited.
- 16.5 A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
- 16.6 Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Employer, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

16.7 The Engineer/Employer will evaluate and compare only the bids previously determined to be substantially responsive pursuant to Sub-Clauses IB.16.4 to 16.6 as per requirements given hereunder. Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to Sub-Clause 16.8 herein below.

a) Technical Evaluation

It will be examined in detail whether the Works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid in Schedule B to Bid will be compared with technical features/criteria of the Works detailed in the Technical Provisions. Other technical information submitted with the bid regarding the Scope of Work will also be reviewed.

b) Commercial Evaluation

It will be examined in detail whether the bids comply with the commercial/contractual conditions of the Bidding Documents. It is expected that no material deviation/stipulation shall be taken by the bidders.

16.8 Evaluated Bid Price

In evaluating the bids, the Engineer/Employer will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:

- (i) making any correction for arithmetic errors pursuant to Sub-Clause 16.4 hereof.
- (ii) making an appropriate price adjustment for any other acceptable variation or deviation.
- (iii) making an appropriate price adjustment for Deviations in terms of Payments (if any and acceptable to the Employer).
- (iv) discount, if any, offered by the bidders as also read out and recorded at the time of bid opening.

16.9 Evaluation Methods

Pursuant to Sub-Clause 16.8, Para (ii), and (iii) following evaluation methods for price adjustments will be followed:

(i) Price Adjustment for Technical Compliance

The cost of making good any deficiency resulting from technical non-compliance will be added to the Corrected Total Bid Price for comparison purposes only. The adjustments will be applied taking the highest price quoted by other bidders being evaluated in detail in their original Bids for corresponding item. In case of non-availability of price from other bidders, the price will be estimated by the Engineer/Employer.

(ii) Price Adjustment for Commercial Compliance

The cost of making good any deficiency resulting from any quantifiable variations and deviations from the Bid Schedules and Conditions of

Contract, as determined by the Engineer/Employer will be added to the Corrected Total Bid Price for comparison purpose only. Adjustment for commercial compliance will be added to the Corrected Total Bid Prices.

(iii) Price Adjustment for Deviation in Terms of Payments

Refer to Bidding Data

**IB.17 Process to be Confidential**

- 17.1 Subject to Sub-Clause IB.16.3 heretofore, no bidder shall contact Engineer/Employer on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation result is announced by the Employer. The evaluation result shall be announced at least ten (10) days prior to award of Contract. The announcement to all bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the bids evaluated.
- 17.2 Any effort by a bidder to influence Engineer/Employer in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation result, however, mere fact of lodging a complaint shall not warrant suspension of procurement process.

**F. AWARD OF CONTRACT**

**IB.18 Post Qualification**

- 18.1 The Employer, at any stage of the bid evaluation, having credible reasons for or prima facie evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:
- Provided that such qualification shall only be laid down after recording reasons therefor in writing. They shall form part of the records of that bid evaluation report.
- 18.2 The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications submitted under Clause IB.11, as well as such other information required in the Bidding Documents.

**IB.19 Award Criteria & Employer's Right**

- 19.1 Subject to Sub-Clause IB.19.2, the Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactory perform the Contract in accordance with the provisions of Clause IB.18.

- 19.2 Not with standing Sub-Clause IB.19.1, the Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Employer's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders.

#### **IB.20 Notification of Award & Signing of Contract Agreement**

- 20.1 Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder in writing ("Letter of Acceptance") that his Bid has been accepted.
- 20.2 Within seven (7) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Employer will send the successful bidder the Form of Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.
- 20.3 The formal Agreement between the Employer and the successful bidder shall be executed within seven (7) days of the receipt of Form of Contract Agreement by the successful bidder from the Employer.

#### **IB.21 Performance Security**

- 21.1 The successful bidder shall furnish to the Employer a Performance Security in the form and the amount stipulated in the Bidding Data Sheet and the Conditions of Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.
- 21.2 Failure of the successful bidder to comply with the requirements of Sub-Clauses IB.20.2 & 20.3 or 21.1 or Clause IB.22 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

#### **IB.22 Integrity Pact**

The Bidder shall sign and stamp the Form of Integrity Pact provided at Schedule-F to Bid in the Bidding Document for all Federal Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid non-responsive.

# **BIDDING DATA SHEET**

## **Bidding Data Sheet**

### **INSTRUCTIONS TO BIDDERS**

#### **1.1 Name of Employer:**

**Securities and Exchange Commission of Pakistan (SECP)**  
**63-NICL Building, Blue Area, Islamabad**

**The Employer's Representative is:**

**Mr. Zahid ul Hassan**

**Deputy Director (Admin)**

**Securities and Exchange Commission of Pakistan (SECP)**  
**63-NICL Building, Blue Area, Islamabad**

#### **1.2 Time for completion**

30 working days

#### **2.1 Brief Description of Works:**

Renovation works at SECP Head office Islamabad as per BOQ

##### **2.1(b) Basic Eligibility (mandatory Requirements)**

The firms/ companies fulfilling the following basic requirements shall be considered for further evaluation (relevant documents to be attached):

- a) Only registered supplier/service providers/contractors who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are only eligible to supply goods/provide services to the Commission. Bids of all those who are not registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax shall be rejected.
- b) In case bidder (if selected) is not in ATL at the time of payment then the payment shall be stopped till he files his mandatory returns and appears on ATL of FBR OR whole of the tax involved or as applicable to supplies on the basis of gross value of supplies shall be deducted.
- c) Declaration of Ultimate Beneficial Owners Information as per Annex-I
- d) Bidder must submit affidavit/undertaking (on stamp paper of Rs.100) duly notarized, failing which the bid shall be rejected, format is available at Annex-A.
- e) Submission of duly signed and initialed copy of Tender Document along with Appendices, Annexures & Attachments refereed therewith. Signing and stamping shall mean validation and compliance to all the details included in Tender Document.



- f) Bidder to confirm that the Time of Completion of the Project shall be within 30 working days from the date of Award of Contract. Bidder shall provide an undertaking that Bidder(s) have proven available resources to implement and complete the project on fast track basis within Time of Completion.

5.1 (a) Employer's address:

Securities and Exchange Commission Pakistan (SECP)  
63-NICL Building, Blue Area, Islamabad  
Phone No.: 051- 9195302  
Email : zahid.hassan@secp.gov.pk

10.3 Bid shall be quoted entirely in Pak Rupees. The payment shall be made in Pak. Rupees.

11.2 The bidder has the financial and technical capability necessary to perform the Contract as follows. The bid will be evaluated as following criteria to ascertain "Technical Responsive" bidder. The applicant fulfilling must requirements will be declared Technically Responsive. The financial proposal of only Technically Responsive Bidder will be considered for opening, Arithmetical Correctness and Financial Comparison. The "Technically Responsive and Most Advantageous Bidder i.e. lowest" will be awarded the contract.

Sr. No.	Category	Weightage / Marks
a)	The firm has completed five Projects of similar capacity of 5 million or above.	Must Requirement
b)	Tax return of the last three years. Please attach only the first page of every year's tax return.	Must Requirement
c)	Affidavit/Undertaking (DULY NOTARIZED) as per Annex A	Must Requirement

**Note:** The Applicant shall attach evidence of Work Orders/ Letter of Acceptance or Completion Certificate for completed projects.

13.1 **Amount of Bid Security**

Bid security an amount of PKR= 200,000/- in the form of pay order/ demand draft/CDR issued by scheduled bank of Pakistan in favour of Securities and Exchange Commission of Pakistan (SECP).

Pre-bid meeting: pre bid meeting shall be withheld at SECP Head Office Islamabad office on April 07, 2025 at 11am at following address;

SECP Head Office, 63-NICL Building Blue Area Islamabad.

14.1 **Period of Bid Validity**

Bid shall remain valid for 90 days.

