



Merit – Quality - Excellence
Sukkur Institute of Business Administration



**Tender documents for
Construction of Asphalted Road
Sukkur IBA**

Last date for Submission:
Tender opening Date:

29-01-2010 at 1200Hours
29-01-2010 at 1300 Hours

Sukkur IBA

Airport Road Sukkur

Email: info@iba-suk.edu.pk

Web: www.iba-suk.edu.pk

Tel. No. 071-5630272, 5633492 -Fax No. 071-563246

FORM OF TENDER

Director
Sukkur Institute of Business Administration

SUBJECT: Construction of Asphalted Road in front of Girls Hostel at Sukkur IBA
(144m X 5.8m)

Dear Sir,

1. Having examined the, contract conditions, specifications and bill of quantities for Construction Asphalted road at above said building, we the undersigned offer to complete and maintain the said work in conformity with said drawing, condition of contract, specification and bill of quantities for the sum of Rs: _____
_____ (Rupees _____)
2. The above total sum is based on the quantities, shown in the bill of quantities, unit prices indicated therein;
3. We undertake that, if our tender is accepted, to commence the work within seven calendar days of receipt of the employers' orders to commence the work.
4. Unless and until a formal agreement is prepared and prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that you are not bound to accept the lowest or any tender you may receive.
6. If our tender is accepted we remain bound for the quality, standards and specifications.

Dated this _____ day of _____ 2010

Signature_____in capacity of_____

_____duly authorized sign the tenders for and behalf of_

IN BLOCK LETTERS

Witness: _____

Address: _____

Occupation: _____

PREAMBLEA

WORK:	Construction of Asphalted road in front of Girls Hostel at Sukkur IBA.
EMPLOYER:	Director Sukkur IBA
1. Date of issue of Tender:	13 January 2010
2. Place of issue of Tender:	Office of the Resident Engineer IBA Sukkur
3. Place of submission and opening of Tender:	Director ,Institute of Business Administration Sukkur
4. Last Date and time for Submission of Tender:	29 ^h January, 2010 at 1200 hrs
5. Date and time of opening of Tender:	29 th January, 2010at 1300 hrs
6. Amount of Earnest money to be Submitted along with the tender in Favour of Director Institute of Business Administration Sukkur	2% of Tender amount in shape of Bank Guarantee Pay order, BankDraft or Deposit at call from any scheduled Bank of Pakistan. This bond will be released to unsuccessful Tenderers after the issue of letter of intent to successful Contractor and the bond of successful Tenderer shall be released after execution of contract agreement and submission of performance Bond or the Amount can be adjusted against performance bond.
7. Retention money:	@10% of gross amount of work done is to be deducted from each running bill
8. Release of Retention money:	Shall be released after successfully completion of defect liability period/maintenance period.
9. Date of commencement:	within one week of issue of letter of intent
10. Time of completion of the project in all respect.	15 days reckoned from the date of commencement.
11. Liquidated damages for delay in Case of non-completion of the work	0.1% of contract amount per day or part of day up to maximum of 10% of contract amount for whole work
12. Defect Liability of maintenance period.	12(twelve) month from the date of issue of Completion certificate.
13. Method of payment.	Within 15 days of submission of running bill by the contractor.

SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION

Merit - Quality – Excellence

1. Sukkur IBA intends to Construction of Asphalted Road In front of girls hostel at Sukkur IBA
2. This is to be clearly understood that Tenderers will not be reimbursed for any cost of any kind whatsoever incurred by them in connection with preparing and submission of their tenders.
3. Instructions to Tenderers set-forth herein are provided to assist Tenderers in preparing their tenders but there shall be no responsibility whatsoever on Sukkur IBA in this regard. Tenders shall be prepared and submitted in accordance with these conditions.
4. The Tenderers may acquire as many more copies as they want on payment of the prescribed cost for additional sets.
5. The Tenderers shall inspect the site of supply; samples of furniture and to discuss for any information fit for the fabrication of furniture with the authorities and acquaint themselves with the nature and requirements of the work.
6. Each Tenderer shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender and of the rates and prices entered in, which rates and prices shall except in so far as it is otherwise expressly provided in the contract cover all his obligations under the contract and all the matters and things necessary for the proper completion.
7. Any prospective tenderer who may be in doubt as to the true meaning of any part of the specifications or other documents should at once notify the Sukkur IBA but not latter than 7 days prior to the date set for the opening of tenders, and request a written interpretation thereof. Any explanations, additions or deletions to the contract documents will be made only by formal addenda, duly issued by Sukkur IBA and mailed or delivered to each prospective tenderer receiving the set of contract documents, such addenda will become the part of contract documents. Sukkur IBA will not be responsible nor bound by any explanations, revisions, additions, or deletions to the contract documents except those contained in the formal addenda.
8. No alterations or additions shall be made by the Tenderer in quantities, and rates must be filled in ink or typed out both in figures and words clearly and legibly in the columns provided in the schedule of quantities. There shall be no interlineations or erasures in the tender documents except to correct errors made by the tenderer at the time of filling in the tender. All such erasures and interlineations shall be initialed by the person or persons signing the tender. Any tender which does not comply with this condition will be liable to the summarily rejected and not taken in to account when preparing comparative statement.
9. The tenders must be signed by a person duly authorized to do so. Tenders submitted by joint ventures must be accompanied by registered and authenticated statement sworn before a notary public or an official authorized to witness sworn statements.
10. The tenderer shall give their full and proper address at which correspondence may be sent and all notices may be legally served on them in connection with this tender.
11. Where any material is specified to be supplied by the Owner, the contractor would be required to expedite the handling and to store ample quantity to take care of shortage and receipt of such furnished materials and equipment. Where the materials are to be furnished and installed by the contractor, it shall be the responsibility of the contractor to co-ordinate the purchase and receipt of materials and equipment, so that all the work can be completed within the time fixed for completion of project as specified else where.

12. The following supplementary information shall be submitted with each copy of the tender:-
- a) An organization chart of the minimum technical staff.
 - b) A list with complete description of all major items and plant proposed to be used in carrying out the work; including make type and capacity of all equipment which shall be in sufficient detail to demonstrate fully that the equipment will meet all the requirements of the specifications.
 - c) If Sukkur IBA is not satisfied with the propose organization, list of equipment and plant as submitted by the tenderer , the tenderer should be required to improve on his proposal for the proper performance of his contract failing which this will be done at the cost of Contractor. The submission to or approval by Sukkur IBA of such staff organization and list of equipment and plant shall not relieve the tenderer of any of their duties or responsibilities under contract.
 - d) All works called for in the contract documents must be completed in a satisfactorily manner with in one month from the date of award of work. Failure of the contractor to complete all the works by the specified date will result in recovery of liquidated damages by the Sukkur IBA at the rate up to a maximum of 10 % of the tender value for the works remains uncommenced or unfinished as prescribed in condition of contract.
13. The date of award of work shall be from the date of receipt of work order by Sukkur IBA for the commencement of work.
- a. The completed tender, including supplementary information called for, shall be enclosed in an addressed envelope which shall be properly sealed and addressed and delivered in a person as instructed by the Sukkur IBA. The sealed envelope shall have the following words written on it. **“ Construction of Asphalted Road at Sukkur IBA”**
 - b. The tender shall accompany Bank Draft issued by any branch of scheduled bank in favour of Sukkur IBA for an amount as Earnest money as mentioned in the memorandum of tender.
 - a) The tender shall be opened on the date fixed for the purpose in the presence of those who want to attend.
14. The tenders may be modified, corrected or withdrawn at any time prior to the date set for receipt of tenders upon submission of request in writing to that effect, signed in the same manner and by the person or persons who signed the tender.
15. Promptly after opening of tenders, Sukkur IBA will undertake a detailed study and appraisal of the tenders submitted. The competent authority does not bind itself to award the contract to the lowest or to any tenderer but will take in to careful consideration the tenderer’s price and such other factors as are deemed applicable. Once Sukkur IBA has arrived at a decision regarding the award of the contract, successful tenderer will be informed in writing of their intent to enter into a contract for the performance of the works cover by the contract documents. The successful tenderer will be required to attend the Office of Resident Engineer/Project Director, within 01 days of the date of receipt of such notice of award, with proper power of attorney for the purpose of entering into and executing a contract agreement in the form set out in the contract documents with such alterations or additions thereto as may be required to cover the works. Sukkur IBA reserve the right to reject any or all tenders and to waive any formalities in the tenders received (Such deviations in the use and presentation of the specified tender documents and forms) if it appears to be in the best interests of Sukkur IBA to do so.

