

PAKISTAN LNG LIMITED

Invitation to Bid
for
“Office Buildup on Turnkey Basis”



ITB Document No:

PLL/Admin/01/12-23

Bid Closing Date:

[8th January 2024 at 1500 hrs]

Bid Opening Date:

[8th January 2024 at 1530hrs]

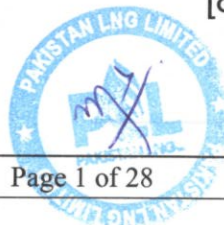


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Pakistan LNG Limited

BID FOR OFFICE BUILDUP ON TURNKEY BASIS

INVITATION TO BID

1. *Pakistan LNG Limited* (hereinafter referred to as '**PLL**' or the '**Company**') hereby invites bids for renovation of office at PLL's Office 9th floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.
2. Single stage two envelope process will be adopted where the bidders are required to submit their bids in accordance with this Bid Document.
3. The Bids must reach on or before **8th January 2024** ('**Closing Date**') at **03:00pm** at PLL's office, Administration Department. Bids will be opened at 03:30pm on same day at PLL's office and bidders' authorized representative(s) will be allowed to attend the bid opening.
4. The bidders may download the tender document from the Company's website i.e., www.paklng.com.
5. Bidders are requested to go through "Bid Data Sheet" to acquaint themselves with the details on the bidding process including Company's correspondence details, bid submission deadline, bid opening date, bid validity, deviations, technical and financial bid submission details. Bids to be submitted in accordance with the procedure as set out in the Bid Document.
6. The Bidder must be registered with FBR for the GST and Income tax.
7. PLL reserves the right to accept/reject any or all bids or to annul the bidding process in its entirety without assigning any reason and without assuming any liability as per Rule 33(1) of PPRA Rules.
8. The Bidder must provide the information of its postal address, telephone numbers, fax number, NTN number, sales tax registration number, email address and names of the key person(s) in their organization.
9. This letter is not to be construed in any way as an offer of contract. In case of award of contract, this bid may, however, form the basis for a contract between Bidder and PLL.
10. Bidders are requested to acknowledge receipt of these BID DOCUMENTS by E-mail to admin@paklng.com and confirm their intent to bid. This will allow PLL to send technical clarifications if needed.

Sincerely,

Head of (HR & Administration),
Pakistan LNG Limited,
E-mail: admin@paklng.com



SECTION 1: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

- 1) **General:** The Company invites sealed bids for renovation of office.
- 2) **Eligible Bidders:** Bidders should not be associated, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Company to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Bid Documents.
- 3) **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid and PLL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

B. BID DOCUMENTS

- 4) **Examination of Bid Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Bid Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the result of evaluation of its Bid.
- 5) **Clarification of Bid Documents:** A prospective Bidder requiring any clarification of the Bid Documents may notify the Company in writing to admin@paklng.com. The response will be made in writing to any request for clarification of the Bid Documents that it receives earlier than one (01) week prior to the deadline for the submission of Bids.
- 6) **Amendments of Bid Documents:** Not later than one week prior to the deadline for Submission of Bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bid Documents. All prospective Bidders that have acknowledged receipt of the Bid Documents will be notified in writing of any amendment(s). In order to afford prospective Bidders reasonable time in which to take the amendment(s) into account in preparing their offers, the Company may, at its discretion, extend the deadline for the Submission of Bids.
- 7) **Bidder Confirmation for Participation in Bidding Process:** Bidder will confirm participation in bidding process by sending confirmation email to Company on the email address admin@paklng.com. at least one week prior to the deadline for the submission of bids.

C. PREPARATION OF BIDS

- 8) **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the Company shall be written in the English language.
- 9) **Documents Comprising the Bid:** The Bid must provide the following documents establishing Bidder's eligibility and qualification:



- **SECTION 2: Bid Data Sheet**
- **SECTION 3: Bid Submission Form**
- **SECTION 4: Technical Compliance Sheet**
- **SECTION 5: Financial Compliance Sheet**
- **SECTION 6: General Terms and Conditions**
- **Attachments required:**
 - **Annex – A (Organization Information)**
 - **Annex – B (Eligibility Response Check List)**
 - **Annex – C (Technical Evaluation Criteria Sheet)**
 - **Annex – D (Scope of Work, Bill of Quantities and Layout Drawings)**
 - **Annex – E (Integrity Pact)**

- 10) Bid Currencies/Bid Prices:** All prices shall be quoted in Pak Rupees inclusive of all taxes. The bidder shall indicate on the appropriate Price Schedule the unit price (where applicable) and total Bid Price (inclusive & exclusive of all taxes) of the goods and services it proposes to supply under the contract.
- 11) Period of Validity of Bids:** Bid prices shall remain valid for 45 days after the date of opening of financial bids. In exceptional circumstances, PLL may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

