

No. DD (C&S)-15/02/2022
Government of Pakistan
Ministry of Foreign Affairs
Islamabad

Tender Notice

Ministry of Foreign Affairs invites sealed bids from experienced and well reputed firms registered with Income Tax and Sales Tax authorities of Government of Pakistan for **"Hiring of Security Services for the Ministry Buildings, Hostels and allied Buildings"**.

2. The tender documents containing scope of work, BOQs and all other all relevant details can be obtained from the office of the undersigned on working days during office hours by submitting an application with copy of Sales Tax Registration Certificate and National Taxation Number Certificate along with a pay order of Rs.2000/- (Non-refundable) in favor of Ministry of Foreign Affairs, Islamabad. Bidding Documents can also downloaded from Ministry's and PPRA website, free of cost.

3. **"SINGLE STAGE TWO ENVELOPE PROCEDURE"** will be followed. Firms should mark both the envelopes separately with the words **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL**, and then seal the two envelopes in a single package.

4. Bids must reach the office of the undersigned before **1100 hours on 10 August 2022**. The technical proposal will be opened on the same day at **1130 hours**, at Media Room, Agha Shahi Block Ministry of Foreign Affairs, while financial bids of only technically qualified firms will be opened later on.

5. No tender will be issued through Post or telegram.

6. Earnest money/ Bid Security in the shape of Demand Draft @ **5%** of the total amount of tender (one year) in favor of Ministry of Foreign Affairs must accompany the application, duly sealed in the Financial Bid, without which no tender will be accepted.

7. The Ministry of Foreign Affairs reserves the right to accept or reject all bids in accordance with PPRA Rules.


(Faizan T. Saqib)
Assistant Director (C&S)
Room No. 251, 2nd Floor, SYKB,
051-90569075

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Bidding Documents for Provision of Security Services at the Ministry of Foreign Affairs – Islamabad

Communication & Security Section
2nd Floor - SYKB
Ministry of Foreign Affairs
Islamabad
Ph:051- 9201420

Dated: 7th July, 2022

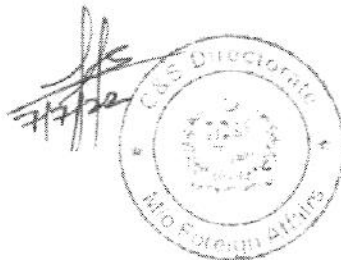


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SECTION – I

INVITATION TO BID

The Ministry of Foreign Affairs, Islamabad hereby invites sealed bids from well reputed, experienced and license holding private security companies / firms registered with Income Tax and Sales Tax Departments and who are on the Active Taxpayers List of the FBR, stationed at Islamabad / Rawalpindi for provision of security services to the Ministry of Foreign Affairs premises, hostels and allied buildings to participate in the Tender.

2. Interested bidders may collect the bidding documents by submitting a Pay Order of Rs.2,000/- only in the Name of the Ministry of Foreign Affairs, from C&S Directorate, Agha Shahi Block, Ministry of Foreign Affairs, Islamabad. The bidding documents can also be downloaded from the Ministry's Website and PPRA Website, free of cost. No Bid will be issued on the Bid Opening Date. Bidding will be conducted according to Public Procurement Rules 2004.

3. For bids a "SINGLE STAGE TWO ENVELOPE PROCEDURE" will be followed. Firms should mark both proposals separately with the words "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" sealed in two separate envelopes, and then seal the two envelopes in a single package.

4. The bids, prepared in accordance with the instructions in the bidding documents must reach the Communication & Security Section, Room # 251, SYKB, Ministry of Foreign Affairs, Constitution Avenue, Islamabad before 1100 hours on 10th August, 2022. Technical Bids will be opened the same day at 1130 hours in the Media Centre, Agha Shahi Block, Ministry of Foreign Affairs. This advertisement is also available on Ministry of Foreign Affairs website and PPRA website.


