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**TENDER DOCUMENT**

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**“RENOVATION & INTERIOR WORK”  
FOR  
OFFICE SPACE OF  
PAKISTAN HORTICULTURE DEVELOPMENT &  
EXPORT COMPANY**

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Ground Floor, SLIC building No.5, China Chowk, Islamabad

**PAKISTAN HORTICULTURE DEVELOPMENT & EXPORT COMPANY**

3<sup>rd</sup> Floor, FPCCI Capital House, G-8/1

Islamabad

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## **BACKGROUND**

The Pakistan Horticulture Development & Export Company (PHDEC) intends to shift its office to 1154 Sq. Ft. space at Ground Floor, SLIC building No.5, China Chowk, Blue area, Islamabad. In order to carry out miscellaneous Renovation and Interior Work in the said Office Space, PHDEC requires the services of firms/ companies registered with Pakistan Engineering Council in relevant category and duly registered with Income Tax and Sales Tax and are on Active Tax Payers' List of FBR. As-Built plan of Ground Floor, SLIC building No.5 is attached at **Annex-I**.

## **SCOPE OF SERVICES**

The selected firm will be required to provide following services:

- i.* To develop an architectural design with detailed drawings as per approved layout of the space and develop following facilities for the office accommodation:
  - a. One Meeting Room
  - b. Ten (10) offices for Officers/officials
  - c. store/photocopy area
  - d. Kitchen area
  - e. Washrooms renovation
  - f. False Ceiling
  - g. Carpeting
  - h. Record room Shelves
- ii.* To carry out the necessary Renovation and Interior Works for developing office space as per requirement given above.

The approved layout is attached herewith at **Annex-I**.

## **EVALUATION PROCESS**

It is our intention to select the firm that presents the best combination of experience, capacity and competence to cater the needs of PHDEC. PHDEC will examine and review the documents submitted. The bids will be evaluated as per following criteria:

### **EVALUATION CRITERIA**

<b>S. no</b>	<b>Parameters against which technical evaluation shall be done</b>	<b>Scoring brackets</b>	<b>Total points allocated</b>
<b>1</b>	<b><u>Profile</u></b>		<b><u>60</u></b>
1.1	<u>Years of Experience:</u>		<u>20</u>
	≤ 2 year	5	
	≥ 3 ≤ 6 years	10	
	≥ 7 ≤ 10 years	15	
	≥ 11 years	20	
1.2	<u>Profile of total projects executed by the firm</u>		<u>40</u>

	≥ 1 ≤ 3 projects of Office space designing and constructed of more than 2000 to 4000 Sq. ft area architecture designs must be submitted.	10	
	≥ 4 ≤ 6 projects of Office space constructed or designed and supervised of more than 2000 to 4000 Sq. ft area architecture designs must be submitted.	20	
	≥ 7 ≤ 10 projects of Office space designing and construction supervision of more than 2000 to 4000 Sq. ft area architecture designs must be submitted.	30	
	≥ 11 projects of Office space designing and construction supervision of more than 2000 to 4000 Sq. ft area architecture designs must be submitted.	40	
<b>2</b>	<b><u>Permanent Staff Strength</u></b>		<b><u>30</u></b>
	≥ 3 ≤ 10 employees	10	
	≥ 11 ≤ 20 employees	20	
	≥ 21 and above employees	30	
<b>3</b>	<b><u>Financial Strength of the Firm</u></b>		<b><u>10</u></b>
	Bank statements showing turnover Rs. 5 Million and less than Rs. 10 million for the last three years	5	
	Bank statements showing turnover of more than Rs. 5 million for the last three years	10	
		Total	<b>100</b>

(Passing marks / score = 70%)

### **Financial Bid**

The Financial bids can be submitted on the prescribed pro forma attached enclosed with the tender document at **Annex-IV**

### **Procedure of Competitive Bidding**

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

- I. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.

- II. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion.

**Submission and Opening of Bids**

Bidding Document duly filled and complete in all respect along with all the requisite document and information can be submitted on **28<sup>th</sup> April, 2023** by 11.00 am. The bids will be opened on the same date at 11.30 am on the address given in the tender notice as per Rule No. 28 (2) of PPRA 2004.

Selected firm must complete all tasks **within 15 days**.

