

**INVITATION TO e-BID**  
**TENDER NO. SLIC/RE-CIVIL-MAINTT/1B/FL-3/01/2024**

State Life Insurance Corporation of Pakistan (SLICP), invites electronic bids from the contractors, registered with Income Tax and Sales Tax Department for repair & maintenance works at FLAT NO.03, 1-B, LALAZAR,QUEENS ROAD, KARACHI.

2. e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk)

3. The electronic bids, must be submitted by using EPADS on or before 11-12-2024 at 11:00 am. Manual bids, shall not be accepted. Electronic Bids will be opened on the same day at 11:30 am.

**Note:** Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and on PA's website.

**AGM (Civil / Maintt - II) - RE**  
State Life Insurance Corporation of Pakistan  
5<sup>th</sup> Floor, Real Estate Division  
State Life Building No.9, Principal Office  
Dr. Ziauddin Ahmed Road, Karachi.  
Phone #: 021-99202820, 021-99204520

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN  
PRINCIPLE OFFICE KARACHI - REAL ESTATE DIVISION**



**TENDER FOR REPAIR & MAINTENANCE WORKS AT FLAT NO.03, 1-B, LALAZAR,  
QUEENS ROAD, KARACHI.**

**FINANCIAL BID**

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**BIDDING AND CONTRACT DOCUMENTS**

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**TENDER NO. SLIC/RE-CIVIL-MAINTT/1B/FL-3/01/2024**

**INSTRUCTIONS TO BIDDERS  
BIDDING DATA  
FORM OF BID & SCHEDULES TO BID  
STANDARD FORMS  
CONDITIONS OF CONTRACT  
SPECIFICATIONS (Special Provisions)  
SPECIFICATIONS (Technical Provisions)  
DRAWINGS**

**INSTRUCTIONS**  
**TO**  
**BIDDERS**

# INSTRUCTIONS TO BIDDERS

## A. GENERAL

### IB.1 Scope of Bid

- 1.1 The Employer as defined in the Bidding Data hereinafter called “the Employer” wishes to receive bids for the works as described in these Bidding Documents, and summarized in the Bidding Data hereinafter referred to as the “Works”.

### IB.2 Source of Funds

- 2.1 The Employer has arranged funds from its own sources.

### IB.3 Eligible Bidders

- 3.1 This Invitation for Bids is open to all bidders meeting the following **Mandatory** requirements:

- a. Valid NTN Registered.
- b. Undertaking on non-judicial stamp paper (Rs.100/-) that the business is **not blacklisted** by any of Provincial or Federal Government Department, Agency Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.
- c. Detail of construction work done during **last 5 years**. (Minimum **03 projects** work completed or in hand, each not less than **Rs. 0.5 Million**).
- d. Bank statement for the period from **January’ 2023 to December’ 2023** with minimum average annual value of **Rs. 1 Million**.

- 3.2 In case any of the mandatory documents mentioned above is not provided, the financial bid will not be considered.

### IB.4 Cost of Bidding

- 4.1 The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Employer in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### IB.5 Site Visit

- 5.1 The bidders are advised to visit and examine the Site of Works and its surroundings and obtain for themselves on their own responsibility all information that may be necessary for preparing the bid and entering into a contract for the Works. All cost in this respect shall be at the bidder’s own expense.

## B. BIDDING DOCUMENTS

### IB.6 Contents of Bidding Documents

- 6.1 The Bidding Documents, in addition to invitation for bids, are those stated below and

should be read in conjunction with any Addenda issued in accordance with Clause IB.8.

1. Instructions to Bidders.
2. Bidding Data.
3. Form of Bid & Appendices to Bid.  
Appendices to Bid comprise the following:
  - i. Schedule A: Contract Data.
  - ii. Schedule B: Schedule of Prices.
  - iii. Schedule C: Proposed Program of Works.
  - iv. Schedule D: Organization Chart for Supervisory Staff and Labor.
  - v. Schedule E: List of Major Equipment.
4. **Conditions of Contract:**
5. **Standard Forms:**
  - i. Performance Security.
  - ii. Form of Contract Agreement.
6. **Specifications:**
  - i. Special Provision.
  - ii. Technical Provision.
7. **Drawings:**

#### **IB.7 Clarification of Bidding Documents**

- 7.1 Any prospective bidder requiring any clarification (s) in respect of the Bidding Documents may notify the Employer in writing at the Employer's address indicated in the Invitation for Bids.

#### **IB.8 Amendment of Bidding Documents**

- 8.1 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.
- 8.2 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.

### **C. PREPARATION OF BIDS**

#### **IB.9 Language of Bid**

- 9.1 The bid and all correspondence and documents related to the bid exchanged by a bidder and the Employer shall be in the bid language stipulated in the Bidding Data and Particular Conditions of Contract. Supporting documents and printed literature furnished by the bidders may be in any other language provided the same are accompanied by an accurate translation of the relevant parts in the bid language, in which case, for purposes of evaluation of the bid, the translation in bid language shall prevail.

#### **IB.10 Documents Accompanying the Bid**

- 10.1 The bid prepared by the bidder shall comprise the following components:
  - a. Covering Letter
  - b. Form of Bid duly filled, signed and sealed.
  - c. Schedules (A to E) to Bid duly filled and initialed in accordance with the instructions contained therein & in accordance with Sub-Clause IB.16.3.

- d. Original Bid Security furnished in accordance with Clause 1B.13.
- 10.2 Bids submitted by a joint venture of two (2) or more firms shall comply with the following requirements:
- a. the bid and in case of a successful bid, the Form of Contract Agreement shall be signed so as to be legally binding on all partners;
  - b. one of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners;
  - c. the partner-in-charge shall always be duly authorized to deal with the Employer regarding all matters related with and/or incidental to the execution of Works as per the terms and Conditions of Contract and in this regard to incur any and all liabilities, receive instructions, give binding undertakings and receive payments on behalf of the joint venture;
  - d. all partners of the joint venture shall at all times and under all circumstances be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and a statement to this effect shall be included in the authorization mentioned under Sub-Para(b) above as well as in the Form of Bid and in the Form of Contract Agreement (in case of a successful bid); and
  - e. a copy of the agreement entered into by the joint venture partners shall be submitted with the bid stating the conditions under which it will function, its Scial period of duration, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture, the proportionate participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer.

### **IB.11 Bid Prices**

- 11.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole of the Works as described in Sub-Clause 1.1 hereof, based on the unit rates and / or prices submitted by the bidder.
- 11.2 The bidders shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by a bidder will not be paid for by the Employer when executed and shall be deemed covered by rates and prices for other items in the Bill of Quantities.
- 11.3 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.12 Documents Establishing Bidder's Eligibility and Qualifications**

- 12.1 Pursuant to Clause IB.6, 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.
- 12.2 Bidders must possess and provide evidence of its capability and the experience as stipulated in Bidding Data and in the Bidding Documents.

### **IB.13 Bid Security**

- 13.1 Each bidder shall furnish, as part of his bid, a Bid Security as stipulated in the Bidding Data in Pak Rupees in the form of pay-order/demand draft in favor of employer. Original bid security shall be submitted with Employer on or before closing time of bid. Its E-copy shall be uploaded with tender on E-Pads.
- 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 after award of work to successful bidder.
- 13.4 The Bid Security of the successful bidder will be returned when the bidder has furnished the required performance security and signed the Contractor Agreement.
- 13.5 The Bid Security may be forfeited:
  - a. if the bidder withdraws his bid during the period of bid validity or
  - b. if the bidder does not accept the correction of his Bid Price pursuant to Sub-Clause 25.2 hereof; or
  - c. In the case of successful bidder, if he fails within the specified time limit to:
    - i. Furnish the required performance security.
    - ii. Sign the Contract Agreement in accordance with sub-clause IB.31.1.

### **IB.14 Bid Validity**

- 14.1 Bids shall remain valid for the period stipulated in the Bidding Data after the Date of Bid Opening.
- 14.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing.

A bidder may refuse the request without forfeiting his Bid Security. A bidder agreeing to the request will not be required or permitted to modify his bid.

### **IB.16 Format and Signing of Bid**

- 16.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.

