



Gateway to National Prosperity

PORT QASIM AUTHORITY BIN QASIM, KARACHI-75020

NOTICE INVITING TENDERS

Port Qasim Authority invites sealed tenders from the reputed Contractors/Firms manufacturers/sole distributors registered with *Income Tax Department*, *GST*, *SRB*, and Pakistan Engineering Council having sufficient experience in the relevant field EE-02, EE-03, EE-08, ME-04, ME-06 against work mentioned hereunder:-

Name of work	Earnest Money	Tender fee by pay Order	Contract Period	Tender submission date & Time
Running maintenance and servicing contract of security equipment installed in PQA	RS: 100,000/= as the bid security (Refundable) in shape of pay order in favour of PQA to be enclosed.	Rs. 2,000/=	02 years	27 th December 2018 1400 Hrs

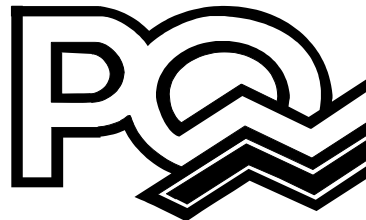
- The security System is based on Honeywell Enterprise Building Integrator (EBI) as such the bidder must be a channel Partner / sole distributor / OME of Honeywell Building Solutions. A certificate from Honeywell International Middle East Ltd. must be submitted.
- Interested and eligible contractors/firms may obtain tender documents on payment of Rs.2,000/= (non-refundable) in shape of pay order in favour of PQA from the office of Director (Security) on any working day during office hours up to 1500 hrs. Bidding Documents can also be downloaded from PQA/PPRA website.
- The bids, prepared in accordance with instructions in the bidding documents, are to be submitted in the office of Director General (Admin) on the above mentioned tender submission date upto 1400 hours alongwith earnest money in shape of pay order in favour of Port Qasim Authority. Clause 36 (b) of PPRA Rules 2004 will strictly be observed in the tender according to which these documents should be in two sealed envelopes marked as sealed bids "**Technical Proposal**" and "**Financial Proposal**" separately. Technical proposals will be opened on the same date at 1430 hours in the office of Director General (Admin) in the presence of bidders or their representatives who may wish to attend. The documents received after due date and time shall not be entertained.
- The financial proposals of technically qualified bidders shall be opened in the presence of the bidders or their authorized representatives who may wish to attend. The date, time and venue to be intimated later. The Financial proposals of technically non-qualified bidders shall be returned unopened.
- Port Qasim Authority reserves the right to accept or reject any or all applications/tenders as per PPRA-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all bidders.

Tipu Sultan Shaikh
SECRETARY

Website: www.pqa.gov.pk
Email: secretary@pqa.gov.pk

**PORT QASIM AUTHORITY
MINISTRY OF MARITIME AFFAIRS
GOVERNMENT OF PAKISTAN**

SECURITY DEPARTMENT



Gateway to National Prosperity

TENDER & CONTRACT DOCUMENTS

FOR

**RUNNING MAINTENANCE AND SERVICING CONTRACT OF
SECURITY EQUIPMENTS INSTALLED IN PQA**

December, 2018

SUMMARY OF CONTENTS

<u>Subject</u>	<u>Page No</u>
(I) INVITATION FOR BIDS	03-04
(II) INSTRUCTIONS TO BIDDERS	05-17
(III) BIDDERS DATA	18-20
(IV) FORM OF BID & SCHEDULES TO BID	21-32
(V) CONDITIONS OF CONTRACT	33-45
(VI) CONTRACT DATA	46-48
(VII) STANDARD FORMS	49-55
(VIII) SPECIAL STIPULATION	56-57
(IX) BILL OF QUANTITY	58-63
(X) ELIGIBILITY/QUALIFICATION CRITERIA	64-64

Invitation of bid



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5. The financial proposals of technically qualified bidders shall be opened in the presence of the bidders or their authorized representatives who may wish to attend. The date, time and venue to be intimated later. The Financial proposals of technically non-qualified bidders shall be returned unopened.
6. Port Qasim Authority reserves the right to accept or reject any or all applications/tenders as per PPRA-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all bidders.

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INSTRUCTIONS TO BIDDERS

TABLE OF CONTENTS

INSTRUCTIONS TO BIDDERS

<i>Clause No.</i>	<i>Description</i>	<i>Page No.</i>
A. GENERAL		
IB.1	Scope of Bid & Source of Funds	7
IB.2	Eligible Bidders	7
IB.3	Cost of Bidding	7
B. BIDDING DOCUMENTS		
IB.4	Contents of Bidding Documents	8
IB.5	Clarification of Bidding Documents	8
IB.6	Amendment of Bidding Documents	8
C- PREPARATION OF BID		
IB.7	Language of Bid	9
IB.8	Documents Comprising the Bid	9
IB.9	Sufficiency of Bid	9
IB.10	Bid Prices, Currency of Bid & Payment	9
IB.11	Documents Establishing Bidder's Eligibility and Qualifications	10
IB.12	Documents Establishing Works Conformity to Bidding Documents	10 10
IB.13	Bidding Security	10
IB.14	Validity of Bids, Format, Signing and Submission of Bid	11
D-SUBMISSION OF BID		
IB.15	Deadline for Submission, Modification & Withdrawal of Bids	12
E. BID OPENING AND EVALUATION		
IB.16	Bid Opening, Clarification and Evaluation	12
IB.17	Process to be Confidential	14
F. AWARD OF CONTRACT		
IB.18	Qualification	15
IB.19	Award Criteria & Employers Right	15
IB.20	Notification of Award & Signing of Contract Agreement	15
IB.21	Performance Security	16

INSTRUCTIONS TO BIDDERS

A. GENERAL

IB.1 Scope of Bid & Source of Funds

1.1 Scope of Bid

The Employer as defined in the Bidding Data (hereinafter called “the Employer”) wishes to receive Bids for the Works summarized in the Bidding Data (hereinafter referred to as “the Works”).

Bidders must quote for the complete scope of work. Price of any item(s) not quoted shall be covered/included in the total bid price.

1.2 Source of Funds

The Employer has arranged funds from its own sources.

IB.2 Eligible Bidders

2.1 Bidding is open to all firms and persons meeting the following requirements:

See “Bidder’s Eligibility/Qualification Criteria” on Page No. 64

IB.3 Cost of Bidding

3.1 The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. BIDDING DOCUMENTS

IB.4 Contents of Bidding Documents

4.1 In addition to Invitation for Bids, the Bidding Documents are those stated below, and should be read in conjunction with any Addendum issued in accordance with Sub-Clause IB.6.1.

1. Instructions to Bidders & Bidding Data
2. Form of Bid & Schedules to Bid
Schedules to Bid comprise the following:
 - (i) Schedule A: Schedule of Prices
 - (ii) Schedule B: Specific Works Data
 - (iii) Schedule C: Works to be performed by Sub-Contractors
 - (iv) Schedule D: Method of Performing Works
3. Conditions of Contract & Contract Data
4. Standard Forms:
 - (i) Form of Bid Security
 - (ii) Form of Performance Security
 - (iii) Form of Contract Agreement
 - (iv) Form of Bank Guarantee for Advance Payment
5. Technical Specifications
6. Bill of Quantity
7. Drawings, if any

IB.5 Clarification of Bidding Documents

5.1 A prospective bidder requiring any clarification(s) in respect of the Bidding Documents may notify the Employer at the Employer/Employer's Representative's address indicated in the Bidding Data.