(Faizan T. Saqib)
Assistant Director (C&S)
Room # 251, 2nd Floor, SYKB
Ministry of Foreign Affairs,
Islamabad




SECTION – II

INSTRUCTIONS FOR BIDDERS

5. “SINGLE STAGE TWO ENVELOPE PROCEDURE” will be followed. Firms should mark both proposals separately with the words “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” sealed in two separate envelopes, and then seal the two envelopes in a single package.
6. Bid Security for the above tender is mandatory and should be 5% of the total quoted amount payable of the contract, in shape of demand draft/pay order in favor of Ministry of Foreign Affairs, Islamabad. Bid Security must be attached with the Financial Bid, to be submitted in a sealed cover duly marked as the “Financial Proposal” and without this no Tender will be accepted.
7. Bids must reach the Communication & Security Section, Ministry of Foreign Affairs, before 1100 hrs on Wednesday, 10th August, 2022. No Tender documents shall be issued on the date fixed for opening of tender. The Technical Proposals will be opened on the same day at 1130 hours, while Financial Proposals of technical qualified firms only will be opened later on. Complete details of the work experience, fulfillment of tender requirements, documents, and licenses of the bidders will be considered in the technical bid. No Tender documents shall be issued on the date fixed for opening of tender.
8. Conditional, incomplete and tender without 5% Bid Security and bidder(s) not fulfilling the abovementioned requirements shall be considered as non-responsive. Bid(s) not submitted on time on Ministry’s prescribed format/BOQ will be outrightly rejected. The Ministry reserves the right to accept or reject any or all tenders, at any time prior to the acceptance of a bid or a proposal, under PPRA rules 33(1).
9. All bidders should understand and know the exact nature, type and quantum of the work before submitting their Tender/Quotation.
10. If the bidder(s) need(s) any clarification/ information, should contact the Ministry before the date of opening of quotations.
11. Quoted prices should be inclusive of Income Tax and General Sales Tax/Tax on Services as applicable under FBR and relevant laws of Government of Pakistan.
12. Quoted price should be firm and final and no rebate will be accepted after the opening of the quotations.
13. Quoted price must be mentioned in words and figures both. In case of error, price quoted in words will be considered. Any proposals with over-writing or cutting will not be accepted and the bid will be rejected.
14. Each and every page of the Tender Document must be signed and sealed by the bidder.



Eligibility to Bid:

15. Firms/Suppliers/Companies duly registered with tax authorities may be eligible to participate only if they fulfill the **Minimum Eligibility Criteria** given at **Annex-A**.

Qualification of the Supplier:

16. To qualify for award of the contract must provide filled in Minimum Eligibility Proforma at **Annexure-B**. The data submitted in the Minimum Eligibility Proforma at Annexure – B will determine whether firm meets the minimum eligibility criteria given at Annex – A.

Documents Comprising the Bid:

17. The bid submitted by the supplier must comprise the following documents:

i. Technical Bid

- a. Copies of Taxation documents (To be enclosed with Technical Bid)
- b. Minimum Eligibility Proforma (Annexure-B)
- c. Form of Bid (Annexure-C)
- d. Undertaking (Annexure-D)
- e. All documentary proofs mentioned in Section – III.
- f. Details of projects/ work done by the Company in last three or more years supported by documented proof in compliance.
- g. Company's hierarchy
- h. Bank Statements for FY 2020 and FY 2021
- i. All other requirements mentioned in the Bidding Documents

ii. Financial Bid

- a. Bid Security (To be enclosed with Financial Bid)
- b. Duly filled and stamped Form of Bid (Annexure-C)
- c. Duly Filled and stamped Bill of Quantities (BoQs) (Section – IV)

Bidding Procedure:

18. “**SINGLE STAGE TWO ENVELOPE PROCEDURE**” will be followed. Firms should mark both proposals separately with the words “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” sealed in two separate envelopes, and then seal the two envelopes in a single package. Initially only technical proposals will be opened.

Validity of the Bid and Bid Security:

19. The price of the bids shall remain valid for the period of One (01) calendar year counted from the date of opening of the Bid. The Ministry may request the suppliers to extend the period of validity for a specified additional period. The Ministry's request and the supplier's responses shall be made in writing or by fax or by email. A supplier may refuse the request for extensions of Bid validity in which case he may withdraw his bid without any penalty. A supplier agreeing to the request will not be permitted to otherwise modify its bid.



20. Bidder should submit a Bid Security equal to 5% of total quoted contract amount in favor of the Ministry of Foreign Affairs in the shape of Pay Order/ Demand Draft. The Bid Security must be attached/ placed in the sealed Financial Bid.

Language of the Bid:

21. All documents relating to the Bid and contract shall be in the English Language.

Preparation and Sealing of Bid:

22. The supplier shall prepare one original of the documents comprising the price bid. All the pages of the bid where entries or amendments or corrections have been made shall be initialed and stamped/sealed by the person or persons signing the bid.