- 16.2 All appendices / schedules to Bid are to be properly completed and signed.
- 16.3 No alteration is to be made in the Form of Bid nor in the Appendices thereto except in filling up the blanks as directed. If any such alterations be made or if these instructions be not fully complied with, the bid may be rejected.
- 16.4 Each bidder shall prepare by filling out the forms completely and without alterations one (1) original copy, specified in the Bidding Data, of the documents comprising the bid as described in Clause IB.6.
- 16.5 The original copy of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid shall be initialed and stamped by the person or persons signing the bid.

#### **B.18 Deadline for Submission of Bids**

- 18.1 Bids must be uploaded on E-Pads no later than the time and date stipulated in the Bidding Data.

#### **IB.19 Late Bids**

- 19.1 Any bid received by the Employer after the deadline for submission of bids prescribed in Bidding Data will be returned unopened to such bidder.

#### **IB.20 Modification, and Withdrawal of Bids**

- 20.1 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.
- 20.2 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 in pursuance to Clause IB.13.5 (a).

#### **IB.22 Process to be Confidential**

- 22.1 Information relating to the examination, clarification, evaluation and comparison of bid and recommendations for the award of a contract shall not be disclosed to bidders or any other person not officially concerned with such



process before the announcement of bid evaluation report which shall be done at least fifteen (15) days prior to issue of Letter of Acceptance. 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. Any effort by a bidder to influence the Employer's processing of bids or award decisions may result in the rejection of such bidder's bid. Whereas any bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation report; however mere fact of lodging a complaint shall not warrant suspension of the procurement process

### **IB.23 Clarification of Bids**

- 23.1 To assist in the examination, evaluation and comparison of bids, the Employer may, at his discretion, ask any bidder for clarification of his bid, including breakdowns of unit rates. The request for clarification and the response shall be in writing but no change in the price or substance of the bid shall be sought, offered or permitted.

### **IB.24 Examination of Bids and Determination of Responsiveness**

- 24.1 Prior to the detailed evaluation of bids, the Employer will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- 24.2 A substantially responsive bid is one which (i) meets the eligibility criteria; (ii) has been properly signed; (iii) is accompanied by the required Bid Security; and (iv) conforms to all the terms, conditions and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one (i) which affect in any substantial way the scope, quality or performance of the Works; (ii) which limits in any substantial way, inconsistent with the Bidding Documents, the Employer's rights or the bidder's obligations under the Contract; or (iii) adoption/rectification whereof would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- 24.3 If a bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

### **IB.25 Correction of Errors**

- 25.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:
- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
  - (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, unless in the opinion of the Employer there is an

obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern and the unit rate will be corrected.

- 25.2 The amount stated in the Form of Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected Bid Price, his Bid will be rejected, and the Bid Security shall be forfeited in accordance with Sub- Clause 13.5.(b) hereof.

#### **IB.26 Evaluation and Comparison of Bids**

- 26.1 The Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause IB.24.
- 26.2 In evaluating the Bids, the Employer will determine for each Bid the evaluated Bid Price by adjusting the Bid Price as follows:
- (a) Making any correction for errors pursuant to Clause IB.25.
  - (b) Making an appropriate adjustment for any other acceptable variation or deviation.
- 26.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in Bid evaluation.
- 26.4 If the Bid of the successful bidder is seriously unbalanced in relation to the Employer's estimate of the cost of work to be performed under the Contract, the Employer may require the bidder to produce detailed price analyses for any or all items of the Bill of Quantities to demonstrate the internal consistency of those prices with the construction methods and schedule proposed.

### **F. AWARD OF CONTRACT**

#### **IB.27 Award**

- 27.1. Subject to Clauses IB.28 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 eligible in accordance with the provisions of Clause IB.3 and qualify pursuant to Sub-Clause IB. 27.2.
- 27.2 The Employer, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in contractor's capacities, may require the 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 therefor in writing. They shall form part of the records of that bid evaluation report.

#### **IB.28 Employer's Right to Accept any Bid and to Reject any or all Bids**

- 28.1 Notwithstanding Clause IB.27 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 except that the grounds for rejection of all bids shall upon request be communicated to any bidder who submitted a bid, without

justification of grounds. Rejection of all bids shall be notified to all bidders promptly.

### **IB.29 Notification of Award**

- 29.1 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.

### **IB.30 Performance Security**

- 30.1 The successful bidder shall furnish to the Employer a Performance Security in the form and the amount stipulated in the Contract Data and the Conditions of Contract within a period of 03 days after the receipt of Letter of Acceptance.
- 30.2 Failure of the successful bidder to comply with the requirements of Sub-Clause IB.30.1 or Clauses IB.31.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

### **IB.31 Signing of Contract Agreement**

- 31.1 The formal Agreement between the Employer and the successful bidder shall be executed within 3 days from the date of furnishing of acceptable performance security under the Conditions of Contract.

**BIDDING  
DATA**

## Bidding Data

The following specific data for the Works to be bid shall complement, amend, or supplement the provisions in the Instructions to Bidders. Wherever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

### Instructions to Bidders

Clause Reference

#### 1.1 Name and Address of the Employer:

State Life Insurance Corporation of Pakistan,  
Principal Office State Life Building No.9,  
Dr. Ziauddin Ahmed Road, Karachi.

#### Summary of the Works:

**TENDER FOR REPAIR & MAINTENANCE WORKS AT FLAT NO.03, 1-B, LALAZAR  
,QUEENS ROAD, KARACHI.**

11.3 *Bidders to quote entirely in **Pak. Rupees**. The Payment shall be made in **Pak Rupees**.*

13.1 Amount of Bid Security:

**Rs.38,000/-** in shape of Pay order / Bank Draft in favour of State Life Insurance Corporation of Pakistan.

14.1 Period of Bid Validity:

**120 days**

18.1 Deadline for submission of bids:

*As per notice of Invitation for Bid / EPADS.*

21.1 Venue, time, and date of Bid opening:

*As per notice of Invitation for Bid / EPADS.*

**FORM OF BID**

**AND**

**APPENDICES TO BID**

FORM OF BID

Bid Reference No. **SLIC/RE-CIVIL-MAINTTT/1B/FL-3/01/2024**

**Sub: TENDER FOR REPAIR & MAINTENANCE WORKS AT FLAT NO.03, 1-B, LALAZAR,QUEENS ROAD, KARACHI.**

To:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Gentleman,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract. Specifications, Drawings and Bill of Quantities and Addenda Nos. \_\_\_\_\_ for the execution of the above-named Works, we, the undersigned, offer to execute and complete such Works and remedy any defects therein in conformity with the Conditions of Contract. Specifications, Drawings, Bill of Quantities and Addenda for the sum of Rs. \_\_\_\_\_ Rupees \_\_\_\_\_).
2. We understand that all the Appendices attached hereto form part of this Bid.
3. We submit herewith a Bid Security in the amount of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) in shape of pay order/demand draft #: \_\_\_\_\_ Dated: \_\_\_\_\_ of \_\_\_\_\_ Bank drawn in your favor of State Life Insurance Corporation of Pakistan.
4. We undertake, if our Bid is accepted, to commence the Works and to complete the whole of the Works comprised in the Contract within the time stated in Contract Documents.
5. 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.
6. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other bidder for the Works.

7. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature: \_\_\_\_\_

in the capacity of \_\_\_\_\_ duly authorized to sign Bids for and on behalf of

\_\_\_\_\_  
(Name of Bidder in Block Capitals)  
(Seal)

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Witness:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address. \_\_\_\_\_

\_\_\_\_\_  
Occupation \_\_\_\_\_

**BA-1**

**Appendix-A to Bid**

### **CONTRACT DATA**

Conditions of Contract  
Clause Reference

1.1. (a) **The Employer Means**  
State Life Insurance Corporation of Pakistan



- 1.1. (a) **The Contractor Means**  
Successful Bidder, whose bid is accepted by the Employer.
- 1.1. (a) **The Engineer Means**  
Real Estate Division
- 1.1. (b) **Employer's Drawings**  
As per list attached in the Document.
- 3.1 **Documents forming the Contract listed in the order of Priority.**
- a. The Contract Agreement.
  - b. Letter of Acceptance.
  - c. Form of Bid.
  - d. Conditions of Contract.
  - e. Contract Data.
  - f. The Complete Appendences to Bid Including Schedule of Prices.
  - g. The Specifications.
  - h. Drawings.
- 3.2 **Authorized Person:** Real Estate Division
- 4.3 **Amount of Performance Security:**  
**10% of Contract Price** stated in the Letter of Acceptance.
- 5.1 **Program:**
- Time for Submission:** Within Three (03) days of the Commencement Date.
- 11.1 **Commencement Date Means**  
Within three (03) days after signing of the Contract Agreements.
- 11.2 **Time for Completion**  
Forty **(40)** Days (Inclusive Holidays)

**BA-2**

**Appendix-A to Bid**

Conditions of Contract  
Clause Reference

- 11.5 **Amount of Liquidated Damages**  
Rs.1000/- per day of delay in completion the works subject to maximum of **10%** of contract price stated in the Letter of Acceptance.
- 12.1 **Defects Liability Period**  
Six (06) Calendar Months.