D. SUBMISSION OF BIDS

- a. Bidders shall submit their bids by hand or post at the office of PLL located at Floor 9th, Petroleum House, Ataturk Avenue, G-5/2, Islamabad not later than 03:00pm PST sharp **on 8th January 2024**
- b. For sake of clarity, it may be noted that single stage two envelope procedure will be adopted. The Bid will comprise a single package containing two separate envelopes. One envelopes shall contain the Financial Bid and the other shall contain the Technical Bid. The Envelopes should be properly sealed and marked as "FINANCIAL BID" and "TECHNICAL BID" in bold and legible letters to avoid ambiguity and confusion. Initially, the Committee constituted by PLL will open the envelope marked as "Technical Bid". The Committee shall, in line with the criteria mentioned in this Bidding Document will evaluate the Bids and the BIDDER fulfilling the criteria as prescribed herein will be declared qualified. The envelopes marked "FINANCIAL BIDS" of the technically qualified BIDDERS shall only be opened publicly in the presence of authorized representatives of BIDDERS who wishes to attend the same on the Date to be intimated by PLL. The Financial Bids of the unqualified BIDDERS will be returned un-opened.
- c. The bidders will submit their bids in one (01) original along with one soft copy (password protected PDF file) which will be shared through email. Password of technical bid will be mentioned in Section-02 (Bid Data Sheet) whereas password of financial bid will be mentioned in Section-05 (Financial Compliance Sheet).
- d. Bids shall be properly sealed, signed on each page and prominently labeled "**Office Buildup on Turnkey Basis**" and marked for the attention of the "Head of (HR & Administration)". Any Bid which does not fulfill the requirements mentioned in the Bid Documents will be considered

as non-responsive and will be rejected.

- e. BIDDERS will not be permitted to withdraw or amend/revise their bids after submission to the PLL.
- f. Technical Bid must be accompanied by a Bid Bond in form of a demand draft/pay order/bank guarantee equivalent to PKR 50,000/- drawn in favor of "Pakistan LNG Limited" otherwise bid will be rejected. The Bid Bond of unsuccessful BIDDERS will be returned in thirty (30) days after bids opening date. The Bid Bond of successful BIDDER will be replaced by performance bond equivalent to 05% of the contract price at the time of signing of work order/contract. The successful bidder will require to sign the contract and submit the performance bond within ten (10) working days after intimation by PLL to the successful bidder, failing which, the Company shall have the right to announce the second lowest bidder as the successful bidder. The bid bond will be forfeited in case the SUCCESSFUL BIDDER fails or delays to sign the fully termed contract or fails to submit performance bond within stipulated time.
- g. PLL may, at any time prior to the time specified for submission of bids, issue modification(s) in this Bid Document or any of its *annexes in the form of an addendum*, either in response to a clarification and/or amendment requested by BIDDERS or whenever the PLL considers it appropriate to issue such clarification and/or amendment to BIDDERS. Clarifications and/or amendments shall be addressed to all BIDDERS who have confirmed to submit the bid.

12) Deadline for Submission of Bids/Late Bids:

- 12.1 Bids must be delivered to the Company's office on or before the Bid Closing Date and time specified in Bid Data Sheet Section-2.
- 12.2 The Company may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 (Amendments of Bid Documents) of Instructions to Bidders, in which case all rights and obligations of the Company and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 12.3 Any Bid received by the Company after the Bid Closing Date will be rejected and returned unopened to the Bidder. It is the Bidder's responsibility to ensure that bids are received in the office of PLL well within the specified time. Bids must be submitted by hand or by post.
- 12.4 Any bids sent by fax or by electronic means will not be entertained.

E. OPENING AND EVALUATION OF BIDS

13) Opening of Bids:

- 13.1 The Company will open all Bids, at the time, on the date and at the place specified in Section-2 of this Bid Document, in the presence of Bidders' Representatives who choose to attend. The Bidders' Representatives who are present shall sign attendance sheet evidencing their attendance.



13.2 The Bidders' names, bid modifications (if any) or withdrawals, and the presence or absence of requisite bid bond and such other details as the Company, at its discretion, may consider appropriate, will be announced at the opening. Non-responsive bids shall only be rejected after bid opening with reasons to be recorded in written by the Company.

14) Clarification of Bids: To assist in the examination, evaluation and comparison of bids, PLL may at its discretion ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.

15) Evaluation of Bids:

15.1 Prior to the detailed evaluation, PLL will determine the substantial responsiveness of each bid. A substantially responsive bid is one which conforms to all the terms and conditions (as provided in Annex-B). Any bidder failing to provide the documents as mentioned in Annex-B shall be technically disqualified from the bidding process.

15.2 PLL will carry out detailed technical evaluation (As per Annex-C) of the bids so as to confirm that a bid is complete in all respect and whether it conforms to the requirements as set out in the Bid Documents and bidder is technically qualified.

15.3 Arithmetical errors may be rectified subject to the condition that it will not change the financial quotation of the Bids. It may be clarified that in case of any discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail. If the Bidder does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

15.4 **Technical Evaluation Criteria:** The Technical Proposal of eligible bidders will be evaluated using the required specification mentioned in Scope of Work. Technical qualification shall be decided on the basis of criteria as provided with this Bidding Document and enclosed as Annex-C. The bidders securing at least 65 marks shall be declared technically qualify.

15.5 **Financial Evaluation:** The financial bids of only the technically qualified bidders will be considered for financial evaluation. The work order will be awarded to the bidder whose bid found most advantageous i.e., technically qualified and financially lowest.

F. AWARD OF CONTRACT

16) Notification of Award: Prior to the expiration of the period of bid validity and after fifteen days of the publishing of the bid results on PPRA website, the Company will issue the work order to successful bidder. The Bidder may only accept the work order and returning an acknowledgement copy of work order, by timely delivery of the goods in accordance with the terms of the work order/bid document, as herein specified. Acceptance of the work order shall govern the rights and obligations of the parties.

17) Award Criteria: The Company will issue a work order to the successful bidder. The Company reserves the right to accept or reject any bid, to annul the bid process and reject all Bids at any time

prior to award of Contract/issuance of work order, without incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the Company's action.