5.2 The Employer will respond to any request for clarification which it receives earlier than ten (10) days prior to the deadline for the submission of Bids. Copies of the Employer's response will be forwarded to all prospective who have received the Bidding Documents including a description of the enquiry.

IB.6 Amendment of Bidding Documents

6.1 At any time prior to the deadline for submission of Bids, the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by issuing addendum.

6.2 Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub-Clause 6.1 hereof, and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the Employer.

6.3 To afford prospective bidders reasonable time in which to take an addendum into account in preparing their Bids, the Employer may at its discretion extend the deadline for submission of Bids.

C. PREPARATION OF BIDS

IB.7 Language of Bid

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

IB.8 Documents Comprising the Bid

8.1 The bid prepared by the bidder shall comprise the following components:

- (a) Covering Letter
- (b) Form of Bid duly filled, signed and sealed, in accordance with Sub-Clause IB.14.3.
- (c) Schedules (A to D) to Bid duly filled and initialed, in accordance with the instructions contained therein & in accordance with Sub-Clause IB14.3.
- (d) Bid Security furnished in accordance with Clause IB.13.
- (e) Power of Attorney in accordance with Sub-Clause IB 14.5.
- (f) Documentary evidence in accordance with Clause IB.11
- (g) Documentary evidence in accordance with Clause IB.12.

IB.9 Sufficiency of Bid

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

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

IB.10 Bid Prices, Currency of Bid and Payment

10.1 The bidder shall fill up the Schedule of Prices (Schedule A to Bid) indicating the unit rates and prices of the Works to be performed under the Contract. Prices in the Schedule of Prices shall be entered keeping in view the instructions contained in the Preamble to Schedule of Prices. Price of any item(s) not quoted shall be covered/included in the total bid price.

- 10.2 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the Contract and not subject to variation on any account.
- 10.3 The unit rates and prices in the Schedule of Prices shall be quoted by the bidder in the currency as stipulated in Bidding Data.

IB.11 Documents Establishing Bidder's Eligibility and Qualifications

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

IB.12 Documents Establishing Works' Conformity to Bidding Documents

- 12.1 The documentary evidence of the Works' conformity to the Bidding Documents may be in the form of literature, drawings (if any) and data and the bidder shall furnish documentation as set out in Bidding Data.
- 12.2 The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers, if any, designated by the Employer in the Technical Provisions are intended to be descriptive only and not restrictive.

IB.13 Bid Security

- 13.1 Each bidder shall furnish, as part of his bid, at the option of the bidder, a Bid Security in the amount stipulated in Bidding Data in Pak. Rupees in the form of Pay Order or a Bank Guarantee issued by a "AA" rating Scheduled Bank in Pakistan in favour of the Employer valid for a period up to twenty eight (28) days beyond the bid validity date.
- 13.2 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive.
- 13.3 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.

- 13.4 The Bid Security of the successful bidder will be returned when the bidder has furnished the required Performance Security, pursuant to Clause IB.21 and signed the Contract Agreement, pursuant to Sub-Clauses IB.20.2 & 20.3.
- 13.5 The Bid Security may be forfeited:
- (a) if a bidder withdraws his bid during the period of bid validity; or
 - (b) if a bidder does not accept the correction of his Bid Price, pursuant to Sub-Clause 16.4 (b) hereof; or
 - (c) in the case of a successful bidder, if he fails to:
 - (i) furnish the required Performance Security in accordance with Clause IB.21, or
 - (ii) sign the Contract Agreement, in accordance with Sub-Clauses IB.20.2 & 20.3.

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

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

D. SUBMISSION OF BID

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

- 15.1 Bids must be received by the Employer at the address/provided in Bidding Data not later than the time and date stipulated therein.
- 15.2 Bids submitted through telegraph, telex, fax or e-mail shall not be considered.
- 15.3 Any bid received by the Employer after the deadline for submission prescribed in Bidding Data will be returned unopened to such bidder.
- 15.4 Any bidder may modify or withdraw his bid after bid submission provided that the modification or written notice of withdrawal is received by the Employer prior to the deadline for submission of bids.
- 15.5 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security pursuant to Sub-Clause IB.13.5(a).

E. BID OPENING AND EVALUATION

IB.16 Bid Opening, Clarification and Evaluation

- 16.1 The Employer will open the bids, in the presence of bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Data.
- 16.2 The bidder's name, Bid Prices, the presence or absence of Bid Security, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Employer at the bid opening. The Employer will record the same at the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.
- 16.3 To assist in the examination, evaluation and comparison of Bids the Employer may, at its discretion, ask the bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.
- 16.4 (a) Prior to the detailed evaluation, pursuant to Sub-Clauses IB.16.7 to 16.9, the Employer will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include to determine the requirements listed in Bidding Data.

(b) Arithmetical errors will be rectified on the following basis:
If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and

figures the amount in words shall prevail. If there is a discrepancy between the Total Bid price entered in Form of Bid and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Employer in accordance with the Corrected Schedule of Prices. If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and his Bid Security forfeited.

16.5 A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

16.6 Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Employer, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

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

i) Duly licensed by the Pakistan Engineering Council (PEC) in EE-02, EE-03, EE-09, ME-04, ME-06 category / code (License must be valid).

ii) NTN & GST/SRB Registration certificates of the firm.

(b) Technical Evaluation

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

(c) Commercial Evaluation

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

16.8 Evaluated Bid Price

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

(i) making any correction for arithmetic errors pursuant to Sub-Clause 16.4 hereof.

(ii) making an appropriate price adjustment for any other acceptable variation or deviation.

- (iii) making an appropriate price adjustment for Deviations in terms of Payments (if any and acceptable to the Employer).
- (iv) discount, if any, offered by the bidders as also read out and recorded at the time of bid opening.

16.9 Evaluation Methods

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

- (i) Price Adjustment for Technical Compliance

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

- (ii) Price Adjustment for Commercial Compliance

The cost of making good any deficiency resulting from any quantifiable variations and deviations from the Bid Schedules and Conditions of Contract, as determined by the Employer's Representative/Employer will be added to the Corrected Total Bid Price for comparison purpose only. Adjustment for commercial compliance will be added to the Corrected Total Bid Prices.

- (iii) Price Adjustment for Deviation in Terms of Payments

Refer to Bidding Data

16.10 Clause 36 (b) of PPRA Rules 2004 should strictly be followed.

IB.17 Process to be Confidential

17.1 Subject to Sub-Clause IB.16.3 heretofore, no bidder shall contact Employer's Representative/Employer on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation result is announced by the Employer. The evaluation result shall be announced at least ten (10) days prior to award of Contract. The announcement to all bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the bids evaluated.

17.2 Any effort by a bidder to influence Employer in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation result, however, mere fact of lodging a complaint shall not warrant suspension of procurement process.

F. AWARD OF CONTRACT

IB.18. Post Qualification

- 18.1 The Employer, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report.