- 17.1 a. **Terms of Payments**
- (i) Thorough Interim Payment Not less than **25%** of contract price as stated in Letter of Award (LOA) except final bill.
  - (ii) Time of Payment within fifteen (15) days from Delivery of Engineer's Certificate for Interim Payment and (30) days for Final Payment.
- 17.2 a. **Percentage of Retention Money:**
- Five Percent (**5%**) of total work done to be deducted from each amount of Interim and Final Payment Bill.
- b. **Release of Retention Money:**
- After satisfactory completion of defect liability period.
- 19.1 **Insurance**
- Type of Cover**
- Third party – Death or Injury to Persons and Damage to Property.  
Three percent (3%) of contract price per occurrence with number of occurrences unlimited.
20. **Escalation:**
- No escalation will be allowed for this contract.
- 21.1 **Arbitration:** Place of Arbitration: Karachi.

**BB-1**

**Appendix-B to Bid**

## **BILL OF QUANTITIES**

### **A. Preamble**

1. The Bill of Quantities shall be read in conjunction with the Conditions of Contract, Specifications and Drawings.
2. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work executed and measured by the Contractor and verified by the Engineer and valued at the rates and prices entered in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Engineer may fix as per the Contract.
3. The rates and prices entered in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract include all costs of Contractor's plant, **scaffolding** labour, supervision, materials, shuttering, execution, insurance, profit,

taxes and duties, together with all general risks, liabilities and obligations set out or implied in the Contract. Furthermore all duties, taxes and other levies payable by the Contractor under the Contract, shall be included in the rates and prices and the total Bid Price submitted by the Bidder.

4. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of items against which the Contractor will have failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
5. The whole cost of complying with the provisions of the Contract shall be included in the items provided in the priced Bill of Quantities, 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.
6. General directions and description of work and materials are not necessarily repeated nor summarised in the Bill of Quantities. References to the relevant sections of the Bidding Documents shall be made before entering prices against each item in the priced Bill of Quantities.
7. Provisional sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Engineer.

**BB-2**  
**Appendix-B to Bid**

**TENDER FOR REPAIR & MAINTENANCE WORKS AT FLAT NO.03, 1-B,  
LALAZAR, QUEENS ROAD, KARACHI.**

## **BILL OF QUANTITIES**

### **B. Work Items**

1. The Bill of Quantities contains the following Bills and Schedule:

Bill No. 1                      -

2. Bidders shall price the Bill of Quantities in Pakistani Rupees only.

**BC-1**  
**Appendix-C to Bid**

**PROPOSED CONSTRUCTION SCHEDULE**

The Works shall be completed on or before the date stated in Contract Data. The Bidder shall provide as Appendix-C to Bid, the Construction Schedule in the bar chart (CPM, PERT or any other to be specified herein) showing the sequence of work items and the period of time during which he proposes to complete each work item in such a manner that his proposed programme for completion of the whole of the Works and parts of the Works may meet Employer's completion targets in days noted below and counted from the date of Commence (Attach sheets as required for the specified form of Construction Schedule):

<u>Description</u>	<u>Time for Completion</u>
a) Whole Works	_____ days
b) Part-A	_____ days
c) Part-B	_____ days
d) _____	_____ days
e) _____	_____ da

**Repair & Maintenance Work in State Life (Residential) Flat No.03, 1-B, Lalazar, Queens Road,  
Karachi.**

**ESTIMATE (CIVIL + ELECTRICAL)**

<b>S#</b>	<b>Description of Work</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	<b>Distemper (Walls/Ceiling):</b>				
	Providing and applying minimum 03 coats, semi-plastic emulsion paint of Happilac / Diamond / Gobis or approved equivalent on walls and ceiling of entire flat including filling of cracks, making surface even, sandpapering old paint, rubbing, etc. Complete in all respects as per direction of engineer/incharge.	<b>Sft</b>	<b>1,800</b>		
<b>2</b>	<b>Enamel Paint:</b>				
	Providing and applying 03 or more coats of Happilac / Diamond / Gobis or approved equivalent Enamel paint on doors, windows including removal of defective paints & rust/scales, wherever required. Complete in all respects as per direction of engineer incharge.	<b>Sft</b>	<b>500</b>		
<b>3</b>	<b>Chemical Floor Polishing:</b>				
	Providing and performing chemical polishing over the existing floors of entire flat, including cleaning of washroom tiles. Complete in all respects as per direction of engineer/ incharge.	<b>Sft</b>	<b>566</b>		
<b>4</b>	<b>Fly &amp; Rat Proof Net Installation:</b>				
	Removing of old worn-out mesh from entire windows and doors, including providing and installing fly-proof plastic mesh along with providing and installation of rat-proof iron mesh-coated with a hole size of ¼" x ¼" on all doors and windows of entire flat, completed in all respect as per satisfaction of engineer/incharge.	<b>L/S</b>	<b>1</b>		
<b>5</b>	<b>Wooden Cabinet:</b>				
	Providing and fixing wooden cabinet having a height of 9'-0", Width 6'-0", and depth 2'-0" made up of ¾" thick Lassani laminated sheet. Framing should be provided of pertal wood. Shelves should be provided with ¾" thick Lassani laminated wood with locks, hinges, catchers, chrome metal handle, etc. Completed in all respect as per drawing and specification and/or as directed by the Engineer / Incharge.	<b>Sft</b>	<b>54</b>		
<b>6</b>	<b>New Wooden Window Complete:</b>				
	Removing existing damaged window and providing & fixing complete wooden window of size (4'-0"x5'-0") made in partal wood, including wooden frame and 2 Nos. shutters matching the existing design including glass with all hardware hinges, tower bolt lock, jamb, latch, handle, beading, etc. Complete in all respects as per direction of engineer incharge.	<b>Sft</b>	<b>20</b>		
<b>7</b>	<b>Carpentry Works:</b>				
	Repairs of wooden works, replacing defective parts with new ones if unrepairable, including handles, tower bolts, locks, hinges, door stoppers for all doors and windows. Complete in all respects as per direction of engineer/ incharge.	<b>L/S</b>	<b>1</b>		