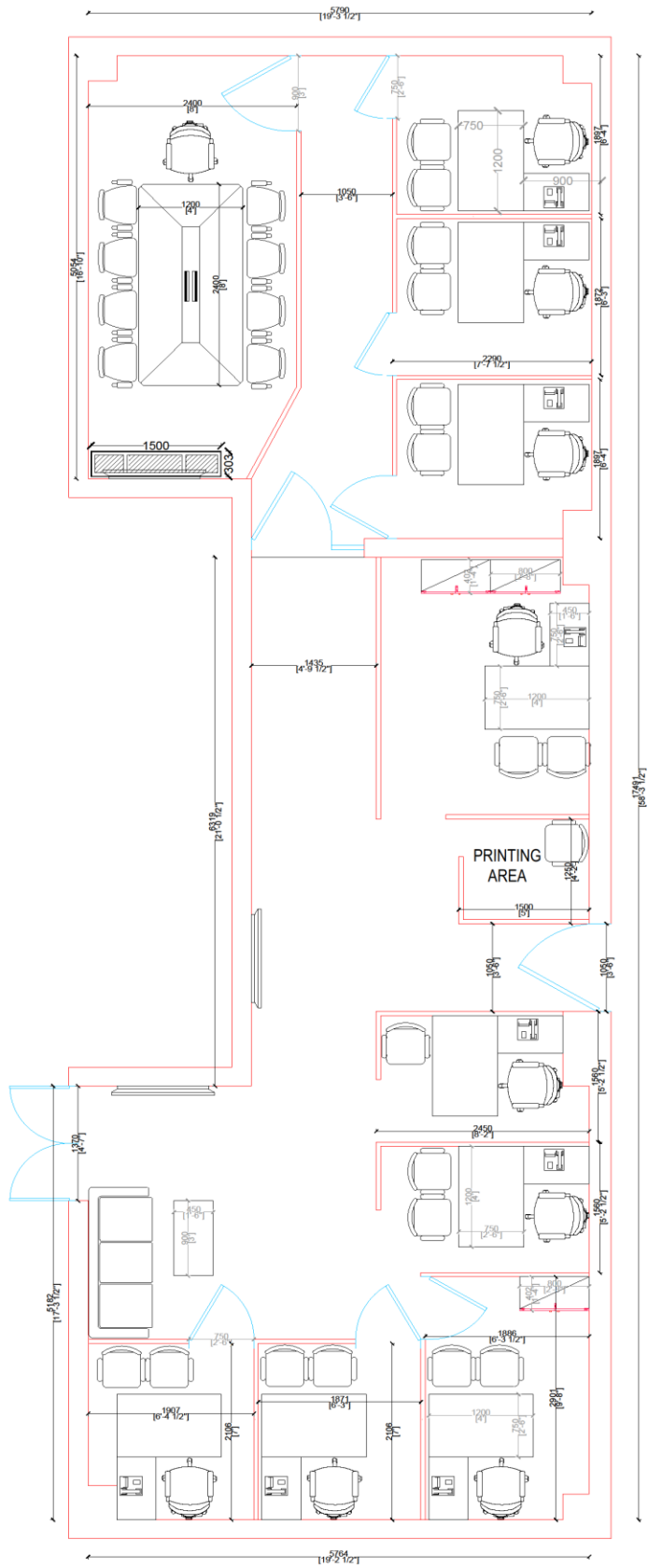
**Bid Security**

All the Bidders are required to submit 2% bid amount of the total bid in the form of Pay Order/ Demand Draft in favor of Pakistan Horticulture Development & Export Company (PHDEC), Islamabad shall be submitted with the sealed **‘Financial Proposal’** as per Rule No. 25, Public Procurement Rules, 2004. Bids without bid security will be rejected.

**Payment Schedule**

The successful bidders will be required to carry out the work as per BOQs. The firm can claim the payment upon completion of work as a whole/ completion of any specific/ individual segment as a whole as per BOQ. All the payments will be made on actual basis/ work done as per rates quoted in financial bid and after issuance of work completion certificate and satisfaction of the Authority. The Authority will not make any payment against incomplete/ non-satisfactory work.

No advance payment will be made. Retention money of 10% will be retained for each invoice claim. Retention money will be released after three months of completion of work.



