



**PAKISTAN TELECOMMUNICATION COMPANY LTD**  
**Office of General Manager Admin & Security North F-5/1, Islamabad**

**RFQ No. 52. GM Admin & Security North /RPC/2017/52**

## **TENDER NOTICE**

### **Tender Regarding Repair of Toilets and External Face Uplifting at PTCL Exchange Swan Garden.**

Sealed bids, in Pak rupees on D.D.P basis, are invited from PTCL Register Vendors “Repair of Toilets and External Face Uplifting at PTCL Exchange Swan garden.”

1. Tender documents can be collected from RPC (Regional Procurement Committee) Office, Room # 211, Second Floor PTCL House F-5/1, and Islamabad. from 15 September, 2017 to 25<sup>th</sup> September, 2017 during office hours (09:00 am to 04:00 pm)
2. Tender documents complete in all respects should be dropped in bid Box on or before 25<sup>th</sup> September, 2017 at reception of F-5/1 Islamabad as per instructions to the bidders contained in the Bid Documents.
3. Bids should be marked as Tender Notice Regarding “Repair of Toilets and External Face Uplifting at PTCL Exchange Swan garden.
4. PTCL reserves the right to reject any or all bids and to annul the bidding process at any time, without thereby incurring any liability to the affected bidder(s) or any obligations to inform the affected bidder(s) of the grounds for PTCL Action.
6. Vendor registration is not mandatory for all the vendors interested to engage in business with or supply material/services to PTCL. It is essential to mention the Vendor Registration Code (VR Code) assigned by PTCL on Quotation/Bids submitted. Unregistered vendors are required to get registered with PTCL for this purpose, prior to issuance of PO.
7. All correspondence on the subject may be addressed to the undersigned.

**Team Lead RPC**  
**Room # 211, PTCL Phone House,**

**INSTRUCTIONS TO BIDDERS**

**Vendor Registration:**

All vendors applying for this RFQ must be registered with PTCL. If any unregistered vendor applies against the tender, he must also fill and submit vendor registration form (Form can be downloaded from <http://www.ptcl.com.pk/media>)

**How to prepare Bid:**

Technical Bid in a separate envelope marked as “Technical offer” containing the following:

**Technical proposal** (Envelops should also be marked as “Original” along with soft copy of proposal in a CD if required.

- Technical Compliance Statement.
- Technical literature.
- Certificate of Bid Bond in Commercial Offer.
- **Call deposit date and number**

Commercial Bid in a separate envelope marked as “Commercial offer” Containing following.

Commercial Proposal (Envelops should also be marked as “Original” along with soft copy of proposal in a CD if required.

- Price Schedule of BOQ
- Commercial Compliance Sheet
- **Original Bid Bond (applicable) in Commercial Bid**
- Time Line (PIP/Delivery Schedule)

Both offers (Technical & Commercial) are placed in one large envelope Marked as **DO NOT OPEN BEFORE 22.08. 2017.**

Where to Submit Bid:

Please drop your bid in tender box on or before the bid opening date & time as mentioned in the RFQ notice.

## **GENERAL TERMS & CONDITIONS**

Terms and conditions for participation in tender as per requirements in the jurisdiction of GM Admin & Security-North Islamabad and contract agreement between PTCL and qualifying vendors as under:-

1. For payment purpose, the following documents ONE original and two copies should be sent to Senior Manager Finance ITR.
2. Copies of the Contractor's invoice (s) showing Goods description, quantity, unit price, total amount & valid for refund of GST.
3. GST invoice (applicable).
4. GRN / Delivery Note/ Truck receipt (applicable).
5. Inspection Certificate issued by the PTCL nominated inspection team / agency and the contractor's factory inspection report (Applicable)
6. Consignee's Good Receipt Certificate / Voucher / GRN/ SES (applicable).
7. PTCL will not do any part payment in case vender leaves the job in between/incomplete.

### **(A) TENDER FORM & EARNEST MONEY ETC**

Tender form will be issued to the registered vendors, for the year 2017-2018 in Room # 207, 2<sup>nd</sup> floor, Telephone House sector F-5/1 Islamabad.

1. Issued tender form will neither be changed nor returned back.
2. Only original tender forms will be considered for rates evaluation.
3. Only one tender form of a firm (having low rates) will be considered in a tender.
4. "Call Deposit" in any schedule bank, by the firm is to be attached with the tender documents.
5. Payment of earnest money **through cheque will not be accepted.**
6. The rates of any firm even lowest without earnest money (CDR) will not be considered for acceptance.
7. The contractors whose tenders are accepted 05% security money shall be deducted at the time of payment and retained for the period of One year after the completion project date.
8. The earnest money of un-successful vendor except 2<sup>nd</sup> lowest, shall be returned within 15 days, on receipt of written request to the Team Lead RPC ITR, Islamabad whereas to 2<sup>nd</sup> lowest, after start of work by the 1<sup>st</sup> lowest.