<b>8</b>	<b>CS Plaster for Cracks:</b>				
	Removing the existing weak/loose CS Plaster Mortar in existing cracks/joints in RCC beam, slab, surface area, and apparent cracks, providing and applying 3'' thick (avg:) & 6'' wide cement sand plaster. Complete in all respects as per directives of engineer/incharge satisfaction.	<b>L/S</b>	<b>1</b>		
<b>9</b>	<b>Glazed Tiles (Washroom):</b>				
	Removing of existing bath-tub, commode, and pedestal wash basin and providing and fixing glazed tiles of approved color and size "A" Class quality of Karam/ Shabbir/ master/ ceramic or equivalent on the floor and some areas of wall, including chipping/removal of existing plaster/base, making the base with cement sand mortar 1:6, and filling the joint with matching grout. Complete in all respects as per satisfaction/direction of Engineer Incharge.	<b>Sft</b>	<b>135</b>		
<b>10</b>	<b>Sanitary Fixtures &amp; Fittings:</b>				
	Providing and fixing Faisal, Master, Sonex, or approved equivalent make, following plumbing fixture complete in all respect including all connections fittings, waste pipes, etc to make all toilet in operational condition. Complete in all respects as per directives & satisfaction of engineer / incharge.				
	1. Shower set – PVC coated (wall mounted)	<b>Nos</b>	<b>1</b>		
	2. Stop cocks – PVC coated	<b>Nos</b>	<b>2</b>		
	3. Double bib cock – PVC coated	<b>Nos</b>	<b>1</b>		
	4. Muslim shower with accessories	<b>Nos</b>	<b>1</b>		
	5. Plastic box cabinet – two-door with glass (2'x2')	<b>Nos</b>	<b>1</b>		
	6. Mirror with frame (3'x3')	<b>Nos</b>	<b>1</b>		
	7. Tissue holder – metal (wall mounted)	<b>Nos</b>	<b>1</b>		
	8. Towel holder – metal (wall mounted)	<b>Nos</b>	<b>1</b>		
	9. Soap holder – metal (wall mounted)	<b>Nos</b>	<b>1</b>		
	10. Cloth holder – metal (door-mounted, length = 1.5')	<b>Nos</b>	<b>1</b>		
<b>11</b>	<b>Plumbing Works and Water Reservoir Tank:</b>				
	Providing and installation of Plastic loft water tank 2-ply (approx. 425 liters capacity) horizontal shape of Master, Shandar, Popular or equivalent approved brand having approx. dimension of (60''x24''x18'') in toilet including routing it to water line and existing water tank with pvc pipes including making base with 03 Nos. iron girders (L-section) including applying 02 coats of red-oxide, wooden planks (1/2'' thick) and support to rest beneath roof ceiling, completed in all respect as per satisfaction of engineer incharge.	<b>L/S</b>	<b>1</b>		
<b>12</b>	<b>Door Lock:</b>				
	Providing and fixing door locks of Khas or equivalent as per approved sample. Complete in all respects as per direction of engineer incharge.	<b>Nos</b>	<b>4</b>		

<b>13 Pedestal Wash Basin:</b>				
Providing & fixing pedestal wash basin of Master, Durr, or approved equivalent with Pillar tap and PVC waste pipe. Complete in all respects as per directives of engineer/incharge satisfaction.	<b>Nos</b>	<b>1</b>		
<b>14 Kitchen Complete Work:</b>				
<p>I. Providing, making, and fixing wall-mounted kitchen cabinets: top (14'x3') and bottom (20'x3'), complete in 3/4" lamination board lasani (equivalent), including all wooden framing and hardware accessories.</p> <p>II. Providing and installing glazed tiles on the wall, between top and bottom cabinets (area = 60 sft).</p> <p>III. Providing and installing glazed tiles of "B"-grade on walls, inside kitchen cabinets (area = 102 sft).</p> <p>IV. Masonry work for slab/marble top, providing 4" thick blocks as support for the marble top, both sides plastered, and distemper painted.</p> <p>V. L-shape slab/marble top, "A"-grade, 3/4" thick, with round edge finish, installed sink bowl inside marble, including waste pipe and swan-shape basin tap (PVC-coated) (length = 20', width = 3.25').</p> <p>VI. Dismantling of wooden shelf &amp; SS sink slab before starting work and disposing of it out of the building to a suitable dump site.</p> <p>VII. Relocation/repositioning of natural gas G.I. pipeline in kitchen area, including connection in bathroom for instant geyser, with all fittings and materials required to complete the job, including applying two coats of red-oxide paint on the pipe.</p> <p>VIII. Complete in all respects as per instructions of Engineer/Incharge.</p>	<b>L/S</b>	<b>1</b>		
<b>15 Water Supply Internal (Pipes and Fittings):</b>				
Providing and fixing concealed PVC hot and cold water Pipes of Dadex, IIL or approved equivalent, of following internal diameter in washroom and kitchen with all fittings, tee, elbow, ball valve e.t.c to be laid as per existing pattern including making points for instant gyser and removing old ones, including all testing and commissioning as per engineering practice and as per direction of engineer incharge. Detail of pipe diameter: (Follow spec)				
a. 3/4" Dia.	<b>Rft</b>	<b>60</b>		
b. 1/2" Dia	<b>Rft</b>	<b>30</b>		

<b>16</b>	<b>Sanitary Drainage (Sewer Pipes and Fittings):</b>				
	Providing and fixing UPVC pipe of AGM, DADEX, Pak Arab or approved equivalent, confirming to schedule 40 and fittings confirming to schedule 40 for soil, waste and vent pipe of the following diameters with all fittings, bends, tee, p-traps, thimble, drain point, etc., to be laid as per existing pattern and removing old pipes and fittings, including all testing and commissioning as per engineering practice. Detail of pipe diameter: (Follow spec)				
	a. 4" Dia. (uPVC)	<b>Rft</b>	<b>10</b>		
	b. 3" Dia. (uPVC)	<b>Rft</b>	<b>20</b>		
	c. uPVC floor traps SS -grated (3/8"thk. & 3" Dia)	<b>Nos</b>	<b>3</b>		
<b>18</b>	<b>Commode:</b>				
	Providing & fixing Water Closet/Commode of Master, Durr or approved equivalent as approved, manufacture brand "A" quality with thimble, p-trap, including finishing off with white cement wherever required, including all cuttings required in floor/walls. Complete in all respects as per instructions of Engineer/Incharge.	<b>Nos</b>	<b>1</b>		
	<b>Electrical Works</b>				
<b>19</b>	Supply and installation of Light Circuit Wiring from near DB to switch board/light wired. Circuits with 2x2.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade lying in PVC conduit, mounted on false ceiling/partition wall/columns/beams with all fixing arrangement as per site requirement, including the cutting of Floor/walls/columns/beams and replastering if required. Cables make <b>Pakistan Cables/Pioneer/Universal/equivalent</b> or approved by SLC representative, hence complete in all respects	<b>Nos</b>	<b>4</b>		
<b>20</b>	Supply and installation of <b>First Outlet to D.B Circuit</b> wiring from Near D.B to switch board wired. Circuits with 2x2.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade lying in PVC conduit, mounted on false ceiling/partition wall/columns/beams with all fixing arrangement as per site requirement, including the cutting of Floor/walls/columns/beams and replastering it. Cables make Pakistan Cables/Pioneer/Universal/equivalent or approved by SLC representative, hence complete in all respects.	<b>Nos</b>	<b>4</b>		
<b>21</b>	Supply and installation of <b>Light point/fan point/exhaust fan wiring wired</b> , with 2x1.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade lying in PVC conduit, mounted on false ceiling/partition wall/columns/beams with all fixing arrangement as per site requirement. Include ON/OFF switch. Cables make Pakistan Cables/Pioneer/Universal/equivalent or approved by SLC representative, with PVC Back box, hence complete in all respects.	<b>Nos</b>	<b>20</b>		



22	Supply and installation of <b>Split A/C Circuit Wiring and Other equipment</b> , with 6mm <sup>2</sup> 1x2.5sq.mm s/c PVC insulated wires 300/500v grade lying in PVC conduit, mounted on Floor/false ceiling/partition wall/columns/beams with all fixing arrangement as per site requirement, including the cutting of Floor/walls/columns/beams and replastering it. Cables make Pakistan Cables/Pioneer/Universal/equivalent or approved by SLC representative, hence complete in all respects.	Nos	1		
23	Supply and fixing of LED Light 30W with 6 months warranty Warranty, Color Cool White, with all fixing and arrangements accessories, make Philips/Osaka/Sogo or equivalent or approved by SLIC representative, complete work in all respects..	Nos	7		
24	Supply and fixing of Power plug Outlet Socket 30 Ampere with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects.	Nos	1		
26	Supply and fixing of Multi Outlet Socket 10 Ampere with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects mounted in Floor boxes/walls/roof	Nos	15		
27	Supply and fixing of Gang switch of seven gang for light plug with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects mounted in Floor boxes/walls/roof.	Nos	2		
28	Supply and fixing of Gang switch of four gang for light plug with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects mounted in Floor boxes/walls/roof.	Nos	2		
29	Supply and fixing of Gang switch of three gang for light plug with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects mounted in Floor boxes/walls/roof.	Nos	2		
30	Supply and installation of 56" ceiling fan of make Pak Fan/GFC/Millat or equivalent with all accessories complete in all respects.	Nos	4		
31	Supply, Laying, Installation, termination, testing, and commissioning of 10mm <sup>2</sup> 2core PVC / PVC Power cable copper conductor 300/500volts Pakistan Cables/Pioneer/Universal/equivalent or approved by SLIC representative, from (meter to DB) run in through Cable Tray as per site required.	Mtr	20		