- 18.2 The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications submitted under Clause IB.11, as well as such other information required in the Bidding Documents.

IB.19 Award Criteria & Employer's Right

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

- 19.2 Notwithstanding Sub-Clause IB.19.1, the Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Employer's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders.

IB.20 Notification of Award & Signing of Contract Agreement

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

IB.21 Performance Security

- 21.1 The successful bidder shall furnish to the Employer a Performance Security in the form and the amount stipulated in the Conditions of Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance. The performance security shall be valid up to completion of maintenance / defect liability period of the contract.
- 21.2 Failure of the successful bidder to comply with the requirements of Sub-Clauses IB.20.2 & 20.3 or 21.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

CRITERIA FOR BID EVALUATION

The minimum qualifying points are 70 out of 100.

S.No	Requirement	Max. Points	Points Obtained
01	Status of the firm	10	
	Public/private Limited	10	
	Partnership Firm	08	
	Sole proprietorship	06	
02	Experience of the firm in the relevant equipment	30	
	More than 5 years	30	
	More than 4 years	20	
	More than 3 years	10	
	More than 2 years	05	
03	Professional Capability (Technical Personnel)	20	
	Professional Engineer PEC	07	
	Registered Engineer PEC	03	
	20 & above Technical Staff	10	
	16 & above Technical Staff	08	
	10 & above Technical Staff	05	
04	Technical Capability (Workshop)	20	
	Owned Electronic & Mechanical Workshop	20	
	Owned Electronic Workshop	15	
	Hired Workshop facility	10	
05	Financial Soundness (Company/Organization)	10	
	Average turnover for last three years upto 60 million per year & above	10	
	Average turnover for last three years upto 40 million per year & above	05	
	Average turnover for last three years upto 20 million per year & above	03	
06	Current Customers (Company/Organization)	10	
	20 & above	10	
	15 & above	07	
	10 & above	05	

BIDDING DATA

Instruction to Bidders

Clause Reference

1.1	<u>Name of Employer:</u> Port Qasim Authority and represented by Director General (Admin) Brief Description of Works: Repair/Maintenance & Servicing of Security related equipments/accessories/peripherals/etc.
5.1	<u>Employer's address:</u> Director General (Admin), Head Office Building, Port Qasim Authority, Bin Qasim Karachi-75020
10.3	Bid shall be quoted entirely in Pak. Rupees. The payment shall be made in Pak. Rupees.
11.2	The bidder/manufacture has the financial, technical and production capability necessary to perform the Contract as follows: i. Bank certificate for the current year. ii. List of completed projects and complete technical information as mentioned in clause 12.1(a&b)
12.1	(a) A detailed description of the Works, essential technical and performance characteristics. (b) Complete set of technical information, description data, literature and drawings if required in accordance with Schedule B to Bid, Specific Works Data. This will include but not be limited to a sufficient number of drawings, photographs, catalogues, illustrations and such other information as is necessary to illustrate clearly the significant characteristics and other relevant information about the works to be performed.
13.1	Amount of Bid Security Rs. 100,000 as Bid Amount in shape of Pay order/ Bank Guarantee from "AA" rating Bank of Pakistan situated at Karachi in favour of Port Qasim Authority, to be submitted alongwith bid.
14.1	Period of Bid Validity 90 days
14.4	Number of Copies of the Bid to be Submitted One original plus one copy (Technical & Financial separately)
14.6	Employer's Address for the Purpose of Bid Submission Office of the Director (SECURITY), Port Qasim Authority, Karachi.
15.1	Venue, Time, and Date of Bid Opening As notified in NIT.
16.1	Responsiveness of Bids (i) the Bid is valid till bid validity period, (ii) the Bid prices are firm during currency of contract (if it is a fixed price)

	bid) (iii) completion period offered is within specified limits, (iv) the Bidder/Manufacturer is eligible to Bid and possesses the requisite experience, capability and qualification as per evaluation criteria given with this documents. (v) the Bid does not deviate from basic technical requirements and (vi) the Bids are generally in order, etc.
16.10	Bids shall be in accordance with clause 36 (b) of PPRA Rules 2004

**FORM OF BID
&
SCHEDULES OF BID**

FORM OF BID
(To be filled-in by bidder)
(LETTER OF OFFER)

Bid Reference No. _____

(Name of Works)

To:

Gentlemen,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications, Drawings, if any, Schedule of Prices and Addenda Nos. _____ 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 your favour or made payable to you and valid for a period of twenty eight (28) days beyond the period of validity of 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 _____ 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 that 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 _____ day of _____, 20

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)

(Seal)

Address

Witness:

(Signature) _____

Name: _____

Address: _____

[SCHEDULES TO BID INCLUDE THE FOLLOWING:

- Schedule A to Bid: Schedule of Prices
- Schedule B to Bid: Specific Works Data
- Schedule C to Bid: Works to be performed by Sub-Contractors
- Schedule D to Bid: Method of Performing Works

SCHEDULE – A TO BID
SCHEDULE OF PRICES

<u>S No.</u>		<u>Page No.</u>
1.	Preamble to Schedule of Prices	26
2.	(a) Summary of Bid Prices	28
	(b) Detailed Schedule of Prices	29

PREAMBLE TO SCHEDULE OF PRICES

1. General

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

2. Description

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

3. Units & Abbreviations

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

(Note: The abbreviations to be used in the Schedule of Prices to be defined by the Employer).

4. Rates and Prices

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

among the rates and prices entered for the related items of the Works and no separate payment will be made for those items.

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

- 4.5 (a) The bidder shall be deemed to have obtained all information as to and all requirements related thereto which may affect the bid price.
- * (b) The Contractor shall be responsible to make complete arrangements for the transportation of the Plant to the Site.

*(Employer may modify as appropriate)

- 4.6 The Contractor shall provide for all parts of the Works to be completed in every respect. The contractor during the period of the contract shall keep the works and the equipments thereon in good and serviceable condition and by repair/maintenance/service and replacement of damaged or broken parts with parts of the same type. Notwithstanding that any details, accessories, etc. required for the complete installation and satisfactory operation of the Works, are not specifically mentioned in the Specifications, such details shall be considered as included in the Contract Price.

5. Bid Prices

5.1 Break-up of Bid Prices

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

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

5.2 Total Bid Price

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

6. Provisional Sums

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

SUMMARY OF BID PRICES

S. No	Description	Amount	GST	Total
	02 year's Maintenance and Servicing of following systems as detailed in Bill of Quantity. Complete in all respect in accordance with specifications as directed by authorized official.			
01	Turnstile Gates			
02	Walk Through Gates and Metal Detectors			
03	Road Blockers			
04	Under Vehicle Surveillance System			
05	Visitor Management System			
06	Security Control Room Equipments			
07	CCTV System			
08	Access Control / Time Attendance			
09	Network Equipments			
Total Firm Bid Price (The amount to be entered in Paragraph 1 of the Form of Bid)				
(In words). _____				

- ❖ The rate of GST _____%
- ❖ Annual maintenance of following system is mentioned in Bill of Quantity showing Amount against each item.