**14.4 Number of Copies of the Bid to be submitted**

**ONE and only through EPADS.**

**14.6 (a) Employer's Address for the Purpose of Bid Security Submission**

M. Ubaidullah Khalid

Additional Joint Director (Admin)

Securities and Exchange Commission Pakistan

NIC Building, 63 Jinnah Avenue Islamabad

Phone No.: 051- 9195302/051-9195437

**15.1 Deadline for Submission of Bids**

As per IFB

**16.1 Venue, Time, and Date of Bid Opening**

As per IFB

Time and Date of Bid Opening: **As per IFB**

**16.4 Responsiveness of Bids**

- (i) the Bid is valid till required period
- (ii) the Bid prices are firm during currency of contract (if it is a fixed price bid)
- (iii) completion period offered is within specified limits,
- (iv) the Bidder/Manufacturer is eligible to Bid and possesses the requisite experience, capability and qualification.
- (v) the Bid does not deviate from basic technical requirements and
- (vi) the Bids are generally in order, etc.
- (vii) Technically responsive and lowest evaluated Bid
- (viii) **Bids are submitted only through EPADS...Hard copy is not acceptable.**
- (ix) Copy of Bid Security uploaded with Technical Bid.
- (x) Original Bid Security received to SECP Head Office before deadline of bid submission. **All bids must be accompanied by a scanned copy of Bid Security in the form of Banker's Cheque i.e. Pay Order in the amount of Rs. 100,000. The ORIGINAL Bid Security in favor of SECP must be submitted to the procuring agency any time before the closing time of bid submission, failing which the bid shall be rejected.**

**16.9 Price Adjustment**

Deleted

# **FORM OF BID AND SCHEDULES TO BID**

### Letter of Technical Bid

**Name of Contract:**       **“Renovation works at SECP Head Office”**

**To:**                       **M. Ubaidullah Khalid**  
**Additional Joint Director (Admin)**

Securities and Exchange Commission Pakistan  
NIC Building, 63 Jinnah Avenue Islamabad

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (IB) 9;
- (b) We offer to execute and complete in conformity with the Bidding Documents the following Works:

**Renovation works at SECP Head Office**

- (c) Our Bid consisting of the Technical Bid and the Price Bid shall be valid for a period of ninety (90) days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) As security for due performance of the under takings and obligations of our bid, we submit here with a Bid security, in the amount specified in Bidding Data Sheet, which is valid 148 days.
- (e) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process, other than alternative offers submitted in accordance with IB16 (as applicable).
- (f) We agree to permit Employer or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors. This permission is extended for verification of any information provided in our Technical Bid which comprises all documents enclosed herewith in accordance with IB.11.1 of the Bidding Data Sheet.

Name .....

In the capacity of .....

Signed .....

.....

Duly authorized to sign the Bid for and on behalf of .....

Date .....

.....

Address.....

**SCHEDULES TO BID INCLUDE THE FOLLOWING:**

- Schedule A to Bid: Schedule of Prices
- Schedule B to Bid: Qualification Criteria

## **PREAMBLE TO SCHEDULE OF PRICES**

### **1. GENERAL**

- 1.1 The Schedule of Prices shall be read in conjunction with the Conditions of Contract, Contract Data together with the Specifications and Drawings, if any.
- 1.2 The Contract shall be for the whole of the Works as described in these Bidding Documents. Bids must be for the complete scope of works.

### **2. DESCRIPTION**

- 2.1 The general directions and descriptions of works and materials are not necessarily repeated nor summarized in the Schedule of Prices. References to the relevant sections of the Bidding Documents shall be made before entering prices against each item in the Schedule of Prices.

### **3. UNITS & ABBREVIATIONS**

- 3.1 Units of measurement, symbols and abbreviations expressed in the Bidding Documents shall comply with the System International d' Unites (SI Units).

### **4. RATES AND PRICES**

- 4.1 Except as otherwise expressly provided under the Conditions of Contract, the rates and amounts entered in the Schedule of Prices shall be the rates at which the Contractor shall be paid and shall be the full inclusive value of the works set forth or implied in the Contract; except for the amounts reimbursable, if any to the Contractor under the Contract.
- 4.2 Unless otherwise stipulated in the Contract Data, the rates and prices entered by the bidder shall not be subject to adjustment during the performance of the Contract.
- 4.3 All duties, taxes and other levies payable by the Contractor shall be included in the rates and prices.
- 4.4 The whole cost of complying with the provisions of the Contract shall be included in the items provided in the Schedule of Prices, and where no items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related items of the Works and no separate payment will be made for those items.

The rates, prices and amounts shall be entered against each item in the Schedule of Prices. Any item against which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the rates and prices for other items in the Schedule of Prices.

- 4.5 (a) The bidder shall be deemed to have obtained all information as to and all requirements related thereto which may affect the bid price.
- (b) The Contractor shall be responsible to make complete arrangements for the transportation of the Plant to the Site.
- 4.6 The Contractor shall provide for all parts of the Works to be completed in every respect. Notwithstanding that any details, accessories, etc. required for the complete installation and satisfactory operation of the Works, are not specifically mentioned in the Specifications, such details shall be considered as included in the Contract Price.

## **5. BID PRICES**

### **5.1 Break-up of Bid Prices**

The various elements of Bid Prices shall be quoted as detailed by the Employer in the format of Schedule of Prices.

The bidder shall recognize such elements of the costs which he expects to incur the performance of the Works and shall include all such costs in the rates and amounts entered in the Schedule of Prices.

### **5.2 Total Bid Price**

The total of bid prices in the Schedule of Prices shall be entered in the Summary of Bid Prices.

## **6. PROVISIONAL SUMS**

- 6.1 Provisional Sums included and so designated in the Schedule of Prices if any, shall be expended in whole or in part at the direction and discretion of the Engineer/Employer. The Contractor will only receive payment in respect of Provisional Sums if he has been instructed by the Engineer/Employer to utilize such sums..

## **DETAILED BOQ'S**



CIVIL WORK					
S.NO	DESCRIPTION/SPECIFICATION	UOM	QTY	RATE	AMOUNT
1	<b>Dismantling &amp; Disposal of Debris</b>	UOM	QTY	Unit Rates	Total Price Rs.
A	<p>Partition Walls: Removal of MDF and gypsum partitions without damaging adjacent structures.</p> <p>Doors &amp; Frames: Careful dismantling of wooden door and frames for possible reuse or disposal.</p> <p>Ceiling : Dismantling of gypsum ceiling and dampa ceiling 2x2, ensuring structural integrity. removal of ceiling and electrical pipes till roof</p> <p>Lighting Fixtures: Safe removal of lights and fixtures, preserving them for potential reuse.</p> <p>Electrical &amp; Networking Points: Dismantling of data, voice, and electrical points with precision to avoid damage to wiring and conduits.</p>	SFT	Lumpsum		
B	<p><b>Dismantled Material Shifting &amp; Placement</b></p> <p>All dismantled materials shall be carefully transported to the lower ground floor and placed at the designated location, as confirmed by the Project Owner.</p> <p>Debris safe disposal at a designated location outside the building, in compliance with CDA (Capital Development Authority) regulations.</p> <p>Safe Handling: Preventing damage to reusable materials.</p> <p>Efficient Logistics: Avoiding obstruction to ongoing work.</p> <p>Compliance: Following site-specific safety and storage protocols.</p>				
2	<b>PLASTER</b>				
	Providing & applying 1/2" thick Plaster in 1:4 Cement mortar including mesh jali @ concrete joint, including folding, complete in all respect.	SFT	100.00		
3	<b>FLOORING (Carpet Flooring)</b>				
	Providing and laying imported Nylon coushed back carpet tiles 25x100cm having 8mm thickness (Thailand or Equalent) to be installed with adhesive and other necessary fittings for smooth finish, complete in all respect.	SFT	270.00		

4	<b>Wooden Skirting</b>				
	Providing and fixing of 4" high PVC ash wood finished skirting, complete in all respect.	RFT	100.00		
5	<b>Soundproofing using Acoustic Panels &amp; Related Materials (Walls )</b>				
	<p><b>Panel Specification:</b> High-density fabric-wrapped fiber glass/acoustic foam/MDF perforated panels having thickness of 25-50mm</p> <p><b>Adhesives:</b> High-strength acoustic adhesive</p> <p><b>Fixing Brackets:</b> Aluminium clips, screw-mounted brackets</p> <p><b>Installation:</b> Acoustic panels with adhesive and brackets application on walls and some part of ceiling as well. 4"x2.5" wood frame. section @ 32"x 16" Complete Fixed with existing room brick walls by means of screws OR steal nails as appropriate. Filled with 50mm thick 24 kg density Glass Wool Insulation in partitions duly fixed with providing murgha jail Over the wood frame MDF Boards of ½ " thick shall be fixed with nail Or screws, with taping / Silicon fillings of Joints.</p> <p>4"x2.5" wood frame. section @ 32"x 16" Complete with all respect 2 inches gape from the 1st fixed stud wall standing on the floor, finished height 10.4 feet, fixed with the 1st stud wall with minimum Wooden noggin to maintain the sound separation.</p> <p>Inner side of the wood frame HDF Boards of ½ "thick shall be fixed with nails Or screws taping / Silicon fillings of Joints.</p> <p>The final finish over the stud wall will be 75% of coverage area will be covered by jute cloth of approved color and texture over 2" of Diamond foam sheet. And rest 25% of coverage area will be covered Laminated ½ inch MDF sheet of approved color and texture in an approve motif. Finishing must be neat and clean up the satisfaction of approving authority. exact measurement may be taken.</p>	SFT	700.00		