	<p><b><u>Distribution Board:</u></b></p> <p>Following LT Distribution Boards of size 24 x 32-gauge 16 gauge including indication lamp, recessed/surface mounted including all accessories, related civil work etc. complete in all respects.</p> <p><b>Incoming:</b></p> <p>2P 32 Amp (1 Nos.)</p> <p><b>Outgoing:</b></p> <p>S.P 20 Amp (1 Nos.),</p> <p>32 S.P 10 Amp (07 Nos.)</p>				
33	<b>Salvage Value:</b>				
	<p>All materials removed after installing/ replacing with new one as per BOQ item wise from toilets and kitchen including C.I pipes, commode, wash basin, kitchen sink, internal fittings and pipe etc. to be taken out of building premises as per direction of engineer/ incharge.</p>	L/s	1		
	<b>Total</b>				

**NOTE: The rates quoted must be inclusive of income tax, sales tax, any other tax, labor, material transportation etc. Any N.O.C/permission if required, will be responsibility of contractor before execution of job or in-between**

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**Seal and Signature of Contractor**

**SUB: TENDER FOR REPAIR & MAINTENANCE WORKS AT FLAT NO.03, 1-B,  
LALAZAR,QUEENS ROAD, KARACHI.TENDER NO. SLIC/RE-CIVIL-MAINTT/1B/FL-3/01/2024**

**SPECIAL CONDITIONS**

1	Closing date & time for submission of bids on EPADS.	:	<b>11-12-2024 - 11:00 AM</b>
2	Opening of bids on EPADS	:	<b>11-12-2024 - 11:30 AM</b>
2	Date of Commencement of Work	:	Within 03 days from the date of signing of contract.
3	Time of completion of work from the date of commencement of work.	:	<b>40 days</b> - Holidays inclusive
4	Amount of Liquidated Damages.	:	<b>Rs.1000/-</b> for each day of delay in completion of the Works subject to a maximum of 10% of Contract Price.
5	Maintenance Period.	:	06 (Six) months.
6	Method of Payment.	:	<b>Through Running bill Not less 25% of quoted bid amount.</b>
7	Period of honoring Interim bill.	:	As per verification from State Life Engineer / Representatives.
8	Retention Money.	:	<b>05% (five)</b> percent of amount of work done.
9	Release of Retention Money.	:	On satisfactory completion of maintenance period.
10	<b>Bid Security.</b>	:	<b>Rs.38,000/- (Pak Rupees)</b>
11	<b>Bid Validity</b>	:	<b>120 days</b>
12	<b>Bid Security Forfeit</b>	:	<ul style="list-style-type: none"> <li>● If the bid is withdrawn after opening.</li> <li>● If the bidder does not accept letter of award or refuse to enter in contract</li> </ul>
13	Bid security (Bank Draft/Pay order) in favor of " <b>State Life Insurance Corporation of Pakistan</b> " to be submitted with Tender. Tenders with pay order/bank draft having different names shall be rejected.	:	<ul style="list-style-type: none"> <li>● Shall be released to un-successful bidders on acceptance/scrutiny of the lowest bid.</li> </ul>
14	Deduction of taxes	:	All applicable government taxes (federal & provincial) including income tax, GST, SST tax (if applicable) etc. will be deducted from bills of contractor as per rules
15	Performance Security	:	10% of contract amount in favor of State Life against Bank Guarantee. Bid Security will be released after submission of performance security.
16	HSE (Health, Safety & Environment)	:	Contractor shall comply HSE obligation strictly
17	Integrity	:	Integrity pact where required

**GENERAL CONDITIONS**

**Note:**

- a. ***All the rates quoted should be inclusive of all prevailing government taxes, cost of material, labor, duties, surcharges, as per Govt: rules and profit etc.***
- b. *State Life reserves the right to ADD/DELETE/ modify any item of work including varying the quantities of any item as per site requirement.*
- c. *Contractors should visit the site before quoting their rates.*
- d. *The job may also be inspected/checked/verified by the SLIC representative for quality control and if found any non-conformity then contractor has to rectify and do the corrective actions at no extra charges.*
- e. *All the work shall be carried out/executed in accordance with the bill of quantities and General engineering practice under ACI / BS codes as applicable locally.*
- f. *State Life Representative will carry out the detail supervision of work. All the materials to be used must be approved by Engineer/ Incharge Real Estate Division.*
- g. *Contractor shall repair all the defects in works executed by the contractor if these found during defect liability period.*
- h. *On the completion of the works the contractor shall except and otherwise specifically provided, clear away and remove from the site all unwanted paint material, remove stains/ spots, temporary works, surplus materials, wreckage and rubbish of every kind and shall reinstate and leave the whole of the building site and the works clear and good acceptable condition to the satisfaction of the Engineer.*
- i. *The damage done during the works to any type of surface fixtures or else because of the negligence of contractor shall be made good in all respects, without additional payment.*
- j. *Manual submission of tender will not be accepted. Original Pay-order must reach to Real Estate Division, Principle Office, 5<sup>th</sup> Floor, State Life Building no.09, Dr. Ziauddin Ahmed Road, Karachi before the time of opening of tender. However scanned copy of pay-order will be uploaded on EPADS while submitting tender/bid.*

**ORGANIZATION CHART**  
**FOR THE**  
**SUPERVISORY STAFF**  
**AND**  
**LABOUR**

## **LIST OF MAJOR EQUIPMENTS**

**FORMS**  
**PERFORMANCE SECURITY**  
**CONTRACT AGREEMENT**

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

Guarantee No. \_\_\_\_\_  
Executed on \_\_\_\_\_  
Expiry date \_\_\_\_\_

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: \_\_\_\_\_  
(Scheduled Bank/Insurance Company in Pakistan)

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 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 49, Defects Liability, 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



defenses 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 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-bounden 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 / Insurance  
Company)

Witness:

1. \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_  
Corporate Secretary (Seal)

Name \_\_\_\_\_

Title \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
Name, Title & Address

\_\_\_\_\_  
Corporate Guarantor (Seal)

## FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the \_\_\_\_\_ day of \_\_\_\_\_ (month) 20\_\_\_\_ between \_\_\_\_\_ (hereafter called the "Employer") of the one part and \_\_\_\_\_ (hereafter 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 witnessed 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 Contract Agreement;
  - (b) The Letter of Acceptance;
  - (c) The completed Form of Bid;
  - (d) Contract Data: (Appendix-A to Bid);
  - (e) The priced Bill of Quantities (Appendix-B to Bid);
  - (f) The completed Appendices to Bid (C to E);
  - (g) Conditions of Contract
  - (h) The Specifications;
  - (i) Drawings;
  - (j) \_\_\_\_\_ (any other)
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 with 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.

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IN WITNESS WHEREOF the parties hereto have caused this 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 Employer

\_\_\_\_\_  
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

\_\_\_\_\_

(Name, Title and Address)

Witness:

\_\_\_\_\_

(Name, Title and Address)

**SUB: TENDER FOR REPAIR & MAINTENANCE WORKS AT FLAT NO.03, 1-B,  
LALAZAR,QUEENS ROAD, KARACHI.**

**TENDER NO. SLIC/RE-CIVIL-MAINTT/1B/FL-3/01/2024**

## **CONDITIONS OF CONTRACT**

# CONDITIONS OF CONTRACT

## Definitions and Interpretation

### 1.1 Definitions:

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

- a. (i) "Employer" means the person named in contract data and the legal successors in title to such person, but not (except with the consent of the Contractor) any assignee of such person.
- (ii) "Contractor" means the person whose tender has been accepted by the Employer and the legal successors in title to such person, but not (except with the consent of the Employer) any assignee of such person.
- (iv) "Engineer" means the person appointed by the Employer to act as Engineer for the purposes of the Contract.
- b. (i) "Contract" means these Conditions the Specification, the Drawings, the Bill of Quantities, the Tender, the Letter of Acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the Letter of Acceptance or Contract Agreement (if completed).
- (ii) "Specification" means the specification of the Works included in the Contract and any modification thereof or addition thereto made under Clause 16 or submitted by the Contractor and approved by the Engineer.
- (iii) "Drawings" means all drawings, calculations and technical information of a like nature provided by the Employer to the Contractor under the Contract Employer and all drawings, calculations, samples, patterns, models, operation and maintenance manuals and other technical information of a like nature submitted by the Contractor and approved by the Employer.
- (iv) "Bill of Quantities" means the priced and completed bill of quantities forming part of the Tender.
- (v) "Tender" means the Contractor's priced offer to the Employer for the execution and completion of the Works and the remedying of any defects therein in accordance with the provisions of the Contract, as accepted by the Letter of Acceptance.
- (vi) "Letter of Acceptance" means the formal acceptance by the Employer of the Tender.
- c. (i) "Commencement Date" means the date three (03) days after the date Contract comes into effect or any other date named in Contract Data.
- (ii) "Time for Completion" means the time for completing the execution of and passing the Tests on Completion of the whole Works as stated in the Contract Data (or as extended under Clause 10.3) calculated from the

Commencement Date.