DETAILED SCHEDULE OF PRICES

S. No	Description	Qty	Unit	Amount	GST	Total
1.						
Total Firm Bid Price						

Total Firm Bid Price: Rupees _____
(In words)

Rate of GST: _____ %

SCHEDULE - B TO BID

SPECIFIC WORKS DATA

The provision of all supplies, personnel, equipments, tools, materials, spare parts, supervision and other items or services necessary to keep the equipments listed in Bill of Quantity in good and serviceable condition and by repair or replacement of damaged or broken parts with parts of the same type; the contractor shall ensure the sufficiency of the spare parts required during the contract period.

*(Note: The Employer shall spell out the information & data required to be filled out by the bidder and to furnish complementary information).

(NOT APPLICABLE)

SCHEDULE – C TO BID

WORKS TO BE PERFORMED BY SUB-CONTRACTORS

The bidder will do the work with his own resources except the work listed below which he intends to sub-contract.

Items of Works to be Sub-Contracted	Name and address of Sub-Contractors	Statement of similar works previously executed (attach evidence)
--	--	---

Note:

1. No change of Sub-Contractors shall be made by the bidder without prior approval of the Employer.
2. The truthfulness and accuracy of the statement as to the experience of Sub-Contractors is guaranteed by the bidder. The Employer's judgment shall be final as to the evaluation of the experience of Sub-Contractors submitted by the bidder.

Statement of similar works shall include description, location & value of works, year completed and name & address of the clients.

SCHEDULE – D TO BID

METHOD OF PERFORMING WORKS

The bidder is required to submit a narrative outlining the method of performing the Works. The narrative should indicate in detail and include but not be limited to:

- The sequence and methods in which he proposes to carry out the Works, including the number of shifts per day and hours per shift, he expects to work.
- A list of all major items of constructional and erectional plant, tools and vehicles proposed to be used in delivering/carrying out the Works at Site
- The procedure for installation of equipment and transportation of equipment and materials to the site.
- Organization chart indicating head office & field office personnel involved in management, supervision and engineering of the Works to be done under the Contract.

CONDITIONS OF CONTRACT

TABLE OF CONTENTS

CONDITIONS OF CONTRACT

<i>Clause No.</i>	<i>Description</i>	<i>Page No.</i>
1.	General Provisions	35-36
2.	The Employer	37
3.	Employer's Representative	37-38
4.	The Contractor	38-39
5.	Time for Completion	40
6.	Variations And Claims	40-41
7.	Contract Price And Payment	42-43
8.	Default	43
9.	Risks And Responsibilities	44
10.	Insurance	44
11.	Resolution of Disputes	45

CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS

1.1 Definitions

In the Contract as defined below, the words and expressions defined shall have the following meanings assigned to them, except where the context requires otherwise:

The Contract

- 1.1.1 “Contract” means the Contract Agreement and the other documents listed in the Contract Data.
- 1.1.2 “Specifications” means the document as listed in the Contract Data, including Employer’s requirements in respect of design to be carried out by the Contractor (if any), and any Variation to such document.
- 1.1.3 “Drawings” means the Employer’s drawings of the Works as listed in the Contract Data, and any Variation to such drawings.

Persons

- 1.1.4 “Employer” means the person named in the Contract Data and the legal successors in title to this person and will include Employer’s Representative specified in the Contract Data.
- 1.1.5 “Contractor” means the person named in the Contract Data and the legal successors in title to this person, but not (except with the consent of the Employer) any assignee.
- 1.1.6 “Party” means either the Employer or the Contractor.

Dates, Times and Periods

- 1.1.7 “Commencement Date” means the date fourteen (14) days after the date the Contract comes into effect or any other date named in the Contract Data.
- 1.1.8 “Day” means a calendar day
- 1.1.9 “Time for Completion” means the time for completing the Works as stated in the Contract Data (or as extended under Sub-Clause 5.3), calculated from the Commencement Date.

Money and Payments

- 1.1.10 “Cost” means all expenditure properly incurred (or to be incurred) by the Contractor, whether on or off the Site, including overheads and similar charges but does not include any allowance for profit.

Other Definitions

- 1.1.11 “Contractor’s Equipment” means all machinery, apparatus and other things required for the execution of the Works but does not include Materials or Plant intended to form part of the Works.
- 1.1.12 “Country” means the Islamic Republic of Pakistan.
- 1.1.13 “Force Majeure” means an event or circumstance which makes performance of a Party’s obligations illegal or impracticable and which is beyond that Party’s reasonable control.
- 1.1.14 “Materials” means things of all kinds (other than Plant) to be supplied and incorporated in the Works by the Contractor.
- 1.1.15 “Plant” means the machinery and apparatus intended to form or forming part of the Works.
- 1.1.16 “Site” means the places provided by the Employer where the Works are to be executed, and any other places specified in the Contract as forming part of the Site.
- 1.1.17 “Variation” means a change which is instructed by the Employer under Sub-Clause 6.1.
- 1.1.18 “Works” means any or all the works whether Supply, Installation, Construction etc. and design (if any) to be performed by the Contractor including temporary works and any variation thereof.

1.2 Interpretation

Words importing persons or parties shall include firms and organizations. Words importing singular or one gender shall include plural or the other gender where the context requires.

1.4 **Law**

The law of the Contract is the relevant Law of Islamic Republic of Pakistan.

1.5 **Communications**

All Communications related to the Contract shall be in English language.

1.6 **Statutory Obligations**

The Contractor shall comply with the Laws of Islamic Republic of Pakistan and shall give all notices and pay all fees and other charges in respect of the Works.

2. THE EMPLOYER

2.1 **Provision of Site**

The Employer shall provide the Site and right of access thereto at the times stated in the Contract Data.

2.2 **Permits etc.**

The Employer shall, if requested by the Contractor, assist him in applying for permits, licenses or approvals which are required for the Works.

2.3 **Employer's Instructions**

The Contractor shall comply with all instructions given by the Employer if notified by the Employer, in respect of the Works including the suspension of all or part of the Works.

2.4 **Approvals**

No approval or consent or absence of comment by the Employer shall affect the Contractor's obligations.

3. EMPLOYER'S REPRESENTATIVES

3.1 **Authorized Person**

The Employer shall appoint a duly authorized person to act for him and on his behalf for the purposes of this Contract. Such authorized person shall be duly identified in the Contract Data or otherwise notified in writing to the Contractor as soon as he is so appointed. In either case the Employer shall notify the Contractor, in writing, the precise scope of the authority of such authorized person at the time of his appointment.

3.2 **Employer's Representative**

The name and contact number of Employer's Representative is given in Contract Data. However the Contractor shall be notified by the Employer, the delegated duties and authority before the Commencement of Works.

4. **THE CONTRACTOR**

4.1 **General Obligations**

The Contractor shall carry out the Works properly and in accordance with the Contract. The Contractor shall provide all supervision, labour, Materials, Plant and Contractor's Equipment which may be required.

4.2 **Contractor's Representative**

The Contractor shall appoint a representative at site on full time basis to supervise the execution of work and to receive instructions on behalf of the Contractor but only after obtaining the consent of the Employer for such appointment which consent shall not be unreasonable withheld by the Employer. Such authorized representative may be substituted /replaced by the Contractor at any time during the Contract Period but only after obtaining the consent of the Employer as aforesaid.

4.3 **Sub-Contracting**

The Contractor shall not Sub-Contract the whole or any part of the Works without the consent of the Employer.