<b>6</b>	<b>Sound Proof Wooden Door</b>				
	<b>Provision and installation of Soundproof Wooden Doors</b> Material to be used : Solid Ash wood. Thickness 60mm, filled with lyre of Acoustic material. Surface Finish: Ash or painted finish Door Frame : Solid wood or Steel <b>Hardware &amp; Accessories</b> EPDM rubber gaskets or magnetic acoustic seals around the door frame Automatic drop seal (activates when the door closes) Heavy-duty ball-bearing hinges (minimum 4 per door) Acoustic-rated mortise lock with soft-close mechanism 1x Double glazed acoustic glass panel (Optional)	Job	1		
<b>7</b>	<b>Exposed Ceiling /beam / Ducts FINISHES Matte Black Paint on Roof, Exposed Beams &amp; Ducts</b>				
	Cleaning the concrete slab, beams, ducts, and other exposed elements to remove dust, grease. Application of 02 coat of anti-rust primer and proper filling of Burger Putt and sanding for a smooth finish.  Application 02 Coat of High-quality oil-based enamel paint (Dulux, Nippon, Berger, Jotun) complete in all respect.	SFT	300		
<b>8</b>	<b>AC Ducts/Data and Electrical Ducts hanged with the ceiling</b>				
	Provision for installation of high-quality, standard centrally air conditioning ducts aligned with existing ductwork. Rerouting of ducts as per layout requirements, complete in all respects. (to be billed as per actual measurement)	RFT	70		
<b>9</b>	<b>DATA &amp; Voice</b>				
	Making of all new DATA & Voice Points aligned with layout, complete in all respect with conduits etc. Materiel Includes, Cat 6 Cable, Face plate with IO and back box 3M or equivalent, Telephone Cable (cat 6) and other required accessories and material i.e. pipe, ducts, jointing material. actual measurement may be taken at site.	point	4		
<b>10</b>	<b>Wapda &amp; UPS</b>				

	Wapda & UPS Points Making of all new Wapda & UPS Points with tables and sitting (where required) including, switch, boards, Power Socket 3 Pin multi single & Power Socket 3 Pin multi double, top available brand complete in all respect. 3/36 cable will be used fast or equal. exact measurement may be taken at site.	Point	4		
11	Supply and installation of patch panel of schneider or equal in 24 ports. Complete in all respect	Unit	2		
12	Podcast office chairs, ergonomic, cushioned, adjustable height	Nos	4		
13	Wall mounted shelves as per approved design by the client	Nos	4		
14	making of of theme/feature wall of PVC panels as per approved quality and design by the client.	Sqft	300		
	<b>TOTAL AMOUNT Rs:</b>				
	<b>GST If any:</b>				
	<b>Total Cost including all applicable Taxes:</b>				

**QUALIFICATION CRITERIA**

The bidder has the financial and technical capability necessary to perform the Contract as follows. The bid will be evaluated as following criteria to ascertain “Technical Responsive” bidder. The applicant fulfilling must requirements will be declared Technically Responsive. The financial proposal of only Technically Responsive Bidder will be considered for opening, Arithmetical Correctness and Financial Comparison. The “Technically Responsive and Most Advantageous Bidder i.e. lowest” will be awarded the contract.

Sr. No.	Category	Weightage / Marks
a)	The firm has completed five Projects of similar capacity of 5 million or above.	Must Requirement
b)	Tax return of the last three years. Please attach only the first page of every year's tax return.	Must Requirement

**a. Experience record**

Sr. No.	Description	Max Marks

**Note:**

a). The Applicant shall attach evidence of Work Orders/ Letter of Acceptance/Contract Agreement or Completion Certificate for completed projects in public sector. The Employer may request for additional information i.e bank transaction as documentary evidence in case of private sector projects.

b). The firm meeting must requirement shall be considered eligible for technical evaluation only.

**LIST OF DRAWINGS**  
(to be signed by the Bidder)

Nil

## **Sample Agreement**

This agreement (“Agreement”) is made on this the —— day of -----at Islamabad.

### **BY AND BETWEEN**

**Securities & Exchange Commission of Pakistan**, a statutory body established in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 with its head office located at **NIC Building, 63 Jinnah Avenue, Islamabad** (the "Commission", which expression shall, where the context so admits, include its successors in interest and permitted assigns) of the One Part

### **AND**

**M/s .....** a company incorporated under the Companies Ordinance, 1984 having its registered office at-----, ( the “Contractor” which expression shall, where the context so admits, include its successors in interest and permitted assigns) of the other part;

Commission and the Contractor shall hereinafter be referred to as the “Parties” collectively and the “Party” individually and interchangeably.

### **WHEREAS:**

1. The Commission is desirous to renovate office located at SECP head office Islamabad.
2. The Contractor represents and warrants that it has the relevant expertise and adequate skills to provide the Services required by the Commission.
3. The Commission has approved and the Contractor has agreed to the provision and installation of all materials, labor and expertise to perform the Services described in the attached schedule as mentioned in (BOQ/TORs) Annexure “A”.
4. The Contractor represents that it can execute the same as per Specifications in (BOQ/TORs) Annexure “A” and to complete the work renovating the Premises on the terms and conditions set out hereunder.

### **Now Therefore it is Agreed Between The Parties as Follows:**

The recital hereof shall form an integral part of this Agreement.

### **ARTICLE 1– DEFINITION AND INTERPRETATION**

For the purposes of this Agreement, the following terms shall have the meaning set out herein, unless the context requires otherwise.

- a. "Agreement" means this agreement dated ..... along with its Annexure and Appendices.
- b. "Premises" Head Office at NICL Building, Islamabad.
- c. "Specifications" means the description of materials and details of renovation work as outlined in (BOQ/TORs) Annexure "A" attached hereto and approved by the Commission.
- d. "Services" bears the meaning attributed thereto in clause 2.1.
- e. "Consultant" means the consultant appointed by the Commission for the subject purpose.

In this Agreement any reference to an Article, a Schedule or an Appendix shall be a reference to an Article, Schedule or Appendix of this Agreement. The Services under this Agreement is for the Contractor to renovate the Headoffice, etc (if any), erection of wood and wooden partitions, tiles, installation of doors, electric / power related wiring and other works as mentioned in the BOQ. The Contractor shall ensure that all or any Services shall be in accordance with the approved (BOQ/TORs) Annexure-A and to the satisfaction of the Commission.

## **ARTICLE 2- PRICE**

In consideration of the performance by the "CONTRACTOR" of its obligations under this Agreement to the satisfaction of the Commission, the Agreement price ("Price") to be paid to the Contractor shall be Rs -----Inclusive of all Applicable Govt. Taxes and duties but not limited to excise duty, Sales tax, or any other taxes or levies). All Services shall be executed/supplied as Turn Key Job as per (BOQ/TORs) Annexure "A" and design layout as per drawings provided by the Commission".