18) Signing of Work Order/Contract: Within ten (10) working days of receipt of the work order the successful bidder shall sign, date and return it to the Company.

19) Performance Security: The successful bidder shall provide the performance bond equivalent to 05% of the work order/contract price at the time of receiving of the work order in the form of a demand draft/pay order in favour of "*Pakistan LNG Limited*". The Performance Bond will be returned after three months of successful delivery of goods/services under the work order/contract.

20) Schedule of Payment:

- i. All payments shall be made upon the successful completion of project deliverables as per scope of work (Annex-D). Bidder shall raise an invoice with respect to goods/services supplied to the Company. The invoice must include Goods Delivery Note/Final Acceptance Note (post installation and testing)/Project Completion Certificate (issued by the Company), whichever is applicable.
- ii. The payment(s) shall be subject to a satisfactory report of completion of work from all concerned. PLL will pay the invoices after completion of necessary approvals within 15 days after receipt of the invoice.
- iii. All payments shall be transferred directly to the bidders provided bank account in Pak Rupees (PKR).
- iv. Payment shall be as per deliverable basis.
- v. The payment shall be made to the bidder only when it is on the Active Taxpayers List (ATL) of FBR. If the bidder is not in ATL at the time of processing of invoice, no payment shall be made until the bidder appears in ATL of FBR.
- vi. The relevant applicable tax laws shall be applied on invoices and payment. Taxes shall be deducted at source as per applicable laws at the time of payment.

21) Confidentiality: The bidder shall keep all the information pertaining to bidding process especially evaluation of bid, confidential.

SECTION 2: BID DATA SHEET

The following specific data for the goods and services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail.

Deadline for Submission of Bids:	03:00 PM on 8 th January 2024 (Pakistan Standard Time)	
Opening of Bids	03:30 PM on 8 th January 2024 (Pakistan Standard Time)	
Bids to be received at:	Pakistan LNG Limited (PLL), 9 th Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad	Attention: "Head of (HR & Administration)" Sealed Bid No: <u>PLL/Admin/01/12-23 - Bid for Office Buildup on Turnkey Basis</u> Deadline: On or before 8th January 2024, at 03:00pm (Pakistan Standard Time)
Delivery:	9 th Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.	
Goods for use in (Country):	Pakistan.	
Bid Validity Period:	45 days after the day of opening of financial bids	
Password of Technical Bid		
Language of the Bid:	English.	
Written communication must be directed to PLL's office:	Attention; Head of (HR & Administration) PLL Islamabad E-Mail: admin@paklng.com	
Requests for additional information:	Must be received at least seven (07) working days before the Deadline for Submission of bids. Bidders are encouraged to raise queries as early as possible.	

SECTION 3: BID SUBMISSION FORM

Must be duly completed by the Bidder and returned with the Bid.

To:

**Head of (HR & Administration)
Pakistan LNG Limited
9th Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad**

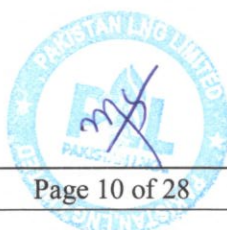
Dear Sir/Madam,

Having examined the above referenced Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver goods/services.

We undertake, if our Bid is accepted, to deliver the goods/services in accordance with all requirements mentioned in this TOR will be fulfilled and to deliver same to the designated point(s) within the delivery time.

We understand that you are not bound to accept any Bid you may receive.

Name of Bidder		
Address of Bidder		
Authorised Signature		Date:
Name of Representative		
Signature (Representative)		

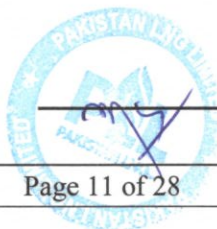


SECTION 4: TECHNICAL COMPLIANCE SHEET TO BE COMPLETED BY BIDDER

To be filled and attached with the Technical Bid in order to Qualify		
Sr. No.	Attributes	Status/Response of the Bidder
1	Company/Partnership/Sole Proprietorship	
2	Office Detail / Outlets	
3	Major Cliental list	
4	Technical Assistance & Support (in terms of hours/days)	
5	Warranty Period of Equipment Supplied/Installed (in terms of months/years)	
6	Warranty Claim Response Timeline (in terms of hours/days)	
7	Delivery timelines/Completion Period (in terms of days/weeks)	
8	Time Period of After Sales Support (in terms of months/years)	

Note: The bidder must provide the supporting documents.

Signature and Stamp of the Bidder:



SECTION 5: FINANCIAL COMPLIANCE SHEET

Financial Compliance Sheet (FCS) to be completed by Bidders. Separate Financial Cost including all Taxes and allied charges must be provided.