4.4 **Performance Security**

The Contractor shall furnish to the Employer within fourteen (14) days after receipt of Letter of Acceptance a Performance Security at the option of the bidder, in the form of Bank Draft (Pay order) or Bank Guarantee having at least AA rating from PACRA/JCR situated in Karachi for the amount and validity specified in Contract Data.

4.5 **EMPLOYER'S RISKS**

4.5.1 **The Employer's Risks**

The Employer's Risks are:-

- a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies, within the Country;
- b) rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war, within the Country;
- c) riot, commotion or disorder by persons other than the Contractor's personnel and other employees including the personnel and employees of Sub-Contractors, affecting the Site and/or the Works;
- d) ionizing radiations, or contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such an assembly, except to the extent to which the Contractor/Sub-Contractors may be responsible for the use of any radio-active material;
- e) Pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds;
- f) use or occupation by the Employer of any part of the Works, except as may be specified in the Contract;
- g) late handing over of sites, anomalies in drawings, late delivery of designs and drawings of any part of the Works by the Employer's personnel or by others for whom the Employer is responsible;
- h) a suspension under Sub-Clause 2.3 unless it is attributable to the Contractor's failure; and
- i) physical obstructions or physical conditions other than climatic conditions, encountered on the Site during the performance of the Works, for which the Contractor immediately notified to the Employer and accepted by the Employer.

5. TIME FOR COMPLETION

5.1 Execution of the Works

The Contractor shall commence the Works on the Commencement Date and shall proceed expeditiously and without delay and shall complete the Works.

5.2 Programme

Within the time stated in the Contract Data, the Contractor shall submit to the Employer a programme for the Works in the form stated in the Contract Data.

5.3 Extension of Time

The Contractor shall, within such time as may be reasonable under the circumstances, notify the Employer of any event(s) falling within the scope of Sub-Clause 4.5.1 or 6.3 of these Conditions of Contract and request the Employer for a reasonable extension in the time for the completion of Works. Subject to the aforesaid, the Employer shall determine such reasonable extension in the time for the completion of Works as may be justified in the light of the details/particulars supplied by the Contractor in connection with the such determination by the Employer within such period as may be prescribed by the Employer for the same; and the Employer shall extend the Time for Completion as determined.

5.4 Extension of Contract

The validity of contract may be extended for further period of one more year on same terms and conditions at the option of PQA and / or with such modification as may be mutually agreed.

5.5 Late Completion

If the Contractor fails to complete the Works within the Time for Completion, the Contractor's only liability to the Employer for such failure shall be to pay the amount stated in the Contract Data for each day for which he fails to complete the Works.

6. VARIATIONS AND CLAIMS

6.1 Right to Vary

The Employer may issue Variation Order(s) in writing. Where for any reason it has not been possible for the Employer to issue such Variations Order(s), the Contractor may confirm any verbal orders given by the Employer in writing and if the same are not refuted/denied by the Employer within seven (7) days of the receipt of such confirmation the same shall be deemed to be a Variation Orders for the purposes of

this Sub-Clause.

6.2 Valuation of Variations

Variations shall be valued as follows:

- a) at a lump sum price agreed between the Parties, or
- b) where appropriate, at rates in the Contract, or
- c) in the absence of appropriate rates, the rates in the Contract shall be used as the basis for valuation, or failing which
- d) at appropriate new rates, as may be agreed or which the Employer considers appropriate, or
- e) if the Employer so instructs, at day work rates set out in the Contract Data for which the Contractor shall keep records of hours of labour and Contractor's Equipment, and of Materials, used.

6.3 Early Warning

The Contractor shall notify the Employer in writing as soon as he is aware of any circumstance which may delay or disrupt the Works, or which may give rise to a claim for additional payment.

To the extent of the Contractor's failure to notify, which results to the Employer being unable to keep all relevant records or not taking steps to minimize any delay, disruption, or Cost, or the value of any Variation, the Contractor's entitlement to extension of the Time for Completion or additional payment shall be reduced/rejected.

6.4 Valuation of Claims

If the Contractor incurs Cost as a result of any of the Employer's Risks, the Contractor shall be entitled to the amount of such Cost. If as a result of any Employer's Risk, it is necessary to change the Works, this shall be dealt with as a Variation subject to Contractor's notification for intention of claim to the Employer within fourteen (14) days of the occurrence of cause.

6.5 Variation and Claim Procedure

The Contractor shall submit to the Employer an itemized make-up of the value of variations and claims within twenty eight (28) days of the instruction or of the event giving rise to the claim. The Employer shall check and if possible agree the value. In the absence of agreement, the Employer shall determine the value.

7. CONTRACT PRICE AND PAYMENT

7.1 (a) Terms of Payments

The amount due to the Contractor under any Interim Payment Certificate issued by the Employer pursuant to this Clause, or to any other terms of the Contract, shall be paid by the Employer to the Contractor within 30 days after such Interim Payment Certificate has been jointly verified by Employer and Contractor, or, in the case of the Final Certificate referred to in Sub Clause 7.5, within 60 days after such Final Payment Certificate has been jointly verified by Employer and Contractor.

(b) Valuation of the Works

The Works shall be valued as provided for in the Contract Data, subject to Clause 06.

7.2 Monthly Statements

The Contractor shall be entitled to be paid at monthly intervals:

- a) the value of the Works executed; and
- b) The percentage of the value of Materials and Plant reasonably delivered to the Site, as stated in the Contract Data, subject to any additions or deductions which may be due.

The Contractor shall submit each month to the Employer a statement showing the amounts to which he considers himself entitled.

7.3 Interim Payments

Within a period not exceeding seven (7) days from the date of submission of a statement for interim payment by the Contractor, the Employer's Representative shall verify the same and within a period not exceeding thirty (30) days from the said date of submission by the Contractor, the Employer shall pay to the Contractor the sum verified by the Employer's Representative less retention money at the rate stated in the Contract Data.

7.4 **Retention**

Retention money shall be paid by the Employer to the Contractor within fourteen (14) days after either the expiry of the period stated in the Contract Data, or the remedying of notified defects, or the completion of outstanding work, which ever is the later.

7.5 **Final Payment**

Within twenty one (21) days from the date of issuance of the Maintenance Certificate the Contractor shall submit a final account to the Employer's Representative to verify and the Employer's Representative shall verify the same within fourteen (14) days from the date of submission and forward the same to the Employer together with any documentation reasonably required to enable the Employer to ascertain the final contract value.

Within sixty (60) days from the date of receipt of the verified final account from the Employer's Representative, the Employer shall pay to the Contractor any amount due to the Contractor. While making such payment the Employer may, for reasons to be given to the Contractor in writing, withhold any part or parts of the verified amount.

7.6 **Currency**

Payment shall be in the currency stated in the Contract Data.

8. DEFAULT

8.1 **Default by Contractor**

If the Contractor abandons the Works, refuses or fails to comply as mentioned in the contract or fails to proceed expeditiously and without delay, or is, despite a written complaint, in breach of the Contract, the Employer may give notice referring to this Sub-Clause and stating the default.