23. Sealed bids shall be addressed to the Ministry at the address provided above and shall provide a warning not to open before the specified time and date for bids opening as defined in. If the envelope is not sealed and marked as above, the Ministry will bear no responsibility for the misplacement or premature opening of the bid.

Place and Deadline for submission of Bid:

24. The bid shall be delivered to the Ministry at Room No. 251, Second floor, SYKB, Ministry of Foreign Affairs, Constitutional Ave G-5/2, Islamabad no Later than 1100 hours of Wednesday, 10th August 2022, will be opened on the same day at 1130 hours. Any Bid received by the Ministry after the deadline prescribed in this clause will be returned unopened to the supplier.

Modification and withdrawal of Bid:

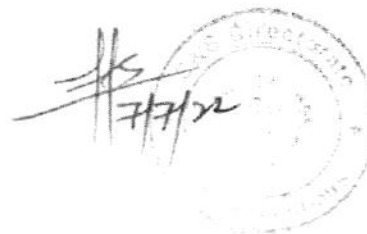
25. No bid shall be modified after the deadline for submission of Bid. Withdrawal of a bid between the deadline for submission of bids and expiration of validity of bids will result in the supplier being excluded from the list of suppliers for a period of two years.

Opening of Bids:

26. Only the Technical bids will be opened initially on 1130 hours on 10th August 2022 at Media Centre, Ground floor of Agha Shahi Block, at the Ministry of Foreign Affairs, Islamabad. While financial bids of technically qualified firms only, will be opened later on at a date announced in advance. No Tender documents shall be issued on the date fixed for opening of tender.

Process to be confidential:

27. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the contract award shall not be disclosed until the award to the successful firm/company has been announced.



Evaluation and Comparison of Bids:

28. Initially the Bidder's documentation against minimum eligibility criteria shall be verified as per **Annexure-A**. All Bidders must provide duly filled in proforma at **Annex-B**. The qualified Bidders will then undergo the Technical Evaluation according to the criteria given at **Annexure-C**. Only the Bidders who qualify through the Technical Evaluation will be eligible for Financial Bids evaluation, once both the stages are completed, the contract shall be awarded to **Most Advantageous Bidder as per criteria defined in Annexure -C**.

29. The Ministry will award the contract to the firm/company whose bid has been determined to be Most Advantageous to the proposal documents and who got the maximum marks based on Evaluation Criteria as defined in Annexure - C. The Technical Criteria has 60% weightage while Financial Criteria has 40% weightage. The Most Advantageous Bidder will be the bidder who gets highest weighted Average marks out of 100.

30. The Technical Evaluation will be based on the criteria provided in Section-III, the minimum qualifying score to qualify in Technical Proposals is achieving 65 Marks. All mandatory documents must be provided. In case any mandatory document is found missing the Technical proposal shall be deemed non-responsive and disqualified.

31. **If two or more bidders obtain equal marks in Final Evaluation, then the contract will be awarded to the one with the lowest financial bid.**

32. **Evaluation criteria for financial proposal is given as under:**

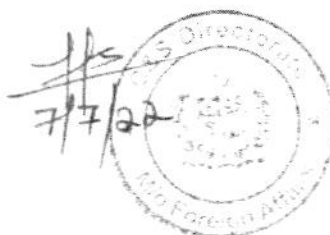
$$\text{Financial Proposal Score} = 40 * \frac{\text{Amount Quoted by Lowest Bidder}}{\text{Amount Quoted by Bidder being evaluated}}$$

33. All the bidders must submit bids for the services in compliance with the Specifications and Requirements. In evaluating the Bids the Ministry will determine for each proposal the evaluated bids by adjusting the bids making any correction for any arithmetic errors as follows:

- a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- c) If a supplier refuses to accept the correction, his bid will be rejected.

Ministry's right to accept any bid and to reject any or all bids:

34. As per PPRA Rule (33), the Ministry reserves the right to accept or reject any bid, and to cancel the process of competition and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected firm/company or any obligation to inform the affected firm/company of the grounds for the Ministry.



Notification of Award and signing of Contract:

35. Results of evaluation would be known in a reasonable time, suppliers are instructed not to approach the Ministry after opening of bids until the finalization of award. The supplier whose bid has been accepted will be notified of the award by the Ministry prior to the expiration of the validity period of the bid, by registered Work Order letter. This letter will state the sum that the Ministry will pay the supplier in consideration of the supply, installation and commissioning of the supplies by the supplier as prescribed by the contract. The written notification of award will constitute the formation of the contract.