Pakistan LNG Limited PLL-9th Floor Side A					
Bill of Quantities					
	DESCRIPTION	UNIT	QTY.	RATE	AMOUNT
1	Brick Masonry (New toilets)			PKR	PKR
	Providing and laying at any floor at any height, first class bricks, straight, curved or arch type walls 4-1/2" thick in superstructure, placing wall ties with RCC members with 1/4" dia. M.S. round bars grouted with epoxy, set in (1:4) cement sand mortar including curing, finishing & racking out joints, scaffolding & removed lifting, hoisting etc., complete in all respects as per specifications, drawings & as directed by the Engineer. (For Washroom)	Sft	200		-
2	Cement Plaster- Walls				-
	Providing and applying 1/2" to 3/4" thick cement plaster (1:4) using 1-part of grey cement and 4-parts of (50 % Chenab and 50% local) clean sand to internal & external walls including 8" wide expanded galvanized metal lathe of 18 SWG at junctions of concrete and block work, making edges, grooves, corners i/c curing scaffolding etc., complete in all respects.	Sft	350		-
					-
3	Floor Tiles				-
	Providing and laying selected tiles on floor in approved color and size, laid in approved floor pattern with 1/2" to 3/4" base cement sand mortar (1:3) using grey cement including joint filling with white cement & matching color pigment, including curing, finishing etc. complete as directed by the Consultant. a) Imported tiles on bath/dress floor (Mkt price up to Rs.3000 PSQM .	Sft	80		-
					-
4	Wall Tiles				-
	Providing and laying selected tiles on walls in approved color and size, laid in approved floor pattern with 1/2" to 3/4" base cement sand mortar (1:3) using grey cement including joint filling with white cement & matching color pigment, including curing, finishing etc. complete as directed by the Consultant. a) Imported tiles on walls (Mkt price up to Rs. 3000PSQM bathroom)	Sft	200		-

					-
5	MDF Partitions				-
	Providing, making and fixing of MDF partition comprises of 2" X 1.5" partial wood frame @ 2' c/c both ways and fixing of 12 mm thick MDF sheet on both sides of frame including nails glue etc., also including the cost of making 1/4" x 1/8" grooves as per drawings and specification complete in all respect. (height will be measured up to structural slab)	Sft	1,300		-
					-
6	Wooden Door				-
	Providing and fixing of flush doors thickness of 50mm with imported ash ply with lacquer coating on both side using wood frame 40mm X 75mm as per design using SS liner, Italian/ Turkey door locks, hinges, door closer and door stoper, complete with ash box frame and architrave on both sides including the cost of polish	Sft	70		-
					-
7	Paint Work				-
	Providing and applying at any floor at any height, minimum 2 coats of matt silk emulsion paint (ICI/BERGER or equivalent) of approved color, over one primer coat after making good any unevenness by approved base filling as per specifications, to surface of walls and ceiling complete in all respects.	Sft	3,200		-
					-
8	Glass Partition				-
	Providing, making and fixing of 12 mm thick clear tempered glass partitions with aluminum channels, silicon etc complete in all respect. Including the cost of tempering	Sft	400		-
					-
9	Glass Doors				-
	Providing, making and fixing of 12 mm thick clear tempered glass doors with floor hinge (GCC), SS handle, lock set complete as per design and as directed by the Consultant				-
	a) Single leaf	Sft	130		-
10	Laminated Flooring				-
	Providing and fixing at any floor at any height, Laminated wooden floor (Imported) HPL consisting of minimum 8mm thick 8"x47.5" or as per design factory made planks with spline key including underlay to be laid as per manufacturer's instructions, with end profile L profile whatever required, complete in all respects as per drawing and as directed by the Engineer. (Base Price up to 300Rs/Sft)	Sft	2,000		-
					-
11	Floor skirting				-

	PVC skirting 100mm x 1800mm x 10mm, pre polished by the manufacturer (PVC/stone polish)	Rft	300		-
					-
12	Window Blinds (Roller/Strip)				-
	Providing and Installation of Roller/Strip Blinds for rooms and washroom windows-Base Price 250 Rs/sft	Sft	500		-
					-
13	False Ceiling				-
	Providing Mineral Fiber Ceiling 2' x 2' retaining the existing GI frame and changing the sheets only	Sft	2,200		-
					-
14	AC Works				-
	Providing, installation and testing of 1.5ton Inverter AC units for the whole floor including AC Copper and AC Drain as per drawings and specification complete in all respect - 1.5 Ton-base price 200,000 Rs	No	9		-
					-
15	Plumbing Works				-
	Providing complete piping job for public health works for the two new washrooms excluding the cost for fixtures	Job	1		-
					-
16	Electrical Works				-
	Providing complete electrical work for the assigned floor including conduiting, wiring (Pak/Fast/GM) for power, UPS, Networking, Telephone and AC Works including the cost of DB and breakers etc.	Job	1		-
					-
17	Electric Points and Lights				-
	Providing following points	Job	1		-
a	Telephone Points	No	25		-
b	Networking Points	No	22		-
c	Power Plugs	No	50		-
d	Light Plugs	No	30		-
e	LED Lights 2' x 2'	No	32		-
					-
18	Bathroom Fixtures				-
	Providing and fixing bathroom fixtures including the cost of the fittings etc.				-
a	European Floor Mounted WC - Base Price 25,000 Rs	No	2		-
b	Vanity - Base Price 20,000 Rs	No	2		-
c	Bath Set excluding shower- Base Price 20,000 Rs	No	2		-



d	Bath Accessories Set-Base Price 7,000 Rs	No	2	-
e	Looking Mirror	No	2	-
f	Hand Dryer	No	2	-
g	Tissue Holder	No	2	-
h	Instant Geyser	No	2	-
i	Dustbin	No	2	-
19	Furniture Items			
a	Executive Desk		2	
b	Manager Desk		3	
c	Manager Chairs		20	
d	Manager Visting Chairs		10	
e	Meeting Room Table for 8 people		1	
f	Credenza for Meeting Room		1	
g	Visitors Sofa 3 Seater		1	
h	Visitors Sofa 2-Seater		5	
i	Side Tables		4	
J	Workstation		9	
	Sub-Total			-
	Total (inclusive of All Taxes and duties)			-
	Area (Sft)			2,225
	Pr sft Rate(Rs/sft)			-

Note:

- Bidder will submit bid for complete package, no partial and incomplete bid will be accepted for evaluation. However, Quantities/Items may be increased/decreased or eliminated at any stage of bidding process.
- Bidders are required to complete the FCS and provide all the data as listed above:
- Applicable taxes (Sales Tax, Levies, Duties etc.) shall be on account of buyer as per prevailing rates.
- Bidders are required to quote for all the items as mentioned in the FCS, partial quotes shall not be accepted and will render the bid disqualified.