- a) All payment will be subjected to withholding tax deductions at source as per regulations, if relevant.
- b) Any and all payments made under this Agreement shall be less any Government taxes, which the Commission is by law required to deduct.
- c) Final payment shall be made based on the actual Measurement book prepared by the contractor and approved by the Project Director.
- d) No advance payment shall be made, however, Payment terms (tentatively) would be as follows;
- e) 25% payment upon completion of electrical/voice and other cabling laying down
- f) 25% payment upon completion of the installation of tiles and completion of furniture items on the premises



- g) Balance payment upon completion of the work and handing over site to the Commission

### **ARTICLE 3 – PERFORMANCE GUARANTEES**

- a) The Contractor shall ensure that only such materials as shall be of the respective kinds described in the design and (BOQ/TORs) shall be approved and only such workmanship as conforms with the Design. The contractor will ensure that all material used for renovation is fit for the purpose it is intended, is free from defects. The Contractor shall arrange samples of all relevant materials and get its approval from the Consultant of the Commission. 10% amount of each invoice amount shall be retained for 6 months period as retention period.
- b) The Services shall be completed and the Premises handed over to the Commission within a maximum period of 40 days. however, the Commission shall have a right to make a deduction from the Agreement price @ 2,000/- (Rupees five thousand only) for every day of delay.
- c) If the project could not be completed in maximum 20 days from the execution date of the Agreement due to delay of payments, approvals or any other reason caused by the Commission, then the charge specified in Article shall be waived off.

### **ARTICLE 4 – ADDRESSES OF THE PARTIES**

The authorized representatives of both Parties along with their addresses are as follows.

Commission: Securities & Exchange Commission of Pakistan NICL Building, Blue Area, Islamabad.

Attention      Mr. Zahid Ul Hassan  
Deputy Director (Admin)

Contractor:

Attention: -----

### **ARTICLE 5 - TERMINATION BY THE CONTRACTOR**

If the Coordinator fails to issue a payment certificate for a period of thirty days through no fault of the Contractor, or if the Client fails to make payment thereon for a period of thirty days from the issuance of a payment certificate, the Contractor may, upon fourteen days' written notice to the Client, terminate the Contract, provided however, that Client shall first have an opportunity to remit such payment within the fourteen day period following written notice.

## **TERMINATION BY THE CLIENT:**

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents or fails to perform any provision of the Contract, the Client may, after Seven days' written notice to the Contractor and without prejudice to any other remedy Client may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor or, at Client's option, may terminate Contractor's work under the Contract and take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor and may finish the Work by whatever method Client may deem expedient, and if the unpaid balance of the Contract Sum exceeds the expense of finishing the Work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor shall pay the difference to the Client. These rights and remedies are in addition to any right to damages or other rights and remedies allowed by law.

## **ARTICLE 6 – DISPUTE RESOLUTION**

- a) **Amicable settlement.** The Parties shall use their best efforts to amicably settle all disputes arising out of or in connection with this Agreement.
- b) **Dispute settlement.** Any dispute between the Parties arising under this Agreement, which cannot be amicably settled within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement in accordance with the provisions of the Arbitration Act, 1940 (Act No. X of 1940). Any Services to be performed under the Agreement shall, if reasonably practicable, continue during the arbitration proceedings and no payment due to or by the Commission shall be withheld on account of such arbitration proceedings. The matter shall be referred to a sole arbitrator as agreed by both Parties. The seat of arbitration shall be Islamabad, Pakistan and the language of arbitration shall be English. In case the Parties do not agree to the appointment of the arbitrator, the same shall be appointed by the court of competent jurisdiction.

## **ARTICLE 7 - MISCELLANEOUS**

- a) The Contractor shall make its own arrangements for the engagement of all staff and labor necessary for the fulfillment of its obligations under this Agreement, and for their payment, feeding and transport. Whereas Commission allows to work Labor from 5pm till 12:00 p.m. Contractors labor will not be allowed to stay in Client Premises after above mentioned time except one Security Guards to safeguard the Contractors construction material of all type. Client will not be responsible of any claim in case of any theft, misplace of any material of the contractor. Contractor labor will not be allowed to move at any other place except site only at Client Premises”.
- b) Contractor agrees to protect, indemnify, defend and hold harmless the Commission, its Chairman, Commissioners and employees from any claims, demands obtained by the Contractor's staff, labor or its employees, on account of personal injury or death.

- c) The copyright of all document prepared by the Contractor in connection with the Agreement rests with the Commission. The Contractor shall not be entitled either directly or indirectly to make use of these documents for carrying out work other than that required by the terms of this Agreement. Contractors will submit all such kind of documents to the client SECP on completion of the project at the time of handing over.
- d) The Contractor shall maintain confidentially in all matters arising out of this Agreement and which are not in the public domain for a period of five (5) years from the date of execution of this Agreement.
- e) The Contractor shall deliver to the Commission all as built drawings and relevant warranties (wherever applicable) for equipment upon handing over of the Premises.
- f) The Commission shall be responsible for paying all the Utility Bills (Electricity or Backup and water supply etc.) of the floor for the whole time period of renovation which shall not be misused by the Contractor or its personnel.
- g) The project plan will be submitted before start of work and a weekly update report shall be submitted to the Project Director.
- h) Lead time items procurement will be done well in advance and the ordering plan will be submitted to the Client.
- i) Prove of all procurements will be produced at the request of the client.
- j) Any changes or alternations in plan or material etc will be obtained in writing from the client.

## **ARTICLE 8 – ACTIONS ON BEHALF OF CLIENT**

The Contractor shall take no action on behalf of the Commission in the performance of Services under this Agreement or conduct any operations relating thereto that would subject either Party to liability or penalty under any law, rules, regulation, or decrees by any Government or Authority.

## **ARTICLE 9 – FORCE MAJEURE**

Neither Party shall make claim against the other Party or be deemed to be in breach of Agreement where such failure or omission is caused by Force Majeure. Force Majeure shall include, but not be limited to, Acts of God, war (declared or undeclared), insurrection, acts of terrorists, acts of governments or government bodies (including legislative bodies, courts and executive officers of agencies), unusually severe weather during the period in question,. Or any other similar matters beyond the control of or

which could not have been reasonably foreseen and / or avoided by the Party affected.

#### **ARTICLE 10 – ENTIRETY AND COUNTERPARTS**

This Agreement including any supplement and all Appendices and Annexures hereto constitute the entire Agreement between the Parties with respect to the subject matter hereof and shall supersede all promises and representations made by one Party to the other concerning the obligations to be performed hereunder. This Agreement may not be discharged, released, supplemented, amended or modified in any manner except by an instrument in writing signed by a duly authorized representative of both the Parties. This Agreement shall be executed in two counterparts, both of which shall be deemed original.

#### **ARTICLE 11 – RELATIONSHIP**

The Parties hereby agree that no terms of this Agreement shall be construed as to portray an employer-employee relationship between the Parties and that both the Parties are acting independently and at their discretion.

#### **ARTICLE 12 – APPLICABLE LAW AND JURISDICTION**

This Agreement is governed by the laws of the Islamic Republic of Pakistan. Disputes arising out of this Agreement are subject to the exclusive jurisdiction of the courts of Islamabad, to which the Parties irrevocably submit.

#### **ARTICLE 13 – PROJECT COORDINATOR**

The client designates Mr. Zahid Ul Hassan, Deputy Director, SECP Head Office NICL Building, 63 Jinnah Avenue, Islamabad as Client's Coordinator; Coordinator will provide general administration of the Contract and will be the Client representative during construction and until issuance of the final Certificate for Payment. The Coordinator shall at all times have access to the Work wherever it is in preparation and progress. The Coordinator will make periodic visits to the site to determine in general if the Work is proceeding in accordance with the Contract Documents. On the basis of on-site observations, the Coordinator will keep the record of the progress of the Work. The Coordinator will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, and will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents. Based on such observations and the Contractor's Applications for Payment, the Coordinator will determine the amounts owing to the Contractor and will issue Certificates for Payment in accordance with Article 12. The Coordinator will be, in the first instance, the interpreter of the requirements of the Contract Documents. For payment of the invoices, approval/verification of the coordinator shall be necessary and no payment shall be made in the absence of such approval/verification as

mentioned in Article 4 of this Contract. The Coordinator will have the authority to reject Work not conforming to the Contract Documents.