8.2 If the Contractor has not taken all practicable steps to remedy the default within three (03) days after receipt of the Employer's notice, the Employer may by a second notice given within a further fifteen (15) days, terminate the Contract. The Contractor shall then demobilize from the Site leaving behind any Contractor's Equipment which the Employer instructs, in the second notice, to be used for the completion of the Works at the risk and cost of the Contractor.

9. RISKS AND RESPONSIBILITIES

9.1 Contractor's Care of the Works

The Contractor shall take full responsibility for the care of the Works from the Commencement Date until the date of the Employer's issuance of Certificate of Completion. If any loss or damage happens to the Works during the above period, the Contractor shall rectify such loss or damage so that the Works conform with the Contract.

Unless the loss or damage happens as a result of any of the Employer's Risks, the Contractor shall indemnify the Employer, or his agents against all claims loss, damage and expense arising out of the Works.

9.2 Force Majeure

If Force Majeure occurs, the Contractor shall notify the Employer immediately. If necessary, the Contractor may suspend the execution of the Works and, to the extent agreed with the Employer demobilize the Contractor's Equipment.

If the event continues for a period of eighty four (84) days, either Party may then give notice of termination which shall take effect twenty eight (28) days after the giving of the notice.

After termination, the Contractor shall be entitled to payment of the unpaid balance of the value of the Works executed and of the Materials and Plant reasonably delivered to the Site, adjusted by the following:

- a) any sums to which the Contractor is entitled under Sub-Clause 6.4,
- b) the cost of his demobilization, and
- c) less any sums to which the Employer is entitled.

The net balance due shall be paid or repaid within thirty five (35) days of the notice of termination.

10. INSURANCE

10.1 Arrangements

The Contractor shall, prior to commencing the Works, effect insurances of the types, in the amounts and naming as insured the persons stipulated in the Contract Data except for items (a) to (e) and (i) of the Employer's Risks & work mans compensation under Sub-Clause 4.5.1. The policies shall be issued by insurers and in terms approved by the Employer. The Contractor shall provide the Employer with evidence that any required policy is in force and that the premiums have been paid.

10.2 **Default**

If the Contractor fails to effect or keep in force any of the insurances referred to in the previous Sub-Clause, or fails to provide satisfactory evidence, policies or receipts, the Employer may, without prejudice to any other right or remedy, effect insurance for the cover relevant to such as a default and pay the premiums due and recover the same plus a sum in percentage given in Contractor Data from any other amounts due to the Contractor.

11. **RESOLUTION OF DISPUTES**

11.1 **Employer's Decision**

If a dispute of any kind whatsoever arises between the Employer's Representative and the Contractor in connection with the Works, the matter in dispute shall, in the first place, be referred in writing to the Employer, with a copy to the other party. Such reference shall state that it is made pursuant to this Clause. No later than the twenty eight (28) days after the day on which he received such reference, the Employer Representative shall give notice of his decision to the Employer and the Contractor.

Unless the Contract has already been repudiated or terminated, the Contractor shall, in every case, continue to proceed with the Work with all due diligence, and the Contractor and the Employer shall give effect forthwith to every such decision of the Employer's Representative unless and until the same shall be revised, as hereinafter provided in an arbitral award.

11.2 **Notice of Dissatisfaction**

If a Party is dissatisfied with the decision of the Employer or if no decision is given within the time set out in Sub-Clause 11.1 here above, the Party may give notice of dissatisfaction referring to this Sub-Clause within fourteen (14) days of receipt of the decision or the expiry of the time for the decision. If no notice of dissatisfaction is given within the specified time, the decision shall be final and binding on the Parties. If notice of dissatisfaction is given within the specified time, the decision shall be binding on the Parties who shall give effect to it without delay unless and until the decision of the Engineer is revised by an arbitrator.

11.3 **Arbitration**

A dispute which has been the subject of a notice of dissatisfaction shall be finally settled as per provisions of Arbitration Act 1940 (Act No. X of 1940) and Rules made there under and any statutory modifications thereto. Any hearing shall be held at the place specified in the Contract Data and in the language referred to in Sub-Clause 1.5

CONTRACT DATA

CONTRACT DATA

Sub-Clauses of Conditions of Contract

1.1.1	Bidding documents as per clause 1B.4 Instructions to Bidders.
1.1.4	The Employer means Port Qasim Authority.
1.1.5	The Contractor means _____
1.1.7	Commencement date shall be fourteen (14) days after issuance of Work Order to the Contractor.
1.1.18	“Works” include provision of all supplies, personnel, equipments, tools, materials, spare parts, supervision and other items or services necessary to keep the equipments listed in Bill of Quantity, in good and serviceable condition and by repair or replacement of damaged or broken parts with parts of the same type.
2.1	Provision of Site: On the commencement date
3.1	The authorized person shall be Director General (Administration), Port Qasim Authority, Karachi.
3.2	Employer’s Representatives shall be Director (Security) and Manager (Security), Port Qasim Authority, Karachi.
4.1	Performance Security: The Performance Security shall be valid up to completion of maintenance / defects liability period of the contract. (Form: As provided under Standard Forms of these Documents)
5.1	Contract Period:- 24 months and extendable to 01 more year if required.
5.5	Liquidated Damages Amount payable due to failure to complete the work shall be 0.1 % per day up to a maximum of (10%) of contract sum stated in the Letter of Intent /Acceptance
5.6	Defects liability: Any defect/deficiency or faults not being in accordance with the contract discovered during the contract period shall be made good at the contractor’s own expense within the period specified by the Employer. Notwithstanding, the liquidated damages, liability (if any), in case of the contractor’s failure or omission to perform the rectification, the contractor shall be liable to the employer to the extent of the loss/cost resulting thereof by adjustment/deduction of contract price or recoverable by any other available means.
7.1	<p style="text-align: center;"><u>Terms of payments:</u></p> <p>i) Payment of Contract Price shall be paid monthly pro rata the contract period: The Employer’s Representative after examining each work statement certify the amount of payment of the contractor which he shall consider reasonable and proper in respect thereof subject to retention of percentage of Retention money and deduction of any such sum which may have become due to payable by the contractor to the Authority.</p> <p>For all payments made to the Contractor, a deduction of five percent shall be made from each bill as Retention Money. The Retention Money deducted from payment bill shall be refunded to the Contactor after</p>

	<p>issuance of work completion certificate .The amount due to the Contractor under any certificate duly certificate for payment by the Employer’s Representative pursuant to this clause or to any terms of the Contract, shall be paid by the Authority to the Contractor after such certification.</p> <p>The amount due to the Contractor under any certificate for payment by the Employer’s Representative pursuant to this clause or to any terms of the Contract, shall be paid by the Authority to the Contractor after such certification.</p> <p>All contents in them payment certificate issued by the Employer’s Representative and also by the payments that have been made shall be considered partial and provisional and nor final and on account, of any mistake in measurement or computation in the payment certificate shall be corrected and payment be adjusted accordingly.</p> <p>ii). Final Payment</p> <p>Not later than one month after the completion of the Contract period, the Contractor shall submit to the Employer’s Representative a statement of final account with supporting documents showing the value of the work done in accordance with the Contract together with all further sums which the Contractor to be due to him under the Contract within one month after the receipt of his final account and of all information reasonably required for its verification. The Employer’s Representative shall issue a final certificate stating:</p> <p>a) The amount which in his opinion is finally due under the Contract and after giving credit to the Authority for all amounts previously paid by the Authority and for all sums to which the Authority is entitled under the Contract.</p> <p>b) The balance, if any, due from the Authority to the Contractor or from Contractor to the Authority as the case may be such balance shall be paid to or by the Contractor as the case may require within forty five days of the Employer’s Representative certificate.</p> <p>C) The final statement shall be submitted with the endorsement that the Contractor has no other claim except those in the final statement. The final statement shall not be entertained without endorsement.</p>
8.1	<p>Arbitration Place of Arbitration: Karachi</p>