**Details Scope of Renovation and Interior Work for Office Premises (BOQ)**

<b>RENOVATION &amp; INTERIOR WORKS</b>		
<b>DESCRIPTION</b>	<b>QTY.*</b>	<b>UNIT</b>
<b>UPON SUBMISSION AND APPROVAL OF ARCHITECTURAL DESIGN AND DETAILED DRAWINGS</b>	<b>1</b>	<b>Lump sum</b>
<b>PAINT</b> Where necessary required apply with roller high quality matt finish paint minimum two of approved shade smooth filling etc. complete in all respect as Shown on the drawings specifications or as approved by the Authority	<b>1154 Sq. ft.</b>	<b>Lump sum</b>
<b>GLASS PARTITION WITH DOOR</b> Each Cabin/Office having Front Glass Partition 12mm with Glass door size: 2.5'x8' and 3'x2' glass with motorized floor hinges/closer stoppers locks as the existing design and look. Including high quality hardware complete in all respect as Shown on the drawings specifications and/or as approved by the Authority	<b>11</b>	8 cabin full height 8.5 sq.ft  1x meeting room full height  2x low height cabin
<b>ELECTRICAL WORKS</b>		
<b>ADDITIONAL WIRING DISTRIBUTION FROM DISTRIBUTION BOARD</b> 7/0.29 wiring (L+N+E) and 3/0.29 wiring (L+N+E) Wiring/Cabling as per approval of the Authority in 25mm Dia PVC conduit pipe over roof and for wall PVC Channel for KE and FMCL each point having separated supply line throughout Office Area as Shown on the drawings specified Area/Office /Room as per standard of FMCL Each Unit having 02 electrical point Multi Socket 01 Multi Socket and light switches for lights for KE and Emergency <b>Electrical Cabling</b> Line, Neutral, Earth approx. 1154 R.ft	<b>Lump Sum</b>	<b>Lump Sum</b>
<b>GLASS FROSTED VINYL WITH BRANDING</b>	<b>As per creative designed</b>	<b>Lump Sum</b>
<b>False Ceiling, Carpeting</b>	<b>Lump Sum</b>	<b>Lump Sum</b>
<b>BLINDS</b> Rollup Blinds	<b>As per creative designed</b>	<b>Lump Sum</b>

\* Quantities are tentative. Payments will be made on actual measurement/ work done.

(To be separately sealed along with Bid Security)

**Financial Bid**

S#	Description	Qty.	Unit	Rate*	Amount*
<b>CIVIL &amp; INTERIOR WORKS</b>					
1-	<b>Upon submission and approval of architectural design and detailed drawings</b>	<b>1</b>	<b>lump sum</b>		
2-	<b>PAINT</b> Where necessary required apply with roller high quality matt finish paint minimum two of approved shade smooth filling etc. complete in all respect as Shown on the drawings specifications or as approved by the Authority	<b>1154</b>	<b>Sq. ft.</b>		
3-	<b>GLASS PARTITION WITH DOOR</b> Each Cabin/Office having Front Glass Partition 12mm with Glass door size: 4'x8' glass with motorized floor hinges/ closer stoppers locks as the existing design and look. Including high quality hardware complete in all respect as Shown on the drawings specifications and/or as approved by the Authority	<b>11</b> <b>(9 full height and 2 low height)</b>	<b>cabin</b>		
<b>ELECTRICAL WORKS</b>					
4-	<b>ADDITIONAL WIRING DISTRIBUTION FROM DISTRIBUTION BOARD</b> 7/0.29 wiring (L+N+E) and 3/0.29 wiring (L+N+E) Cable/Wire as approved by the Authority in 25mm Dia PVC conduit pipe over roof and for wall PVC Channel for KE and FMCL each point having separated supply line throughout Office Area as Shown on the drawings specified Area/Office /Room as per standard of FMCL Each Unit having 02 electrical point Multi Socket 01 Multi Socket and light switches for lights for KE and Emergency  <b>ELECTRIC CABLING</b> Line Neutral, Earth.	<b>01</b>	<b>Lump Sum</b>		

5-	Fall seiling, Carpeting		Lump Sum		
6-	BLINDS Roll Blinds	As per creative designed	Lump Sum		
7-	01 Washroom renovation along with building (01) with WC, Tiles, partition and other accessories	2	Lump sum		
<b>TOTAL AMOUNT INCLUSIVE ALL TAXES</b>					

\*All prices must be inclusive of all applicable taxes (i.e. SST, GST, Income Tax etc.)

**Amount in Words:** \_\_\_\_\_

- The bidders can attach any additional list of works and quote the rates if not covered under this Financial Bid.
- In case of conflict of unit rates and total rates quoted, the unit rates will prevail.

*Signature & Stamp of Bidder* \_\_\_\_\_

**Asst. Manager (GA & HR)**  
**Pakistan Horticulture Development & Export Company**  
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Tel: 051-9107381-86

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