#### **ARTICLE 14 – ACCEPTANCE OF THE WORK:**

The Contractor shall correct any Work that fails to conform to the requirements of the Contract Documents where such failure to conform appears during the progress of the Work, and shall remedy any defects due to faulty materials, equipment or workmanship which appear within a period of one year from the Date of Final Settlement of the Contract or within such longer period of time as may be prescribed by law or by the terms of any applicable special guarantee required by the Contract Documents. The provisions of this Article apply to Work done by Subcontractors as well as to Work done by direct employees of the Contractor, and are in addition to any other remedies or warranties provided by law. No act of the Client or the Coordinator, either in superintending or directing the Work, or any extension of time for the completion of the Work, shall be regarded as an acceptance of such Work or any part thereof, or of materials used therein, either wholly or in part. Acceptance shall be evidenced only by the final certificate of the Client or Coordinator in this behalf. Before any final certificate shall issue, Contractor shall execute an affidavit on the certificate that it accepts the same in full payment and settlement of all claims on account of Work done and materials furnished under this Contract, and that all claims for materials provided or labor performed have been paid or set aside in full. No waiver of any breach of this Contract by the Client or anyone acting on Clients' behalf shall be held as a waiver of any other subsequent breach thereof. Contractor agrees to guarantee all work under this Contract for a period of one year from the date of Final Settlement by the Client. If any unsatisfactory condition or damage develops within the time of this guaranty due to materials or workmanship that are defective, inferior, or not in accordance with the Contract, as reasonably determined by the Client or the Coordinator, then the Contractor shall, when notified by the Client or Coordinator in this behalf, immediately place such guaranteed Work in a condition satisfactory to the Client.

#### **ARTICLE 15 - SPECIAL/MISCELLANEOUS PROVISIONS:**

- a) Each Party hereto agrees to cooperate in all reasonable respects necessary to consummate the transactions contemplated by this Contract, and from time to time to do such acts and things and execute and deliver such documents and instruments as may reasonably be required in order to implement the transactions contemplated hereby. Each Party hereto agrees to cooperate in the execution of subsequent Addenda, or to re-execute an amended version of this Agreement, in the event that a Party discovers: 1) a clerical error; or 2) a misinterpretation of the law; or 3) an error as to form; when such error(s) obviate or hinder the consideration, performance, or enforcement of this Agreement.
- b) This contract is governed by the laws of the State of Pakistan and any action to enforce any of the provisions, obligations or covenants of this contract shall be commenced only in a court of proper jurisdiction in Pakistan.
- c) Contractor shall not assign this contract. The provisions of the contract are binding on the heirs, successors or assignees of the parties.

- d) The rights and remedies available under this contract shall be in addition to any rights and remedies allowed by law.
- e) No failure to enforce any provision of the contract on account of any breach thereof shall be considered as a waiver of any right to enforce provisions of this contract concerning any subsequent or continuing breach.
- f) If any provision of this Agreement is declared by any court of competent jurisdiction to be invalid for any reason, such invalidity shall not affect the remaining provisions. On the contrary, such remaining provisions shall be fully severable, and this Agreement shall be construed and enforced as if such invalid provisions never had been inserted in this Agreement.

#### **ARTICLE 16 – STAMP DUTY**

This Agreement shall be stamped in accordance with Stamp Act, 1899 by the Consultant.

#### **ARTICLE 17 – Insurance**

The Consultant will be responsible for taking out any appropriate insurance coverage.

#### **ARTICLE 18 – Changes in the work**

The client without invalidating the contract may order changes in the work consisting of any additions, deletions or modifications. All such changes in the work shall be authorized by written change order signed by the Project Coordinator. The contract sum and contract time can only be changed by Change Order signed by the Coordinator. The cost or credit to the client, if any, from a change in the work shall be determined by unit prices if specified in the contract documents or by mutual agreement.

In witness hereof the Parties have executed this Agreement on the date abovementioned.

#### **From SECP:**

Name: -----

Signature: -----

#### **From Contractor:**

Name: -----

Signature: -----

**WITNESS (SECP side)**

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

**WITNESS (Contractor side)**

1)

2)

**Format of Affidavit/Undertaking (DULY NOTARIZED)**

**Bidder must submit following undertaking (on stamp paper of Rs.100 ) ) duly notarized, failing which the bid shall be rejected**

- a) I, Mr. .... S/o..... holding CNIC # .....from M/s ..... Having Its business office at ..... , do hereby solemnly affirm and declare as under;
- b) That M/s .....is not engaged, under investigation or offences or no proceedings are pending before FBR, Customs, NAB, any Judicial form, FIA or any other Govt. authority with respect to fraud, terror financing, money laundering etc.
- c) We also confirm that our firm has not been black listed by any National/International organization or forum and its entitled to carry out its business activities to the standard business ethics.
- d) That the Partner(s) / Officers of M/s.....have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.
- e) We, hereby agree with all the requirements and terms & conditions of the bidding document and submit the bid.
- f) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

**Note: In case bidder is found in the list of “Blacklisted Firms-Pakistan” or related links at <https://www.ppra.org.pk/> then its bid shall be rejected**

**Name:**

---

**Signature**

---

**Stamp:**

---



**Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts.**

1. Name
2. Father's Name/Spouse's Name
3. CNIC/NICOP/Passport No.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entries or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Name	Legal form (company / Limited liability Partnership/Association of Persons/Single Member Company/partnership Firm/Trust/Any other individual, body corporate (to be specified))	Date of Incorporation/Registration	Name of Registering Authority	Business Address	Country	Email Address	Percentage of Shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of Shareholding, control or interest of legal person or legal arrangement in the Company	Identity of natural person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1.	2.	3.	4.	5.	6.	7.	8.
Name and Surname (in Block Letters)	CNIC No.(in case of foreigner, Passport No.	Father's/Husband 's Name in Full	Current Nationality	Any other Nationality(ies)	Occupation	Residential address in full or the registered/principal office address for a subscribers other than natural person	Name of shares taken by cash subscribe(in figures and words)
			Total numbers of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s)

# **SPECIFICATIONS**

## **SECTION - 8001**

### **GENERAL SPECIFICATIONS FOR ELECTRICAL WORKS**

#### **1.0 SCOPE OF WORK**

The works related to the electrical system are included in the Scope of this Contract as shown on the Drawings, stated in the Specifications and Bill of Quantities and explained in these Specifications. The works shall broadly include but not limited to the following:

- General Specifications for Electrical Works
- LT Distribution Boards
- Light Fixtures
- Low Tension Cables
- Wiring Accessories
- Conduits and Pipes
- Earthing
- Miscellaneous Items
- Structured Cabling Network
- Intelligent Addressable Fire Alarm System
- Closed Circuit Television System
- Cable Antenna TV System

The Contractor shall also be responsible to supply any other equipment not specifically mentioned in these Documents but which is necessary for proper operation of the works/system included in the scope of this Contract. The Contractor shall solely be responsible for ensuring proper functional requirements of different equipment. He shall also be responsible for furnishing any additional piece of equipment and for making modification in the equipment as desired and/or approved by the Engineer to achieve proper co-ordination with various equipment offered in the bid and also with those installed by others.

#### **2.0 RULES & REGULATIONS**

The entire electrical installation/work shall be carried out by licensed Contractor, authorised to undertake such work under the provisions of the Electricity Act 1910 and The Electricity Rules 1937 as adopted and modified upto date by the Government of Pakistan.

All works shall be carried out in accordance with the latest edition of the Regulations of the Electrical Equipment of Buildings issued by the Institute of Electrical Engineers-London, the Contract Documents, The Electricity Rules 1937 and bye-laws that are in force from time to time. Any discrepancy between these Specifications and any other rules and regulations shall be brought to the notice of Engineer for his instructions and the discussion of the accepting/controlling shall be final and conclusive.

The Contractor shall be responsible for completing all formalities and submitting the test certificates as per prevailing rules and regulations, and shall have the installation passed by the Government Electric

Inspector of that region. All requirements of the Electric Inspector and the KE (Karachi Electric) shall be complied with.

### 3.0 AMBIENT CONDITIONS

All material and equipment supplied and installed shall be designed, manufactured and tested to meet the following ambient conditions unless specifically stated otherwise for any material/ equipment.

Location	:	Lahore
Maximum indoors ambient temperature	:	50-Degree Celsius
Minimum indoors ambient temperature	:	Zero Degrees Celsius
Maximum outdoors-ambient temperature	:	50-Degree Celsius
Minimum outdoors-ambient temperature	:	Zero Degrees Celsius
Maximum Relative humidity	:	100 Percent
Maximum Altitude of project	:	520 meters above the mean sea level.

The atmospheric conditions are tropical and highly humid.

## 4.0 STANDARDS

The latest standards and codes of reputable organisations shall be applicable for the material and equipment specified herein and for installation work. Such organisations to be BSS, IEC, VDE, NFPA 99, NEC Article 517 etc. In case the Specifications laid down herein differ from those given in the standards, then the equivalent or better specifications shall govern. Wherever applicable the equipment shall also conform to the requirements of Pakistan Standard Institution (PSI).