- e. (i) "Contract Price" means the sum stated in the Letter of Acceptance as payable to the Contractor for the execution and completion of the Works and the remedying of any defects therein in accordance with the provisions of the Contract.
- f. (i) "Works" means the Permanent Works and the Temporary Works or either of them as appropriate.
- (iv) "Plant" means machinery, apparatus and the like intended to form or forming part of the Permanent Works.
- (v) "Contractor's Equipment" means all appliances and things of whatsoever nature (other than Temporary Works) required for the execution and completion of the Works and the remedying of any defects therein, but does not include Plant, materials or other things intended to form or forming part of the Permanent Works.
- (vii) "Site" means the places provided by the Employer where the Works are to be executed and any other places as may be specifically designated in the Contract as forming part of the Site.

## **Engineer:**

### **2.1 Engineer's Duties and Authority**

- (a) The Engineer shall carry out the duties specified in the Contract.

### **2.2 Instructions in Writing**

Instructions given by the Engineer shall be in writing, provided that if for any reason the Engineer considers it necessary to give any such instruction orally, the Contractor shall comply with such instruction. Confirmation in writing of such oral instruction given by the Engineer, whether before or after the carrying out of the instruction, shall be deemed to be an instruction within the meaning of this Sub-Clause. Provided further that if the Contractor, within 7 days, confirms in writing to the Engineer any oral instruction of the Engineer and such confirmation is not contradicted in writing within 7 days by the Engineer, it shall be deemed to be an instructions of the Engineer.

## **Contract Documents:**

### **3.1 Priority of Contract Documents**

The several documents forming the Contract are to be taken as mutually explanatory of one another, but in case of ambiguities or discrepancies the same shall be explained and adjusted by the Engineer who shall thereupon issue to the Contractor instructions thereon and in such event, unless otherwise provided in the Contract, the priority of the documents forming the Contract shall be as follows:

1. The Contract Agreement (if completed);
2. The Letter of Acceptance;

3. The Tender;
4. Conditions of Contract.
5. Any other document forming part of the Contract.

## **General Obligations:**

### **4.1 Contractor's General Responsibilities**

The Contractor shall, with due care and diligence, design (to the extent provided for by the Contract), execute and complete the Works and remedy any defects therein in accordance with the provisions of the Contract. The Contractor shall provide all superintendence, labour, material, Plant, Contractor's Equipment and all other things, whether of a temporary or permanent nature, required in and for such design, execution, completion and remedying of any defects, so far as the necessity for providing the same is specified in or is reasonably to be inferred from the Contract. Contractor shall be responsible to get security clearance / permission form respective administration / agencies for execution of works.

### **4.2 Site Operations and Methods of Construction**

The Contractor shall take full responsibility for the adequacy, stability and safety of all Site operations and methods of construction. Provided that the Contractor shall not be responsible (except as stated hereunder or as may be otherwise agreed) for the design or specification of Permanent Works, or for the design or specification of any Temporary Works not prepared by the Contractor. Where the Contract expressly provides that part of the Permanent Works shall be designed by the Contractor, he shall be fully responsible for that part of such Works, notwithstanding any approval by the Engineer.

### **4.3 Performance Security**

The Contractor shall provide Performance Security to the Employer in the prescribed form. The said Security shall be furnished or caused to be furnished by the Contractor within 03 days after the receipt of the Letter of Acceptance. The Performance Security shall be of an amount equal to **10% of the Contract Price** stated in the Letter of Acceptance. Such Security shall, at the option of the bidder, be in the form of either (a) bank guarantee from any Scheduled Bank in Pakistan or (b) bank guarantee from a bank located outside Pakistan duly counter-guaranteed by a Scheduled Bank in Pakistan or an Insurance Company.

### **4.4 Period of Validity of Performance Security**

The performance security shall be valid until the Contractor has executed and completed the Works and remedied any defects therein in accordance with the Contract. No claim shall be made against such security after the issue of the Defects Liability Certificate in accordance with Sub-Clause 12.2 and such security shall be returned to the Contractor within 14 days of the issue of the said Defects Liability Certificate.

### **4.5 Claims under Performance Security**

Prior to making a claim under the performance security the Employer shall, in every case, notify the Contractor stating the nature of the default in respect of which the

claim is to be made.

### **5.1 Program to be Submitted**

The Contractor shall, submit to the Employer for his consent a program, in such form and detail as the Employer shall reasonably prescribe, for the execution of the Works. The Contractor shall, whenever required by the Employer also provide in writing for his information a general description of the arrangements and methods which the Contractor proposes to adopt for the execution of the Works.

### **5.2 Revised Program**

If at any time it should appear to the Employer that the actual progress of the Works does not conform to the program to which consent has been given under Sub-Clause 5.1, the Contractor shall produce, at the request of the Employer, a revised program showing the modifications to such program necessary to ensure completion of the Works within the Time for Completion.

### **5.3 Work to be in Accordance with Contract**

Unless it is legally or physically impossible, the Contractor shall execute and complete the Works and remedy any defects therein in strict accordance with the Contract to the satisfaction of the Employer. The Contractor shall comply with and adhere strictly to the Employer's instructions on any matter, whether mentioned in the Contract or not, touching or concerning the Works. The Contractor shall take instructions only from the Employer (or his delegate).

### **6.1 Contractor's Employees**

The Contractor shall provide on the Site in connection with the execution and completion of the Works and the remedying of any defects therein:

- (a) only such technical assistants as are skilled and experienced in their respective callings and such foremen and leading hands as are competent to give proper superintendence of the Works, and
- (b) such skilled, semi-skilled and unskilled labor as is necessary for the proper and timely fulfilling of the Contractor's obligations under the Contract.

### **6.2 Engineer at Liberty to Object**

The Employer shall be at liberty to object to and require the Contractor to remove forthwith from the Works any person provided by the Contractor who, in the opinion of the Employer, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on Site is otherwise considered by the Engineer to be undesirable, and such person shall not be again allowed upon the Works without the consent of the Employer. Any person so removed from the Works



shall be replaced as soon as possible.

### 6.3 **Care of Works**

The Contractor shall take full responsibility for the care of the Works and materials and Plant for incorporation therein from the Commencement Date until the date of issue of the Taking-Over Certificate for the whole of the Works, when the responsibility for the said care shall pass to the Employer.

### 6.4 **Responsibility to Rectify Loss or Damage**

If any loss or damage happens to the Works, or any part thereof, or materials or Plant for incorporation therein, during the period for which the Contractor is responsible for the care thereof, from any cause whatsoever, other than the risks defined in Sub-Clause 7.1, the Contractor shall, at his own cost, rectify such loss or damage so that the Permanent Works conform in every respect with the provisions of the Contract to the satisfaction of the Employer. The Contractor shall also be liable for any loss or damage to the Works occasioned by him in the course of any operations carried out by him for the purpose of complying with his obligations under Clauses 13 and 16.

### 7.1 **Employer's Risks**

The Employer's risks are:

- a. War, hostilities (whether war be declared or not), invasion, act of foreign enemies,
- b. Rebellion, revolution, insurrection, or military or usurped power, or civil war,
- c. 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 thereof,
- d. Pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds,
- e. Riot, commotion or disorder, unless solely restricted to employees of the Contractor or of his Subcontractor and arising from the conduct of the Works,
- f. Any operation of the forces of nature against which an experienced contractor could not reasonably have been expected to take precautions.