36. The successful Bidder will be awarded the contract for the work and shall be liable to sign a Contract Agreement with detailed work assignment and Specific Conditions of the contract within 07 days of issuance of Work Order.

Assignment Duration

37. The services shall be provided within **15 days** from the issuance of Work Order.

Penalty

38. If the services are not rendered within 15 days by the successful bidder after signing the agreement, penalty amounting to Rs 50,000/- per day will be imposed.

39. The Ministry reserves the right to penalize the successful bidder if shortage is observed in attendance on pro-rata basis.

Special Conditions of Contract

40. The Security Guards must fulfill the following prerequisites.

- a. Ex-Servicemen, Age bracket: Under 48 Years; Must be medically fit and physically active.
- b. Education: Minimum Matriculation.

41. The Security Guards for Technical lady searcher category must fulfill the following pre-requisites:

- a. Trained lady searcher in guarding services, Age bracket: under 35yrs; must be medically fit and physically active.
- b. Education: Minimum Matriculation
- c. Experience: 2 years Minimum
- d. Height Minimum 5' 5"

42. The Security Guards for Ex-Servicemen Supervisor category must fulfill the following pre-requisites:

- a. Ex-Servicemen (Fighting Arm only) must be Subedar, Subedar Major, H/Lt. or H/Captain or equivalent. Age bracket: Under 55yrs; Must be medically fit and physically active.
- b. Education: Minimum FA and must be able to submit reports in English Language.



- c. Experience as Supervisor: 2 years Minimum
- d. Must know motorcycle riding with valid license.

43. All security personnel being recruited by the Firm must have a proven record of small arm firing at Police Lines within the last 1 year. (Except for recently retired servicemen)
44. The successful bidder will have to execute a contract agreement with the Ministry on Stamp Paper and all Tender documents, instructions and terms and condition shall be made part of the contract.
45. **No guard will serve for more than 8 hours (1 shift) per day.**
46. Each guard will be issued two uniforms for summers and two for winters by the firm.
47. Provision of Meals/ refreshments for security personnel will be the responsibility of the firm.
48. Each guard will have Velcro name plate on uniform along with Company issued ID Cards.
49. Motorbike and its fuel will be provided by the Security Company for movement of Supervisor across Hostels for spot checking.
50. The contract term will be of 01 year from the date of issuance/award of contract. Contract can be extended for two more years as per Public Procurement Rules and mutual consent of both parties. The total charges/annual cost will be incremented by 5 – 7% (subject to annual performance evaluation by the Security Committee constituted by the Ministry) after the end of satisfactory services for first year.
51. Extension in contract/services after first year will be subject to annual performance evaluation by the Security Committee of the Ministry. Timely disbursement of salaries to Security personnel deployed at the Ministry will also be accounted for in annual performance.
52. The number of guards may increase or decrease as per security requirements by the Ministry. In certain cases/ events extra security guards for ad-hoc/special duty services may be required.
53. The successful bidder will ensure adherence of minimum wages rules as per Govt. of Pakistan notification from time to time. Proof of giving minimum wage to the personnel must be provided by the firm/company.
54. All guards deployed must be security cleared from respective Police Stations and Security Agencies. The Security clearance certificates must be provided before deployment of personnel.
55. The earnest money will stand forfeited in the favor of Ministry of Foreign Affairs in case if the contractor/bidder who won the bid fails to start work within a fortnight from the date of issuance of written Work Order.
56. The successful bidder will be required to deposit **"Performance Bond" equivalent to 10% of the total value of the contract (12 months), through a Pay Order in favor of Ministry**



of Foreign Affairs, Islamabad. If the bidder fails to deposit performance bond within one week of receipt of letter awarding the contract, the same shall be treated as cancelled and the Bid Security be forfeited.

57. The 5% Bid Security, will be released to the bidder after depositing 10% performance bond. However, 10% performance bond will be released within 30 days after successful completion and end of contract.

58. Contractor shall submit the monthly bill payment. No payment will be made in advance by the client and Govt. Taxes applicable are to be deducted as per Rules.

59. The contractor may be asked to produce certificates for frequent Arms training and refresher course, weapon cleaning and maintenance held by it for its personnel.

60. Any mishap, loss of property, loss of innocent life, damage to Ministry Buildings/Hostels and allied buildings, illegal activities, leak of sensitive information, and use of drugs or prohibited materials that occurs due to negligence of security guards may result in monetary penalties or termination of contract or criminal proceedings subject to the nature and magnitude of the offence.