Contractor shall maintain at the site office one copy of the standards / codes applicable to the works.

## 5.0 SYSTEM DATA

Unless otherwise specified elsewhere, all equipment and material shall be designed to operate satisfactorily with the following minimum requirements without any de-rating.

- a) Voltage rating of equipment : HT : 11 kV, 3 phase, +/- 10%  
LT : 415 V, 3 phase, +/- 10%  
240 V, 1 phase, +/- 10%
- b) Frequency : 50Hz + 2Hz

In general, the electrical colour coding of switchgear cubicles, control panels, desks etc., shall be in accordance with the respective IEC Recommendations. Live parts of electrical connections shall be colour coded according to IEC 446 as follows:

Conductor Designation	Coding Alphanumeric	Colour
A.C. Network Phase 1	L 1	red
Phase 2	L 2	yellow

Phase 3

L 3

blue

	Neutral	N	Black
D.C. Network	Positive	L+	White
	Negative	L-	Black
Earthing	Protective Earth	PE	green/yellow
	Earth	E	green/yellow

The colour coding for the secondary circuits of isolated power panel board is as follows:

Orange-Isolated Conductor	Phase Brown- Isolated
Neutral Isolated Ground Conductor	Green- Isolated Ground Conductor

Conductor insulation of secondary circuits of isolated power panel board shall be XLPE and PVC sheathed.

### Control Cables

The Control Cables shall be manufactured according to specifications for L.T. Cables. The Control Cables shall be of multi-core, PVC insulated type withstanding without deterioration the conditions prevailing at the place of installation. The cross section of cable shall be as per the requirement of the system.

All the cores should be numbered and/or colour coded or otherwise properly identified. At-least 20% spare cores shall be provided in all Control Cables.

No separate payment is admissible for supplying, installing, testing and commissioning of control cables and is deemed to have been included in the BOQ rates of the respective equipment.

Distance in between power, communication and control cables shall be kept as per requirements laid down by EN50174-2, NEC800 and NFPA 70.

## 6.0 **EQUIPMENT**

### 6.1 **IP Degree of Protection**

The equipment shall have IP degree of protection as follows, unless mentioned other wise:

- IP 42 for indoor areas
- IP 54 for indoor damp areas
- IP 65 for outdoor areas

If properly rated equipment is not available, the Contractor shall provide field enclosures to attain the required IP degree of protection. If necessary cooling/exhaust fans and / or anti

condensate heaters shall also be provided. No separate payment shall be made to attain the required IP degree of protection.

**6.2 Identification & Labelling**



All devices, meters, cabling, wiring and auxiliaries shall be properly labeled for identification. Labeling of equipment shall be done by means of flameproof material using indelible ink/markings. The labeling shall be such as to ensure uniformity and shall facilitate study of control diagrams/ drawings during operation and maintenance.

All labeling shall be of suitable size to be visible from the operating conditions/positions at site.

### **6.3 Lamp Test Facility**

All equipment / switchboards, etc. shall be provided with common lamp test facility.

## **7.0 DRAWINGS AND DATA TO BE FURNISHED BY THE CONTRACTOR**

For each electrical equipment shop drawings, as-built drawings and/or technical data are to be furnished by the Contractor. LT cable distribution layouts & shall include, but not limited to the following:

- (a) Structural drawings showing foundations, RCC details dimensional plans, elevation and sections on a suitable scale.
- (b) Electrical drawings showing:
  - Line diagrams of Switchboards, Motor Control Centres, distribution boards and isolated power panels with detailed wiring diagrams, elevations/internal component layout and other standard details.
  - LT Cabling, Grounding/Earthing including all cable routing and support details.
  - Necessary execution details such as no. of cable/wires, size of conduits, cable routes, cable trays and cable trenches, etc.
  - Substation and Generator Room Equipment installation details.
  - Manhole/Duct works.
- (c) Layouts of all LT cable routes with coordinates <sup>(7)</sup> and levels.
- (d) Technical literature and manufacturer's characteristic data with the description of materials and weights of all equipment as instructed by the Engineer.

At least three (3) copies of the shop drawings and/or technical data of the equipment shall be submitted to the Engineer for checking and approval.

## **8.0 MANUFACTURER'S INSTRUCTIONS**

The Contractor shall supply to the Engineer in properly bound form six (6) copies of manufacturer's instruction manuals for installation, testing, commissioning, operation and maintenance of the specified equipment including manuals of spare parts and tools of the equipment. At least two copies of the documents shall be submitted in original. The installation instructions shall be submitted 2

weeks prior to commencement of installation of each equipment, and operation and maintenance instruction at the time of commissioning. If the Contractor fails to provide the documents the Engineer shall withhold issuance of requisite certificates and deduct suitable amount from the payments to the Contractor.

#### **9.0 GUARANTEE**

The Contractor shall furnish written guarantee of the manufacturer or supplier with respect to satisfactory performance of each equipment. Guarantee shall be given for replacement and repair of part or whole of the equipment, which may be found defective in material or workmanship. The guarantee shall cover the duration of Maintenance Period as defined in the Conditions of Contract. This guarantee shall not relieve the Contractor of his obligations and he will be fully responsible for the repair or replacement of any defective material in time, so as not to cause any undue delay in carrying out the repairs and/or replacements.

#### **10.0 DANGER BOARDS WITH SIGNS, DESIGNATION AND SHOCK / FIRST AID**

Danger Boards having signs and designation of the room shall be installed on the external door of HT, LT, Power transformer, Low Voltage DG Set Rooms. Shock/First Aid Charts shall be installed in H.T, L.T and Low Voltage DG Set Rooms.

Potable fire fighting extinguisher suitable to control electrical fire shall be provided in H.T, L.T, Power Transformer and Low Voltage DG Set Rooms.

All the above items shall also be provided, wherever required to comply the requirements of the Pakistan Electricity Rules/Electric Inspector.

Laminated single line and adequate detail drawings on proper boards highlighting the main system features shall be displayed/ fixed in respective electrical and communication rooms<sup>(8)</sup>

#### **11.0 ASSOCIATED CIVIL WORKS**

Except where separately stated in the Bill of Quantities the cost of all civil works associated with any BOQ item of electrical works, such as excavation and back filling of earth, compaction of the earth, foundation pads, chiselling, making openings, etc. shall be included in the price quoted against respective items. No separate payment for such works will be made. Such works will also include repair of any damage to civil works caused by the Contractor during electrical installation.

#### **12.0 INSTALLATION INSTRUCTIONS - GENERAL**

The Contractor shall furnish all labour, materials, tools and equipment required to install, connect, test and commission all electrical equipment specified herein, whether or not such equipment is furnished by him or by others.

For all equipment to be installed by the Contractor, the Contractor shall supply and install all erection materials such as foundation bolts, washers, nuts, etc. as required and without any additional costs.

The Contractor shall set out the works himself as per Specifications and Drawings and shall properly position the equipment on specified

foundation/location. In general, the manufacturer's instructions for installation shall be followed. Any defect or faulty operation of equipment due to the Contractor not following the manufacturer's instructions shall be corrected and repaired by the Contractor at his own cost.

For any deviation from the working drawings or specification that are deemed necessary by the Contractor due to site conditions, he shall submit the details and obtain the Engineer approval before starting such works.

### 13.0 **FACTORY TESTS**

All type and routine tests on Low Voltage D.G Set, Power Transformer, H.T Switchboards, LT Switchboards, Motor Control Centre, H.T Cables, LT Cables, and all other equipment shall be performed at the manufacturer's works in the presence of the Engineer or his Representative. Type tests may be waived off in case test certificates are submitted as certified by an Engineer approved standard laboratory of international repute; but merely producing the test type certificates will not relieve the manufacturer to carry out the required standard/routine tests.

The Contractor shall inform the Engineer about the date and time of test of each equipment at least two weeks in advance. This shall, however, be done after the Contractor has got the test procedures duly approved by the Engineer. The witnessing of test by the Engineer and the Employer shall not absolve the Contractor from his responsibility for the proper functioning of the equipment, and for furnishing the guarantees referred to in clause 9.0. All test results shall be supplied in quadruplicate. All expenses for carrying out the tests as incurred by the Engineer and the Employer to witness it shall be borne by the Contractor and deemed to have been included in the bid. Provision for at least two person's visit for Factory Acceptance Tests shall be made to include one representative each from the Employer and the Consultant/Engineer. The contractor shall undertake all formalities as may be required for the Engineer or his representative to enable him make the visit.