### **(B) ACCEPTANCE/REJECTION OF TENDERS**

1. PTCL reserves the rights to accept or reject any or all tenders fully or partially, without assigning any reason.
2. PTCL Is not bound to accept the lowest quoted tender rates or to explain the reasons for rejection of any tender.
3. The vendors other than "lowest One" may be offered work in any section if they agree to work at the "Lowest quoted rates".
4. It will be sole discretion of the tender issuing authority, to award the whole work or a part of it to one or more than one vendor on the same approved rates / terms & conditions, to achieve the targets / early completion of work than targeted date.
5. Tender submitted without CDR, will not be considered for awarding of work, in case of being lowest vendor and work will be offered to 2<sup>nd</sup> lowest vendor subject to approved /reasonable rates.

**(D) EXECUTION OF WORK**

It will be the basic responsibility of the firm / vendor to maintain the standards / specification of PTCL and follow the terms & condition of contract agreement.

1. On receipt of work order, the firm is bound to start the work within specified time and is bound to take route marking as per drawing from concerned Engineer or authorized site in-charge.
2. Daily progress of work will be monitored by Representative of PTCL.
3. Any problem like non-availability of store will be communicated in writing to the concerned Engineer / SM /Manager immediately.
4. It shall be sole responsibility of the firm to recover the loss & its restoration on the cost of firm, if any public service including PTCL Assets is damaged during the execution of work.
5. The surplus material will be removed by the firm on his own cost immediately after completion of work at site. The completed and cleared site shall be handed-over to the local authorities after their satisfaction.
6. PTCL reserves the rights to withdraw / cancel the awarded work to any firm at any time due to un-satisfactory work / performance. PTCL also reserves the rights to award any part of this work to any other firm on same rates and terms & conditions keeping in view situation of work, for which this firm is bounded to accept the decision of PTCL and shall not approach any court of law.

**(E) EXECUTION AND INSPECTIONS**

1. The work shall be executed according to the work order issued by the concerned authority. Any work executed without work order from the competent authority shall not be accepted.
2. The vendor shall execute the whole and every part of the work according to the specification. The Officer in-charge or his authorized representative is entitled to inspect the sites of the work for the purpose of inspection during and after office hours as decided.
3. The vendor shall make his own arrangements for storing his belongings, tool kits, plans, watch and ward at his own cost & risk and PTCL shall not bear any responsibility what so ever to this effect.
4. The vendor shall receive the store according to actual requirement, in writing from concerned officer / official and security of the received store shall be personal responsibility of the vendor / firm. He will maintain the record in writing of store received, utilized and returned, to the store. After completion of site work, any variation / mishap / loss of issued store will be recovered from the vendor / firm on actual cost basis.
5. The vendor shall observe the labour laws and regulation in all respects laid down in CPWD-7.
6. The vendor in the course of his work should understand that all materials obtained in the work of dismantling, excavation etc. will be considered PTCL property and will be issued to the vendor, if they required the same for their own use at rates approved by the Company. If these material are not required by them these will be disposed off in the interest of PTCL.

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During execution of work any services like telephone cable, water supply, Sui-Gas and Electricity etc. is damaged, the vendor / firm will be fully responsible to repair his own cost and PTCL will not accept any liability.

(F) **CONTRACT VARIATIONS AND VIOLATION**

1. If the vendor desires an extension for the time for supply / completion of work on any reasonable ground, he shall apply in writing to the Officer in-charge within 03 days of date of hindrance on account of which the desire (such) extension as aforesaid and Officer in-charge shall if in his opinion (Which shall be final) see some reasonable ground, may authorize such extension of time.
2. The Officer in-charge or his authorized representative shall have the power to make any alteration, omission or substitution in the original specification, drawing and instructions, that may appear to him necessary or advisable during the course of execution of work and the vendor shall be bound to carry out the work in accordance with instructions which may be given to him in written signed by Officer in-charge and such alterations, omissions, additions or substitution shall not invalidate the contract. Any alteration, additions or substituted work which the vendor may be directed to do in the above stated manner (as specified) as part of the work.
3. The work shall be carried out by the vendor on the same terms & conditions in all respect on which he agrees to do the main work and at the same rate as are specified in the tender for main work. The time for completion of the work shall be extended in the proportion that the altered addition or substituted work bears to the original work and the certificate of the Officer In-charge shall be conclusive to such proportion.
4. The vendor shall not sublet the contract. Otherwise will be treated as cancelled.