Please confirm hereafter:

Payment terms:

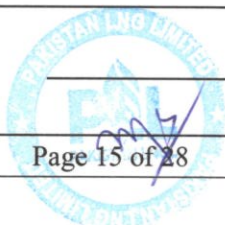
Password of Financial Bid:

Offer Validity:

Name of the Bidder:

Address of Bidder:

Name of Authorised Representative:



Phone number:

Email address:

Date:

Signature and Stamp:



SECTION 6: GENERAL TERMS AND CONDITIONS

The terms and conditions applicable to the work/purchase order will be considered.

1. GOODS AND SERVICES DEFINED: Goods/Services are hereinafter deemed to include, without limitation, as specified above, which the Bidder is, required to supply under the work/purchase order. Services are hereinafter deemed to include services ancillary to the supply of the Goods/services including, without limitation, transportation and such other obligations as required under the work/purchase order.

2. ACCEPTANCE OF THE WORK/PURCHASE ORDER: The work/purchase order may only be accepted by the bidder's signing and returning an acknowledgement copy of it or by timely delivery of the goods/services in accordance with the terms of the work/purchase order, as herein specified. Acceptance of the work/purchase order shall form a contract between the parties under which the rights and obligations of the parties shall be governed, including these general conditions. No additional or inconsistent provisions proposed by the bidder shall bind PLL unless agreed to in writing by a duly authorized official of PLL.

3. INVOICE AND PAYMENT:

- i. All payments shall be made upon the successful completion of project deliverables as per scope of work (Annex-D). Bidder shall raise an invoice with respect to goods/services supplied to the Company. The invoice must include Goods Delivery Note/Final Acceptance Note (post installation and testing)/Project Completion Certificate (issued by the Company), whichever is applicable.
- ii. The payment(s) shall be subject to a satisfactory report of completion of work from all concerned. PLL will pay the invoices after completion of necessary approvals within 15 days after receipt of the invoice.
- iii. All payments shall be transferred directly to the bidders provided bank account in Pak Rupees (PKR).
- iv. The payment shall be made to the bidder only when it is on the Active Taxpayers List (ATL) of FBR. If the bidder is not in ATL at the time of processing of invoice, no payment shall be made until the bidder appears in ATL of FBR.
- v. The relevant applicable tax laws shall be applied on invoices and payment. Taxes shall be deducted at source as per applicable laws at the time of payment.

4. INSPECTION AND ACCEPTANCE: All Goods/Services shall be subject to inspection and testing by PLL or its designated representatives, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by PLL.

If any inspection or test is made on the premises of the Bidder or its Supplier with the consent of PLL, the Bidder, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Bidder or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Bidder. Final acceptance or rejection of the goods/services shall be made as soon as practicable after delivery, but failure to inspect and accept or reject Goods/Services shall neither relieve the Bidder from responsibility for non-conforming Goods/Services nor impose liabilities on PLL therefor. The Bidder shall provide and maintain an inspection, quality, and control system covering the Goods/Services which is acceptable to PLL. Records of all inspection work

by the Bidder shall be kept complete and made available to PLL during the performance pursuant to this Order and for twenty-four (24) months thereafter or for such other period as may be specified in this Order. Copies of all material certifications and test results shall be submitted to PLL upon request.

5. FITNESS OF GOODS & SERVICES INCLUDING PACKAGING: Bidder warrants that the Goods/services conform to the specifications and are fit for the purposes for which the Goods/services are specifically used, as well as for purposes, in locations and under circumstances made known to the Bidder by PLL. Bidder warrants that the Goods/services are new, of current manufacture and free from defects.

The Bidder also warrants that the Goods are securely contained, packaged and marked, taking into consideration the mode(s) of shipment, in a manner so as to protect the Goods during delivery to their ultimate destination. Any deviation from agreed specification will not be accepted. Immediate replacement would be made if the products will not be found original and as per specification document.

6. WARRANTY: The bidder warrants and certifies that it will repair or replace without expense to PLL, any Goods/Services or components which prove to be defective in Quality/Functionality, within warranty period, from the date such Goods/Services are delivered to and accepted at the final destination indicated in the work/purchase order.

7. INDEMNIFICATION: The Bidder shall indemnify, hold and save harmless and defend at its own expense PLL, its personnel, agents, representatives, and its affiliates from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Bidder or its personnel or others responsible to the Bidder in the performance pursuant to this Order.

8. INTEGRITY PACT: The Bidder will be required to sign and stamp Integrity Pact as per PPRA Rules, attached at Annex-E.

9. VARIATION IN QUANTITIES: The quantities specified in this Order must not be exceeded or decreased without the prior written authorization of PLL.