STANDARD FORMS

FORM OF BID SECURITY
(Bank Guarantee)

Guarantee No. _____
Executed on _____

(Letter by the Guarantor to the Employer)

Name of Guarantor (Scheduled Bank in Pakistan) with
address: _____

Name of Principal (Bidder) with
address: _____

Penal Sum of Security (express in words and
figures): _____

Bid Reference No. _____ Date of Bid _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal, we the Guarantor above-named are held and firmly bound unto the _____, (hereinafter called The "Employer") in the sum stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying Bid numbered and dated as above for _____ (Particulars of Bid) to the said Employer;
and

WHEREAS, the Employer has required as a condition for considering the said Bid that the Principal furnishes a Bid Security in the above said sum to the Employer, conditioned as under:

- (1) that the Bid Security shall remain valid for a period of sixty days (60) days beyond the period of validity of the bid;
- (2) that in the event of;
 - (a) the Principal withdraws his Bid during the period of validity of Bid, or
 - (b) the Principal does not accept the correction of his Bid Price, pursuant to Sub-Clause 16.4 (b) of Instructions to Bidders, or
 - (c) failure of the successful bidder to
 - (i) furnish the required Performance Security, in accordance with Sub-Clause IB-21.1 of Instructions to Bidders, or

(ii) sign the proposed Contract Agreement, in accordance with Sub-Clauses IB-20.2 & 20.3 of Instructions to Bidders,
the entire sum be paid immediately to the said Employer for delayed
completion and not as penalty for the successful bidder's failure to perform.

NOW THEREFORE, if the successful bidder shall, within the period specified therefore, on the prescribed form presented to him for signature enter into a formal Contract Agreement with the said Employer in accordance with his Bid as accepted and furnish within fourteen (14) days of receipt of Letter of Acceptance, a Performance Security with good and sufficient surety, as may be required, upon the form prescribed by the said Employer for the faithful performance and proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Guarantor shall forthwith pay to the Employer the said sum stated above upon first written demand of the Employer without cavil or argument and without requiring the Employer to prove or to show grounds or reasons for such demand, notice of which shall be sent by the Employer by registered post duly addressed to the Guarantor at its address given above.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Guarantor shall pay without objection the sum stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed the instrument under its seal on the date indicated above, the name and seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

1. Signature _____

1. _____

2. Name _____

Corporate Secretary (Seal)

3. Title _____

2. _____

(Name, Title & Address)

Corporate Guarantor (Seal)

**FORM OF PERFORMANCE SECURITY
(Bank Guarantee)**

Guarantee No. _____
Executed on _____

(Letter by the Guarantor to the Employer)

Name of Guarantor (Scheduled Bank in Pakistan) with
address: _____

Name of Principal (Contractor) with
address: _____

Penal Sum of Security (express in words and
figures) _____

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Employer) in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____
_____ (Name of Contract) for the _____
_____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 9, Remedying Defects, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract, for which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

	_____ Guarantor (Bank)
Witness:	
1. _____	1. Signature _____
_____	2. Name _____
Corporate Secretary (Seal)	3. Title _____
2. _____	
_____	_____
(Name, Title & Address)	Corporate Guarantor (Seal)

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the _____ day of _____ 2018 _____ between _____ (hereinafter called the "Employer") of the one part and _____ (hereinafter called the "Contractor") of the other part.

WHEREAS the Employer is desirous that certain Works, viz _____ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnesses as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Letter of Acceptance;
 - (b) The completed Form of Bid alongwith Schedules to Bid;
 - (c) Conditions of Contract & Contract Data;
 - (d) The priced Schedule of Prices;
 - (e) The Specifications; and scope of work
 - (f) The Drawings (if any)
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

(Seal)

Signature of the Employer

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

(Name, Title and Address)

Witness:

(Name, Title and Address)

Special Stipulation

APPENDIX “A” TO THE FORM OF TENDER
(To be signed by the Tenderer)
Special Stipulation

1.	Earnest Money	100,000/- of tendered sum in the form of Pay order / Bank Guarantee issued by any scheduled Bank of Pakistan having AA rating situated in Karachi. The earnest money of the un-successful tenderers shall be returned after signing of the Agreement with successful tenderer. In any event not later than 120 days following the date of opening of tenders.
2.	Amount of Performance Bond	10% of Contract Price
3.	Performance Bond	Bank guarantee / Pay order from any Scheduled Bank of Pakistan having AA- rating situated in Karachi. Performance bond shall be released after issuance of work completion certificate.
4.	Period for commencement	14 Calendar days from the Employer's order to commence the works.
5.	Completion Time.	Contract period is 24 months from the date of award of the Contract or any extension thereof.
6.	Amount of liquidated Damages for late completion after due date for completion.	Liquidated Damages shall be 0.1 % (1/10 th of 1%) per day of the contract price up to a maximum of 10% of the Contract price.
7.	Percentage of Retention money	5% of all payments made to Contractor retention money shall be released after issuance of work completion certificate.
8.	Time within which payment is to be made after receipt of the certificate by the Employer's Representative.	30 calendar days
10.	Minimum amount of third party Insurance	Rs.50,000/= to 100,000/=
11.	List of Approved Insurance Company.	a)- Adamjee Insurance Company. b)- Eastern Federal Union Insurance Company c)- New Jubilee Insurance Company

Authorized
Signature of Tenderer

Bill of Quantity

PORT QASIM AUTHORITY

(SECURITY DEPARTMENT)

BILL OF QUANTITY

**NAME OF WORK: RUNNING MAINTENANCE AND SERVICING
CONTRACT OF SECURITY EQUIPMENTS
INSTALLED IN PQA**

S.No	Items and Description of Works	Qty	Unit	Rate/Month	GST	Amount
01	FULL HEIGHT TURNSTILE GATES Inspection, repair, maintenance, servicing, over hauling, testing, calibration, adjustment, lubrication, tightening of the following including all auxiliaries, wiring, indication lamps, switches, insulation, anti-corrosive painting complete in all respect as per specifications & as directed by authorized person of PQA.					
(i)	Bi-Directional Full Height Turnstiles Gunnebo - RotaSec-M (Qty 04)	One	job			
02	WALK THROUGH GATES & METAL DETECTORS Inspection, repair, maintenance, servicing, over hauling, testing, calibration, adjustment, lubrication, tightening of the following including all auxiliaries, wiring, indication lamps, switches, batteries, insulation, anti-corrosive painting complete in all respect as per specifications & as directed by authorized person of PQA.					
(i)	Walk Through Gates Thruscan SX-1 (Qty. 03)	One	Job			
(ii)	Handheld Metal Detectors Elecoral Thruscan 2x-x (Qty. 03)					

