PAKISTAN ACADEMY OF LETTERS

SECTOR H-8/1, ISLAMABAD

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TENDER NOTICE

Subject: **INVITATION FOR TECHNICAL AND FINANCIAL BIDS/PROPOSALS FOR INSTALLATION/COMMISSIONING AND TESTING OF FIRE ALARM/SMOKE DETECTOR, SECURITY CAMERAS, WALK THROUGH GATE, METAL DETECTOR, SOUND SYSTEM, AUDIO/VIDEO RECORDING AND MULTI MEDIA, AIR-CONDITIONING DC INVERTER AC, GENERATORS IN AUDITORIUM AT PAKISTAN ACADEMY OF LETTERS, ISLAMABAD**

 Sealed Bids are invited from reputed and experienced manufacturing companies/Suppliers for supply and installation of the subject items (Bidders) registered with relevant departments/Pakistan Engineering Council (PEC) in relevant category (if applicable) working with Government Departments or other reputed organizations and successfully completed such projects in the past five years, for supply and installation of the subject items for Auditorium at Pakistan Academy of Letters, Sector H-8/1, Pitras Bokhari Road, Islamabad. Interested bidders may visit the site before submitting their Bids/Proposals.

2. Bidders are required to submit Technical and Financial Bids/Proposals separately, showing details of completed projects, lists of equipment, form work, T&P, staff and other details etc. for qualification of works.

3. The Earnest Money required to be deposited with the Bids/Proposals shall be equal to 2% (two percent) of the Bids/Financial Proposal of the works in the form of Deposit at Call/Pay Order/Bank Guarantee issued by a scheduled Bank of Pakistan in favor of **Pakistan Academy of Letters**, H-8/1, Islamabad.

4. Two Books of Tender Documents comprising details and drawings etc. separately for supply, Installation/Commissioning and testing of Fire Alarm/Smoke Detector, Security Cameras, Walk Through Gate, Metal Detector, Sound System, Audio/Video Recording and Multi Media, Air-Conditioning DC Inverter AC and Generators may be obtained from the office of the Project Officer, Pakistan Academy of Letters (PAL), Sector H-8/1, Pitras Bokhari Road, Islamabad on payment of **Rs. 3,000/- (Rupees three thousand only) for each book as non-refundable** tender cost in the shape of Demand Draft/Pay Order in favor of Pakistan Academy of Letters, Islamabad during office hours of any working day.

5. Bids/Technical Proposals and Financial Proposals should be submitted up-to
**September 30, 2020 by 1100 hours and Technical/Financial Bids/Proposals will be opened on the same day at 1130 hours** in the presence of those who may care to attend. Tender procedure will be executed under Rule-36(b) of PPRA Rules-2004, as amended from time to time.

6. Financial Bids/Proposals shall only be opened of those Bidders, who will qualify in Technical Bids/Proposals, whereas the Bids/Financial Proposals of un-qualified bidders will be returned to them un-opened.

7. **The Bidders/Firms may also submit for all/any item in the sets.**

8. The following information/documents (Part-A) as appended below in the serial order may also be attached along with Bids/Technical Proposals in addition to the terms and conditions of the Bids:

PART-A

1. Copy of documents relating to form of organization with organizational setup.
2. Copy of licensee from relevant registered authority of its permission to participate in Bidding.
3. Copy of Banker’s certificate for financial stability of the firm.
4. Details of litigation/arbitration entered into, with result.
5. Undertaking on stamp-paper for not being black-listed/debarred by Government/Semi Government Organization.
6. Proof of enlistment with Government Department; Semi-Government organization with proof of renewal of enlistment.
7. Copy of Income Tax Registration Certificate.
8. Two separate lists of Engineering and Technical staff (1) List of Staff and (2) List of staff proposed for this project, with their bio-data, PEC registration number (if applicable) and proof and employment with the firm.
9. Two separate lists of similar works (1) executed during last five years (05) in hand, giving names and address of clients and Consultants, location, cost, stipulated dates of start and completion, actual date of completion.

**PART-B**

1.1 The Contractor must offer their last and final prices. No CONDITIIONAL BIDS/PROPOSALS WILL BE ENTERTAINED.

1.2 The work is to be completed within the time frame, as given in **the commencement order**.

1.3 Tender Guarantee, Performance Bond, Third Party Insurance and all such relevant documents as per the contract shall be prepared separately in favor of Pakistan Academy of Letters, H-8/1, Islamabad.

1.4 The Employer reserves the right to modify/change the design if necessary and may increase/decrease or delete scope of works during execution for which the Contractors will not claim any compensation on this account.

1.5 A Tender Guarantee of an amount indicated in the Tender documents must accompany all Bids/Technical Proposals. Tender Guarantee must be provided inside the sealed Technical Proposal. If the Tender Guarantee is not provided inside the sealed Technical Proposal then such Bid/Proposal shall be considered as ineligible.

1.6 If any required documents are missing, such Bid/Proposal shall not be further evaluated and shall be declared ineligible.

1.7 The Bidder shall ensure that he is in possession of the Conditions of Contract of the said work after referred to as the Conditions of Contract.

1.8 Before bidding, the bidders shall visit and inspect the site and shall obtain for themselves on their own responsibility all information which may be necessary for the purpose of making a Bid and entering into a contract. They shall carefully examine the conditions of contract, the specifications referred to therein, bill of quantities and if there be or appear to be ambiguity in or discrepancy between any of these or between figured and measured dimensions upon the drawing, the Bidders shall immediately refer the matter in writing to the Chairman, Pakistan Academy of Letters, Sector H-8/1, Islamabad before the opening of the bids.

9. The Pakistan Academy of Letters, Islamabad reserves the right to reject any/all tenders/bids/proposals as provided under Rule-33 PPRA Rules-2004, as amended from time to time.

10. This Notice is also available on websites of PPRA, as well as PAL ([***www.pal.gov.pk***](http://www.pal.gov.pk)).

Project Director, Pakistan Academy

of Letters (PAL)

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