**Contractor's Signature with Seal
certifying that they have understood
all terms and conditions**

The image shows a handwritten signature in black ink, which appears to be 'S. H. H. H.', written over a circular official seal. The seal is from the 'C&S Directorate' and the 'Ministry of Foreign Affairs, Islamabad'. The text 'C&S Directorate' is at the top, and 'Ministry of Foreign Affairs' is at the bottom. In the center of the seal, there is a smaller circular emblem with the words 'Islamabad' and 'Pakistan'.

SECTION - III

(to be submitted with Technical Proposals)

Security Services for the Ministry Buildings, Hostels and Allied Buildings

Technical Proposal Assessment

Sr.	DESCRIPTION	Criteria	Score	Checklist
1.	Guarantee (Affidavit on stamp paper) that all guards including supervisors are Ex-Servicemen who can operate weapons. (license of semi-automatic: 222/223/Mp5 or better) (Age: under 48 yrs, physically fit) and as prescribed in Terms and Conditions	Mandatory	5	
2.	Guarantee (Affidavit on stamp paper) of Trained Civilian guards (female) with Metal Detectors (Age: under 35yrs, physically fit) and as prescribed in Terms and Conditions	Mandatory	5	
3.	Active Taxpayer status (ATL) of NTN and STRN, Reg with SECP	Mandatory	5	
4.	Proof of at least 05 years of experience working with Private/Govt Orgs (copies of Work Orders/completed jobs)	Mandatory	5	
5.	Repeated Services Order Renewals Documentary evidence required along with contact detail of Organizations (Maximum points for 5 or more renewals)	Optional	5	
6.	Valid (verifiable) Active Clients (Verifiable Attached List with Contact Numbers) Verifiable: Phone numbers, contact address etc.	Optional	5	
7.	Managerial capability _ Complete Verifiable hierarchy of Officer Staff; Number of employees and details of employees	Mandatory	5	
8.	List of licensed arms and ammunitions required for this project only (copy of licenses of required weapons for this project valid for ALL PAKISTAN or ICT only)	(best available) Mandatory	10	
9.	Valid NOC from Ministry of Interior	Mandatory	5	
10.	Valid License from ICT to work in Red Zone	Mandatory	10	

[Handwritten signature]
[Circular stamp: Director, Ministry of Foreign Affairs]

11.	Valid Membership of APSAA	Optional. Updated and must be valid for 2022-2023	5	
12.	Proof of Employees' old-age benefits	Optional	5	
13.	Audit Reports by a reputed Firm for last 03 years	Optional	5	
14.	Security Company Run by Ex-Servicemen	Mandatory	5	
15.	Proof of Facilities for Security Guards (residence, food, transportation, gratuity)	Optional	5	
16.	Past experience of working at Organizations at ICT Red Zone) Proof of Work Orders)	Mandatory	5	
17.	Financial Strength of the Company backed by strong parent company/financial institution-Proof though Financial statements. For each 50 Million in Annual Turnover FY 2021-2022, 1 point will be awarded.	Mandatory	5	
18.	Relevant ISO Certification	Optional	5	
Total Score			100	

- **All "Mandatory" Criteria must be fulfilled in order to qualify for the Technical Proposal**
- **Qualifying marks for the technical Evaluation: 65 (Mandatory fields)**
- **Any Bid with incomplete/missing documents will be deemed non-responsive and may be disqualified**
- **Initially Technical Evaluation will be completed and Financial Bids Will be Opened on a later date only for Technically qualified bidders**



SECTION – IV

Security Services for the Ministry Buildings, Hostels and Allied Buildings

BoQ – Security Guards Deployment

Sr.	Category	No. of Personnel (Armed)	(Minimum) No. of Weapons	Charges Per Guards (Rs)	Monthly Charges (Rs)
1.	Security Guards (Ex-Servicemen) with Semi-Automatic weapons	94	30 Semi-Automatic Weapons (22/2/223/Mp 5 or equivalent) 30 Pump Action (Shotgun)		
2.	Female Security Guards/ Lady Searchers	4	4 Metal Detectors		
3.	Supervisor (Ex-Servicewoman) with 9mm pistol/30 bore or equivalent	8	8		
		106	Total Monthly Charges (Rs)		
Total Annual Charge (Rs)					

*Quotation should be inclusive of all Income Tax and General sales/Services tax as per applicable.