10. CHANGES: PLL may at any time by written instruction make changes within the general scope of the work/purchase order. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to the work/purchase order, an equitable adjustment shall be made in the work/purchase order price, or delivery schedule, or both and the work/purchase order shall either be amended or terminated or reissued accordingly.

Any claim for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Bidder of the notification of change: providing, however, that PLL may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under the work/purchase order. Failure to agree to any adjustments shall be a controversy within the meaning of Clause 21. However, nothing in this Clause shall excuse the Bidder from proceeding with the work/purchase order as changed.

No modification of or change in the terms of the work/purchase order shall be valid or enforceable against PLL unless it is in writing and signed by a duly authorized representative of PLL.

11. TERMINATION FOR CONVENIENCE: PLL may terminate the work/purchase order, in whole or in part, upon notice to the Bidder. Upon receipt of notice of termination, the Bidder shall take immediate steps to bring the work and services to a close in a prompt and orderly manner and shall not undertake any forward commitment from the date of receipt of notice of termination.

In the event of Termination for Convenience, no payment shall be due from PLL to the Bidder except for Goods/Services already delivered prior to termination and for the cost of such necessary work as PLL may request the Bidder to complete.

12. REMEDIES FOR DEFAULT: In case of failure by the Bidder to perform according to the work/purchase order, including but not limited to failure to obtain necessary licenses or to make delivery of all of the Goods/Services by the agreed delivery date, PLL may, after giving the Bidder reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- i. Procure all or part of the Goods/Services from other sources, in which event PLL may hold Bidder responsible for any excess costs occasioned thereby.
- ii. Refuse to accept delivery of all or part of the Goods/Services.
- iii. Terminate the work/purchase order.
- iv. Require Bidder to ship via premium means, at Bidder's expense, to meet the delivery schedule.
- v. Impose liquidated damages pursuant to para 13.

13. LIQUIDATED DAMAGES FOR DELAY: If the Bidder fails to deliver any or all of the Goods/Services or perform any of the services within the time period specified in the work/purchase order, PLL may, without prejudice to any other rights and remedies deduct from the total price stipulated in the work/purchase order, an amount of 1.25% per week for 8 weeks (with a cap of 10%). Thereafter PLL shall have the right to terminate the work/purchase order and recover the damages by way of forfeiting the Performance Security.

14. FORCE MAJEURE: The Bidder shall not be liable for default or liquidated damages, if and to the extent that its failure to perform its obligations under this order is the result of an event of Force Majeure. For purposes of this Order, Force Majeure is defined as an event beyond the control of the Bidder, not involving the Bidder's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared) and other events of a similar nature or force. Force Majeure shall not include Bidder's inability to procure materials, equipment etc. or to pay its Bidders, vendors or workers etc. or any other event involving Bidder's financial disability or inconvenience.

15. SOURCE OF INSTRUCTION: The Bidder shall neither seek nor accept instructions from any authority external to PLL in connection with the performance pursuant to the work/purchase order. The Bidder shall refrain from any action which may adversely affect PLL.

16. OFFICIALS NOT TO BENEFIT: The Bidder warrants that no official of PLL has received or will be offered by the Bidder any direct or indirect benefit of any kind, or any gift, payment or other consideration in connection with or arising from the Contract or the award thereof. The Bidder agrees that breach of this provision is a breach of an essential term of the work/purchase order.

17. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF PLL: Unless authorized in writing, the Bidder shall not advertise or otherwise make public the fact that it is performing, or has performed, services

for PLL or use the name (or any abbreviation thereof), emblem or official seal of PLL for advertising or for any other purpose.

18. ASSIGNMENT AND INSOLVENCY: The Bidder shall not, except after obtaining the prior written approval of PLL, assign, transfer, pledge or make other disposition of the work/purchase order or any part hereof or any of the Bidder's rights or obligations under the work/purchase order to any third party.

Should the Bidder become insolvent or should control of the Bidder change by the virtue of insolvency, PLL may, without prejudice to any other right or remedy, terminate the work/purchase order by giving the Bidder written notice of such termination.

19. PRIVILEGES AND IMMUNITIES: Nothing in or relating to the work/purchase order shall be deemed a waiver of any of the privileges and immunities of PLL.

20. OBSERVANCE OF THE LAW: The Bidder shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of the work/purchase order.

21. AUTHORITY TO MODIFY: Only the PLL's Authorized Official possesses the authority to agree on behalf of PLL to any modification of or change in the work/purchase order, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Bidder. Accordingly, no modification or change in the work/purchase order shall be valid and enforceable against PLL unless provided by an amendment to the work/purchase order signed jointly by the Bidder and the PLL's Authorized Official.

22. GOVERNING LAW: The work/purchase order shall be governed and interpreted in accordance with the laws of Pakistan. Any dispute or confusion arising out of the work/purchase order shall be resolved amicably. Failing an amicable settlement, the dispute shall be resolved through arbitration by sole arbitrator under the *Arbitration Act 1940*.