(K)

**PENALTIES AND PAYMENTS**

1. If the vendor fails to supply the material / complete the work as suggested by the end user within the specified period as mentioned in work order a penalty of Rs. 1000/- per day will be imposed to maximum of Rs. 50,000/- along with black listing of vendor / firm of contract and after it will be treated as breach of contract.
  2. In any case in which the vendor commit the breach of any of the terms and conditions of the contract, the Officer in charge from end user department shall have the power to adopt any suitable course as he may deem best suited in the interest of PTCL.
  3. All taxes (Income tax + any other tax) will be deducted at the prescribed rates.
  4. It must be clearly understood by the vendor that claim on account of fluctuation in currency will be entertained during this contract.
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Name \_\_\_\_\_ of \_\_\_\_\_ Vendor \_\_\_\_\_ /Firm \_\_\_\_\_

Signature \_\_\_\_\_ with \_\_\_\_\_ stamp \_\_\_\_\_ :

Complete Address: \_\_\_\_\_

CNIC # \_\_\_\_\_ Copy Attached

Witness-1 \_\_\_\_\_ Witness-2 \_\_\_\_\_

CNIC. \_\_\_\_\_ CNIC. \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_



**TECHNICAL / COMMERICAL COMPLIANCE SHEET**  
(Separate Sheets)

<b>(CLAUSE/SUB- CLAUSE)</b>	<b>COMPLIANCE</b>	<b>REMARKS</b>
1	2	3

The Compliance Sheet is meant for stating the tender's compliance/non-compliance on all clauses and it is divided into three columns. The tender shall complete the Compliance sheets strictly in accordance with the instructions given below:

Column-1	For specifying the clause number to which the information In column 2 and 3 applies.
Column-2	For stating whether the tender's offered terms and conditions Conforms to the clause in column-1 by using one of the following Symbols.
A)	The tender's offered terms and condition fully confirm to the clause in column-1
B)	The tender's offered terms and conditions do no fully confirm to the clause in column-1
Column-3	State the alternative only if the Symbol B has been used in Column-2. The benefit which PTCL will have if such alternative is accepted must be stated.

**TECHNICAL BID REQUIRMENT**

NAME OF WORK:

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NAME OF VENDER:

.....

VENDOR CODE:

.....

NTN#

.....

COMPANY PROFILE. CIVIL, ELECT, POWER , OSP, OTHER ( MENTION)

FOR T E LAST ..... YEAR

EXPERIENCE OF

.....

RELEVANT JOB

.....

.....

DETAIL OF WORKS Completed last 03 yrs

with PTCL

Any Other

RFQ COMPLIANCE agreed

Agreed / Not Agreed / Partially

BOQ COMPLIANCE agreed

Agreed / Not Agreed / Partially

TERMS & CONDITIONS agreed  
COMPLAINCE

Agreed / Not Agreed / Partially

ANY LETIGATION WITH PTCL

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Note\*Please attached Hard Copies of Relevant Documents according to TECHNICAL BID OFFER

Call deposit No

.....

Call deposit date

.....

Signature with Stamp





RFQ 52. GM (Admin &amp; Security-North)/2017/52

## SCOPE OF WORK

### Tender Regarding Repair of Toilets and External Face Uplifting at PTCL Exchange Swan Garden

S.#	Description	Qty	Unit	Unit Price	Total amount
1	Dismantling of glazed tiles floor and wall including disposal of debris complete in all respect.	16.722	Sqm		
2	Dismantling of PCC floor including disposal of debris.	0.50976	Cum		
3	Providing and fixing uPVC pipe 4" dia (Popular) A class white color including all fitting as required i/c dismantling of slabs or walls for hole and grouted with PCC 1:2:4.	9.144	Mtr		
4	Providing and fixing uPVC pipe 3" dia (Popular) A class white color including all fitting as required i/c dismantling of slabs or walls for hole and grouted with PCC 1:2:4.	9.144	Mtr		
5	PPR pipe, (Popular) with all fittings i.e. socket, bend, tee, elbow, where required, 20 mm dia, Class PN-20 (excl excavation), supply and fixing.	30.48	Mtr		
6	PPR pipe, (Popular) with all fittings i.e. socket, bend, tee, elbow, where required, 25 mm dia, Class PN-20 (excl excavation), supply and fixing.	12.192	Mtr		
7	Providing and laying reinforced cement concrete 1:2:4 using crushed or broken stone as specified in slabs requiring shuttering reinforcement measured and paid separately.	0.05664	Cum		
8	Supply and fix bars round square or flat including cutting bending binding and placing reinforcement in position.	6.352087114	Kg		
9	Providing and fixing 1" thick granite marble including in dark color cutting in shape with machine rubbing, polishing and making the joints water tight, fixed to concrete, brick, or stone work	0.7432	Sqm		