### 14.0 **TESTING**

#### 14.1 **Scope**

Upon completion of the installation, the Contractor shall perform field tests on all equipment, materials and systems. All tests shall be conducted in the presence of the Engineer for the purpose of demonstrating equipment or system compliance with Specifications. The Contractor shall submit for Engineer's approval complete details of tests to be performed describing the procedure, test observations and expected results.

The Contractor shall furnish all tools, instruments, test

equipment, materials, etc., and all qualified personnel required for the testing, setting and adjustment of all electrical equipment and material including putting the same into operation.

All tests shall be made with proper regard for the protection of the personnel and equipment and the Contractor shall be responsible for adequate protection of all personnel and equipment during such tests. The cost of any damages or rectification work due to any accident during the tests shall be the sole responsibility of Contractor.

The Contractor shall record all test values of the tests made by him on all equipment. Four (4) copies of all test data and results certified by the Engineer shall be given to the Engineer for record purposes. These shall also include details of testing method, testing equipment, diagrams, etc.

The witnessing of any tests by the Engineer does not relieve the Contractor of his guarantees for materials, equipment and workmanship, or as any other obligations of Contract.

#### 14.2 Low Voltage D.G. Set

Prior to the tests, the contractor shall submit manufacturer's recommended detailed description of the test procedures to be conducted for Engineer's approval.

The Contractor shall carry out full site load and no load tests in accordance with IEC, ISO or BS Specifications for site commissioning. The inspection and tests shall include but not be limited to:

Basic Tests:	Insulation Resistance Earth Continuity Earth Loop Impedance Polarity Phase Rotation Voltage and Frequency Starting System Protection Equipment
Battery:	Nominal Voltage Discharge (12) Voltage Specific Gravity of Electrolyte Level of Electrolyte Charging System
Lubrication:	Check as required by
manufacturer Operational Start-up	Check at Oil Pressure Fuel Oil Leaks Operation of Safety Devices Operational Speed Automatic Control Instrument Check Exhaust Check

Operational Check	Undue Vibration	
After one hour's run:	Oil Pressure	
	Oil Leaks	
	Cooling	
	System Oil	
	Temperature	
Commissioning Test:	25% of full load	0.5 hrs.
	50% of full load	0.5 hrs.
	75% of full load	1 hrs.
	100% of full load	1 hrs.
	110% of full load	1 hr.

All commissioning and test results shall be recorded and compared with design data. A retest/commissioning shall take place if results are not satisfactory. All the tools, labour, POL, required for the testing and commissioning shall be provided by the Contractor at no extra cost. If required load is not available at site for testing the generators, the Contractor shall provide dummy load at site at no extra cost to the Employer. The correct functioning of the control equipment shall also be proved.

#### Battery Charger

Battery charger shall be static type and shall provide for both trickle and boost charging of the batteries when the engine is not in operation. The charger shall be of suitable capacity to fully recharge the completely discharged batteries within four hours at boost charge.

#### Control Panel

The Control Panel shall provide all the necessary control and monitoring devices of the Diesel Generating Sets. All the control and monitoring of the safety devices, alarms, protections, meters, lamps, etc. as mentioned in this Specifications and required as per good engineering practices for such an installation shall be provided in the Control Panel.

### **14.3 Transformer Tests**

In addition to the insulation resistance test of the transformer, a polarity and phase rotation test shall also be made. Buchholz relay shall be tested for proper operation. Di-electric test shall be carried out on transformer oil prior to putting the same in operation.

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### **14.4 HT / LT Switchboards**

Each circuit breaker shall be operated electrically and mechanically. All interlocks and control circuits shall be checked for proper connections in accordance with the wiring diagrams given by the manufacturer.

The Contractor shall properly identify the phases of all switchgear and cables for connections to give proper phase sequence.

Trip circuits shall be checked for correct operation and rating of equipment served. The correct size and function of fuses, disconnect switches, number of interlocks, indicating lights, alarms and remote control devices shall be in accordance with approved manufacturer drawings. Nameplates shall be checked



for proper designation of equipment served. Protective relays shall be tested and set at site prior to commissioning of the equipment.

#### **14.6 Insulation Resistance Test**

Insulation resistance test shall be made on all electrical equipment by using a meggar of 500 volts for circuits upto 250 volts and 1000 volt for circuits between 250 and 500 volts. For testing of 11 kV circuits, upto 5

kV meggar shall be used; the exact voltage shall be as advised by the equipment manufacturer unless otherwise advised by the Engineer.

The insulation resistance values of cables, transformer, switchgears, etc., shall be as per BSS, IEEE, NEC, ICEA and Pakistan Electricity Rules.

Before making connections at the ends of each cable run or joint between cables, the insulation resistance test of each cable section shall be made. H.T. cables shall be subjected to high voltage test as per recommendations of standard to which the cable is manufactured. Each conductor of a multi-core cable shall be tested individually with each of the other conductor of the group and also with earth. If insulation resistance test readings are found to be less than the specified minimum in any conductor, the entire cable shall be replaced and tests repeated on new cable. If cable joint is provided, then each cable section shall be tested, and joint made only after the tests have been made satisfactorily. Finally the completed cable length including the joints shall be tested.

The transformer and switchgears shall be given an insulation resistance measurement test after installation, but before any wiring is connected. Insulation tests shall be made between open contacts of circuit breakers, switches and between each phase and earth.

If the insulation resistance of the circuit under test is less than the specified value, the cause of the low reading shall be determined and removed. Corrective measures shall include dry-out procedure by means of heaters, if equipment is found to contain moisture. Where corrective measures are carried out, the insulation resistance readings shall be taken after the correction has been made and repeated twice at 12 hours interval. The maximum range for each reading in the three successive tests shall not exceed 20% of the average value. After all tests have been made, the equipment shall be reconnected as required. Polarity test shall be made on single pole switching devices.

#### **14.7 Earth Resistance Test**

The Contractor shall make Earth resistance tests on the Earthing system, separating and reconnecting each earth connection.

If it is indicated that soil treatment or other corrective measures are required to lower the ground resistance values, the Engineer will determine the extent of such corrective measures.

The electrical resistance of the ECC together with the resistance of the Earthing leads measured from the connection with earth electrode to any other position in the complete installation shall not exceed one ohm.

Earth resistance test shall be performed as per Electrical Inspector's requirements. Where more than one earth electrodes are installed, the earth resistance test of each electrode shall be measured by means of resistance bridge instrument.

The complete lightning protection system shall be tested for continuity and earth resistance. The combined earth resistance at any point in the lightning protection system shall not exceed 10 ohms.

**14.8 Completed Tests**

After any equipment has been tested, checked for operation, etc., and is accepted by the Engineer the Contractor shall be responsible for the proper protection of that equipment so that subsequent testing of other equipment do not cause any damage to the already tested equipment.

**14.9 Expenses**

All expenses, i.e., daily allowance (as per NESPAK rules & policy), travelling, boarding and lodging for carrying out the tests and witnessing by the Engineer shall be borne by the Contractor and are deemed to have been included in the BOQ rates of the respective equipment(s) by the Contractor.

**14.10 Spare Parts**

Contractor shall provide necessary spare parts as per manufacturer's recommendation. The cost of each spare parts shall be carried over to relevant BOQ item and no extra payment shall be admissible in this regard.

**14.11 Special Tools**

Contractor shall provide special tools and instruments as may be deemed essential for assembly, adjustment, dismantling, installation and maintenance reasons. No separate payment shall be made for any special tools and instruments, and cost shall be deemed to be included in the cost of the Contract.

**15.0 APPENDICES TO BE FILLED IN BY THE BIDDER**

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The details regarding equipment manufacturers, deviations, etc., are to be furnished in the attached form of Bids.

**16.0 PAYMENT**

No separate payment shall be made for work involved within the scope of this section unless specifically stated in the Bill of Quantities or herein.