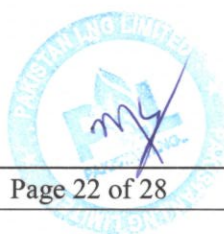
ANNEX-A: ORGANIZATION INFORMATION

Organization Information		
Sr. #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	General /Sales Tax Number	
5	Status of Organization (whether company, partnership or otherwise)	
6	Name and designation of 'Head of Organization'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Email:	
	Fax:	
	Mobile:	

ANNEX-B: ELIGIBILITY RESPONSE CHECK LIST

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Attach the documents. YES /NO	
1.	Technical Compliance as mentioned in Scope of Work		
2.	The Bidder must provide references of previous projects of renovation work for corporate/multinational offices.		
3.	The Bidder must provide list of skilled and experienced staff with number of years' experience etc.		
4.	The Bidder must provide project schedule/timelines.		
5.	Company Registration/Incorporation Certificate (if applicable)		
6.	The bidder must have its local presence in Rawalpindi/Islamabad.		
7.	Affidavit on stamp paper, declaring that company is not blacklisted by any government agency/authority till date. (Original required)		
8.	Bid Security of Rs. 50,000/- with its technical bid.		
9.	Proof of NTN/GST (if applicable)		
10.	Integrity Pact as per Annex-E		

Note: The bidder must provide the supporting documents.



ANNEX-C: TECHNICAL EVALUATION

Evaluation Criteria

Technical specification as provided in Annex-D should be fully complied in order to proceed further with the technical evaluation criteria. Relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded.

Technical Evaluation Criteria				
Sr.No.	Descriptions	Points	Maximum Points	(Attachments)
1.	Fully compliance with scope of work as per Annex-D		25	
	Fully complied with scope of work as per Annex-D	25		Attach technical compliance sheet
	Otherwise	0		
2.	Previous projects/assignments of office build-up/renovation work for corporate/multinational offices		20	
	04 marks for each project/assignment (maximum 20 marks)	20		Provide complete supporting documents i.e., copies of contract, work orders, work completion certificates, etc.
3.	Number of Skilled and Experienced Staff		20	
	Provision of Staff for Glass/Aluminium Fittings	05		Provide complete supporting documents (List of staff with number of years' experience etc.)
	Provision of Electricians	05		
	Provision of Masonry Workers	05		
	Provision of Plumbers	05		
4.	Work completion timelines		25	
	within 08 weeks	25		Mention Work Completion Timelines/Project schedule or timelines
	08 to 12 weeks	15		
	12 to 16 weeks	05		
5.	Warranty period of work/equipment supplied		10	
	05 Years or more	10		Mention Warranty Period in Section-04
	03 to 04 years	05		
	01 - 02 years	02		
	Total Marks Awarded		100	
	Passing Criteria		65 Marks	

Note:

- Bidders shall submit in their bids all relevant documents required to evaluate/assess the bids as per the criteria mentioned hereabove. Bidders shall be evaluated on the basis of the documents provided in the bids. Provision of relevant and clear/unambiguous documents shall be responsibility of the bidders.
- Documents/details shall be provided in a manner that the required information is clearly mentioned/highlighted/marked. All supporting documents e.g., company profile, incorporation certificates, experience certificates, testimonials, client details, previous contracts/purchase orders/work orders, personnel profiles/CVs, documents related to financial strength etc. must be available and clearly identified in the bid.
- The evaluation committee shall evaluate the bids on the basis of responsiveness to the Scope of Work, mandatory requirements and evaluation criteria provided hereabove.

ANNEX-D: SCOPE OF WORK

1. Scope of Work:

PLL requires from the successful bidder to perform renovation work as per following:

- Work will include but not limited to the interior and finishing works, ceiling, doors & windows, plumbing, fixtures & fittings, electrical & lighting, wall paint and civil works etc.
- Bidder shall be required to build the area as per the layout mentioned below and strictly prepare the rooms/workstation as per the dimensions mention at layout.
- Each room/workstation should be separated by wooden partition (Providing, making and fixing of imported MDF partition comprises of 2" x 1.5" good quality wood frame @ 2' c/c both ways and fixing of 12mmthick MDF sheet on both sides of frame including nails glue etc and also including the cost of making 1/4" x 1/8" grooves as per drawings and specification complete in all respect. (Height will be measured up to structural slab) whereas front part of each should be prepared by 12mm tempered glass with a 3' 6" x 7' door with handle, door lock (stainless steel) and glass door motor, etc.
- Each workstation should contain electrical points for the purpose of electrical equipment and separate power points for air condition and heater etc. at the appropriate position. All electric points should be fixed into the walls and no ducts shall be installed.
- Proper wall paint of each wall and doors.
- Complete cleanliness and polishing of floor tiles.
- Buildup of washroom includes replacement of tiles, replacement of washroom accessories & equipment, electric work, wall and door paints etc.
- The quantities given in the FCS are estimated and provisional and are given to provide a common basis for bidding. Quantities may vary at the time of execution of works, as per requirements of PLL. Payment shall be made as per actual number of units installed.

2. Bidder Responsibilities:

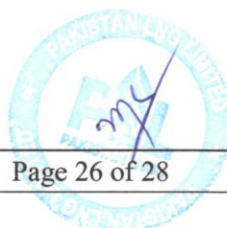
- Bidders are required to visit the office in order to familiar the site and to understand the requirements. Further, bidder is required to make their own measurements, assessments, queries, inquiries etc. and make them fully satisfied with the site conditions, works requirements, layout, design etc. before bidding.
- Bidders are required to provide work schedule and timelines for completion of assignment. Description of materials & finishes used for assigned work should be mentioned in the price scheduled/financial proposal and same will be provided in case of award of contract.
- Successful bidder shall be required to get the samples, colour scheme, pattern etc. approved from PLL before starting the work.
- Successful bidder is required to complete the order within the Schedule shared by the bidder of signing of contract or approval of samples by PLL whichever is later. Any delays will attract LD charges as per clause 13.
- Bidder will be responsible to provide support and maintenance services during the warranty period as it committed in its technical bid. If the bidder will not provide such services, then the Company has the right to take a suitable action against the bidder such as blacklisted the bidder etc.
- Be fully responsible for all work and services performed by its labourers.