<b>10</b>	Providing and laying, white / light colour/ glazed / non skid tiles exc 900 sq cm each, on walls and floors, set in neat cement and joints grouted with white/ coloured cement, all as specified, Master made.	18.3942	sqm		
<b>11</b>	Master make Glazed tiles 9"x 26"for Floor and border Code No : DC-50 - MPD-229 multi matt (Dark) Same as item 12-54, but dark colour/ printed / textured	3.3444	sqm		
<b>12</b>	Providing and laying, <b>Border tiles</b> , in <b>any colour / size</b> set in neat cement and joints grouted with white/ coloured cement, complete, all as specified,Master.	11.2776	Mtr		
<b>13</b>	Supply and fix, <b>Gypsum Ceiling</b> 600mm x 600mm x 7.5mm thick, incl Aluminium Tee & Aluminium angle, 25mm x 25mm x 1mm, incl hanger clips, jointing clips and 14 SWG, GI wire etc, complete.	3.3444	sqm		
<b>14</b>	Supply and fix, Casted Grating CP, 100 mm x 100 mm ( / Master).	1	Nos		
<b>15</b>	Supply and fix, WC Asiatic pattern (white color incl foot rest, full Orrisa pattern or equivalent) 13 lit flushing cistern, low down (plastic), flush pipe etc, fixed to concrete, brick, stone, or wood work, best quality, Porta.	1	Nos		
<b>16</b>	Stop cock brass, CP, screw down, high pressure, fancy type, 15mm dia, supply and fixing ( / Master).	3	No		
<b>17</b>	Supply and fix, Vanity bowl, glazed ware, one hole, complete with bottle trap, waste coupling, chain & plug etc (except Mixer (Master Make code No : 035)) best quality, fixed to concrete, brick, stone and marble slab in any size, shape, white color.	1	Nos		
<b>18</b>	Providing and fixing of handle basin Mixer (Master Make code No : 035) single lever ( / Master)	1	Nos		
<b>19</b>	CP double bib cocks fancy type, screwed down, BSP, 15 mm dia, supply and fixing ( / Master).	1	Nos		
<b>20</b>	S/F Toilet shower, best quality, Pak made, 15 mm dia ( / Master).	1	Nos		
<b>21</b>	Supply and fix 150mm long, WI tower bolts with bright shoots, and fixed with sockets or let into any material.	1	Each		

<b>22</b>	Supply and fix, Mirror, any shape and pattern, 5 mm thick, Imported, edges ground, complete, fixed to concrete, brick, stone or wood work(China best quality approved by engineer in charge).	0.929	Sqm		
<b>23</b>	Providing and laying, CC Type 'C', as in floor, slabs, surface finished smooth with neat cement and steel trowel, using shingle or gravel.	0.3364416	Cum		
<b>24</b>	Cleaing of chowked / blocked swerage line complete in all respect.	1	Job		
<b>25</b>	Hacking Cement Plaster of walls or lathing, racking out joints when required, or racking out cement jointing to walls, roofs or floors of any description, or hacking out concrete to form key, or dismantling, lathing with or without plaster	28.4274	Sqm		
<b>26</b>	13 mm thick cement plaster in 1:4 cement mortar finished as specified	28.4274	Sqm		
<b>27</b>	Two Coat of Weather Resistant paint ICI Duluxe on exterior wall after removing /scraping the white/ color wash and distemper from plastered / un-plastered surface.	151.6128	Sqm		
<b>28</b>	Two Coat of painting on new or old work such as iron guard bars, iron bars gates, railing and similar open work with ICI Duluxe Synthetic Enamel paint.	37.7174	Sqm		
<b>29</b>	One fan point, one light point, one bell point, controlled by one switch, wiring complete with PVC single core cable 1mm <sup>2</sup> , in PVC rectangular channel, supply and fixing.	3	Each		
<b>30</b>	Providing and fixing switch plate (Fuji) i/c stee or plastic box with 1-socket and 5-switches imported	1	Nos		
<b>31</b>	Removing white or color wash and distemper from plastered / un-plastered surface.	111.48	Sqm		
<b>32</b>	Surface preparation (for dampness) by provision of a film with Alkali Resisting primer on plastered wall or ceiling.	111.48	Sqm		
<b>33</b>	Two Coat of painting on walls and ceiling with ICI Dulux Pentalite Classic / Nippon Plastic Emulsion paint.	445.92	Sqm		
<b>34</b>	Two coats of painting on wood works with ICI Dulux Gloss Finish synthetic enamel / matt paint.	40.9689	Sqm		

<b>35</b>	Supply and fix, knob lock CP, 150 mm long	4	Nos		
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