*Deployment of guards will be as per instructions of the Security in-charge at the Ministry of foreign Affairs.

5% Bid Security Amount: _____

Bank Draft/Pay Order No. _____

Name of the Firm: _____

Authorized Person: _____

Signature: _____

Contact Detail: _____

Contractors Seal with Signature



Minimum Eligibility Criteria

In continuation of instructions to bidders initial assessment/ scrutiny of Bidders will be done on the basis of following parameters:-

1. NTN & GST Certificate.
2. On Active Tax Payers List of FBR.
3. Registration/Incorporation/Business Certificate and number of business years in Pakistan.
4. Complete Company profile.
5. The bidder should be a company/firm having an operational office in Islamabad/ Rawalpindi.
6. Affidavit on legal paper to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization organization/Division/ Ministry.
7. Submission of required amount of bid security with Financial Bid (A confirmation to this effect in Technical Bid is must)
8. Valid NOC from Ministry of Interior/ Islamabad Capital Territory Administration for provision of Security Services in the Red Zone.

In case of any missing documents from the above mentioned list the Bid shall be deemed nonresponsive



**GOVERNMENT OF PAKISTAN
MINISTRY OF FOREIGN AFFAIRS
Islamabad

Minimum Eligibility Proforma

(To be Attached with Technical Bid)

Name of Firm:	
Name of Firm's Owner:	
Firms Office Address:	
Telephone, Fax Number & Email Address:	
Year of Establishment	
Details of Technical/Skilled Staff (Attach Separate Annexure)	
Sales Tax Registration No. (attach documentary evidence)	
National Tax No. (attached documentary evidence)	
Bank Account Details (Attach Bank statements for FY 2020 and 2021)	
Experience Related to Supply of Security Guards to government/private organizations (Certificates/Purchase Orders for last 2 years)	
Earnest Money @5% in the shape of Demand Draft is enclosed in the Financial Proposal	Yes: _____ No: _____ (Do not mention amount)
Income Tax and Sales Tax Returns of F.Y. 2019-20 and 2020-21)	
Print of Active Tax Payers List	
Bank statements with yearly turnout for fiscal year 2020 & FY2021	
Client Details (Attach separate Annexure)	
NOC from M/o Interior / ICT Admin	
Contact Person	Name & Designation _____ Authorized Signature & Stamp _____



BID EVALUATION CRITERIA

Technical Evaluation

Technical Evaluation has 60 % weightage in final evaluation.

A firm will be technically qualified if it gets at least 65 marks out of 100 and meet all mandatory requirements as mentioned in SECTION – III

Financial Evaluation

Financial Evaluation has 40 % weightage in final evaluation.

Evaluation criteria for financial proposal is given as under:

$$\text{Financial Proposal Score} = 40 * \frac{\text{Amount Quoted by Lowest Bidder}}{\text{Amount Quoted by Bidder being evaluated}}$$

Final Evaluation

$$\text{Final Evaluation} = (60\% \times \text{Technical Proposal Score}) + \text{Financial Proposal Score}$$

The Bidder who succeeds in gaining maximum marks in Final Evaluation will be deemed to be the Most Advantageous bidder.

In Case two or more Bidders achieve equal marks in the Final Evaluation, contract will be awarded to the bidder with the lowest financial bid.



FORM OF BID

(LETTER OF OFFER)

Bid Reference No. _____
(Name of Works)

To: Director (C&S),
Ministry of Foreign Affairs,
Islamabad.

Sir,

1. Having examined the Bidding Documents including Instructions to Bidders, Conditions of Contract, Specifications, Schedule of Prices and Annexure for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price of Rs. _____ (Rupees _____) or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in favour or made payable to you and valid for a period of twenty eight (28) days beyond the period of validity Bid.
4. We undertake, if our Bid is accepted, to commence the Works and to deliver and complete the Works comprised in the Contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of 120 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of the period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.



Dated this _____ days of _____, 2022

Signature _____

In the capacity of _____ duly authorized to sign bid for and or behalf
of _____.

(Name of Bidder in Block Capitals)

(Seal)

Address _____

Witness:

(Signature) _____

Name: _____

Address: _____



UNDERTAKING

Each bidder will submit an undertaking on stamp paper regarding accuracy of information provided. The sample is given below:

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.

We have gone through all the conditions of tender / bidding documents and are liable to any legal action for furnishing false information / documents.

**SIGNATURE
WITH STAMP OF THE FIRM**

Date: _____