Ensure that its team has relevant experience and necessary equipment and support to undertake the work.

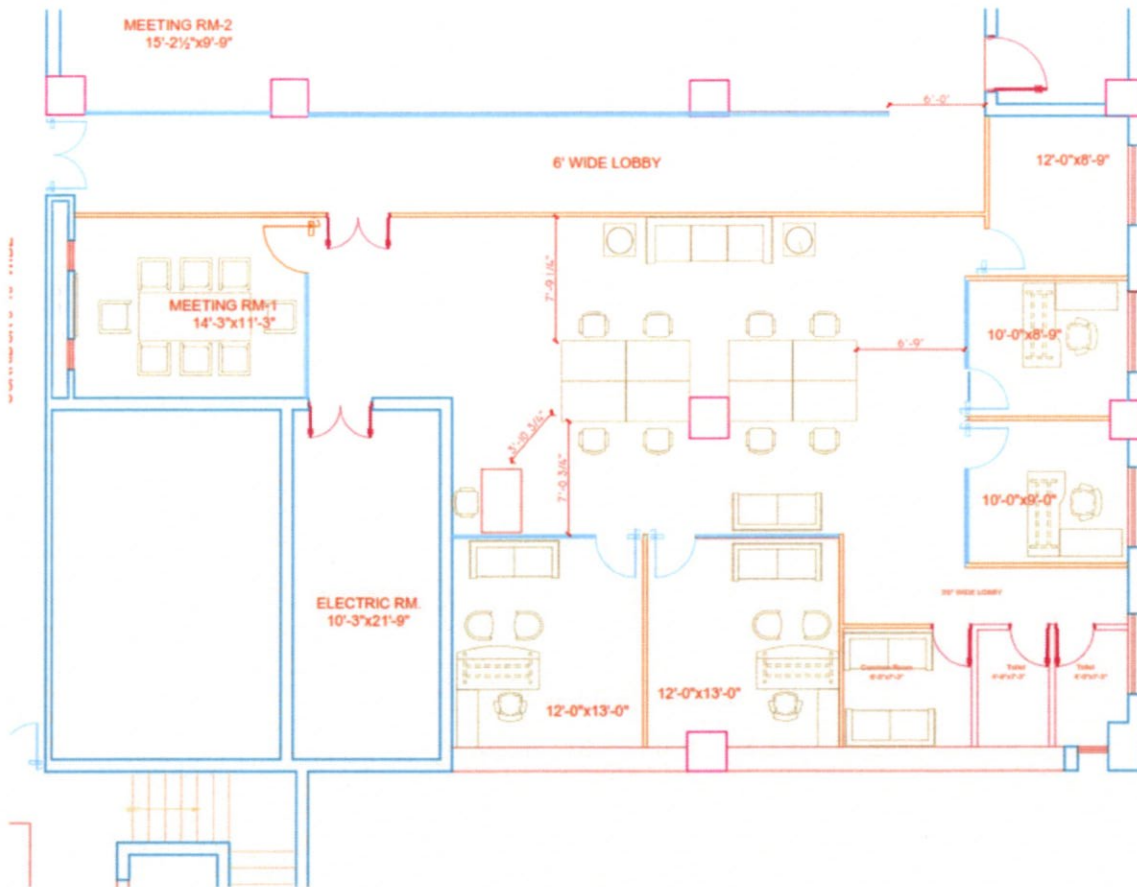
- Ensure that its labors are equipped and wear all required protective equipment at all times when executing work on site, failure to do so such personnel will be dismissed from the site.
- No advance payments will be made.
- Provide and execute everything necessary for the work in accordance with industry standards, OHS (Occupational Health and Safety) Act, municipal by-laws, labor laws and any other relevant regulations, including but not necessarily limited to execution of work as per details on scope of work above.
- Work shall be completed at agreed timelines depending on the nature of work at hand.
- Submit all relevant and required documentation as per scope of work detailed above herein.
- The proposal should include a maintenance plan for scheduled work with estimated costs.

3. General Requirements:

- It is important to note that the successful bidder will work under the supervision of a PLL representative to overlook quality of works and timelines.
- Any renovation work should not interfere with the normal operation of the PLL. Bidder should take precautionary measures against the noise, dust and vibrations etc.
- Arrangements should be made for after hours or over weekends if such work will interfere/interrupt with normal operations.



LAYOUT OF 9TH FLOOR



ANNEX-E: INTEGRITY PACT

Contract No: _____

Dated: _____

Contract Value: _____

Contract Title: _____

M/s _____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Pakistan LNG Limited (PLL) or any of its officers and employees or any other entity owned or controlled by PLL through any corrupt business practice.

Without limiting the generality of the foregoing, M/s _____ represents and warrants that it has fully declared the fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from PLL, except that which has been expressly declared pursuant hereto.

M/s _____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PLL and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/s _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to PLL under any law, contract or other instrument, be voidable at the option of PLL.

Notwithstanding any rights and remedies exercised by PLL in this regard, M/s _____ agrees to indemnify PLL for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PLL in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/s _____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PLL.

Name of Buyer: Pakistan LNG Limited

Signature: _____

Name of Seller/Bidder: _____

Signature: _____