S.No	Items and Description of Works	Qty	Unit	Rate/Month	GST	Total
03	<p>RISING STEP HYDRAULIC ROAD BLOCKERS Inspection, repair, maintenance, servicing, over hauling, testing, calibration, adjustment, lubrication, tightening of the following panels including all auxiliaries, wiring, indication lamps, switches, insulation, anti-corrosive painting complete in all respect as per specifications & as directed by authorized person of PQA.</p> <p>a. Main Blockers RB-012 Thruscan SX-1 (Qty. 05) b. Hydraulic Driven System (Pump) (Qty. 05) c. Electric Control Panel (Qty. 05) d. Remote Control with Push Button (Qty. 05) e. Rain Water Drainage (Donkey Pump) (Qty. 05)</p>	One	Job			
04	<p>UNDER VEHICLE SURVEILLANCE SYSTEM Inspection, repair, maintenance, servicing, over hauling, testing, calibration, adjustment, lubrication, tightening of the following including all auxiliaries, wiring, indication lamps, switches, insulation, anti-corrosive painting complete in all respect as per specifications & as directed by authorized person of PQA.</p> <p>(i) UVSS System Teleradio IVACS/UVSS a. Cameras for Number Plate & Driver (Qty. 01) b. Weight Sensor (Qty. 01) c. Traffic Light (Qty. 01) d. Scanning Equipment (Qty. 01) e. Receiving Equipment (Qty. 01) f. Barrier (Qty. 01) g. Control Box (Qty. 01)</p> <p>(ii) Provision of 06 persons in 03 shifts (02 in each shift) on 24/7 basis for operating above mentioned Under Vehicle Surveillance System.</p>	One	Job			
		One	Job			

S.No	Items and Description of Works	Qty	Unit	Rate/Month	GST	Total
05	<p>VISITOR MANAGEMENT SYSTEM Inspection, repair, maintenance, servicing, over hauling, testing, calibration, adjustment, lubrication, tightening of the following including all auxiliaries, wiring, indication lamps, switches, insulation anti-corrosive painting complete in all respect as per specifications & as directed by authorized person of PQA.</p> <p>a. Barcode Readers "IBC (USA)" (Qty. 04) b. Web Cameras "Logitech" (Qty. 06) c. UMS-PC "HP" (Qty. 06) d. Handheld Barcode Readers "Metrologic" (Qty. 06) e. VMS software "RVMSE" (Qty. 01) f. Printer HP (Qty. 04)</p>	One	Job			
06	<p>SECURITY CONTROL ROOM EQUIPMENTS Inspection, repair, maintenance, servicing, over hauling, testing, calibration, adjustment, lubrication, tightening of the following including all auxiliaries, wiring, indication lamps, switches, insulation, Bus bars, anti-corrosive painting complete in all respect as per specifications & as directed by authorized person of PQA.</p> <p>a. LCD 32" "Samsung" (Qty. 02) b. LCD 40" "Samsung" (Qty. 12) c. Complete PC for Videowall (Qty. 07) d. UPS 3KVA "APC" (Qty. 02)</p>	One	Job			

S.No	Items and Description of Works	Qty	Unit	Rate/Month	GST	Total
07	<p>CCTV SYSTEM Inspection, repair, maintenance, servicing, over hauling, testing, calibration, adjustment, lubrication, tightening of the following including all auxiliaries, wiring, indication lamps, switches, insulation, anti-corrosive painting complete in all respect as per specifications & as directed by authorized person of PQA.</p> <p>a. PTZ Cameras "AXIS" Q6032-E with hosing (Qty. 10) b. Fixed Cameras "AXIS" Q1755-E with hosing (Qty. 29) c. PTZ Controller "AXIS" T8311 (Qty. 01) d. DVM Software "Airmetic" Enterprises (Qty. 01) e. Server Machine "Dell" R310 (Qty. 02) f. Storage Device "Dell" Powervault MD 3220i (Qty. 01)</p>	One	Job			
08	<p>ACCESS CONTROL / TIME ATTENDANCE Inspection, repair, maintenance, servicing, over hauling, testing, calibration, adjustment, lubrication, tightening of the following panels including all auxiliaries, wiring, indication lamps, switches, insulation, anti-corrosive painting complete in all respect as per specifications & as directed by authorized person of PQA.</p> <p>a. Door Controller (Qty. 02) b. Server (Qty. 01) c. UNIS (Virdi Software) d. Biometric Readers "Virdi/AC-5000" (Qty. 09) e. Biometric Reader Cum Face Recognition "Virdi/AC-7000 (Qty. 06) f. Access Control Time Attendance System "Honeywell EBI R-410 System Architecture" (Qty. 01) g. RFID Computer "HP", RFID card printer with laminator " Fargo" with complete accessories.(Qty 01)</p>	One	Job			

S.No	Items and Description of Works	Qty	Unit	Rate/Month	GST	Total
09	NETWORK EQUIPMENTS Inspection, repair, maintenance, servicing, over hauling, testing, calibration, adjustment, lubrication, tightening of the following panels including all auxiliaries, wiring, indication lamps, switches, insulation, Bus bars, anti-corrosive painting complete in all respect as per specifications & as directed by authorized person of PQA. a. Switches b. ODF's c. Media Converters d. UPS's e. U-Racks with installed accessories. f. 10" feet Poles with brackets for cameras. g. 20" feet Poles with brackets for cameras. h. Cabling	One	Job			
Total Bid Price Per Month						

Total Bid Price of 02 Year's Contract = Total Bid Price Per Month X 24 Months
 = _____ X 24 Months
 = Rs. _____

Total Firm Bid Price of Contract: Rupees _____
 (In words)

Rate of GST: _____%

Signature & Seal of Employer

Signature & Seal of the Firm

Bidder's Eligibility / Qualification Criteria

No.	<u>Eligibility/Qualification Criteria</u>	<u>Reference In Bid**</u>	<u>Bidder's Assessment (Y/N)</u>
1	Bidder must be registered with income Tax and sales Tax Department and also appear on active Tax payers list (ATL) of FBR.	Attach copy of valid NTN & GST/SRB certificate and FBR tax payer list.	
2	The bidder must have more than 2 years experience of Security Equipment similar to installed at PQA.	Attach evidence.	
3	The bidder must have PEC license in the following code/category: EE-02, EE-03, EE-09, ME-04, ME-06	Valid PEC license in relevant field as mentioned in the Tender Notice.	
4	Bidder must have Technical strength of atleast 02 Engineers & 10 Technicians of relevant fields.	List to be attached.	
5	Bidder must have sufficient tools and accessories for the maintenance of Security Equipment.	List to be attached.	
6	Bidder must have Annual Sales volume/gross Turnover of atleast Rs.20 million /year for the last three (3) years.	Copies of Audited Financial Statements required.	
7	Affidavit of not being blacklisted, declared ineligible or debarred by any organization/department for corrupt or fraudulent practices or no failure to perform with PQA.	Affidavit on non-judicial stamp paper is required.	
<p>Dated: _____ Seal & Signature: _____</p>			

** Please write down the reference and its page no in this column.