### 8.1 **Clearance of Site on Completion**

Upon the issue of any Taking-Over Certificate the Contractor shall clear away and remove from that part of the Site to which such Taking-Over Certificate relates all Contractor's Equipment, surplus materials, rubbish and Temporary Works of every kind, and leave such part of the Site and Works clean and in a workmanlike condition to the satisfaction of the Employer. Provided that the Contractor shall be entitled to retain on Site, until the end of the Defects Liability Period, such materials, Contractor's Equipment and Temporary Works as are required by him for the purpose of fulfilling his obligations during the Defects Liability Period.

## **Materials, Plant and Workmanship:**

9.1 **Quality of Materials, Plant and Workmanship**

All materials, Plant and workmanship shall be:

- a. of the respective kinds described in the Contract and in accordance with the Employer's instructions, and

9.2 **Cost of Samples**

All samples shall be supplied by the Contractor at his own cost if the supply thereof is clearly intended by or provided for in the Contract.

**Suspension:**

10.1 **Suspension of Work**

The Contractor shall, on the instructions of the Engineer, suspend the progress of the Works or any part thereof for such time and in such manner as the Engineer may consider necessary and shall, during such suspension, properly protect and secure the Works so far as is necessary in the opinion of the Engineer. Unless such suspension is:

- a. otherwise provided for in the Contract,
- b. necessary by reason of some default of or breach of contract by the Contractor or for which he is responsible,
- c. necessary by reason of climatic conditions of the Site, or
- d. necessary for the proper execution of the Works or for the safety of the Works or any part thereof (save to the extent that such necessity arises from any act or default by the Engineer or the Employer or from any of the risks defined in Sub-Clause 7.1),

10.2 **Engineer's Determination following Suspension**

Where, pursuant to Sub-Clause 10.1, this Sub-Clause applies the Engineer shall, after due consultation with the Employer and the Contractor, determine:

- a. any extension of time to which the Contractor is entitled under Clause 11.3, and
- b. the amount, which shall be added to the Contract Price, in respect of the cost incurred by the Contractor by reason of such suspension,

10.3 **Suspension lasting more than 84 Days**

If the progress of the Works or any part thereof is suspended on the written instructions of the Engineer and if permission to resume work is not given by the Engineer within a period for 84 days from the date of suspension then, unless such suspension is within paragraph (a), (b), (c) or (d) of Sub-Clause 10.1, the Contractor may give notice to the Engineer requiring permission, within 28 days from the receipt thereof, to proceed with the Works or that part thereof in regard to which progress is suspended. If, within the said time, such permission is not granted, the Contractor may by giving a further notice to the Engineer to that effect, treat the suspension as an event of default by the Employer and terminates his employment under the Contract in accordance with the provisions of Sub-Clause 18.1.

**Commencement and Delays:**

11.1 **Commencement of Works**

The Contractor shall commence the Works as soon as is reasonably possible within

the time stated in Contract Data.

## 11.2 **Time for Completion**

The whole of the Works shall be completed in accordance with the provisions of Clause 11.6, within the time stated in the Contract Data calculated from the Commencement Date, or such extended time as may be allowed under Clause 10.

## 11.3 **Extension of Time for Completion**

In the event of:

- a. The amount or nature of extra or additional work,
- b. Any cause of delay referred to in these Conditions,
- c. Exceptionally adverse climatic conditions,
- d. Any delay, impediment or prevention by the Employer, or
  
- e. Other special circumstances which may occur, other than through a default of or breach of contract by the Contractor or for which he is responsible, being such as fairly to entitle the Contractor to an extension of the Time for Completion of the Works, or any Section or part thereof, the Employer shall, after due consultation with the Contractor, determine the amount of such extension and shall notify the Contractor accordingly.

## 11.4 **Contractor to Provide Notification and Detailed Particulars**

Provided that the Employer is not bound to make any determination unless the Contractor has

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 additions payment shall be reduced / rejected.

## 11.5 **Liquidated Damages for Delay**

If the Contractor fails to comply with the Time for Completion in accordance with Clause 11.2, for the whole of the Works then the Contractor shall pay to the Employer the relevant sum stated in the Contract Data as liquidated damages for such default for every day or part of a day which shall elapse between the relevant Time for Completion and the date stated in a Taking-Over Certificate of the whole of the Works or the relevant Section, subject to the applicable limit stated in the Contract Data. The Employer may, without prejudice to any other method of recovery, deduct the amount of such damages from any monies due or to become due to the Contractor. The payment or deduction of such damages shall not relieve the Contractor from his obligation to complete the Works, or from any other of his obligations and liabilities under the Contract.

## 11.6 **Taking-Over Certificate**

When the whole of the Works have been completed and have satisfactorily passed

any Tests on Completion prescribed by the Contract, the Contractor may give a notice to that effect to the Employer. The Employer shall within 14 days of the date of delivery of such notice, either issue to the Contractor, a Taking-Over Certificate, stating the date on which, in his opinion, the Works were completed in accordance with the Contract, or give instructions in writing to the Contractor specifying all the work which, in the Employer opinion, is required to be done by the Contractor before the issue of such Certificate. The Employer shall also notify the Contractor of any defects in the Works affecting completion that may appear after such instructions and before completion of the Works specified therein.

## **Defects Liability:**

### **12.1 Defects Liability Period**

In these Conditions the expression "Defects Liability Period" shall mean the defects liability period named in the Contract Data, calculated from:

(a) the date of completion of the Works certified by the Employer/Engineer in accordance with Clause 11.6.

### **12.2 Remedying Defects**

The Contractor shall for a period stated in the Contract Documents from the date of issue of the Certificate of Completion carry out, at no cost to the Employer, repair and rectification work which is necessitated by the earlier execution of poor quality of work or use of below specifications material in the execution of Works and which is so identified by the Employer in writing within the said period. Upon expiry of the said period, and subject to the Contractor's faithfully performing his aforesaid obligation, the Employer shall issue a Maintenance Certificate whereupon all obligations of the Contractor under this Contract shall come to an end.

Failure to remedy any such defects of complete outstanding work within a reasonable time shall entitle the Employer to carry out all necessary works at the Contractor's cost. However, the cost of remedying defects not attributable to the Contractor shall be valued as a Variation.

## **Variations:**

### **13.1 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 ten (10) days of the receipt of such confirmation the same shall be deemed to be a Variation Orders for the purposes of this Sub-Clause.

### **13.2 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.

### 13.3 **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 Engineer/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.

## **Procedure for Claims:**

### 14.1 **Notice of Claims**

Notwithstanding any other provision of the Contract, if the Contractor intends to claim any additional payment pursuant to any Clause of these Conditions or otherwise, he shall give notice of his intention to the Engineer with a copy to the Employer, within 28 days after the event giving rise to the claim has first arisen.

### 14.2 **Contemporary Records**

Upon the happening of the event referred to in Sub-Clause 14.1, the Contractor shall keep such contemporary records as may reasonably be necessary to support any claim he may subsequently wish to make. Without necessarily admitting the Employer's liability, the Engineer shall, on receipt of a notice under Sub-Clause 14.1, inspect such contemporary records and may instruct the Contractor to keep any further contemporary records as are reasonable and may be material to the claim of which notice has been given. The Contractor shall permit the Engineer to inspect all records kept pursuant to this Sub-Clause and shall supply him with copies thereof as and when the Engineer so instructs.

### 14.3 **Substantiation of Claims**

Within 28 days, or such other reasonable time as may be agreed by the Engineer, of giving notice under Sub-Clause 14.1, the Contractor shall send to the Engineer an account giving detailed particulars of the amount claimed and the grounds upon which the claim is based. Where the event giving rise to the claim has a continuing effect, such account shall be considered to be an interim account and the Contractor shall, at such intervals as the Engineer may reasonably require, send further interim accounts giving the accumulated amount of the claim and any further grounds upon which it is based. In cases where interim accounts are sent to the Engineer, the Contractor shall send a final account within 28 days of the end of the effects resulting from the event. The Contractor shall, if required by the Engineer so to do, copy to the Employer all accounts sent to the Engineer pursuant to this Sub-Clause.

#### 14.4 **Failure to Comply**

If the Contractor fails to comply with any of the provisions of this Clause in respect of any claim which he seeks to make, his entitlement to payment in respect thereof shall not exceed such amount as the Engineer or any arbitrator or arbitrators appointed pursuant to Sub-Clause 21.1 assessing the claim considers to be verified by contemporary records (whether or not such records were brought to the Engineer's notice as required under Sub-Clause 14.2 and 14.3).