Sukkur Institute of business Administration

Engineering wing, Sukkur IBA

General rules and direction for the supplier

- 1.** All the work proposed to be executed by the contract shall be notified in the form of invitation to tender posted on a board hung up in the office of the Resident Engineer Sukkur IBA and signed by the Resident engineer Sukkur IBA.
This form will state the work to be carried out as well as the date for submitting and opening tenders and the time allowed for carrying out the work; also the amount of earnest money to be deposited with tender, and the amount of security deposit to be deposited by successful tenderer and the percentage, if any, to be deducted from bills. It will also state weather refund of query fees, royalties, octroi dues and ground rents will granted, Copies of the specification, designs and drawings and estimated rates and any other documents required in connection with the work shall be signed by the Resident Engineer for the purpose of identification, and shall also be opened for inspection by contractors at the office of Resident Engineer during office hours.
- 2.** In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner, it shall be signed on this behalf by a person holding a power of attorney authorizing him to do so.
- 3.** Receipts for payments made on account of any work, when executed by firm, shall also be signed by all the partners, except where the contractors are described in their tender as a firm, in which case receipts shall be signed in the name of the firm by one of the partners or by some other persons having authority to give effectual receipts for the firm.
- 4.** Any person who submits a tender shall fill up the usual printed form, stating the rate showing item of work to be carried out, he is willing to undertake the work. Only one rate of such percentage on all the estimated rates / Scheduled rates shall be named. Tender which propose any alteration in the works specified in said form of invitation to tender or in the time allowed for carrying out work, or which contain any other condition, will be liable to rejection. No printed form of tender shall include for more than one work, but if contractor wish to tender for two or more works, if mentioned, they shall submit a separate tender for each. Tender shall have name and number of the work to which they refer written outside the enveloped.
- 5.** The Director Sukkur IBA, Resident Engineer or his duly authorized Assistant shall open tenders in the presence of contractors who have submitted or their representative who may be present at the time, and he will enter the amount of the several tenders in a comparative statement in a suitable form. In the event of the tender being accepted, the contractors shall for the purpose of identification, sign the copies of specifications and other documents mentioned. In the event of a tender being rejected the Resident engineer Sukkur IBA shall authorize the Sukkur IBA accounts department to refund the amount of earnest money deposited, to the contractor making the tender, on his giving a receipt for the return of earnest money.
- 6.** The officer, competent to dispose of the tender shall have the right of rejecting all or any of the tenders.
- 7.** No receipt for any payment alleged to have been made by a contractor in regard to any matter relating to this tender or the contract shall be valid and binding on Government unless it is signed by Resident Engineer.
- 8.** The memorandum of work to be tendered for and the schedule of materials to be supplied by Sukkur IBA and the quantities shall be filled in and completed by the office of the Resident Engineer Sukkur IBA before the tender form are issued. If a form issued to an intending tenderer has not been so filled in and completed he shall request the said office to have this done before he completes and delivers his tender.
- 9.** Under no circumstance shall any contractor be entitled to claim enhanced rates for any items in this contract.

ITEM DETAILS/ BOQ

No	Item	Qty	Unit	Rate (Rs :)	Amount (Rs :)
01	Clearing & Grubbing of the Site	1152	Sft	13.58	15644.16
02.	Compaction of Natural Ground Surface	1152	Sft	13.82	15920.64
03.	Preparation of Improved Sub grade	162	Cft	233.53	37831.86
04.	Laying Granular Sub base	146.88	Cft	957.52	
05.	Water Bound	250.56	Cft	1299.92	325707.96
06.	Double Surface Treatment	835.2	Sft	192.73	160968.096
07.	Asphaltic Concrete for Wearing Course	38.16	Cft	10444.52	398562.88
				Total Rs:	1124231.54
				Premium _____% Above / Below	
				Grand total Rs:	

Name of Bidder: _____

Name of Company: _____

Signature: _____

Seal: _____

Date: _____