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## LIST OF APPROVED MANUFACTURERS AND BRANDS OF MATERIALS/EQUIPMENT

This list of approved manufacturer's or brands of different materials or equipments is provided in order to establish a standard level of performance and do not indicate any preference for a particular manufacture or material or brand. The Contractor is bound to provide and fix the material or equipments of superior quality approved by the Engineer from the list. However, the material provided from the list of approved manufacturer's shall meet the requirements of the BoQ, relevant specifications come under specification section 8001 of the bidding documents. The contractor shall directly procure material from factory source or the authorized dealers. The Contractor shall provide in support the delivery challan from factory or from supplier including letter of authorization for dealership, sole agent, distributor from the principal, for ensuring the quality, warranty and guarantee of purchased equipment.

SR. NO.	MATERIALS	MANUFACTURER/BRANDS OF MATERIALS/EQUIPMENT
	<b>CABLES &amp; ACCESSORIES</b>	
1.	LV Wiring Cables (300 / 500 Volts)	Fast Cables, Pakistan Cables
2.	LV Power Cables (600 / 1000 Volts)	Fast Cables, Pakistan Cables
3.	High Voltage Cables(15 kV)	Fast Cables, Pakistan Cables
4.	MV Termination/Straight Jointing kit (Hot/Cold Termination)	Raychem, 3M
5.	CAT Cables	Corning
6.	Fire Resistant Cables	Belden, Prismian, Cavicel
7.	Glands, Lugs, Ferrules, Connectors	Cembre, Gewiss
8.	Cable Tagging/Labelling System	Cembre, Hellermannntyton
	<b>PVC AND STEEL CONDUIT</b>	(2)
9.	Electrical PVC Conduit & Accessories	Dadex, Dura Flow
10.	Steel Conduit & Accessories	III,
	<b>ELECTRICAL COMPONENTS</b>	
11.	LV Circuit Breakers (MCB, MCCB, ELCB, ACB) (	Schneider, ABB

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12.	LV Magnetic Contactor, Starters & Thermal Overload Relay	Schneider, ABB
13.	Power Factor Capacitor	Schneider, ABB, Nokian, RTR, Shizuki
14.	LV Capacitor	Amber Capacitor, Entes, Nokian, Ducati, Schneider Electric
15.	PF Controller	Schneider, ABB, Shizuki
16.	Series Reactor	Nokian, Schneider Electric, ABB, GE, Shizuki
17.	Timer	GE, National / Panasonic, Finder, Fuji, Hanyong
18.	Push buttons and indication lights	GE, Maruyasu, Lovato, Fuji, Hanyong
19.	Current Transformer/Voltage Transformer	Entes, Revalco, Circutor, Sacci, Frer, FICO
20.	Measuring Instrument	Entes, Revalco, Circutor, Lovato, Schneider Electric, Hanyong
21.	Programmable Logic Controllers	Siemens, ABB, Schneider Electric
22.	VSS/ASS	Kraus & Naimer, Fuji, Hanyong
23.	HRC Fuses	Siba, ETI, Voltran
	<b>TRANSFORMER</b>	
<b>24.</b>	Oil Type Transformers (11/0.415 kV)	PEL
25.	Dry Type Transformers (11/0.415 kV)	PEL-IMEFY, Schneider, ABB
26.	LV Panel	Hussian & Co, Karimi Electromech, or Approved PARCO manufacturer's (3)
27.	11 kV Panels	Siemens, PEL, Schneider Electric, ABB
28.	MV Surge Arrester	Siemens, PEL Schneider Electric, ABB
	<b>LIGHTING FIXTURE &amp; COMPONENTS</b>	Note: 3 <sup>rd</sup> Party Test Report(s) shall be submitted from IEC accredited laboratories for verification of Quality of Light Fixtures submitted by the Contractor and minimum 3 years warranty shall be provided. This clause is applicable to items from Serial No. 28 to 36.

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29.	Surface/recessed office luminaries	Philips (Signify), NVC, EAE, Ledvance, Oppla
30.	Battens	Philips (Signify), NVC, EAE, Ledvance, Oppla
31.	Downlights	Philips (Signify), NVC, EAE, Ledvance, Oppla
32.	Exit Emergency Light Fixture	Hochiki, NVC, EAE, Ledvance, Escalux
33.	Lamps/LED chips	Source as approved by the "Engineer"
34.	Control gear/LED drivers	Source as approved by the "Engineer"
35.	Connectors/holders	Source as approved by the "Engineer"
36.	Solar Light Standalone/System	Leadsun, Gewiss
37.	Street Light	Philips (Signify), NVC, EAE, Ledvance
	<b>SWITCHES &amp; SOCKETS</b>	
<b>38.</b>	Switches	MK, Schneider Electric, ABB, Legrand, Philips (Signify)
39.	Sockets	MK, Schneider Electric, ABB, Legrand, Philips (Signify)
40.	Dimmer / Fan Speed Controller	MK, Schneider Electric, ABB, Legrand, Philips (Signify)
41.	Connection Unit	MK, Schneider Electric, ABB, Legrand, Philips (Signify)
42.	Voice/TV/Data Outlets	MK, Schneider Electric, ABB, Legrand, Philips (Signify)
43.	Back Boxes	MK, Schneider Electric, ABB, Legrand, Philips (Signify) (4)
44.	High Current Switches	MK, Schneider Electric, ABB, Legrand, Philips (Signify)
45.	Industrial Switches, Plugs and Sockets	Walther, GARO, Schneider, Gewiss
	<b>DIESEL GENERATOR SET</b>	Note: The Diesel Generator Suppliers shall have minimum 10 years of proven experience in selling and providing after sales services. The supplier shall show sizable frequency of DG set sales for a period of last 10 years for approval. This Clause is applicable to Serial No. 46.

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46.	Couplers	Caterpillar, CPG (Cummins), Onis Visa, SDMO, FG-Wilson, Synergy (The set shall be from above brands and is subject to approval of verification of import source and proper documentation. The engine and alternator shall not be old than 12 months from the date of purchase. Principal warranty of 3 years/3000 hours shall be provided. Load Testing shall be performed as per specifications.
47.	Engines from 10 kVA upto 500 kVA ratings	Caterpillar, Cummins, Perkins, Volvo
48.	Engines from 500 kVA upto 2500 kVA	Caterpillar, Cummins, MTU, Mitsubishi, Kohler
49.	Alternator	Caterpillar, Stamford, Leroy Somer, Mecc Alte, Kohler
50.	Generator Module	Deepsea Electronics, Caterpillar, Cummins, Kohler
51.	ATS/AMF, Generator Panels	Refer to heading Electrical Panels in the List of Approved Manufacturer's.
	<b>ELECTRONICS/COMPUTER EQUIPMENT</b>	
52.	UPS	APC, Eaton, Vertiv
53.	Fire Alarm/Fighting System	Coordinate with Building Maintenance Department
54.	Public Address System	TOA, Bosch, Honeywell
55.	Burglar Alarm System	DSC, Texicom, Bosch, Honeywell
56.	CCTV System (Ultra / Top Range Series is acceptable)	Pelco, Bosch, Axis Communication, Infinova
57.	CATV	WISI, Scientific Atlanta
58.	Lightning Protection, Earthing System & Surge Protection (European Origin)	Wallis, Furse (5)
59.	PABX	Panasonic
60.	Access Control System	Cavdax Gallaghev, Viridi, Salto
	<b>COMPUTER NETWORK SYSTEM/COMPONENTS</b>	
61.	Structured Cabling	Corning
62.	Ethernet Switches (Channelized Components + Smart Support with 2 years	CISCO or as mentioned in BoQ

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	principal warranty)	
	<b>MISC MATERIALS</b>	
<b>63.</b>	Construction Chemicals	Vandex, FEB, SIKA, Fosroc
64.	Cable Tray with accessories	Ashraf Industries, Electroline
65.	Street Lighting Poles	Jamal Pipes
66.	Power Supplies/Convertors	Siemens, ABB, PULS GmbH
67.	Industrial Plugs & Sockets	Walther, GARO, Schneider, Gewiss
68.	Junction Boxes (Polycarbonate DB)	HENSEL, Gewiss
69.	High Mast (up to 40 m)	Petit Jean, Metelagalva
70.	Ring Main Unit, MV Panels (Fixed Type Circuit Breaker)	Lucy Electric, Schneider Electric
71.	Ceiling Fan/Bracket Fan	Pak Fan, GFC, Royal, Yunas
72.	False Ceiling Fan	Voldam

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