#### 14.5 **Payment of Claims**

The Contractor shall be entitled to have included in any interim payment certified by the Engineer pursuant to Clause 17.1 such amount in respect of any claim as the Engineer, after due consultation with the Employer and the Contractor, may consider due to the Contractor provided that the Contractor has supplied sufficient particulars to enable the Engineer to determine the amount due. If such particulars are insufficient to substantiate the whole of the claim, the Contractor shall be entitled to payment in respect of such part of the claim as such particulars may substantiate to the satisfaction of the Engineer. The Engineer shall notify the Contractor of any determination made under this Sub-Clause, with a copy to the Employer.

#### 15.1 **Measurements**

The quantities set out in the Bill of Quantities are the estimated quantities for the Works, and they are not to be taken as the actual and correct quantities of the Works to be executed by the Contractor in fulfillment of his obligations under the Contract.

#### 16.1 **Defects Liability Certificate**

The Contract shall not be considered as completed until a Defects Liability Certificate shall have been signed by the Engineer and delivered to the Employer, with a copy to the Contractor, stating the date on which the Contractor shall have completed his obligations to execute and complete the Works and remedy any defects therein to the Engineer's satisfaction. The Defects Liability Certificate shall be given by the Engineer within 28 days after the expiration of the Defects Liability Period or as soon thereafter as any works instructed, pursuant to Clause – 12.1 and 12.2 have been completed to the satisfaction of the Engineer.

### **Certificates and Payment:**

#### 17.1 **Terms of Payments**

The amount due to the Contractor under any Interim Payment be paid by the Employer to the Contractor within 25 days after such Interim Payment has been jointly verified by Employer and Contractor, or, in the case of the Final Certificate, within 30 days after such Final Payment Certificate has been jointly verified by Employer and Contractor.

#### 17.2 **Payment of Retention Money**

Retention money shall be paid by the Employer to the Contractor after satisfactory completion of Defect liability period.

### **Remedies:**

## 18.1 **Default by Contractor**

If the Contractor abandons the Works, refuses or fails to comply with a valid instruction of the Employer 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.

If the Contractor has not taken all practicable steps to remedy the default within fourteen (14) days after receipt of the Employer's notice, the Employer may by a second notice given within a further twenty one (21) 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.

## 18.2 **Default by Employer**

If the Employer fails to pay in accordance with the Contract, or is, despite a written complaint, in breach of the Contract, the Contractor may give notice referring to this Sub-Clause and stating the default. If the default is not remedied within fourteen (14) days after the Employer's receipt of this notice, the Contractor may suspend the execution of all or parts of the Works.

If the default is not remedied within twenty eight (28) days after the Employer's receipt of the Contractor's notice, the Contractor may by a second notice given within a further twenty one (21) days, terminate the Contract. The Contractor shall then demobilize from the Site.

## **Insurance:**

### 19.1 **Third Party Insurance**

The contractor shall insure against liabilities for death of or injury to any person (including any employee of employer or contractor) are loss of damage to any property of employer arising out or in consequence of the execution and completion of the works of the contract and the remedying of any defects therein, other than exceptions defined in Clause 7.1.

### 19.2 **Minimum Amount of Insurance**

Such insurance shall be for at least the amount stated in contract Data.

### 20.1 **Force Majeure**

If Force Majeure occurs, the Contractor shall notify the Engineer/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.

## 21.1 **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 thereunder and any statutory modifications thereto. Any hearing shall be held at Karachi in English Language.



## **HSE GUIDELINES**



## Construction Site HSE Inspection

Project / Building Name

Date:

YES	NO	NA
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**1. GENERAL SITE SAFETY**

I	Adequate signage is displayed for safety procedures and hazards			
II	The site has a designated first aid station and emergency medical procedures.			
III	Fire extinguishers and other firefighting equipment are strategically placed.			

**OBSERVATIONS**

**2. PERSONAL PROTECTIVE EQUIPMENT (PPE) Depend on type of activity**

I	Workers are wearing appropriate PPE as required by their tasks			
II	PPE is in good condition and properly fitted for each worker			
III	Additional specialized PPE (e.g., fall protection, respiratory protection) is provided where needed			
IV	Adequate supplies of PPE are available for all workers			

**OBSERVATIONS**

**3. WORKSITE HOUSEKEEPING**

I	Work areas and access routes are clear of debris and hazards			
II	Are signs posted to warn of wet floors			
III	Waste and construction materials are properly disposed of or stored.			
IV	Tools and equipment are stored securely when not in use.			
V	Hazardous substances are stored and labeled correctly.			

VI	Care Related to floor Mopping			
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**OBSERVATIONS**

**4. SCAFFOLDINGS AND LADDERS**

I	Scaffoldings are erected and used according to safety standards.			
II	Ladders are in good condition and used safely with appropriate access			
III	Proper fall protection measures are in place for elevated work.			
IV	Scaffoldings and ladders are inspected regularly for defects.			

**OBSERVATIONS**

**5. ELECTRICAL SAFETY**

I	Electrical installations comply with safety regulations and codes			
II	Electrical panels and circuits are properly labeled and accessible			
III	Power tools and electrical equipment have grounded plugs.			
IV	Workers are trained in electrical safety and lockout / tag out procedures			

**OBSERVATIONS**

**6. MATERIAL HANDLING**

I	Safe lifting and material handling practices are observed			
II	Mechanical lifting equipment is inspected and certified			
III	Workers are trained in material handling safety techniques			
IV	Heavy materials are securely stacked and stored to prevent collapse			

**OBSERVATIONS**

**7. HAZARDOUS SUBSTANCES**

I	Chemicals are properly labeled, stored, and handled			
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II	Material Safety Data Sheets (MSDS) are available for hazardous substances		
III	Workers are informed about the hazards and safe handling of chemicals		
IV	Spill kits and emergency response procedures are in place		

**OBSERVATIONS**

**8. EMERGENCY PREPAREDNESS**

I	Emergency response plans are posted, and workers are familiar with them.		
II	Evacuation routes and assembly points are clearly marked.		
III	First aid kits and medical emergency procedures are accessible		
IV	Workers are trained in emergency response and evacuation procedures		

**OBSERVATIONS**

**9. WORKSITE TRAFFIC MANAGEMENT**

I	Traffic routes are clearly marked and separate from work areas		
II	Adequate traffic signs and barriers are in place to control vehicle movement.		
III	Workers and vehicle operators are trained in traffic safety rules		
IV	High-visibility clothing is worn by workers in traffic areas		

**OBSERVATIONS**

**10. Waste Disposal**

I	Ensure there are adequate numbers of containers?		
II	Ensure there are separate and approved containers for toxic and flammable waste?		
III	Ensure waste containers located where the waste is produced?		
IV	Ensure waste containers are emptied regularly?		

**OBSERVATIONS**

**11. HSE TRAINING AND COMPETENCY**

I	Workers receive HSE induction and specific job training		
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II	Competency assessments are conducted for specialized tasks		
III	Records of training and competency assessments are maintained		
IV	Workers are periodically retrained on HSE topics.		

**OBSERVATIONS**

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# **SPECIFICATIONS**

**Special Provisions**

**Technical Provisions**

## **SPECIAL PROVISIONS**

1. **Contractors are advised to visit the site for through knowledge of nature and extent of the required work before quoting their rates.**
2. The Corporation will supervise and regulate the work of the contractor through Real Estate Division. The contractor shall follow the instructions issued to them by the Division in respect of all works as contained in BOQ / Scope of work.
3. All the materials to be used must be approved by Engineer/ Incharge Real Estate Division.
4. Contractor will furnish an Insurance for an amount of at least three percent (3%) of contract price compensation against any death or injury or any damages, loss which may occur to any property including that of employer or any person (including any employee of the employer/ contractor) by or arising out of the execution of the work or temporary works or in carrying out of the contract and the remedying of any defects therein.
5. Contractor shall ensure all safety measures necessary viz. providing safety belt, helmets, shoes, mask etc, to its workers & its implementation all he times of work.
6. Scaffolding so erected shall be safe, secure and free from fall. Contractor shall remain responsible for its fitting, fixing & adjustment. SLIC will bear no risk pertaining to this.
7. Contractor shall be responsible to get security clearance / permission from respective administration / agencies for execution of works.